

Bylaws of the Lutz Parent Group (dba Families & Friends of Lutz School)

Date Approved by Membership: 9 June 2026

Bylaws of the Families & Friends of Lutz School

City of Clinton Township County of Macomb

## Article I: Name

The name of this organization is the Families & Friends of Lutz School.

## Article II: Articles of Organization

The articles of organization of a constituent organization include: (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

## Article III: Purposes

**Section 1.** The Objects of the Families & Friends Of Lutz School are:

- a. To promote the welfare of young adults in home, school and community.
- b. To raise the standards of school life.
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of adults with special needs;
- d. To promote the collaboration and engagement of families and educators in the education of Lutz students;
- e. To engage the public in united efforts to secure the physical, mental, emotional and social well-being of all people with special needs; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2. Awareness:** The purposes of this group are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV and V.

**Section 3. Federal Status:** This group is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

## Article IV - Principles

The following are basic principles of the Families & Friends of Lutz School:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work to engage and empower students, families and educators within school and community to provide quality education for all students and shall seek to participate in

the decision-making process by influencing school policy and advocating for student's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education authorities.

- c. The organization shall work to promote the health and welfare of students and shall seek to promote collaboration among families, schools and the community at large. Bylaws
- d. Commitment to inclusiveness and equity shall be guiding principles for service in the Lutz Parent Group.

## **# Article V – Policies**

The following are basic policies of the **Families & Friends of Lutz School**:

- a. The organization shall not enter into membership with other organizations.
- b. No part of the net earnings of the organization shall inure to the benefit, or be distributable to its members, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- c. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities which are not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code or by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- d. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.
- e. The bylaws of this organization shall allow proxy voting, in writing.
- f. The organization or members in their official capacities shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise.
- g. A **Families & Friends Of Lutz School** representative shall make no commitments that bind the group they represent.

## **Article VI: Relationship with Parent Group Organizations**

### **Section 1.**

- a. Adhere to the purposes and basic policies of the parent groups;
- b. Elect and provide officer contact information to members, parents, students and staff of Lutz School;
- c. Approve a budget and provide a copy to aforementioned;
- d. Complete a yearly financial review/audit and provide a copy to the aforementioned;
- e. Have bylaws approved according to the procedures of this group/organization;
- f. Operate under bylaws which have been reviewed/revised and approved every three (3) years by its members.

**Section 2.** Bylaws shall include an article on amendments.

**Section 3.** Only members of the group may participate in the business of that association.

**Section 4.** The group shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the group, including, specifically, the number of its members and the dues collected from them. Such books of account and records shall be at all reasonable times open to inspection.

**Section 5.** The group shall maintain an Executive Board consisting of a President, Vice President, Treasurer and Recording Secretary for a total of four members.

**Section 6.** A Quorum shall consist of three members. It must include, but is not limited to, at least two Executive Board members and at least one member of the general membership, all in good standing.

**Section 7.** Voting by proxy, in writing, shall be allowed for members in good standing..

**Section 8.** There shall be but one person serving in any elected office.

## **Article VII: Membership and Dues**

**Section 1.** The group will not collect annual dues to become a member.

## **Article VIII: Voting Body**

**Section 1.** The voting body of this group shall consist of the Executive Board and the general membership, all of whom must be in good standing.

**Section 2.** Each member shall be considered in good standing as long as their dues are current for the year in which they are voting.

**Section 3.** Members are entitled to one vote.

**Section 4.** The quorum shall be **three**. It must include, but is not limited to, at least **two** Executive Board members and at least **one** member of the general membership, all in good standing.

## **Article IX: Officers and Their Election**

**Section 1.** The officers of this council shall be a president, vice president, a recording secretary and a treasurer. These officers shall be elected by ballot at the regular group meeting in June. However, if there is only one candidate for any office, the election for that office (or offices) may be by voice vote. Officers shall assume their official duties immediately following the close of the school year in August and shall serve for a term of one year or until their successors are elected.

**Section 2.** There shall be but one person serving in any elected office.

**Section 3. OMIT**

**Section 3.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board.

## Article X: Duties of Officers

### Section 1. The president shall:

- a. Preside at all meetings of the group and its executive board/committee at which they may be present;
- b. Sign, with the secretary, all orders on the treasury of the group;
- c. Coordinate the work of the officers and committees, in order that the Purposes may be promoted;
- d. Be a member *ex officio* of all committees;
- e. Call a meeting every thirty days for the group.

### Section 2. The vice president shall:

- a. Preside in the absence of the president and shall serve as aide to the president.

### Section 3. The recording secretary shall:

- a. Record the minutes of all meetings;
- b. Notify each committee chair of their appointment;
- c. Sign, with the president, all orders of the treasury of the group;
- d. Conduct correspondence delegated to them;
- e. Keep an accurate roster of the names of the the names, addresses, phone numbers and emails of all of the groups membership and Executive Board
- f. Post agendas, minutes, budgets and information from the group on the Lutz School website each month.

### Section 4. The corresponding secretary shall: OMIT

### Section 4. The treasurer shall:

- a. Have custody of all funds of the group;
- b. Collect and keep a full and accurate account of all monies of the group;
- c. Pay out funds only as authorized by the president and/or executive board; Checks must have a minimum of two signatories.
- d. Present a financial statement at each meeting of the group;
- e. Submit an annual audit.
- f. 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

**Section 5.** The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive board at least two weeks before the July meeting.

### Section 6. All officers shall:

- a. Perform the duties outlined in these bylaws and those assigned from time to time;
- b. Deliver to their successors all official material immediately following the meeting at which the successors are elected.

## Article XI: Meetings

**Section 1.** Regular meetings of the council shall be held, in person and/or online, on the last Tuesday of each month unless otherwise provided for by the group or executive board. Three days' notice shall be given of change of date.

**Section 2.** The annual meeting shall be in July and shall be for the purpose of electing officers, receiving reports of officers and committees, and conducting any other business that may arise.

**Section 3.** Special meetings of the council may be called by the president, and shall be called upon request of a majority of the members of the executive board or a majority of the membership. At least three days' notice of such a special meeting shall be given.

**Section 4.** Meetings of this group shall be open to all, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article VII.

**Section 5.** A quorum for the transaction of business shall consist of at least **two** officers and **one** delegate from a majority of the membership.

**Section 6. OMIT**

## Article XII: Executive Board

**Section 1.** The executive board shall consist of the officers of the group.

**Section 2.** The executive board shall:

- a. Transact business as may be referred to it by the group;
- b. Act in emergencies between meetings of the group;
- c. Fill vacancies in office;
- d. Create standing committees;
- e. Approve plans of work of standing committees;
- f. Approve a tentative budget to be presented to the membership;
- g. Report at the regular meetings of the group;
- h. Select an auditing committee of three members to audit the books at the end of the fiscal year and at such times as required by the resignation of the fiscal officer
- i. Register the signature of the Treasurer, the President and the **Vice President** for all accounts at the bank. All checks shall bear two (2) of the three (3) signatures registered with the bank;

**Section 4.** Regular meetings of the executive board shall be held as designated by the board at its first meeting. Special meetings of the board may be called by the president, or upon the request of a majority of members of the board, three days notice having been given.

## **Article XIII: Committees**

**Section 1.** Such standing committees shall be created by the executive board as may be deemed necessary to promote the Objects and carry on the work of the group.

**Section 2.** The chairs of the standing committees shall be selected by the Executive Board.

**Section 3.** The term of standing committee chairs shall be one year.

**Section 4.** The chairs of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

**Section 5.** Chairs of all standing committees shall be members in good standing.

**Section 6.** Special committees may be appointed by the president when such committees are deemed necessary by the executive board or the council.

**Section 7.** The quorum of any committee shall be a majority of its members.

**Section 8.** The president shall be a member ex officio of all committees.

## **Article XIV: Fiscal Year**

The fiscal year of this council shall begin on August 1st and end on the following July 31st.

## **Article XV: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be used to govern the group.

## **Article XVI: Disbandment**

**Section 1.** If the **Families & Friends of Lutz school** is considering disbandment, the Executive Board shall meet with the Principal/ Vice Principal of Lutz School prior to formal action.

**Section 2.** After meeting with the Principal/Vice Principal, written notice stating the intention of disbandment of the group must be given to all members in good standing. A special meeting shall be called by the Executive Board that will include all members in good standing and a vote will be taken on how to disburse any remaining funds in the treasury account.

## **Article XVII: Amendments**

### **Section 1.**

- a. These bylaws may be amended at any regular meeting of this group by a two-thirds vote of the members present and voting, provided written notice of the proposed amendment shall have been given to each member and to each member of the executive board at least 14 days prior to the date of the meeting at which action is taken.
- b. If amendments are made to these bylaws, the new bylaws must be posted on the Lutz school website within three days of adoption.