**Lutz Parent Group**

Policies and Procedures

Approved: 29 November 2022

These Policies and Procedures are designed to supplement the Bylaws of the Lutz Parent Group and to clarify the continuing work of its Executive Board.

The Policies and Procedures may be amended or rescinded by two-thirds (2/3) vote at any

Executive Board Meeting and should be reviewed yearly.

1. **The Executive Board**

Members of the Executive Board (defined in Article IX of the Bylaws) shall:

1. Have copies or and be familiar with the Lutz Parent Group Bylaws and the Policies and Procedures.
2. Attend all General and Executive Board meetings and, if unable to do so, notify

the President so that a quorum can be assured. After three (3) unexcused

absences, a vacancy shall be declared and the President shall notify the Board

and the member in writing of such declaration. A vacancy shall be filled by the

Executive Board within sixty (60) days. Unexcused absences shall be defined as

failure to notify the President.

1. Assemble and maintain a procedure book containing material pertinent to their

position to be passed on to their successor by July 31st of the expiring term of

office. Treasurer shall pass on materials upon completion of the audit.

1. Not use their Executive Board position for partisan activity.
2. Send a card in the case of hospitalization, serious injury or illness of an Executive

Board member (or in the case of death in the immediate family). The Secretary may be the designated person to send cards on the behalf of the Executive Board.

1. Send a card, letter or publish appropriate article in Newsletter thanking people

who help with group functions (done now by the Secretary) as a once-a-year

thank you. All committee chairpersons must submit these names to the Secretary.

1. Not use group funds to purchase gifts for any Executive Board

member, nor does this group recommend using personal funds for Executive Board gifts.

 In addition to the following duties outlined in the Lutz Parent Group Bylaws, officers

 also have the following responsibilities:

 The ***Outgoing President*** shall:

1. Pass on the President's materials to the incoming President.
2. Pass on the gavel to the incoming President.

The ***Incoming President*** shall:

1. Plan the schedule of the dates, time and location of the group meetings in coordination with building administration.
2. Secure the use of building for the group's meetings.

 The ***Vice President*** shall:

 A. Assist the President with their duties

 B. Preside over meetings in the absence of the President.

The ***Recording Secretary*** shall:

1. Keep an attendance record of all group's meetings.
2. Keep and post minutes of each meeting

 The ***Corresponding Secretary*** shall:

 A. Be responsible for all correspondence.

 B. Assume responsibilities of the Recording Secretary in their absense

The ***Treasurer*** shall:

1. Have custody of all funds of the group;
2. Collect and keep a full and accurate account of all monies of the group;
3. Pay out funds only as authorized by the president and/or executive board; Checks must have a minimum of two signatories.
4. Present a financial statement at each meeting of the group;

Submit an annual audit.

1. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 11, of the Bylaws

1. **Committees**
2. All committee appointments and assignments shall be at the discretion of the

 Incoming President with the approval of the Executive Board.

1. Incoming President shall appoint the special or ad hoc committees for a specific

 task. These committees shall report to the Executive Board and will automatically

 be dissolved upon completion of their task.

1. No committee work shall be undertaken without the approval of the Executive

 Board.

1. A committee may be formed to review and make recommendations regarding the Staff “Wish List”. The current President and the Treasurer must be on this committee.
2. Standing Committees are as follows: Silver & Gold Dance, Hawaiian Dance, Halloween Dance, Parent Teacher Conference Dinner, Holiday Student Luncheon, Valentine Dance, Field Day, Completer Dinner, Teacher Appreciation, Membership, Spiritwear, Hospitality and Wish List
3. Each committee chair will be given a binder with information that includes budget information,vendors and a description of what has been done at prior events. Chairs are allowed to make changes and new ideas are welcome! Committee chairs are responsible to contact volunteers via phone and email, organize the event, obtain donations and be able to attend the event.

**Administrative Costs**

A Line item is used to cover necessary postage, supplies and administrative costs of operating the Lutz Parent Group.

**Assemblies**

An actual bill must be submitted for reimbursement. Specifics of the assemblies must be worked out by the Executive Board and the Principal (or Assistant Principal).

**Bylaws**

Every three years this committee meets to make the necessary revisions to the Lutz Parent Group Bylaws.

**Volunteers**

A Sign Up Genius shall be sent to all parents following the annual meeting in July for the following school year.

Each committee chair shall contact all parents who volunteer by phone and email.

**Contingency**

A motion is required to move any money from this line item.

**Silver and Gold Dance**

This event is held in July. This line item is used to purchase drinks, food, a d.j. and any other items that the committee needs to cover this event.

**Hawaiian Dance**

This line item covers the expense for the purchase of drinks, food, a d.j. and any other items the committee needs to cover this event.

**Halloween Dance**

This line item covers the expense for the purchase of drinks, food, candy, a d.j. and any other items the committee needs to cover this event.

**Parent Teacher Conference Staff Dinner**

This line item covers the expense for the purchase of food, drink and any other items the committee needs to cover this event.

**Holiday Student Luncheon and Gift**

This line item covers food, drink, a gift for each student and any other items the committee needs to cover this event.

**Valentine Dance**

This line item covers the expense for the purchase of food, drink, a d.j. and any other items the committee needs to cover this event

**Field Day**

This line item covers reimbursement to Lutz school for purchases associated with Lutz Field Day events as deemed necessary by staff/administration.

**Completer Dinner**

This line item covers the cost of dinner for Lutz students who are Completers ONLY. Reimbursement shall be made to Lutz School.

**Teacher Appreciation Week**

This line item covers the expense of purchases associated with Teacher Appreciation week, including food, drink and gifts for Lutz Staff; staff being teachers, parapros, auxiliary staff, custodial staff and administration

**Fraternal Gifts/Remembrances**

Lutz Parent Group will send cards in the case of hospitalization, serious injury or illness of an Executive Board member (or in the case of a death in the immediate family). Cards can be sent to any member of the organization if the Board is so notified. A special tradition has been set into place if the Executive Board approves the expense, up to $50.00, for a donation to Lutz School in honor or memory of a special person.

**Gifts To School/Teacher Allotment**

This line item is the “Wish List”. Requests from staff are submitted to the Principal and the Wish List is presented at a General Membership Meeting. A special committee is then formed when the budget is completed to determine how the money will be spent and what requests will be honored. The committee should include the following persons: President, Vice President Recording Secretary, Corresponding Secretary, Treasurer, Principal, Vice Principal and two members at large. Recommendations should be brought to the November meeting and voted for approval at the January meeting. To receive a reimbursement(s), staff must order items within 30 days after the approval of the “Wish List”.

**Membership**

Dues shall be collected in the amount of $1 per individual and $3 per family unit. Anyone may attend parent group meetings and events, but only members in good standing may cast votes.

**NO REIMBURSEMENT WILL BE ISSUED WITHOUT A RECEIPT**

**Check Signing Policy**

At all times, two signatures are required on each check.

Three signatures are required on the bank signature card. They should include:

* President
* Treasurer
* Recording Secretary

Whenever a check is drawn to one of the officers listed above, the other two signatures are required on the check. In other words, if a check is drawn to reimburse the President for expenses, the Treasurer and Secretary must sign the check.

**Reimbursement Policy**

Reimbursements will be made upon submission of original receipts, accompanied by a Reimbursement Form. Receipts with form must be submitted within three (3) days of completion of Committee Events. Committee chairs must adhere to the amount approved in the Annual Budget in order to be fully reimbursed.

 **Fiscal year will be from August 1st to July 31st**

Two signatures are required on all checks.

An annual financial review of this group's financial records is required. This should be completed for the annual meeting in July.

The yearly budget will be proposed to the membership at large by September 15th. Copies of the proposed budget will be posted, by this date, on the school website and hard copies made available in the main office. The vote for approval will occur at the September meeting after discussion.

**Legal documents:** Include By Laws, Policies and Procedures, Bank Statements, Meeting Agendas,Meeting Minutes and Budget Reports.

**Record retention:** All legal documents shall be held for a minimum of seven years.

**Amendments:** These standing rules may be amended at any time by a majority of the members present if a quorum has been established and prior notice to amend was given. If no notice to amend was given, and a quorum is established, a 2/3-majority vote of the members present is needed.

These standing rules shall be read and approved at the first Executive Board meeting of each membership year and may be read by request at any meeting or shall be available for reading.

Date of last review: 29 November 2022

A copy of these standing rules shall be given to all members of the Executive Board and be made available for review on the school website.