

NORTH OF THE LAKE PARENTS' CLUB, INC

BYLAWS

ARTICLE I. NAME

This organization shall be named and known as “North of the Lake Parents’ Club, Inc.”, hereinafter sometimes referred to as “NLPC.”

ARTICLE II. PURPOSE AND PROPERTY

Section 1. IRC Section 501(c)(3) Purposes

North of the Lake Parents’ Club, Inc. is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

The North of the Lake Parents’ Club is a non-profit organization dedicated to further enhance the educational experience of Lake Castle Slidell Private School students. We accomplish this by providing them with supplementary learning aids, sports activities, recreational and social activities, honor roll recognition rewards/awards, and other activities and materials throughout the year. We believe these additions to their curriculum help develop excellence, physical fitness, and good character.

Section 2. Organization Property

North of the Lake Parents’ Club, Inc. shall retain ownership of all materials provided until such time as they are used up, worn out, or otherwise disposed of as salvage.

ARTICLE III. EXECUTIVE BOARD & ELECTIONS

Section 1. Governing Body

The governing body of North of the Lake Parents’ Club, Inc. shall be known as the executive board. The executive board shall consist of all current officers, including the President, Vice President, Second Vice President, Secretary and Treasurer. The organization may also have one or more vice presidents, assistant secretaries, assistant treasurers, and other such officers with such titles as may be determined from time to time by the executive board.

It shall consider, promote, and transact the business of the organization, subject to the articles of incorporation and bylaws of this organization and directions contained in resolutions, properly at meetings of the membership. Any decision of the executive board may be overruled by a two-thirds vote of the members present at a general membership meeting. An executive board member may be held liable for fees and penalties for gross negligence or misappropriation of funds.

Section 2. Qualifications

Any paid member of The Lake Castle Slidell Private School Family may serve as a board member of North of the Lake Parents’ Club, Inc.

Section 3. Term Limitations

All board members shall be elected for a term of one year and may succeed themselves only once for the same office. However, in the event that a position is not filled by another member during the final general membership meeting, or by the end of the fiscal year (June 30th), a prior board member, in good-standing, may be elected to the same position, as voted on by a majority of the current executive board.

Section 4. Executive Board Nominations

Nominations for board members will be presented at the final general membership meeting in May. Nominations may be made by current board members, or from the general membership at the final general membership meeting, provided the person nominated for the office is in attendance at the meeting, is in good-standing with the organization (i.e. has paid his or her membership dues for the year), and provides his or her consent.

Nominations will begin with the office of the president, thereby entitling nominees to be eligible for a lesser office. Motions for nominations must be approved by at least two members of the organization.

Section 5. Elections

Elections shall be conducted by ballot at the final meeting after all nominations have been approved. New board members shall be installed at the closing of the general membership meeting but shall not become active until the closing of the fiscal year (June 30th) in order to allow the outgoing board members to complete any business that may be pending.

Section 6. Regular Meetings

The executive board shall hold regular monthly meetings at such time and place as shall be determined by the president. Quarterly board meetings will be held before general membership meetings or as needed. Voting may be conducted via electronic means.

Section 7. Special Meetings

Special meetings of the executive board may be called by the president, the vice president, or by any two board members. Such meetings shall be held at the place designated by the person or persons calling for the special meeting.

Section 8. Conduct of Meetings

Meetings of the executive board shall be presided over by the president, or in his or her absence, by the vice president, or in the absence of each of these persons, by a fellow executive board member chosen by a majority of the members present at this meeting. The secretary of the organization shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another board member to act as secretary of the meeting.

Section 9. Quorum for Meetings

A quorum shall consist of fifty percent of the members of the executive board. All matters shall be determined by a majority vote of executive board members attending the meeting.

Except as otherwise provided under the articles of incorporation, these bylaws, or provisions of law, no business shall be considered by the executive board at any meeting at which the required quorum is not present, and the only motion which the chair shall entertain at such meeting is a motion to adjourn.

Section 10. Resignations, Removal or Vacancies

It is understood that any executive board member, who for reasons best known to themselves find it impossible to meet the requirements of their position, shall resign for the good of the organization. Resignation of any executive board member shall be in writing and provided to the president or the secretary. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any vacancy occurring in any elected office, except the President, shall be filled through a majority vote of the executive board.

Vacancies on the executive board shall exist (1) on the death, resignation, removal, disqualification, or (2) whenever the number of authorized executive board members is increased. Vacancies shall be filled through a majority vote of the executive board. In the event of a vacancy in any office, other than that of the president, such vacancy may be filled temporarily by appointment by the president until the executive board can fill the vacancy.

Executive board members may be removed from office, with or without cause, by the executive board at any time, as permitted by and in accordance with the laws of this state.

Section 11. Nonliability of Executive Board Members

The executive board members shall not be personally liable for the debts, liabilities, or other obligations of North of the Lake Parents' Club, Inc.

Section 12. Indemnification

The executive board members of the organization shall be indemnified by the organization fully permissible under the laws of the State of Louisiana.

ARTICLE IV. EXECUTIVE BOARD JOB DESCRIPTIONS

Section 1. President

The president shall: preside at all meetings; compose agendas for all meetings; recruit/select chairpersons for committees and supervise functions; advise, support and communicate with committee chairs; communicate with treasurer to assure all financial records are accurate and reported in a timely manner; issue reminder for meetings via secretary; see that elections are held in accordance with bylaws; along with other board members, oversee the maintenance and compliance of bylaws; appoint any temporary committee as he/she deems necessary to carry out the objectives of the organization; maintain up-to-date documentation/compliance with the state of Louisiana and St. Tammany Parish; maintain appropriate social media postings for North of the Lake Parents' Club, Inc. website or other applications; liaison to Lake Castle Slidell Private School, including faculty and staff; and shall perform such other duties as are incumbent upon this office. All bank accounts bearing the name NLPC shall have two signers, which shall consist of President and Treasurer.

Section 2. Vice President

The vice president shall: aide the president; step in as president in the absence of that officer; assist with club meetings; recruit/select chairpersons for committees and supervise functions; assist in advising, supporting or communicating with committee chairs; review elections procedures are in accordance with bylaws; along with other board members, oversee the maintenance and compliance of bylaws; maintain up-to-date documentation/compliance with the state of Louisiana and St. Tammany Parish; archive activities on a time-line, collect artifacts, flyers, programs and photos; create a reference file for future board members; maintain appropriate social media postings for North of the Lake Parents' Club, Inc. website or other applications; liaison to Lake Castle Slidell Private School, including faculty and staff; and shall perform such other duties as are incumbent upon this office.

Section 3. Secretary

The secretary shall: record minutes of all meetings and distribute via email to members; ensure that all meeting minutes are signed by the secretary and the president; conduct correspondence under the direction of the president; keep attendance at all meetings to ensure general membership members are in good standing; keep a log of approved decisions with the agenda attached; hold in trust and keep in good order the files of the organization; notify all members of executive board and general membership meetings via email or flyers; along with other board members, oversee the maintenance and compliance of bylaws; and shall perform such other duties as are incumbent upon this office.

Section 4. Treasurer

The treasurer shall: maintain the organization's checking account and any other accounts if opened; balance bank statements monthly; distribute cash box change for events as needed; count proceeds and deposit all income generated from various events in a timely manner; report financial activity at general membership meetings and executive board meetings; keep a log of approved funds separate from meeting minutes; maintain and store itemized financial records following current federal/state laws; process year-end report for tax purposes and make sure proper papers are filed with the IRS by November 15th; work with tax preparer as needed; along with other board members, oversee the maintenance and compliance of bylaws; and shall perform such other duties as are incumbent upon this office. All bank accounts bearing the name NLPC shall have two signers, which shall consist of President and Treasurer. Our fiscal year begins July 1st and ends June 30th. All records need to be dispersed to the incoming treasurer by June 30th.

Section 5. Past President

The past president shall: act as an advisor to the president; along with other board members, oversee the maintenance and compliance of bylaws; and shall perform such other duties as are incumbent upon this office.

Section 6. Executive Board Recordkeeping

All executive board members shall maintain records of their work throughout their term/year and are required to present these records to their successors upon completion of their term of office.

ARTICLE V. COMMITTEES

Section 1. Committee Appointments

From time to time, the president shall establish committees appropriate or necessary for conducting activities/events for the organization and shall designate the duration of such committee. The president shall have the power to disband and terminate a committee at any time. The president shall appoint a chairperson to preside over each committee. Each such chairperson shall act in an advisory capacity to the executive board. The president shall have the power to remove chairpersons and to fill vacancies.

Section 2. Committee Chairperson Recordkeeping

All committee chairpersons shall maintain records of their work for all activities/events and are required to present these records to the vice president within thirty days after completion of their term of office.

Committee chairpersons may ask fellow general membership members for assistance. Any meetings conducted for the committee should include meeting minutes. A member of the executive board must be present, typically the president or vice president. All meeting minutes should be turned in to the executive board secretary upon completion of committee activity/event.

ARTICLE VI. MEMBERSHIP & DUES

Section 1. Eligibility

All parents and/or guardians of students attending Lake Castle Slidell Private School, or faculty and staff members who are interested in furthering the purpose and mission of this organization are eligible for membership.

Section 2. Annual Dues

Last Updated: September 23, 2020

Annual dues shall be fifteen dollars (\$15.00) per family, payable at the beginning of each school year in September. Dues must be paid by November 1st to be eligible to vote in the Election of Board Members at the May membership meeting. Dues will not be pro-rated. The executive board may also vote to increase/decrease dues during future fiscal years, should the need arise. Lake Castle Slidell Private School administration approval is required before any increase can be made.

Section 3. Membership Status

In order for a member to remain in good-standing with the organization, the membership dues must be paid. Members in good-standing are entitled to vote on any topics that may arise throughout the year, especially board elections. Only one vote per family membership will be allowed. Voting by proxy is not allowed. Any member may resign their membership at any time by notifying the secretary in writing. Dues will not be returned to any member that resigns. Any member may be expelled from membership by the vote of the executive board if it be determined, in the executive board's sole discretion, that such member is guilty of conduct reflecting discredit upon North of the Lake Parents' Club, Inc., or Lake Castle Slidell Private School.

Section 4. Number of Members

There is no limit on the number of members of North of the Lake Parents' Club, Inc.

Section 5. Nonliability of Members

A member of North of the Lake Parents' Club, Inc. is not, as such, personally liable for the debts, liabilities, or obligations of North of the Lake Parents' Club, Inc.

ARTICLE VII. GENERAL MEMBERSHIP MEETINGS

Section 1. Place of Meetings

General membership meetings shall be held at Lake Castle Slidell Private School in the multi-purpose building at 363 Thompson Road, Slidell, LA 70460. The board may designate another location if needed. Change of location will be announced to the general membership via email, flyer, and/or social media postings.

Section 2. Regular Meetings

Regular meetings of members shall be held three (3) times per fiscal year during the months of September, January, and May. Dates and times of these meetings will be given in advance prior notice.

The purpose of the May general membership meeting is to nominate and elect officers for the executive board and committees and review other business as may come before the meeting. The candidates receiving the highest number of votes shall be elected. Each voting member, in good-standing, shall cast one vote per family membership, with voting being by ballot only. Voting by proxy is not allowed. The annual meeting of members for the purpose of electing officers shall be deemed as a regular meeting.

If the day fixed for a regular meeting falls on a legal holiday or during another school function, such meeting shall be held at the same location, with the date agreed upon by the executive board. Advance notice of date and time will be provided.

Section 3. Notice of Meetings

Unless otherwise provided by the articles of incorporation, these bylaws, or provisions of law, reminders for general membership meetings will be posted on The North of the Lake Parents' Club, Inc. website, as well as reader boards on school grounds. Flyers may also be sent home with students.

Section 4. Conduct of Meetings

Meetings of the general membership shall be presided over by the president, or in his or her absence, by the vice president, or in the absence of each of these persons, by a fellow executive board member chosen by a majority of the members present at this meeting. The secretary of the organization shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another board member to act as secretary of the meeting.

Section 5. Quorum for Meetings

Three members of the executive board and five percent of the membership shall constitute a quorum at a general membership meeting.

Except as otherwise provided under the articles of incorporation, these bylaws, or provisions of law, no business shall be considered by the general membership at any meeting at which the required quorum is not present, and the only motion which the chair shall entertain at such meeting is a motion to adjourn.

Section 6. Majority Action as Membership Action

Every act done or decision made by a majority of voting members present in person at a duly held meeting at which a quorum is present is the act of the members, unless the articles of incorporation, these bylaws, or provisions of law require a greater number.

Section 7. Voting Rights

Each member, in good-standing, is entitled to one vote per family membership on each matter submitted to a vote by the members. Voting at duly held meetings shall be by voice vote. Election of officers, however, shall be by written ballot. Voting by proxy is not allowed.

ARTICLE VIII. FINANCIALS

Section 1. Fiscal Year

The fiscal year of North of the Lake Parents' Club, Inc. shall be from July 1st through June 30th.

Section 2. Expenditures

Any expenditures over \$500, with the exception of regular monthly utilities and insurance payments, must be approved by the executive board. All receipts must be turned in to the treasurer in a timely manner, along with the expense report form for any reimbursements. Expenditures pertaining to major projects/maintenance shall require three (3) bids before any purchasing or contracts can be signed. These bids must be presented to the executive board, so a majority decision can be made. Proposals of such expenditures must also be approved by Lake Castle Slidell Private School administration.

Section 3. Checks and Notes

Except as otherwise specifically determined by the executive board, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the organization shall be signed by the president or the treasurer.

Section 4. Deposits

All funds of the organization shall be deposited with an insured bank chosen by the executive board in the name of North of the Lake Parents' Club, Inc.

Section 5. Gifts

The executive board may accept on behalf of the organization any contribution, gift, bequest, or devise for the nonprofit purposes of this organization.

ARTICLE IX. IRC 501(c)(3) TAX EXEMPTION PROVISIONS

Section 1. Limitations on Activities

No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these bylaws, this organization shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 2. Prohibition Against Private Instrument

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this organization.

Section 3. Distribution of Assets

Upon the dissolution of this organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions under the laws of the State of Louisiana.

ARTICLE X. AMENDMENTS

Section 1. Amendment

Subject to the power, if any, of the members of this organization to adopt, amend, or repeal the bylaws of this organization and except as may otherwise be specified under provisions of law, these bylaws, or any of them, may be altered, amended, or repealed. Any amendment(s) must be presented to the administration of Lake Castle Slidell Private School for approval. Upon approval of the administration, the amendment(s) to the bylaws must be presented to and approved by a 2/3 majority of the general membership.

Section 2. Review of Bylaws

A review of the North of the Lake Parents' Club, Inc. bylaws should be conducted at least every five years.

ARTICLE XI. CONSTRUCTION AND TERMS

If there is any conflict between the provisions of these bylaws and the articles of incorporation of this organization, the provisions of the articles of incorporation shall govern.

Should any of the provisions or portions of these bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these bylaws shall be unaffected by such holding.

All references in these bylaws to the articles of incorporation shall be to the articles of incorporation, articles of organization, certificate of incorporation, organizational charter, corporate charter, or other founding document of this corporation filed with an office of this state and used to establish the legal existence of this corporation.

All references in these bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

ARTICLE XII. MISCELLANEOUS

Section 1. Binding

The bylaws shall be binding upon all members of the North of the Lake Parents' Club, Inc.

Section 2. Governing Laws

The bylaws and all amendments hereof shall be governed by the laws of the State of Louisiana.

These bylaws are necessary to carry into effect the powers of the members in the advancement of the interests of the North of the Lake Parents' Club, Inc., provided that no bylaws conflict with the Constitution of the laws of the United States or the State of Louisiana.

ADOPTION OF BYLAWS

We, the undersigned, are all the current officers of this organization, and we consent to, and hereby do, adopt the foregoing bylaws as the bylaws of this organization.

Jennifer Hindman, President Date

Michelle Thompson, 1st Vice President Date

Melissa Hindman, 2nd Vice President Date

Christie Rao, Treasurer Date

Amanda Hellwig, Secretary Date

Eric Smith, Board Member at Large Date

Jessica Dragon, Board Member at Large Date