



PARENTS AT LINCOLN

BYLAWS



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MISSION STATEMENT

The Parents at Lincoln (PAL) of Lincoln is a volunteer organization committed to supporting the administration, teachers, students and parents of the Lincoln community.

We are dedicated to fostering school spirit and endeavor to bring the Lincoln community together for the benefit of our children.



ARTICLE I – NAME

The name of this organization shall be the Parent At Lincoln of the Asociacion Escuelas Lincoln. It shall be referred to as PAL.



ARTICLE II – PURPOSE

Section 1.

To enhance the educational opportunities of the Lincoln students by supporting the parents, teachers, administration and community

Section 2.

To provide a forum for communication and create a better understanding between the school and the parents

Section 3.

To encourage the growth and development of the community spirit at Lincoln.



Section 4.

PAL recognizes that the school has established a clear process by which parents can communicate with staff, teachers, principals and the superintendent. It is the aim of the PAL to support and encourage parents to use the communication plan that the school has set.

ARTICLE III – POLICIES

Section 1.

PAL shall be non – profit, nonsectarian and nonpartisan. All funds shall be used to carry out the purpose of the organization as stated in Article II.

Sections 2.

PAL shall at all times seek to co-operate with the school to support its programs. Such co-operation will be offered in accordance with existing school policies and practices.

Section 3.

PAL may co-operate with organizations or agencies concerned with child welfare, but persons representing PAL in such matters shall not make commitments that bind the organization.



Section 4.

PAL shall constantly seek to encourage maximum participation of parents, teachers and staff.

Section 5.

The PAL and its members shall not be liable in connection with any of its activities or undertakings.

Section 6.

GRANTS:

- Financial Proposals and Enrichment Programs: Known as “PAL Grants”. PAL will only consider allocating donations to proposals that have completed the appropriate procedures listed below.
- PAL will consider contributing funds for educational purposes and donation needs such as educational materials, special programs, speakers, etc.
- Groups requesting enrichment and donation requests may be required to raise a percentage of the requested amount through fund raising activities of their choice.

- The exact amounts funded shall be presented for the majority approval first by the PAL Grants Committee and then at the next available general PAL meeting.
- PAL Grants Committee will consider these requests only when presented in written form on a PAL Grants Donation Request Form; with estimates; by appropriate teacher, student, parent or administrator; with approval or acknowledgement of administration.
- The budget for Grants is made at the PAL Executive Board meeting following International Day

ARTICLE IV – MEMBERSHIP AND RULES

Section 1.

All parents and legal guardians of children properly enrolled at Lincoln are automatically PAL members.



ARTICLE V – PAL EXECUTIVE BOARD MEMBERS

Section 1.

The elected Executive Board members of this PAL shall consist:

- President
- Vice President/Parliamentarian
- Treasurer
- ES Chair
- MS Chair
- HS Chair

Board Members (non Elected):

- Events Coordinator
- Welcome Coordinator
- Store Manager
- infoTalk Coordinator
- Purchasing
- Community Service Volunteer Liaison
- Grants Program Coordinator



Key Workers (Non voting members):

- Elementary Grade Reps
- Middle School Grade Reps
- High School Grade Reps
- Newsletter Editor

Section 2.

The Executive PAL Board and Board Members have voting privileges.

Section 3.

Executive Board members are required to attend all Board and General Meetings.

Section 4.

The school Superintendent shall be a member ex-officio of the PAL Board, but will have no vote

Section 5.

In case of a tie the PAL President shall be called upon to break the tie. If one member holds two positions, that members shall only have one vote. If one position is held by two people, the position still only has one vote.

ARTICLE VI – DUTIES OF THE BOARD MEMBERS

President

- Plan the agenda, set the time and date and officiate monthly Exec. PAL meetings.
- Agenda shall be presented to the Exec. Board Meeting 72 hours in advance of Exec. Board Meeting. With the exception of special Board meetings if called less than 72 hours ahead of time.
- Assist in the overall direction and decision-making of the PAL program.
- Transfer all necessary communication to the new PAL President.
- To present a report at the regular meeting of the PAL on the status of the projects that the PAL board is putting in place.



- Co-ordinate set-up/cleanup, refreshments, and raffle prizes and guests speakers' needs for the PAL general Meetings.
- Record all Board meeting minutes at each meeting; distribute to Board members for review within one week of meeting.
- Keep in a bound book a correct record of all general meetings and the Board Committee sessions
- Handle and dispatch all correspondence pertaining to the PAL

In case of absence of the President the Vice President will assume the duties of the President until the President returns.

Vice President/Parliamentarian

This position is to ensure continuity and smooth running of the PAL year to year. As such the retiring president, a past president or a previous Board member should fill it.

- Help the current PAL Board by providing advice on procedures, if needed.
- Organize a PAL By-Law Committee (2 PAL, 2 School Representatives) annually and recommend any changes necessary to reflect current needs.

Treasurer

- The Treasurer shall receive the funds of the PAL
- The treasurer when receiving funds will always have a second counter and use the appropriate forms to ensure accuracy.
- Gives guidance to the Events Coordinator prior to and during fund-raising events to ensure that proper care is given to any monies transacted;
- Shall keep an accurate record of receipts and expenditures;
- Shall set-up and maintain guidelines for the sale of office items (IE: Hoodies, ABC book, etc) in coordination with the Office Manager
- Shall present a tentative budget to the Executive Board for the academic school year in the month of November;
- Shall pay out funds only as authorized by the Executive Board;
- Shall present a monthly statement of accounts at every Exec. Meeting of the PAL
- Shall present the account of the main events at the General Board Meeting the month following the event. (IE: always at the International day wrap up meeting)

Elementary School Chair

- Support school activities including PK
- Act as liaison with room parent, administration, and faculty
- Coordinate room parent activities
- Provide information to Elementary Staff for all room parent activities
- Meet with ES Reps once a month or as seen fit
- Attend PAL board meetings monthly

Middle School Chair

- Support the MS activities
- Communicate and work with grade coordinators and MS Office.
- Meet with MS Reps and MS Principal once a month or as seen fit
- Attend PAL board meetings monthly

High School Chair

- Support the HS activities
- Communicate and work with grade coordinators and HS Office
- Meet with HS Reps once a month or as seen fit
- Attend PAL board meetings monthly

Events Coordinator

- Compile and maintain a detailed "How-To" information packet of major PAL sponsored events (in google docs)
- Work with the Treasurer on PAL funding of these activities.
- Events are, but not limited to: Secretary's Day, Teachers Day, International Day, garage sale (partner with Service Learning), Parent Cocktail, Wellness Week (partner)
- All events shall be run by committee headed by the Events Chair

Welcome Coordinator

- Organize, twice a year, the following Welcome Events: PAL Orientation,
- Welcome Back Social & Transition Workshop
- Work in collaboration with the Admissions Office to send welcome emails to the new families.
- Organize and distribute PAL Welcome Gifts for incoming staff

Store Manager

- Oversee any ongoing fundraising activities that is not event related (hoodies, ABC book, water bottles).
- Oversee the running of the PAL Office
- Supervise the PAL property in the cafeteria & outside storage if being used.

InfoTalk Coordinator

- Plan the agenda and run PAL InfoTalk Meetings.
- Parent News Editor
- Update the PAL Friday Flash “News” section of Lincoln Social Media and PAL Webpage weekly.

Purchasing

- Coordinate with Store Manager and Treasurer to place orders of store merchandise as needed.

Community Service Volunteer Liaison

- To find and communicate volunteer opportunities within our community and outside our community for the Lincoln Community.

Grants Program Coordinator

- Responsible for holding meeting with each division explaining the Grant Program through the year
- Grants run 3 cycles a year. Those cycles will be determined by the Grants Coordinator and Treasurer
- The amount allocated to each cycle will be decided and voted on by the Exec. Board after International Day.
- Sets a committee to review and vote on grants awarded. The committee should change each cycle apart from the Coordinator and Treasurer.

ARTICLE VII – DUTIES OF THE PAL EXECUTIVE BOARD

Section 1.

The duties of the Executive Board shall be:

- To implement the motions approved at Executive and General Board Meetings
- Submit at PAL General Board Meetings new business in the form of motions to be included in the agendas for the next meeting of the PAL.
- After the approval, transact necessary business in between PAL meeting.
- To approve expenditures up to and including \$3,000.00 pesos per request per availability that are within the limits of the budget.
- Attend as many PAL sponsored activities as possible
- Attend the monthly Executive Board Meetings and General Meetings
- Approve the yearly budget of the PAL in November.



Section 2.

Regular meeting of the Executive Board shall be held once a month during the school year; the time to be fixed by said Board.

Quorum: A Quorum for a General Board Meeting shall be defined as the PAL Executive Board that are in attendance. Absentee voting can be delivered by note.

ARTICLE IX – ELECTION AND TERM OF OFFICE OF BOARD MEMBERS

Section 1.

The Board members of the Organization shall be elected at a general meeting in May. In April an announcement of a general invitation for open positions will be made. This shall be announced via Friday Flash, Facebook, Instagram, Twitter, Whatsapp groups.

Section 2.

Candidates for election, where there are two or more candidates for that one position, are expected to complete a simple nomination paper and provide an overview of their philosophy, experience and reasons for seeking the position



Section 3.

PAL shall nominate a parent and /or supporting member to organize and oversee the election procedures.

Section 4.

The election process shall be finalized no later than May 15th to provide adequate time for an effective handover/transition in May or June. This turn will allow for the new executive committee member(s) to be in place by the end of the school year. The new board commences the last day of the school year.

Section 5.

The Executive Board will be elected by a ballot to all eligible PAL members. The election will be held by electronic unanimous vote and the new board will be announced in the PAL general meeting at the end of the year.

Section 6.

If an Executive Board member moves during his/her term (ONE YEAR), the board will appoint an interim member until elections can be held.

Section 7.

A vacancy occurring on the PAL Executive Board shall be filled by a vote of the PAL Executive Board at its next regular meeting.

ARTICLE X – MEETINGS OF THE PAL

Section 1.

A General Meeting of the PAL Community shall be held in August & November, May/June.

Section 2.

The August meeting agenda will be laying out PAL activities for the upcoming school year and welcoming returning and new families.. The November meeting will be to deliver the results from international Day. During the May/June meeting annual reports will be shared, as well as the election and installation of officers.

Section 3.

Other General Meetings of the PAL could be held if decided upon by 2/3rd majority of the Exec. Board.



ARTICLE XII – FISCAL RESPONSIBILITIES

Section 1.

Fiscal Year of the PAL shall begin on July 1 and end June 30 of the following year.

Section 2.

The PAL financial books can be examined at any time by a PAL member, by request.



ARTICLE XIII – AMENDMENTS

Section 1.

These bylaws may be amended at any regular meeting of the PAL by $\frac{2}{3}$ majority of the Executive Board.



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