

# Landmark Community Organization By-Law

Effective March 9, 2016

## Article I: Name

This organization will be known as the Landmark Community Organization, herein afterward referred to as the LCO. This organization will have representation from the entire Landmark School Community.

## Article II: Purpose

It shall be the purpose of the LCO:

- To promote the welfare of children and youth in home, school, and community.
- To support the educational endeavors of all members.
- To promote cooperation among the entire Landmark community.
- To welcome significant involvement of all stakeholders (parents, children, business members and staff).
- To serve as a catalyst for communication.

The LCO is formed exclusively for charitable and educational purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code of 1954.

## Article III: Basic Policies

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

The By-Laws of the LCO shall be revised to comply with State and Federal not-for-profit regulations, as needed.

## Article IV: Membership

All parents or guardians of Landmark students and all staff of Landmark School are automatically members of the LCO and are invited to attend all meetings. Such members will be referred to as "members at large": for the purpose of this document. All members present at any LCO meeting may vote or motion on any items of business up for approval by the LCO. There are no dues.

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## **Article V: The LCO Executive Board and its Duties**

The Community Board shall consist of the elected officers of the LCO as set forth herein, the Principal of the school, and the Teacher Representatives.

The responsibilities of the Executive Board will be:

- To transact necessary business between meetings and other business as may be referred to it by the LCO, by the Principal, as Executive Chairman, or by a member of the LCO in accordance with the rules issued by the Community Board.
- To approve plans and direct work for committee chairpersons.
- To present a report at each meeting of the LCO.

The Principal of the School will also serve as the Executive Chairperson and will have the following responsibilities:

- Advise the Board of upcoming functions.
- Have the final decision as to school policies and academic matters.
- Act in an advisory capacity and help create harmony between teachers and parents.
- Have such other duties as may be deemed necessary by the organization.

The Teacher Representative will be a shared position rotated throughout the staff on a monthly basis and having the following responsibilities:

- Act in an advisory capacity at LCO meetings.
- Perform such other duties as may be assigned by the Board or as may be required by the office.

## **Article VI: Elected Officers and Job Descriptions**

Elected Officer positions include the Co-Directors, Co-Recorders, and Co-Treasurers. All elected positions are two-year positions and will operate under a "new friend/old friend" model. This means one of the two people would most likely be more experienced than the other and would serve as a mentor/trainer for the less experienced person. The two-year term provides continuity for the Board, however during the first year he/she will work in more of a trainee role, and the second year in the trainer role. (The only exception to this design occurs during the first year of Landmark's operation. That year the experienced/ old friend Officer will serve just one year, preparing the opportunity for the two-year rotation to begin thereafter.) Officers may re-run for an elected position after taking a one-year break.

The elected Co-Directors and Co-Treasurers will serve as the Corporate Directors for the purposes of the organization's not-for-profit corporate standing.

A. The Co-Directors will have the following responsibilities:

1. Preside at all meetings (alternating leadership when necessary).
2. Be unofficial member of all committees.

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3. Appoint any special committees as may be necessary to carry out the purposes of the LCO.
4. Open and maintain direct communication with the building Principal.
5. Coordinate and keep a calendar and schedule of LCO events.
6. Perform any other duties that may be assigned by the Board.

B. The Co-Recorders will have the following responsibilities:

1. Keep accurate, permanent records of the meetings of the LCO and of any special meetings that may be called.
2. Carry on all general correspondence of the LCO.
3. Sending any notices required in connection with the formation of a Nominating Committee or the election of future officers.
4. Communicating minutes of meetings of the LCO and LCO news and events to the entire Landmark School community through use of newsletters, the LCO web page and LCO news bulletin board.

C. The Co-Treasurers will maintain segregation of duties fully utilizing the new friend/old friend model and will have the following responsibilities:

1. Be available as needed to receive all monies of the organization.
2. Keep an accurate and permanent record of receipts and disbursements
3. Pay out all local funds as authorized by the LCO
4. Present a statement of account and approved allocation including accurate, reconciled, end-of-month balance at each meeting of the LCO and at any other time requested by the Co-Directors or the Community Board.
5. Write checks for any expenditure only after receiving approval of the LCO Board and having 2 or more signatures required.
6. **Shopper Box:** Oversee this fundraiser by providing dates for the annual event calendar, hand out order forms (including collecting & depositing of the money received for each order), process order forms and distribute gift cards.
7. Work with LCO accountant to prepare and file state and federal taxes. Provide all end of year materials (year ending June 30) to the accountant by end of September. Notify Co-Directors when documents are provided to accountant and when taxes are filed.
8. The fiscal year of the LCO shall be from July 01 to June 30. The incoming Treasurer shall take over the financial records during the month of June.

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## Article VII: LCO Committees

There will be standing committees created by the Board as may be required to promote the objectives and interest of the organization. The new friend/old friend model will be used for all Committee Chairs. The Board will approve the Co-chairs of all standing committees of the organization. The Co-chairs will serve no more than 2 consecutive years, one as a "new friend" and one as an "old friend", but may be a member of any committee for as long as they desire. A minimum one-year break should be taken between leadership years. The only exception to this rule is if the only person volunteering to chair a committee is an old friend, and the committee would otherwise be disbanded due to lack of interest. Co-chairs will present plans of work to the Board for approval and no work will be undertaken without approval of the Board. The Co-Directors are to be informed of and invited to attend all standing committee meetings when they are scheduled. The Committee descriptions are as follows:

- A. Community Education Committee will organize Cultural Arts Assemblies for students.
- B. Fundraising Committees will:
  - 1. Organize fundraisers to provide funds to purchase materials to enhance the education of all Landmark Students.
  - 2. Pursue significant involvement from all Landmark Families.
  - 3. Provide end-of-event recap with final detail of debits (expenses) and credits (funds collected) which have been fully reconciled with the LCO treasurer.
  - 4. Examples of Fundraising Committees are, but not limited to:
    - a. Large Annual Fundraising Event- an annual adults-only dinner, dance, and auction serving as a major fundraising event
    - b. Book Fairs
    - c. Labels/Box tops for Education
    - d. Gift Certificate Programs
    - e. Read-A-Thons
    - f. Fast Food Nights
    - g. Shop & Share Programs
    - h. Inkjet Recycling
    - i. Product Sales - an annual fundraiser selling candy, food products, wrapping paper, and other small gift items).
- C. Intersession Development Committee will assist in the planning and development of learning extensions and enrichment programs which may be available during intersessions.
- D. Family Social Event Committee will:
  - 1. Work to bring the families and staff of Landmark School together socially through

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activities and communication.

2. Examples of Family Social Event Committees are, but not limited to:

- a. Santa workshop
- b. Ice Cream Social
- c. Candlelight Bowl
- d. Pool Party
- e. Donuts with Dad/Muffins with Mom

E. School Event Committee will:

- 1. Work to bring families and staff of Landmark School together to promote school spirit and family networking.
- 2. Organize a meeting by April to project programs for the following year so that chairpersons may be pursued.

3. Examples of School Event Committees are, but not limited to:

- a. School Spirit Days
- b. Spirit wear
- c. School Family Dinners

F. Beautification Committee will:

- 1. Work together to beautify the ground and building of Landmark School
- 2. Provide, install and maintain foliage and decorations to the landscaping and building.

G. The Communications Committees oversee the following activities:

- 1. Website Administration - will work with District 15 personnel to maintain the LCO website.
- 2. Publicity/PR - will promote and publicize the events, activities, and accomplishments of Landmark School's students, faculty, and families.
- 3. Yearbook Publication - will document and contract with an outside company to produce an annual yearbook of students, staff, and events that occurred during each school year.
- 4. Middle School Liaisons - Members at large, who have children in McHenry Middle School or Parkland Middle School, as well as Landmark School, who will keep the LCO informed of activities in those buildings that may be of interest to Landmark families.
- 5. School Board Liaisons - Members at Large who attend School District 15 Board of Education Meetings and/or Committee Meetings, who will keep the LCO informed of events in the District that may be of interest to Landmark families.

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### Article X: Meetings

The new Community Board will determine meeting dates for the upcoming school year after they are seated. Meetings should be scheduled approximately every month that the school is in session. The dates will be published in the school newsletter to inform the entire Landmark School community.

The Co-Directors, the Principal, or a majority of the board may call special meetings.

In order to conduct business or to vote on any matters at any meetings, a quorum must be present. A quorum is defined as at least five members, and must consist of a Co- Director, and a Co-recorder. The other 3 members may be combination of members at large, Teacher Representatives, Committee Chairs, Co-Treasurers, or the Principal. Should the need arise for a vote between scheduled board meetings, a phone vote can be conducted as long as the minimum quorum requirements are met and is fully documented by the Co-Recorder.

Meetings will follow the agenda set by the Co-Directors. Non-recurring agenda items should be given to the Co-Directors at least 2 working days prior to the meetings. Every agenda for regular meetings should have a category of "Open Forum" which should be used to address items/issues that are not on the regular agenda and for which prior notice was not obtained.

### Article IX: Elections

During the February meeting, nomination suggestions will be collected from all attendees, as well as any absentee nominations turned in.

During the February meeting, a nominating committee will be formed which is to consist of the Principal, the outgoing Co-Director, and 2 members at large of the LCO

By March 1<sup>st</sup>, announcement of open LCO positions and nominees will be published in the school newsletter and website.

Ballots will be sent home and returned before the April Board Meeting

Ballots will be counted and presented at the April Meeting. Specific details of the election, such as ballot count will be documented and recorded in closed session.

The Community Board officers will be installed at the May Board Meeting.

### Article X: By-Laws and Amendments

By-Laws may be amended in all or in part at any regular meeting of the LCO, or at any special meeting called for that purpose.

A simple majority vote of the members at large, and who are present in person or by proxy, will be required for any approval of an amendment

A copy of such amendment shall be attached to the master copy of the By-Laws, and incorporated in the body whenever possible.

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All Executive Board members must have copy of the By-Laws. and a copy is to be kept on file with the Principal in his/her office.

A copy of the By-Laws must be accessible at all meetings of the LCO, and a copy of made available to any Member At Large who requests it.

### **Article XI: LCO Board Member Vacancy**

*New Friend Board Member Vacancy Prior to February 1st:*

If the New Friend vacancy occurs prior to February 1<sup>st</sup> of the New Friend term, a person selected by the Co-Directors with approval by the Board shall fill a vacancy occurring in any New Friend office or position for the unexpired term. The last sentence of Paragraph 1 of Article VI, requiring a 1 year break between holding a LCO Board Position, will apply.

*New Friend Vacancy After February 1<sup>st</sup> - OR - Current Old Friend Vacancy:*

If the New Friend position is vacated after February 1<sup>st</sup> of the New Friend term or if the position vacated is the current Old Friend position, a person selected by the Co-Directors with approval by the Board shall fill a vacancy occurring in that office or position for the unexpired term. The last sentence of Paragraph 1 of Article VI, requiring a 1 year break between holding a LCO Board Position, does not apply and the vacancy could be filled by the current or last year's LCO board member if approved. That person would not be allowed a vote in the approval process.

### **Article XII: LCO Board Member Impeachment**

Any elected officer may be impeached if such actions are required. The impeachment process must be initiated by the Principal and voted on by Members at Large. A simple majority of all of the Members at Large, whether in person or by proxy, must be obtained in order to remove an elected officer from his/her position.

### **Article XIII: Dissolution Statement**

Upon the dissolution of the organization, the Community Board shall, after paying or making provisions for payment of all the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such education, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Community Board shall determine. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.