

Lincoln School Parents' Association

BY-LAWS

As adopted May 4, 2005

Article I

DUTIES OF OFFICERS

Section 1

The Co-Presidents (First Year President and Second Year President) shall:

- a) Preside at all meetings of the Association and of the Executive Board.
- b) With the concurrence of at least one other Officer be empowered to act for the Association when unforeseen events arise that require timely resolution.
- c) Appoint persons or committees to the Association whose appointment is not otherwise provided.
- d) Be responsible for planning programs for the Association meetings.

Section 2

The Vice President shall:

- a) In the absence of the Co-President(s) perform the duties of that office.
- b) Monitor Winchester School Committee meetings, and report to the Association regarding these matters.
- c) Succeed his or her term of office by serving as First Year President the following year, and Second Year President in the next succeeding year.
- d) Serve as Chairperson of the Volunteer Recruitment Committee during the year following his or her term of office.

Section 3

The Secretary shall:

- a) Record the minutes of all meetings of the Association and publish the Association minutes in the school newsletter.
- b) Keep all records of the Association including copies of the annual reports of the committee chairpersons.

- c) Prepare a written report of the year's activities for the last meeting of the school year. A copy shall be provided to the Co-Presidents prior to the last meeting of the school year.
- d) Handle all official correspondence of the Association. Prepare copies of previous meeting's minutes for the Association meetings.

Section 4

The Treasurer shall:

- a) Be responsible for all Association funds and make budget recommendations to the Association. The Treasurer may appoint, at his or her discretion, a Budget Committee and/or a Field Trip Coordinator.
- b) Receive all money and pay all bills as authorized by the Association.
- c) Keep an accurate account of all receipts and disbursements.
- d) Provide a report at all Association meetings and a cumulative report at the last meeting of the school year.

Article II

MEETINGS OF THE ASSOCIATION

Section 1

Regular meeting of the Association will be held monthly whenever possible. The June meeting (the last meeting of the year) will include both present and newly elected members of the Executive Board.

Section 2

All meetings of the Association will be held at Lincoln School according to the above guidelines unless changed by the Co-Presidents at their discretion. Association members must be given adequate notice of such changes.

Article III

STANDING COMMITTEES

Section 1

Standing committees shall be:

- a. Buildings and Grounds
- b. Enrichment
- c. Events
- d. Field Day
- e. Gifts
- f. Grade 5
- g. Handbook
- h. Junior Great Books
- i. Library
- j. Mentor
- k. Newsletter

- l. Parent to Parent
- m. Publicity
- n. Publishing Center
- o. Room Parents
- p. School Pictures
- q. Social
- r. Special Needs
- s. Technology
- t. Volunteer Recruitment
- u. Ways and Means

Section 2 Each standing committee's representative(s) shall:

- a) Keep the Association informed of committee activities
- b) Appoint additional committee members as needed.
- c) Submit all bills to the Treasurer.
- d) Keep a written record of the duties and activities of his/her committee and pass a summary of this report on to the succeeding representative, as well as the Co-Presidents and Secretary, prior to the end of the school year.

Section 3 The Association may establish additional standing or temporary committees as needed by a majority of votes cast.

Section 4 Duties of the standing committees:

- a) The Buildings and Grounds Committee shall determine needs and make recommendations to the Association regarding improvements to the Lincoln School building and grounds.
- b) The Enrichment Committee shall:
 - 1. Work with the faculty and parents in developing enrichment opportunities at the Lincoln School.
 - 2. Have its designated representative (usually the Chairperson) represent the Lincoln School at meetings of the Community Schools Association, and report activities to the Lincoln School Parents Association in the newsletter and/or at Association meetings.
- c) The Events Committee shall plan, organize and carry out community events for the Lincoln School parents/children.

- d) The Field Day Committee shall coordinate the activities for Field Day with the physical Education Director including refreshments and parent assistance.
- e) The Gifts committee shall:
 - 1. Purchase gifts for the Association to give for special occasions as per the gift policy addendum and provide handwritten notes to accompany them.
 - 2. Send condolence and get well cards, etc. when necessary.
- f) The Grade 5 Committee shall plan, organize and carry out various activities for the Fifth Grade class.
- g) The Handbook Committee shall supervise the preparation of a yearly handbook, to be sent to all members of the Lincoln School community as early as possible in the school year.
- h) The Junior Great Books committee shall coordinate the literature discussion program offered at each grade level to all students on an optional basis; including ordering and maintaining teachers' and students' manuals and recruitment of trained facilitators.
- i) The Library Committee shall:
 - 1. Be responsible for recruiting and scheduling volunteers to work in the Lincoln School Library.
 - 2. Be responsible for various library functions which may occur during the school year, i.e. Book Swap, Book Talk, Book Fair and Community Schools Association Authorfest.
 - 3. Be responsible for performing the task of overdue book notices.
 - 4. Appoint a member, usually the chairperson, to serve as a liaison between the Lincoln School library staff and the library volunteers.
- j) The Mentor Committee shall:
 - 1. Provide a program for fourth and fifth grade students to work on a special project of their choosing with a member of the community knowledgeable in the subject chosen.
 - 2. Arrange an evening for the students to present a summary of their topics before parents and other guests.

- k) The Newsletter Committee shall:
 - 1. Be responsible for compiling and printing a newsletter to be sent weekly or biweekly to the Lincoln School community.
 - 2. Be responsible for recruiting and scheduling volunteers to print, collate and distribute said newsletter, as necessary.
 - 3. Be responsible for training the following year's designated representative.

- m) The Parent to Parent Committee shall represent the Lincoln School to the Winchester Parent to Parent organization and report to the Lincoln School community the activities planned by that group.

- o) The Publicity Committee shall be responsible for any publicity, inside and outside the school, as deemed necessary by the Association.

- p) The Publishing Center Committee shall assist in the publishing of students' works utilizing desktop publishing methods, printing, copying, collating and binding.

- q) The Room Parents Committee shall:
 - 1. Appoint one or two room parents from each classroom.
 - 2. Coordinate any projects and activities to be sponsored by room parents.

- r) The School Pictures Committee shall schedule, distribute the necessary information to parents, coordinate the sittings and retakes and distribute the completed photographs.

- s) The Social Committee shall:
 - 1. Plan, buy and serve refreshments at all meetings of the Association and any other functions determined by the Executive Board.
 - 2. Plan and host social events for parents and teachers.
 - 3. Provide outreach to Lincoln parents:
 - a. Hold coffees for parents on the first days of school.
 - b. Provide hospitality for new parent orientations.
 - c. Provide hospitality at kindergarten screening.

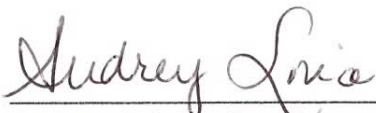
- t) The Special Needs Committee shall:
 - 1. Facilitate communication between Special Needs staff members, the Association and parents.
 - 2. Serve or appoint a member to serve on the town-wide Parent Advisory Committee on Special Education.
- u) The Technology Committee shall foster the use of technology in the School.
- l) The Volunteer Recruitment Committee shall:
 - 1. Be headed by the Vice President of the Association.
 - 2. Prepare a list of candidates for offices and positions to be elected at the June meeting. This list will be available to all Association members at the call of the meeting.
- v) The Ways and Means Committee shall:
 - 1. Plan and coordinate any fund-raising projects, or appoint appropriate subcommittees to do so.
 - 2. Remit all funds to the Treasurer.

Article IV

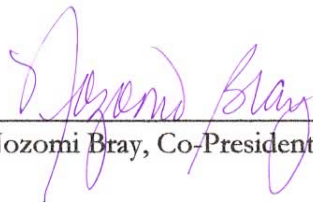
DUES

The voluntary dues of the Lincoln School Parents' Association will be determined annually by the Association at its June meeting.

Executed this 4th day of May, 2005



Audrey Loria, Co-President



Nozomi Bray, Co-President