

**The Prentice School Parent Guild
CONSTITUTION**

ARTICLE I NAME OF ORGANIZATION

This organization shall be called *The Prentice School Parent Guild (Parent Guild)*.

ARTICLE II ORGANIZATION PURPOSE

The purpose of the Parent Guild is to mobilize parents, extended family members, and friends of The Prentice School's (school) students in helping achieve the mission and goals of the school.

ARTICLE III ORGANIZATION GOALS

The stated goals of the Parent Guild will directly support the goals of The Prentice School. The goals of the Parent Guild are to:

1. Promote an understanding of the schools mission and goals.
2. Exchange information about school and other resources designed to facilitate learning and development in students with language-based learning differences, specifically dyslexia.
3. Encourage parental and/or family involvement in the school's activities and programs.
4. Provide financial support to designated school activities and programs.
5. Recognize the contributions of others in support of the school and of the Parent Guild.

ARTICLE IV ORGANIZATION SERVICES

The Parent Guild provides the following services to its members.

- Regular meetings where Parent Guild business is conducted and parent education may be provided.
- Publication of Parent Guild news in *The Prentice Post* and through other means as needed.
- A directory of members.
- Program activities which support the organization's goals.

ARTICLE V BELIEF STATEMENTS

The Parent Guild is committed to advancing the understanding of the educational needs of students with language-based learning differences, specifically dyslexia. The Parent Guild and its members share the following beliefs.

- Students with language-based learning differences are bright and frequently make above average contributions to society.
- Students with language-based learning differences are motivated to learn, yet learn best through multi-sensory methods and direct instruction.

- Students with language-based learning differences benefit from parental involvement and support.
- The Prentice School is a national leader in the education of students with language-based learning differences, specifically dyslexia.
- Active participation by Parent Guild members promotes a strong organization and a strong school.

ARTICLE VI MEMBERSHIP

Section 1: Eligibility. All parents and guardians of Prentice students are automatically considered members of the Parent Guild. There is no application process and no dues are paid. Interested members of a student’s extended family (grandparents, aunts, uncles) are also welcome as members and may join by expressing their intent to do so.

Section 2: Member Entitlements. All members are entitled to vote and to hold Parent Guild offices. All members are entitled to receive notice of and to attend all planned meetings, activities, and events. Members are strongly encouraged to contribute their time and talents to the considerable number of activities sponsored each year.

ARTICLE VII GOVERNMENT

Section 1: Authority. Authority is granted to the Parent Guild by the Prentice School Board of Directors and under the supervision of the Prentice School’s Executive Director.

Section 2: Officers. Parent Guild officers shall be sufficient to effectively lead the organization and to accomplish the business of the organization. A typical slate of officers includes:

- a. President
- b. Vice Presidents (up to four)
- c. Secretary
- d. Treasurer

Elected officers shall be known as The Parent Guild Board.

Section 3: Term of Office. The term of office shall be 13 months, beginning with the published results of the election, usually in May, and running through June of the following year. During the month that the existing officer terms overlap with the newly elected officer terms, existing officers shall provide sufficient mentoring to assure a smooth transition.

Section 4: Nominating Procedures. A nomination period will be opened in March of each year. Interested persons may nominate themselves. Nominees will be placed on the ballot only with their consent and with the approval of the school’s Executive Director.

A nominating committee will be convened for the purpose of identifying qualified candidates. The nominating committee will consist of the Parent Guild President, one or more members at large, and the Executive Director of The Prentice School.

Section 5: Elections. Ballots will be distributed to the membership via the US Postal Service in April of each year. Election winners will be determined by majority vote. Run-off elections will be held in the event of a tie. Announcement of election results will be made at the May members meeting and published in *The Prentice Post*.

Section 6: Parent Guild Board. The Parent Guild Board is vested with the authority to recommend policies, create procedures, and make decisions regarding the activities and objectives of its membership. Recommendations are enacted upon approval of the school's Executive Director.

A mid-term vacancy in the President's position shall be filled by appointment of the school's Executive Director.

A mid-term vacancy in any board position other than the President's shall be filled by a candidate elected through a majority vote of the remaining board members.

Section 7: Committee Chairpersons and Committee Members. The Parent Guild board may appoint sufficient committee chairpersons and recruit sufficient committee members to carry out the activities of the Parent Guild. Committee chairpersons shall provide reports to the President that can be presented at the regularly scheduled member meetings. Any expense deemed necessary to carry out the committee's mission shall be approved by the Parent Guild board and/or guild members.

ARTICLE VIII MEETINGS

Section 1: Board Meetings. Sufficient board meetings shall be held to assure satisfactory completion of the business of the Parent Guild. Typically, ten board meetings are held per year. The school's Executive Director is to be invited to all board meetings. Minutes of board meetings shall be distributed to board members.

Section 2: Member Meetings. A minimum of seven meetings of the membership shall be scheduled during the school year on a day and time considered to be convenient for the membership. These meetings shall be placed on the school calendar, and reminders shall be included in *The Prentice Post*.

Section 3: Special Meetings. The Prentice School Board of Directors, the school's Executive Director, the Parent Guild president, and/or any group of concerned members may call a special meeting of the members at any time. Such meetings are subject to the approval of the school's Executive Director and must be adequately publicized to assure that all interested members may attend.

ARTICLE IX AFFILIATION WITH THE PRENTICE SCHOOL

Section 1: Requirements. The Parent Guild is an only contained subdivision of The Prentice School, a California Nonprofit Public Benefit Corporation, and exists with the permission of the school. The name "The Parent Guild" is the property of the Prentice School.

Section 2: Subordination. The Parent Guild is and shall be at all times subject to the school's policies and guidelines for support groups.

Section 3: Communication. The Board of Directors of The Prentice School shall be given a list of Parent Guild Board officers upon their election. The Board of Directors shall be kept informed of the activities of the Parent Guild through regular reports provided by the Executive Director or by representatives of the Parent Guild board.

ARTICLE X ADOPTION AND AMENDMENTS

Section 1: Adoptions. This constitution shall become effective when ratified by a majority vote of the members.

Section 2: Amendments. This constitution may be amended by a majority vote of the members. Any proposed amendment or amendments must be submitted to the Parent Guild board for approval and must be backed by a petition of 10% or more of the members. Upon due consideration, proposed amendments will be submitted to the school's Executive Director for approval prior to being submitted to all members for a ratifying vote. A ratifying vote shall be considered a majority of the votes received.

Section 3: Dissolution. The organization may be dissolved at the recommendation of the school's Executive Director or upon recommendation of the school's Board of Directors. Upon dissolution, all the assets and property of the organization, without exception, shall be transferred to The Prentice School.

**The Prentice School Parent Guild
BYLAWS**

ARTICLE I ORGANIZATION STATUS

Section 1: Status. As a subdivision of The Prentice School, The Prentice School Parent Guild (Parent Guild) is a California Nonprofit Public Benefit Corporation.

Section 2: Tax Reporting. Adequate financial records shall be kept. Financial reports shall be submitted to the school's business office at the end of the fiscal year to assure that tax reporting activities can be carried out on a timely basis.

Section 3: Taxpayer Identification Number. For banking purposes, the Parent Guild shall use the taxpayer identification number provided by The Prentice School.

ARTICLE II PURPOSE AND OBJECTIVES

The purpose of the Parent Guild is to support the mission and goals of The Prentice School through various means. To this end, guild officers and members strive to achieve these objectives.

1. Enfold new parents into the school community.
2. Support activities that directly benefit the students of the school.
3. Provide information about the school and education on language-based learning differences, specifically dyslexia, to parents, grandparents, and other interested persons.
4. Raise funds in support of specific school and student activities or needs.

ARTICLE III OFFICERS

Section 1: President. The Parent Guild President is the Chief Elected Officer and Chair of the Parent Guild Board of Directors. He or she is responsible for leading the Parent Guild toward achievement of its goals. He or she presides at the meetings of the Parent Guild Board and at the member meetings. He or she provides the information needed for *The Prentice Post* articles and other news media as needed.

Section 2: Vice Presidents. Vice Presidents report to the President and carry out mutually agreed upon tasks.

Parent Guild activities are to be divided among the Vice Presidents based on the organization's needs and on the vice president's interests, skills, and abilities. Vice Presidents are encouraged to recruit and supervise committee chairpersons for specific events.

Vice Presidents prepare and provide reports of Parent Guild activities to members during the member meetings. When an absence is necessary, reports are provided to the President in advance of the member meeting.

A Vice President may preside at a Parent Guild Board meeting or member meeting when requested to do so by the President.

Section 3: Secretary. The Secretary reports to the President. He or she takes notes during member meetings and prepares the minutes of member meetings. He or she may be involved in maintaining volunteer databases and in publishing the member directory at the President's request.

Section 4: Treasurer. The Treasurer reports to the President. He or she serves as the Chief Elected Financial Officer for establishing, updating, and monitoring Parent Guild financial policies. He or she represents the best interests of the entire membership as it pertains to fiscal responsibility, the financial soundness of the Parent Guild, and the prudent application of funds in keeping with the goals, objectives, policies, and strategic direction established by the Parent Guild Board.

The Treasurer prepares and submits for approval the annual budget of The Parent Guild. He or she tracks income and expenses against budgeted line items using a preferred means, but is encouraged to use a software such as Quicken or Quick Books.

The Treasurer accounts for and deposits all monies received by the Parent Guild. He or she writes checks to reimburse Parent Guild expenses. He or she writes checks to The Prentice School in support of specific projects or activities. He or she balances the checkbook on a monthly basis and prepares monthly financial reports to be presented at the member meetings. He or she works with the school's business office as specified in the policies and procedures. He or she may or may not work with a committee to accomplish these tasks.

Section 5: All Officers. All officers are considered overseers of the organization's Constitution, Bylaws, Policies, and Procedures, and may make recommendations to amend and revise them as needed.

ARTICLE IV ACTIVITIES

Section 1: Support. The Parent Guild supports and facilitates a wide variety of activities designed to benefit the students of The Prentice School. Examples of these activities are given below. These examples should not be construed to be either mandatory or all inclusive. Activities sponsored may vary from year to year based on the needs of the school and/or the needs of the students.

- Student Directory
- Book Fair
- Back to School Picnic
- Fundraisers
- Grandparent's Day (every other year)
- Teacher Appreciation Week
- Spirit Day
- Student Assemblies
- Student Field Trips

- Student Social Events including the Jr. High Mixers
- The Prentice School Gala (every other year)
- Parent's Social (every other year)

Section 2: Exclusivity. Parent Guild activities shall be nonprofit and nonpartisan. Neither the Parent Guild Board nor the Parent Guild members shall use this forum to support other community services or activities, no matter how worthwhile they appear to be.

The Parent Guild shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of the organization as described in Article II above.

The Parent Guild may, at its sole discretion, support Student Council activities such as the American Cancer Society fundraiser, so long as supporting such activities does not violate the purpose of the organization as described in Article II above.

The Prentice Parent Guild POLICIES AND PROCEDURES

GOVERNANCE POLICIES AND PROCEDURES

The Prentice School Parent Guild shall operate under a formal Constitution and Bylaws. These governing documents shall be ratified by a majority vote of the members and subsequently by the Board of Directors for The Prentice School.

FINANCE POLICIES AND PROCEDURES

1. All Parent Guild funds will be accounted for by The Prentice School under FASB rules subject to the yearly independent audit and reported to the Board as part of the School's integrated financial statements.
2. The Parent Guild Treasurer shall have custody of checks on the account and is authorized to sign checks. On a year-to-year basis, given the expertise and experience of the individual elected to the Treasurer position, the Executive Director may require two signatures on checks, that of the Treasurer and that of the Executive Director.
3. The Prentice School's address shall be the address used on the Parent Guild checking account. Upon receipt of the monthly account statement, it shall be placed in the Parent Guild box for retrieval by the Treasurer. The Treasurer shall keep the original with the banking paperwork and make a copy for the Business office.
4. The Parent Guild checking account may include an ATM card to be used for deposits only.
5. On a monthly basis, the Treasurer and the Controller shall reconcile the account using an agreed-upon means, such as providing photocopies of checkbook pages, providing a printout from programs such as Quicken or Quick Books, Etc.
6. Any checks received by the Parent Guild that list "The Prentice School" as payee, must be submitted to the Controller for processing. When it is mutually agreed that the monies were intended for Parent Guild use, the Controller will write a reimbursement check to the Parent Guild. Under no circumstances is the Treasurer or other Parent Guild member to alter the payee on such checks. Under no circumstances is the Treasurer to deposit checks made out to The Prentice School into the Parent Guild account.

EVENTS AND FUNDRAISING POLICIES AND PROCEDURES

1. All expenses against the Parent Guild budget must have prior approval of the Parent Guild Board. Any member wishing reimbursement for expenses must present original receipts and a written justification. Persons wishing to donate items or supplies for an event may be given a tax receipt for an in-kind donation.
2. All fundraising events are to be approved by the school's Executive Director in advance. When possible, these events will be approved by June for the upcoming school year.

3. Surplus funds may be donated to The Prentice School for a designated purpose. Any checks written to The Prentice School in support of school events or activities are to be approved by a vote of the members and subsequently by the school's Executive Director.