

# GUIDELINES OF CARROLL LUTHERAN SCHOOL FAMILY PARTNERSHIP PROGRAM

Proposed 9/9/14

## I. NAME

- a. The name of the group shall be the Family Partnership Program (FPP).

## II. PURPOSE AND GOALS

- a. To foster a healthy relationship between the administration, teachers, staff, parents and students of Carroll Lutheran School.
- b. To engage in or carry out those activities that the FPP members feel will benefit Carroll Lutheran School.
- c. To contribute financial assistance to programs and purchase equipment for the direct benefit of the children and teachers of Carroll Lutheran School and to donate materials and supplies for carrying out these programs.
- d. To provide regular prayer support to the administration, teachers, staff, parents and students of Carroll Lutheran School.

## III. MEMBERS

- a. Automatic membership will extend to the administration, teachers, staff, parents/guardians and students of Carroll Lutheran School.

## IV. OFFICERS

- a. The Officers of this group shall be: President, Vice President, Secretary and Treasurer
- b. All Officers must be members of the FPP as described in Section III.
- c. No Officer shall be elected to the same office for more than two consecutive years and may not serve more than 4 consecutive years on the executive committee, defined as being one of the Officers.

## V. DUTIES OF OFFICERS

- a. The meetings shall be opened with prayer. The President shall preside at all meetings and shall be ex-officio member of all committees.
- b. In the absence or inability of the President to serve, the Vice President shall perform the duties of the President and shall assist the President when necessary. In the event the office of the President becomes vacant, the Vice President shall assume the office of the President for the unexpired term.
- c. The Secretary shall keep a record of the proceedings of all meetings of the organization and distribute said minutes to each member within two weeks following the meeting date.
- d. The Treasurer will receive all funds of the organization and will keep an accurate record of the receipts and disbursements. The Treasurer will manage the day to day finances of the FPP with regular customary financial reporting to the Executive Board and full FPP body on a regular, periodic basis. The Treasurer will facilitate reimbursements to any member who expends money on behalf of CLS. All requests for reimbursement must be accompanied by detailed receipts.

## VI. EXECUTIVE BOARD

- a. The Executive Board shall consist of the Officers.
- b. The Executive Board will see that the meetings are conducted in an organized and orderly manner.

- c. Meetings of the Executive Board may be called by any Officer as the need arises.
- d. The Executive Board shall fill all vacancies in the offices of the Board with the appointees to serve until the next election.
- e. All business transacted at the Executive meetings shall be reported to the organization at the next meeting by the Secretary.

## **VII. MEETINGS**

- a. A notice shall be sent home to all members informing them of meeting dates and times.
- b. Meetings shall be held once a month during the school year.
- c. Election of new officers will be held at the final meeting of the school year.
- d. Those members present shall constitute the quorum required for a meeting, except for meetings at which elections are held, as described in Section IX.
- e. Meetings will be efficient and focused on maximization of the participants' time. Meetings shall be a maximum of 90 minutes from the start time unless a motion to extend is moved, seconded and carried by majority vote of those in attendance.

## **VIII. VOTING PROCEDURES**

- a. All voting will take place using voting ballots or by other manner of standard meeting method (e.g Robert's Rules of Order) as directed by the President. If the results of any written ballot vote cannot be tallied by the Vice President plus one non-board member prior to the meeting's end, they will be revealed in the minutes at the immediately next meeting.
- b. Items to be presented for voting must be presented at the FPP meeting by the requesting party. The requesting party must be available for questions.
- c. On request by the submitting party, a matter may be brought to the floor during a scheduled FPP meeting and a vote delayed until the following scheduled meeting to allow for consideration and reflection ahead of the vote.

## **IX. ELECTION OF OFFICERS**

- a. All members of the FPP may submit nominations for Officers to the FPP Executive Board. The President shall coordinate a nominating process during the month of April and present a slate of nominees for each office at least two weeks prior to elections held at the final meeting.
- b. Officers will be elected by a majority vote at the final meeting of the school year. The voting quorum shall be made up of those members present.
- c. In the event of a tie vote during any election, a re-vote will take place in which the parties to the tie will not vote. The process will repeat until a majority winner has been elected.

## **X. BUDGET AND FINANCES**

- a. The fiscal year of the group shall be a period of twelve (12) months ending on June 30 each year.
- b. The Executive Board shall be permitted to spend an amount not to exceed the total of Five Hundred Dollars (\$500.00) during one calendar month without the FPP membership approval if the Officers deem such expenditures to be in the best interest of Carroll Lutheran School.
- c. All chairpersons of fundraising events shall submit a proposed budget prior to the event to the FPP Executive Board as early as practicable if any expenditure is expected to exceed Five Hundred Dollars (\$500.00).

- d. All FPP checks will be authorized with two signatures; the FPP Treasurer and the FPP President. Alternative signature authority is granted to the FPP Vice-President in the event that one of these principle designees are unavailable. In the event two of the three designees are unavailable and an immediate and unusual circumstance exists requiring check signing authority, the CLS Bookkeeper shall have signature authority. Any checks signed by the CLS Bookkeeper must be immediately reported to the Executive Board. The FPP Treasurer will reconcile records on a monthly basis and provide reporting and proof of same on reasonable request by any member of the Executive Board.
- e. Distinct bank accounts and records will be maintained at all times by the FPP, separate from the CLS operational accounts and matters.

## **XI. COMMUNICATIONS**

- a. Communication is key to a successful organization. All members of FPP are encouraged to voice their questions/comments/suggestions at any time. If any member is unable to attend a scheduled meeting but has something to communicate, a note can be placed in the FPP mailbox in the school office or an email can be sent to the President or other Executive Board member using the email address in the directory.

## **XII. AMENDMENTS**

- a. These Guidelines may be amended, modified, adopted, annulled by a two-thirds vote of those present and voting at any regular meeting of the organization, providing the membership has been notified of the proposed change one week in advance of the meeting.