

Indian Hill School  
Parent Liaison Group  
Bylaws  
April 2017

Article I  
Name

The name of this organization shall be the "Indian Hill School Parent Liaison Group", hereafter referred to as the "PLG."

Article II  
Mission Statement

Our School PLG shall strive to:

- a. Develop a closer connection between school and home by encouraging parent involvement.
- b. Enhance the educational experience by supporting academic and enrichment activities.
- c. Improve the environment at our school by providing volunteer and financial support.

Article III  
Policies

Section 1 –The program of this organization shall be educational and staff supporting at Indian Hill and shall be implemented through committees, projects, and events.

Section 2 – This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3 –Upon the dissolution of the PLG, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Indian Hill School.

Section 4 – No part of the net earnings of the PLG shall be distributed to members and/or officers except to make payments, reimbursements, and distributions in furtherance of the purposes set forth in Article II.

Section 5 – The PLG will work in conjunction with the Holmdel Board of Education, and Superintendent, and administration and faculty of Indian Hill School.

Section 6 – The organization shall not carry on any other activities 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©(2) of the Internal Revenue Code. The organization will file on an annual basis all necessary federal and state returns and registrations to maintain tax exempt status.

Section 7 – The organization shall not seek to direct the administrative activities of the school, or to control its policies.

Section 8 – All funds shall be kept in a checking account in the name of Indian Hill PLG, requiring two signatures of the Executive Board and held at a local institution.

Section 9 – The organization shall leave a minimum of \$2500.00 in the treasury at the end of each fiscal year.

Section 10 – Reimbursement requests must be made within 90 days of the expenditure, otherwise the request will be denied.

Section 11 - No less than two individuals, as appointed by the Executive Board, may conduct ticket sales and /or money collection provided that two individuals are present during the transaction. Any event requiring ticket sales, volunteers must be a member family.

Section 12 – No monies shall leave the premises where the event is being held without the responsible individual and at least one Executive Board member counting and verifying the accounting of all funds.

Section 13 – Contract signing authority is limited to the Executive Board.

#### Article IV Membership and Dues

Section 1 – Membership is open to the faculty of our School and all parents or guardians of children attending our school; there shall be one vote per membership, one membership per household, per year.

Section 2 – The Executive Board shall set the annual dues, which are payable to the PLG, throughout the year.

Section 3 – Only members of the PLG, who have paid dues and/or submitted a membership form for the current year may participate in the business of the organization.

Section 4 – To be eligible to vote for executive officers in the PLG May election, membership dues must be paid by the April general meeting.

#### Article V Fiscal Year

The fiscal year of Our School PLG shall be from August 1 through July 31 of the following year.

#### Article VI Officers and their Election

Section 1 – Officers and their Election

- a. The officers of the PLG shall be a President, a First Vice President-Membership, two Second Vice Presidents-Fundraising, Treasurer, Recording Secretary, and Corresponding Secretary.
- b. Officers shall be elected annually by ballot at the regular meeting in May. However, if there is but one nominee for each office, the election may be by voice vote and a majority vote shall elect.
- c. Each position shall be voted for independently.
- d. All officers shall serve a term for one year or until the successors are elected. All officers, except the Treasurer, shall assume their official duties at the close of the meeting in June. The Treasurer's term shall coincide with the fiscal year.
- e. No individual may serve in the same Executive Board position for more than THREE consecutive years. However if there are no interested members choosing to run for the position, then the current Executive Board member may choose to serve one additional year, not to exceed FOUR consecutive years.

## Section 2 – Nominating Committee

- a. There shall be a Nominating Committee composed of at least five (5) members, one is a current Executive Board member, two Appointed Board members, and two members from the general membership at large.
- b. The President will publicize in Indian Hill School and Village School, information regarding upcoming Executive Board positions and the deadline date for the election process. Self-nominating requests for elected office positions should be addressed to the Nominating Committee. Requests for positions on the appointed board should be addressed to the President to be held for the incoming President.
- c. The Nominating Committee shall nominate at least one eligible person for each office to be filled and report its slate of nominees at the regular meeting in April, at which time additional nominations may be made from the floor. The report and floor nominations shall be posted on the Holmdel Schools website at least 15 days prior to voting. Elections shall be held at the regular May meeting.
- d. The nominating Committee will consider all self-nomination requests or may recruit to identify the best candidate for each office. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- e. Each member of the Nominating Committee shall have one vote. Discussions by the committee regarding the nomination process shall be kept confidential.

## Section 3 – Vacancies

A vacancy occurring in any office shall be filled by a majority vote of all remaining members of the Executive Board. If the office of President becomes vacant, the 1<sup>st</sup> Vice President- Membership, shall assume the duty for the remainder of the school year, or until the office is filled.

## Section 4 –Reason to Remove

By two-thirds vote of the Executive Board, an officer or chairperson may be removed from office for failure to perform duties, criminal misconduct, or unethical behavior in

PLG business. An officer or chairperson who misses three consecutive meetings may be removed from office.

## Article VII Duties of Officers

### Section 1 – President

- a. will preside at all meetings of the PLG and shall coordinate the work of the officers and committees of the organization that our mission be promoted. As the presiding officer, the president must maintain a position of impartiality and therefore does not vote on any question, except in the case of a ballot vote or to address a tie on either the Executive Committee, Executive Board, or at a general meeting.
- b. Be the official spokesperson of the PLG
- c. Be ex-officio member of all standing committees except nominating and audit.
- d. Facilitate the gifting process for the school
- e. Perform all other duties as may be prescribed in these bylaws or assigned by the organization.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- g. Create and publish the annual PLG calendar by the first PLG meeting of the year.
- h. Manage the recruitment of volunteers for the various PLG Appointed Board committees.
- i. Be responsible for the “Back to School”: packet in advance of the new school year.

### Section 2 – 1<sup>st</sup> Vice President –Membership

- a. be responsible for assisting and supporting the President.
- b. Preside at meetings in the absence of the President
- c. Collect membership dues; Solicit parents, guardians, and faculty members to join the PLG; Report membership percentages at monthly PLG meetings

### Section 3 – 2<sup>nd</sup> Vice Presidents- Fundraising

- a. be responsible for proposing Fund Raising initiatives and associated financial commitments and liabilities to the PLG membership.
- b. Oversee, direct, and execute all duties and responsibilities involved in an approved fund raising activity and report at monthly PLG meetings

### Section 4 – Treasurer

- a. have custody of all funds of the PLG, keep an accurate record of receipts and expenditures, and payout funds in accordance with the approved budget as authorized by the organization.
- b. Present a financial statement of accounts at every meeting of the organization and at other times when requested by the executive committee, and shall make a full report at the annual meeting.

- c. Have authority to sign all PLG checks. No blank checks will be given out. Requests for reimbursement must not be accepted unless accompanied by receipts. Checks may not be signed payable to self.
- d. No sales tax will be reimbursed. Designated PLG members must be presented with PLG tax exempt identification number to present to vendors engaging in business with the PLG
- e. File on an annual basis all necessary federal and state returns and registrations to maintain tax-exempt status; renew all gaming licenses and file required reports to the Holmdel Township and the state after raffles are held.

#### Section 5 – Recording Secretary

- a. record the minutes of all meetings and send to Corresponding Secretary to post on the parent web site
- b. have a copy of current bylaws available at all meetings.

#### Section 6 – Corresponding Secretary

- a. conduct the general correspondence of the PLG as directed by the President of the PLG.
- b. Notify all board members and general members of all PLG meetings and events.
- c. Be responsible for the Holmdel Parents / Indian Hill Site ONLY! Maintain, update and be responsible for the website.

### Article VIII Executive Board

The Executive Board shall consist of the officers of the organization. The members of the Executive Board shall serve until successors take office. The members of the Executive Committee shall not expect privileges/rights not due to any other parent/taxpayer in Indian Hill School.

The duties of the Executive Committee shall be:

- a. to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b. To create Appointed Board committees
- c. To approve plans of work of the Appointed Board committees
- d. To present a report at the regular meeting of the association.
- e. To facilitate an annual audit of the treasurer's records after the fiscal year and before the first fall meeting.
- f. To prepare an annual budget for membership approval.
- g. To approve routine bills within the limits of the budget.
- h. To fill vacancies of elected positions.
- i. To oversee fundraising activities of the school year.

### Article IX

## Meetings

- a. General membership meetings of the PLG shall be held monthly during the school year or as designated by the Executive Board.
- b. 15 members shall constitute a quorum for the transaction of business in any meeting of the PLG
- c. The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid.
- d. Meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order where applicable and not in conflict with these bylaws or Articles of Incorporation.

## Article X Special Committees

### Section 1 – Gift Committee

- a. The gift committee shall consist of five members: the President, the Treasurer, one other Executive Board member, one Appointed Board member, and one member from the general population.
- b. The committee's primary responsibility will be to identify the needs of Indian Hill that will enhance the educational experience of the students.
- c. The committee can be appointed at any time once adequate funding for the gift consideration becomes available.
- d. A Letter of Intent will be sent to the Holmdel Board of Education outlining the approved PLG gifts to Indian Hill School. BOE approved gifts will be purchased and donated at the end of the school year unless the need for the item is immediate, as long as the funds are available.

## Article XI Amendments

1. These bylaws may be amended by the Executive Board of Indian Hill PLG by a two-thirds Executive Board vote.
2. The approved bylaw revisions or changes will be presented at the next general membership meeting following the adoption of those revisions or changes by the Executive Board.
3. Amendments and/or revisions must be posted on the [holmdelparents.org](http://holmdelparents.org) website and on the PLG bulletin board within seven days of the adoption.

Adopted March 2014  
Revised February 2016

