**Lincoln School Parents Association**

**By-Laws**

**As adopted (to be submitted May 13th)**

ARTICLE I: Duties of Officers

Section I

The Co-Presidents shall preside at all meetings of the Executive Committee, and the general membership; supervise all Committee Chairs; have access to the Treasurer’s books and be authorized to disburse funds in the absence of the Treasurer; supervise and maintain the PTO calendar; schedule the events and fundraisers; and perform all other duties pertaining to the office.  The Co-Presidents may assign duties to other Executive Board members as needed.

Section II

The Vice Co-Presidents shall act as aide to the Co-Presidents, and perform the duties of the Co-Presidents in the absence of that officer. The Vice Co-Presidents shall meet monthly with the Treasurer to go over the account and budget. The Vice Co-Presidents will obtain building permits for events held outside normal school hours.  They shall succeed his or her term by becoming the First Year President the following year.

Section III

The Corresponding Secretary shall keep a record of all meetings of this organization and of the Executive Committee and keep all members accurately informed of all activities including the copying and dissemination of all flyers to the school. Following approval from the Co-Presidents and Principal, the meeting minutes will then be submitted to the LSPA website. They will perform such other activities as shall be delegated to the office by the Co-Co-Presidents.

Section IV

The Treasurer shall receive all monies of this organization, shall keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by the Executive Committee. The Treasurer shall also present a statement of account at each general meeting, and at other times when requested by the Executive Committee. The responsibilities of the Treasurer will include the planning and coordination of accounting and budgeting, asset management, assisting all Officers and Standing Committee Chairperson(s) with any project that includes financial activities, and the preparation of monthly financial statements for the organization and its officers. An auditor appointed by the Executive Committee may examine the Treasurer’s account. The treasurer will follow all practices and procedures in accordance with the requirements of a non-profit organization.

Section V

The Vice Co-Presidents shall organize the Pre-Kindergarten get-togethers for the parents of incoming kindergartners and welcome new Lincoln families throughout the year as needed.  The Second Vice Co-Presidents shall act as an ex-officio officer of the Executive Committee and perform other duties as may be requested by the Co-Co-Presidents.

ARTICLE II: Standing Committees and their Duties

Section I

Each Standing Committee will select a member to act as chairperson. Each Standing Committee will prepare and submit a budget for its proposed activities for presentation to the Treasurer at the next to last meeting of the PTO for the following academic school year. Each committee chair will meet with the Executive Board to review plans at the first board meeting of the year. Each committee shall have a representative prepared to report at each general PTO meeting.

 Before any money is spent by a committee, it must be first approved by the Co- Presidents.  Any reimbursements given must have proper documentation submitted to the Treasurer, including a receipt for what was purchased.

Section II

Standing Committees shall be:

-Technology

-Newsletter

-Direct Appeal

-Box Tops

-Partnership & Grants

-Enrichments

-New Initiatives

-Extended Learning

-Room Parent

-Library

-Mentor

-Buddy Family

-Building/Grounds

-Green Team

-BOKS

-Social

-Field Day Liaison

-Health Fair Liaison

-Grade 5

-Gifts

-School Pictures

Section III

Each committee representatives shall keep the association informed of committee activities and appoint additional committee members as needed. They shall submit all bills to the treasurer. They shall keep a written record of duties and activities of his/her committee and pass summary of the report to the succeeding representative, as well as the Co-Presidents and Secretary, prior to the end of the school year.

Section IV

The Association may establish additional standing or temporary committees as needed by majority of votes cast.

Section V

Duties of the standing Committees:

* Technology: This chair role helps oversee all aspects of technology related to the LSPA including, but not limited to Mailchimp, Wix, and jot Forms
* Newsletter: This committee helps oversee the management and facilitation of the weekly LincLetter communications. They are also responsible for updating the Lincoln website with local events and activities around town
* Direct Appeal:  This committee plans, organizes and implements Direct Appeal fundraising activities.  The majority of the fundraising is accomplished through an annual ‘Direct Appeal’.  Most of the work is done in the fall and early winter.
* Box Tops:  This committee organizes the collection of Box Tops for additional school funding.  [The Lincoln Box Tops Program](http://www.lincolnspa.net/#!box-tops-program/ckr8) is an ongoing role that supports communications, box top collection and counting of box tops for classroom competition.
* Partnerships & Grants:  This chair head manages the current LSPA fundraising partnerships (Amazon, Stop & Shop, Target).  This role also identifies grant funding opportunities to support new school initiatives.
* Enrichment: This committee works (through grade-level reps) with faculty to provide enrichment programs for all students.  These programs are designed to enhance curriculum and include visiting scientists, artists, etc.  The time commitment is active throughout the year.  The chairs represent Lincoln at Community Schools Association (CSA), an umbrella organization of all school enrichment activities.
* New Initiatives:  This committee identifies new programs for Lincoln School.  This group will be responsible for identifying 1-2 new programs to pilot at Lincoln for the 2014-2015 school year as well as for developing a transition plan for those programs deemed "successful".
* Extended Learning:  This committee will coordinate with school leadership to identify extended learning opportunities.  This role is also responsible for communicating new extended learning opportunities and updating the registration process for each new extended learning session.
* Room Parent:  This committee recruits and selects Room Parents, who work with the individual teachers. Grades K-2 generally require the most support.  This committee begins work on the first day of school, is most active in early fall and initiates the emergency phone chain when necessary.
* Library:  This committee is divided into groups, which help organize the many activities of the library including: recruiting and scheduling library volunteers, helping with book repairs and overdue lists, organizing the Book Fair, processing new books, shelf reading and inventory. The time commitment depends upon which sub-committee you choose to work on.
* Mentor:  Serving on this committee requires the coordination and administration of the mentor program for fourth and fifth grade students, culminating in a mentor appreciation event.  Work for this committee begins in late November and ends in mid-March.  The biggest time commitment is in early January and early March, with the event occurring in March or April.
* Buddy Family:  This is an initiative to welcome new families to Lincoln.  Designed to ease the transition of moving to a new school (or town), the Family Buddy committee will match incoming families to Lincoln families with children in the same grade.  Buddies (with parents) will take a tour of Lincoln, meet fellow students and answer any questions.
* Building/Grounds:  This committee works to improve the physical environment at Lincoln School. The time depends upon projects selected in cooperation with school administration.  Traditionally there are two playground clean-ups each year (Fall & Spring) and a variety of playground improvements as needed.
* Green Team:  The Green Team coordinates with other schools in the Winchester district to implement different "green" initiatives at Lincoln.  Past efforts have included no idling campaign and signage, promotion of recyclable lunch containers and bags, sorting of trash at snack-lunchtime, etc.   Overall the Green Team works with other schools to reduce-reuse-recycle.
* BOKS:  BOKS  (Build Our Kids’ Success) is a before-school fun fitness program designed to get kids active before school.   BOKS committee is responsible for promoting, registering and running the BOKS sessions. BOKS Mission is to “promote the profound impact of physical activity on a child’s mind, body, and community.”
* Social:  This committee supports the key social events throughout the year.  Duties include planning the fall and spring school picnics as well as providing refreshments for various LSPA functions and meetings.  The biggest event is organizing and planning the Teacher/Staff Appreciation Luncheon in May.  The committee works throughout the year.
* Field Day:  This committee assists the Physical Education staff in the preparation and running of Field Day, as needed.  Typically, they help to organize parent volunteers as well as coordinatecommunications to parents, staff, and students.  Field Day is usually held in early June.
* Health Fair Liaison:  This committee assists the Physical Education Teacher and School Nurse with preparations for an annual Wellness Program.  Tasks may include recruiting parent volunteers, organizing a schedule and facilitating parent communication. This event is typically held the Friday before the February break.
* Grade 5:  This committee organizes the 5th grade activities: babysitting, Family Pizza/Bingo Night, ice cream social, yearbook, Moving-On, etc. Chairs support sub-committees and manage finances.  The time commitment depends upon the event selected.
* Sub-Committee Members:
	+ Ice Cream Social
	+ Moving On Ceremony
	+ Pool Party
	+ Babysitting
	+ GURO
	+ Yearbook
	+ Ice Skating Party
	+ Bingo
* Gifts:  This committee selects and purchases gifts for individuals (such as principal, librarian, and nurse) that the LSPA wishes to thank as well as end of year gifts for all teachers and staff.  The time commitment is sporadic throughout the year.
* School Pictures:  This committee works with the principal to select a photographer, schedule the picture day and organize photo sessions.  The committee is responsible for distribution of pictures.  School pictures are taken in the fall.

Article III: Review of By-laws

Each time ~~a~~ new Co-Presidents are elected, these by-laws will be reviewed by a committee consisting of the newly-elected Co ~~-~~Presidents, the Secretary, the Principal, the Second Vice Co-Presidents or Vice Co- -Presidents, and one other member of the Executive Board.

Executed this date TBD

Co-Presidents