



# LANDMARK PARENTS' ASSOCIATION

## Landmark Parents' Association Bylaws

### Mission Statement

The purpose of the Landmark Parents' Association (LPA) is to cultivate a strong sense of community, promote goodwill, facilitate the exchange of information and ideas between the school, experts, and parents, and support Landmark School in its mission to foster an understanding of language-based learning disabilities.

#### ▶ Article I. Name

The name of the organization shall be the Landmark Parents' Association, also known as the LPA.

#### ▶ Article II. Purpose

The LPA shall fulfill its mission by:

- A. Providing and facilitating parent education focused on language-based learning disabilities.
- B. Appreciating faculty and staff across both campuses.
- C. Encouraging and supporting campus events and programming.

#### ▶ Article III. Membership

LPA membership shall include all current parents or guardians of Landmark students.

#### ▶ Article IV. Meetings/Events

- A. The LPA shall hold at least three meetings throughout the school year. The Annual Meeting will be held in the spring, at which time any parent present may vote on a slate of officers to serve on the Executive Committee.
- B. LPA events may include off-campus social events for parents and families. These events will be self-supporting via the annual LPA budget, ticket revenue, sponsorship, internal fundraising, or a combination of such options.

#### ▶ Article V. Executive Committee

The Executive Committee meets at least twice yearly and shall include all elected officers.

#### ▶ Article VI. Voting/Nominations/Positions

Officers shall be elected at the Annual Meeting. Any LPA member may nominate themselves or other members to the ballot prior to the Annual Meeting. The nominating form shall be posted on the Landmark website one month before the Annual Meeting. In the event multiple nominees present themselves for one position, the sitting board shall decide which nominee is presented for election. Nominees for an open officer position must be present to vote and run at the Annual Meeting.

The Executive Committee consists of the following officers:

#### President or Two Co-Presidents:

- A. Oversee and advise the members of the Executive Committee.
- B. Work to fulfill the mission of the LPA with a focus on educational programming for parents.
- C. Partner with the Director of Alumni and Parent Engagement to plan, execute, and host meetings and events.
- D. Serve as Parent Representative member(s) of the Landmark School Board of Trustees.
- E. Present senior awards at Commencement.

*Term: Two years, not to exceed two consecutive terms*

#### Vice Presidents: Two co-vice presidents representing each campus as Volunteer Coordinators

- A. In the event the President(s) cannot perform the duties of that office, the Vice President(s) shall assume that role.
- B. Work as campus-specific Volunteer Coordinators to organize and plan staff appreciation and holiday events.
- C. Recruit and retain a robust volunteer network.
- D. Partner with Landmark staff to promote all LPA events.

*Term: Two years, not to exceed two consecutive terms.*

**Treasurer:**

- A. Shall manage all finances of the LPA in partnership with the Landmark School Business Office and Director of Alumni and Parent Engagement.
- B. Report annual finances to the LPA and the Executive Committee.
- C. Aid in collection of contributions to the LPA funding.

*Term: Two years, not to exceed two consecutive terms*

**Secretary:**

- A. Shall record minutes of the LPA meetings and Executive Committee Meetings for internal documentation.
- B. Work with Director of Alumni and Parent Engagement to identify upcoming needs for volunteers and manage current running list of available volunteers. In coordination with the Vice Presidents, assign volunteers to various event and program opportunities throughout the year.

*Term: One year, not to exceed two consecutive terms*

**Landmark Fund Liaisons (2 positions):**

- A. Partner with Office of Institutional Advancement to engage in the fundraising initiatives of the Annual Giving Program and promote social gatherings among current parents.
- B. Report fundraising income and balance budget with the Treasurer and President(s).

*Term: One year, not to exceed two consecutive terms*

**Ex-Officio Members:**

- A. The Executive Board shall invite one faculty representative from each campus to participate in the LPA meetings.

*Term: Two years, not to exceed consecutive terms*

**▶ Article VII. Amendments**

Amendments to these bylaws shall require a vote by the majority of the parents present at a general LPA meeting.

The proposed amendments shall be posted on the Landmark website two weeks before an LPA meeting. The President(s) and Director of Alumni and Parent Engagement can adjust and make exceptions as needed.

**▶ Article VIII. Finances**

The Fiscal Year shall begin July 1 and end on the following June 30. The President(s), Treasurer, and Director of Alumni and Parent Engagement shall prepare a proposed budget to be voted on at the fall Executive Committee meeting.

**AMENDMENT:** Beginning July 1, 2018 (FY19), Landmark School (via the Landmark Fund) has absorbed the LPA's income and expenses into the annual operating budget and, in turn, subsidize the LPA's executive board annually for the direct use for their programs.

The implications of this shift will allow the LPA to streamline their focus to community building, parent education, and staff appreciation and move away from dues collection. This adjustment ensures the LPA has the funding required for their programming, while not conflating the messaging with Landmark School's Annual Fund. In other words, "A gift to the Landmark Fund is a gift to the Landmark Parents' Association." The goal behind this shift is to sustain the LPA's mission, priorities, and financial goals in harmony with the Landmark Fund.