



## **Landmark Parents' Association Bylaws**

*Drafted 8.28.25 - To be voted on 9/12/25*

### **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. Designing and implementing programming and activities to foster a strong sense of community among Landmark families.
- B. Leading appreciation efforts for faculty and staff across both campuses.
- C. Providing and facilitating parent education opportunities focused on language-based learning disabilities.
- D. As needed, advising the School on educational program recommendations from a parental perspective.

### **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 public meetings throughout the school year. The Volunteer Appreciation & 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 monthly and shall include all elected officers.

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

Officers are elected at a school-wide LPA meeting. The nomination form will be posted on the Landmark website at least two weeks in advance. If multiple nominees are submitted for the same position, the LPA Co-Presidents will determine which names are presented for election.

The Executive Committee consists of the following officers:

#### **Lead Co-President:**

- Oversee and advise the members of the Executive Committee.
- Work to fulfill the mission of the LPA with a focus on empowering parents/guardians to create opportunities for building community.
- Partner with a designated administrator from the Office of Institutional Advancement to plan, execute, and host meetings and events.
- Actively mentor and guide the Associate Co-President, providing them with insight into the responsibilities of the presidency, sharing institutional knowledge, and preparing them for a smooth transition into the Lead role.
- Partner with the Office of Institutional Advancement to provide financial oversight of LPA programming and ensure responsible management of LPA expenditures.
- Serve as the primary Parent Representative member(s) of the Landmark School Board of Trustees.
- Serve on LPA Pegg E. Cooke Scholarship Award Committee and present awards at Commencement.

Term: One year, not to exceed two consecutive terms

**Associate Co-President:**

- Collaborate closely with the lead co-president to learn responsibilities in preparation for a future term as Lead co-President
- Serve as back up to the Lead Co-president, assuming duties in their absence or as needed.
- Develop and distribute Executive Committee meeting agendas.
- Record minutes and notes from LPA and Executive Committee meetings for internal documentation.
- Receive mentorship from the Lead Co-President to prepare for a smooth transition into the Lead role.
- Attend Board of Trustees meetings as the Parent Representative when the Lead co-president is unavailable.
- Support the Lead co-president and Executive Committee in advancing LPA initiatives and goals.

Term: One year, not to exceed two consecutive terms. The Associate Co-President is expected to transition into the Lead Co-President role after their Associate term(s), provided their family remains enrolled at Landmark School. Candidates for this position should anticipate that their family will continue enrollment during both the Associate term and the subsequent Lead term.

**Term Length:** The Associate Co-President serves a one-year term, with the option to serve up to two consecutive terms. If the Lead Co-President chooses to serve a second term, the Associate Co-President may remain in the associate role for an additional year before transitioning to Lead.

**Faculty Appreciation Co-Chairs (HS) (2)**

- With support from the Director of Annual Giving & Parent Engagement, organize, plan, and execute the signature Spring Faculty Appreciation event.
- Recruit and help manage volunteers for staff appreciation events and initiatives.

- Collect personal contributions from fellow Landmark parents and guardians to support appreciation events and efforts.
- Coordinate other faculty appreciation touchpoints throughout the year

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

### **Faculty Appreciation Co-Chairs (EMS) (2)**

- With support from the Director of Annual Giving & Parent Engagement, organize, plan, and execute the signature Spring Faculty Appreciation event.
- Recruit and help manage volunteers for staff appreciation events and initiatives.
- Collect personal contributions from fellow Landmark parents and guardians to support appreciation events and efforts.
- Coordinate other faculty appreciation touchpoints throughout the year

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

### **EMS House Representatives (4)**

Septentrio, Meridies, Oriens, and Occidens

- Support planning and execution of House-specific activities and events.
- Serve as a communication bridge to share school updates and important details with respective House families.
- Encourage participation and foster school spirit within the House community.
- Coordinate informal social gatherings to build parent connections.
- Serve as a standing member of the EMS Family Engagement Committee.

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

### **High School Class Representatives (4)**

9th, 10th, 11th, and 12th

- Support planning and execution of grade-specific events and activities.
- Serve as a communication bridge to share school updates and key information with families in their class.

- Encourage engagement and foster community within the grade-level parent group.
- Coordinate informal social gatherings to strengthen parent connections.
- Serve as a standing member of the High School Family Engagement Committee.

Term: One year, not to exceed two 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 co-president(s) and Director of Annual Giving and Parent Engagement can adjust and make exceptions as needed.

### **Article VIII. Finances**

The Landmark Parents' Association's annual operating budget for programming will be supplied through the School, specifically under the Office of Institutional Advancement as a designated budgetary area of expense and revenue. The School allocates a fiscal year budget to the LPA on an annual basis which enables the LPA to fulfill its mission. In the event the LPA requires supplemental funding during the fiscal year, the LPA's Officers may submit a request to the School for such funding or to conduct a fundraising initiative.