

BYLAWS OF THE LAKEWOOD CATHOLIC ACADEMY ORGANIZATION OF  
FAMILIES AND TEACHERS

ARTICLE I – NAME

The name of this organization shall be the Lakewood Catholic Academy Organization of Families and Teachers (LOFT).

ARTICLE II – PURPOSE AND POLICY

Section 1. The purpose of this organization shall be to bring into closer relationship the parents and teachers of Lakewood Catholic Academy (LCA) that they may cooperate in promoting the spiritual and temporal benefit of LCA.

Section 2. LOFT shall be non-commercial and non-partisan. It may engage in the raising and contributing of funds only if these are used for the enhancement of LCA. It shall execute projects pertaining to the school only after consultation with and approval of the LCA Board of Directors.

Section 3. To provide support to the school administration whenever needed and promote the best interest of Catholic education.

Section 4. LOFT shall have no authority to formulate policies or procedures applicable to the administration of the school.

Section 5. LOFT may cooperate with other organizations and agencies at the approval of the LOFT Executive Board (Executive Board).

ARTICLE III - MEMBERS

Section 1. Any parent, legal guardian, or member of LCA interested in the purpose of and willing to subscribe to the bylaws of LOFT is eligible for membership and voting privileges upon payment of current dues.

Section 2. The Faculty and Staff of LCA shall be members of this Unit with non-voting privileges with the exception of the Principal or Principal designee.

Section 3. The dues of this Unit shall be determined by the Executive Board at the last meeting of the school year. Dues are payable annually. The Faculty and Staff of LCA shall be exempt from the payment of dues.

Section 4. A list of paid members shall be compiled by the Membership Committee.

Section 5. The membership list of LOFT shall be kept confidential and not released for use by any other person or organization.

## ARTICLE IV – MODERATOR AND OFFICERS

Section 1. The LOFT President will be the Moderator.

Section 2. The Officers of LOFT shall be as follows: Honorary President, who shall be the Principal of LCA, President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

## ARTICLE V – NOMINATION AND ELECTION OF OFFICERS

Section 1. The nominating committee will be chosen by the Executive Board at the March meeting. It will consist of five LOFT members with one being a teacher. The nominating committee will present the slate at the April meeting for consideration and welcome nominations from the floor. The nominating committee will inform the general membership of the slate before the May meeting.

Section 2. All nominees will have to have held a committee position in LOFT for at least one year prior to election, with the exception of President which would be a two year requirement. (For the 2006-2007 school year the nominee must have held a LOFT committee position at LCA for the 2005-2006 school year and the president must have held a committee position at their old school for the 2004-2005 school year.)

Section 3. All nominees will have the approval of the Principal and the LCA Board of Directors. The nominating committee must also obtain consent from and verify the eligibility of the nominee before they are presented on the slate.

Section 4. At the May meeting the nominees will be formally presented and voted in by a simple majority vote of all voting members present. The nominees will be presented by the chairperson from the nominating committee. The membership chairperson shall review attendance records and verify voting eligibility. A secret written ballot is required when more than one candidate for an office is nominated. The new members will be installed immediately following the vote and will take office August 1.

Section 5. The term of each office will be one year, eligible for re-election for one additional term.

Section 6. The President shall fill, by appointment, a vacated term of any office with the approval of the Executive Board, and by giving notice of the appointment to the general membership and the LCA Board of Directors.

## ARTICLE VI – DUTIES OF OFFICERS

**The President** shall preside over the general membership meetings and the Executive Board meetings of LOFT. The President shall be an ex-officio member of all standing committees with the exception of the nominating committee

**The Vice-President** shall in the absence of the President, perform all duties and exercise the power of the President. The Vice-President shall serve as the Spiritual Chair of LOFT and will open and close the meeting with a prayer or reflection.

**The Recording Secretary** shall be responsible for accurately recording the proceedings, including attendance, of each meeting of the unit and the Executive Board. The Recording Secretary shall be the Historian.

**The Corresponding Secretary** shall have charge of the general correspondence of the unit and will be responsible for the monthly newsletter. The Corresponding Secretary shall be responsible for checking on emails that come through the LCA web site, distributing them to the appropriate Executive Board member or committee chair, and/or replying to them.

**The Treasurer** shall keep a full and accurate account of receipts and disbursements, and shall report the same at each Executive Board and general membership meetings. All officers, Principal, the LCA Board of Directors, and the LCA Finance Committee shall receive a monthly financial report. Disbursements shall be made with approval of the Executive Board. The Treasurer shall prepare a report of accounts that shall be examined annually or at the request of the Executive Board, by an independent third party, and the report shall be submitted to the LCA Board of Directors and the LCA finance committee.

## ARTICLE VII – EXECUTIVE BOARD EXPECTED STANDARDS

Section 1. The Executive Board shall consist of a member of the LCA Board of Directors and the Officers.

Section 2. The immediate past President shall have the option to serve on the Executive Board for the following year as an advisor with voting privileges.

Section 3. The Executive Board shall attend monthly LOFT meetings.

Section 4. Three unexcused absences at monthly meetings shall warrant termination from the Executive Board.

Section 5. The Executive Board shall meet upon the call of the President and four members of the Executive Board to include the principal or designee, which shall constitute a quorum.

Section 6. The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between meetings and other business as may be referred to it, and shall report the results such actions at the next meeting of the unit.
- B. To set a calendar of social and fund-raising events for the school year.
- C. To approve the activities of all LOFT committees.
- D. To authorize payment of bills connected with the operation of LOFT.
- E. To determine the amount of dues.
- F. To establish committees as needed for the work of this organization with the input of the general membership.
- G. To approve the Chairpersons of the all committees. In case of resignation or termination, a new Chairperson shall be appointed as soon as possible.
- H. To appoint an independent third party to audit financial records during June. The report of the auditor shall be presented for approval of the unit at the first meeting of the new school year along with a final Treasurer's report.
- I. To make copies of the Bylaws available upon request.
- J. To call for a vote during meetings

ARTICLE VIII – COMMITTEES

Section 1. Standing Committees

- A. Membership & Volunteer Opportunities
- B. Fundraising
- C. Social
- D. Sunshine
- E. Hospitality
- F. Room Parents
- G. Bylaws (to be appointed every third year or as needed)
- H. Year Book

Section 2. There shall be such Standing Committees as may be necessary to promote the purpose of this Unit. Chairpersons of Standing Committees shall be approved expeditiously by the newly elected Officers.

Section 3. All committees are subordinate to the Executive Board and always report their recommendations to the Executive Board for approval. Each committee chairperson shall be a paid member of LOFT.

Section 4. No Executive Board member shall simultaneously serve more than one Chairmanship a term. No general LOFT member may chair more than two committees a school year without special approval of the Executive Board.

Section 5. During the 2005-2006 school year, committee chairpersons shall establish standing rules that will be presented to the Executive Board for approval.

## ARTICLE IX – MEETINGS

Section 1. Meeting will be held monthly on the last Tuesday throughout the school year, or as otherwise provided by the Executive Board.

Section 2. The Executive Board shall hold an executive session three times a year, one before the start of the school year, one mid year, and one at the end of the school year.

Section 3. A quorum shall be the President and four members of the Executive Board to include the principal or designee.

Section 4. Standing Committee and Event Chairpersons are to attend monthly meetings.

Section 5. An open forum will be held at monthly meetings. Three minutes will be allotted to each speaker. Discussion will only be on LOFT business. There will be no interruption of the speaker.

Section 6. The rules contained in the current edition of Robert's Rule of Order Newly Revised shall be the Parliamentary Authority of this Unit on all matters not inconsistent with the Bylaws herein.

## ARTICLE X – DISBURSEMENT OF FUNDS

Section 1. A proposed budget for the new school year should be prepared by the incoming Executive Board with the existing President and Treasurer before the first meeting of the new school year and shall be presented to the LCA Board of Directors for review and approval prior to being presented to the LOFT members.

Section 2. A carry-over amount \$9,000 shall remain the LOFT treasury for use by each new LOFT school year Executive Board. All funds above the carry-over amount, after the final audit, will be donated to the LCA capital improvement fund. The carry-over amount will be reviewed yearly during the annual budget review process.

Section 3. Use of funds/Procedure for disbursement of LOFT funds

- A. All funds will be used for the benefit of LCA.
- B. The Executive Board, including the Treasurer, will review current and future expenditures at each LOFT meeting for member acceptance and approval.

Section 4. Approval of Expenditures

- A. No committee may exceed budgeted amount without prior Executive Board approval.
- B. All non-budgeted items must be pre-approved by the Executive Board.

Section 5. To be reimbursed an authorized Revenue and Expense form with receipt(s) must be submitted to the Treasurer within 30 days of the end of the event or by June 15 if at the end of the school year.

Section 6. Checks for approved budget items may be signed for by the President or Principal.

Section 7. The Executive Board shall meet quarterly with the LCA Board of Directors to review and amend, as needed, the LOFT budget. Any amendments to the budget shall be presented to the LCA Board of Directors for review and approval prior to being presented to the LOFT members.

#### ARTICLE XI – ADMENDMENTS

Section 1. The Executive Board sets up an Ad Hoc Committee

Section 2. The Ad Hoc Committee makes recommendations and changes in the bylaws.

Section 3. After review and approval by the LCA Board of Directors of any amended bylaws, proposed amendments must be read at one general meeting.

Section 4. Amendment(s) is (are) then voted on by those LOFT members present and must receive two-thirds of the vote to pass.

#### ARTICLE XII – DISSOLUTION

Upon the dissolution of this unit, all assets shall be turned over to the LCA Board of Directors for disposition.