

Article 1 Name:

The name of this organization shall be the Northridge Parent Leadership Committee (NPLC).

Article 11 Purpose:

The purpose of this organization will be as follows:

1. To promote cooperation among the parents, staff, and students of Northridge Elementary in order to encourage a friendly atmosphere open to the ideas and suggestions of all.
2. To promote an open forum on matters of general school concern.
3. To promote volunteers and fundraising when needed for the benefit of the students and school.
4. To promote partnerships and community involvement in the school.
5. To be organized as a nonprofit organization serving the school.
6. To comply with the St. Vrain Valley School District requirements according to the District Policies for Parent Organizations.

Article 111 Membership;

1. Membership in the NPLC consists of board members, parents/guardians, the principal, teacher representatives, staff, Family Liaison and any other persons interested in Northridge Elementary School without regard to race, color, creed, or national origin.
2. All committee members will have voting rights at every NPLC meeting they attend. Members can elect new board members for the next school year term at the May NPLC meeting. There will be no limit on the number of parent members accepted.
3. New business or issues presented on the agenda at any NPLC meeting will be discussed and voted on at the current or next meeting.

Article 1V. Board Members:

1. The NPLC board should consist of 5 or more board members and the principal.
2. All board members shall be elected at the annual meeting in May. Election of the board members shall be elected by ballot vote. The board members shall be elected to serve for one fiscal year. Their term office shall begin at the start of the next fiscal year.
3. Board member agree to rotate and share all duties of the board.
4. A vacancy occurring on the will be filled as soon as possible by a majority vote of the members of the board.
5. When a board member fails to attend two meetings without adequate excuse or if the board member is not fulfilling their responsibilities as prescribed in the bylaws, their position will be filled according to Article IV section 4.

Article V: Duties of the Board

1. Board members accept all responsibilities agreed upon by the board at board meetings.
2. Board members shall work in pairs or more on tasks, committees or special projects to ensure timely and adequate completion of all tasks.
3. Two board members shall create the agenda and serve as spokespersons at each meeting.

4. A Board member shall take notes at each meeting (meeting minutes, thank you notes , newsletter briefs, etc). This board member shall type minutes and have them in the office within one week following the NPLC meeting.
4. Another board member shall obtain the financial report from the school secretary prior to the NPLC meetings. This board member shall give a report on the financial status at the NPLC meeting.
5. The staff representative shall rotate monthly and shall be present during NPLC meetings; shall serve as liaison between NPLC and staff and keep NPLC members informed of staff needs, wants and concerns; and shall report to the NPLC and staff on a monthly basis as needed.
6. The parent liaisons are responsible for communicating with their specific grade level teachers allevents that transpire in the NPLC meetings and communicate any comments, questions, concerns, or needs of the staff.
7. The board will develop the budget, policies and bylaws shown at the October NPLC meeting. Voting for approval may take place at the October or November meeting.
8. The Family Liaison will make reminder calls for all meetings and special events and/or will coordinate board members or other parent helpers to make reminder phone calls to all helpers and board members.

Article VI: Meetings

1. The Northridge Parent Leadership meetings will be held once a month or less if determined by the board, and notice will be given in the school newsletter. Meetings will be held on the second Monday of every month @ 6:30 pm unless voted upon by a majority present at the meeting prior. No meetings shall extend past 75 minutes unless voted upon by a majority of those present.
2. Meetings may be cancelled at the discretion of the board with notification to the membership.
3. The board or principal with adequate notice shall call special meetings.
4. Five committee members present at an FRCC meeting shall constitute a quorum. Every member receives one vote.
5. Items added to the monthly agenda need to be submitted to the board ta minimum of one weekprior to the next scheduled meeting.
6. Board meetings will be held the first Monday (or Tuesday if Monday is a holiday) of the month at 6:30 pm.

Article VII: Committees

1. The board as necessary will appoint committees, standing or special.
2. Each standing or special committee will make frequent reports to the board.
3. Committees should have 2 co-leaders whenever possible.

Article VIII: Amendment of By-Laws

1. These by-laws can be amended at any meeting of the organization by a 2/3 vote of those present. Proposed amendments must be made to the board during a regularly scheduled meeting. The proposed amendment must be voted on during the current or following meeting.
2. Copies of the by-laws, including amendments, will be available on the school website and in the school office.

Article IX: Dissolution

1. In the event of dissolution of the Northridge Parent Leadership Committee, all funds that have beenaccrued will be placed in an account held in the name of Northridge students' general funds to be madeavailable to the new parent organization whose purpose is for the betterment of the children of Northridge.

2. The members of the council may vote, by a 2/3 majority, to dissolve the organization through the adoption of a resolution to dissolve at a regularly held meeting provide, however, that notice is given. We may vote that dissolution is to be considered at the meeting.

Responsibilities of Members of the Board

1. Schedules and facilitates NPLC meetings
2. Generates the year's calendar of events after the board meets to determine the year's goals and activities.
3. Coordinates parent helpers for events and appoints special committee meetings
4. Acts as rotating spokesperson for the NPLC
5. Assists other board members as needed
6. Works with the principal and staff as needed
7. Assists with room parents to get input for monthly newsletters
8. Is responsible for money handled at events
9. Rotates the task of taking minutes at monthly meetings
10. Gives monthly minutes to staff to publish on the school website
11. Writes thank-you notes as needed
12. Renews any sales licenses
13. Sends 1 or 2 board representatives to annual District Fiscal policies meeting.
14. Obtains monthly financial report from the secretary and shares this report at NPLC meeting.
15. Completes district paperwork.