

**CONSTITUTION AND BYLAWS
OF
THE LEHIGH VALLEY CHARTER HIGH SCHOOL FOR THE
PERFORMING ARTS “LVPA PARENT ASSOCIATION”**

CONSTITUTION

ARTICLE 1-NAME

The name of the organization shall be “The LVPA Parent Association”.

ARTICLE 2-OBJECTIVES

The objectives of this organization are:

To promote and maintain the artistic and academic interests of the school at large through fundraising and financial support. To work on behalf of LVPA in the community to advance the school through a network of committed LVPA parents and community members.

ARTICLE 3-MEMBERSHIP

The membership of this organization shall not be limited. All parents of an LVPA student shall be considered an active, regular member. All other persons who are interested in the progress and development of LVPA and are in agreement with the objectives of the association as defined in ARTICLE 2 of the Constitution shall be eligible for associative membership.

ARTICLE 4-OFFICERS AND ELECTION

Section 1- The officers of this organization shall be President, Vice-President
Secretary and Treasurer.

Section 2 – All officers shall be appointed by the Director of Institutional
Development and Advancement.

ARTICLE 5 – MEETINGS

This organization shall meet at such a time and place as set yearly by the Executive Board.

ARTICLE 6 – AMENDMENTS

The Constitution and Bylaws may be amended by a simple majority vote of the members present at a regular meeting provided a quorum is present. The amendments must be presented in writing at the preceding regular meeting of the organization.

BYLAWS

ARTICLE 1 – DUTIES OF OFFICERS

Section 1 – The Director of Institutional Advancement and Development serves as the advisor and organizational head of the organization.

Section 2 – The President shall preside at all meetings of the organization, and shall be an ex-officio member of all committees.

Section 3 – The Vice-President shall assume all the duties of the President in the absence of the President and assist the President as needed.

Section 4 – (a) The Treasurer shall receive all funds due to the organization, prepare the deposit to be made by the LVPA finance department, and submit a report at each regular meeting.

(b) The books of the Treasurer shall be reviewed annually by a committee appointed by the President.

Section 5 – The Secretary shall keep all of the minutes of the Executive Board of the LVPA Parent Association and general meetings. In his/her absence a substitute secretary will fill in. The meetings will be recorded for transcription purposes only. The secretary will announce the recording at the beginning of each meeting. General meeting minutes of each will be posted on the LVPA website prior to the meeting and submitted for approval at the next meeting. Minutes are to be kept on file for a period of not less than 3 years. The secretary will also be responsible for all correspondence necessary for the organization and prepare a bi-monthly LVPA Parent Association e-marketing email update.

ARTICLE 2 – TERM OF OFFICE

The President, Vice-President, Secretary, and Treasurer shall serve for a term of one year and shall assume office July 1st. Incoming 9th grade parents shall not be eligible for elected office unless they were previously members of the organization.

ARTICLE 3 – EXECUTIVE BOARD OF THE LVPA PARENT ASSOCIATION

Section 1 – The Executive Board of the LVPA Parent Association serves under the Development Department of LVPA.

Section 2 – The Executive Board of the LVPA Parent Association shall be composed of the officers of the organization, the chair of the fund raising committee, the Director of Institutional Advancement and Development, and the chairs of any other committees deemed necessary by the Executive Board of the LVPA Parent Association.

Section 3 – The Executive Board of the LVPA Parent Association shall have general supervision over the affairs of the organization.

ARTICLE 4 – MEETINGS

Section 1 – The regular meetings of the organization shall be held every month on a day designated by the current Executive Board of the LVPA Parent Association, beginning in September and ending in May of each school year, unless a change of date is authorized by the Executive Board of the LVPA Parent Association.

Section 2 – the President may call a special meeting of the membership.

ARTICLE 5 – STANDING COMMITTEES

Section 1 – The Director of Institutional Advancement and Development shall be an ex-officio member of all committees.

Section 2 – The Executive Board of the LVPA Parent Association shall consist of the following standing committees:

Fundraising
Publicity and Social Media
Community Outreach

(a) Committees can be added as the Executive Board of the LVPA Parent Association shall determine.

(b) Committee heads will be required to attend the majority of Executive Board of the LVPA Parent Association meetings. If a committee head is absent from more than two consecutive meetings, the President may appoint a replacement.

Section 3 – The Fundraising Committee shall consist of the chairperson and as many members as that chairperson deems necessary for the organization. The chairperson shall work closely with the vice-president and treasurer and will oversee a committee of parent volunteers.

(a) Sub-committees within the Fundraising Committee will be:

Large Fundraisers
Small Fundraisers
School Store
Shopping Network
Lunch

Section 4– The Publicity and Social Media Committee shall consist of a chairperson and as many members as that chairperson deems necessary to provide publicity for the organization. This committee will work with the secretary on e-marketing and social media.

Section 5 – The Community Outreach Committee shall consist of a chairperson and as many members as that chairperson deems necessary to manage all community needs for the organization.

(a) Sub committees under the Community Outreach Committee will be:

Community Events
Grants
Corporate Sponsors

ARTICLE 6 – FINANCIAL YEAR

The financial year of this organization shall extend from July 1 to June 30 of the following year.

ARTICLE 7 – QUORUM

Eight members of the organization shall constitute a quorum.

ARTICLE 8 – VOTING

Section 1 – Only active regular members and the Director of Institutional Advancement and Development shall have voting privileges.

Section 2 – Voting shall be accomplished by a show of hands or by secret ballot at the discretion of the President

Created June 2011