

BY-LAWS OF
LENART PARENT COMMUNITY GROUP, AN UNINCORPORATED
ILLINOIS NOT-FOR-PROFIT ASSOCIATION

ARTICLE I: OFFICES

SECTION 1. LOCATION OF PRINCIPAL OFFICE

The office of the unincorporated association known as the Lenart Parent Community Group (for purposes hereof, the "corporation") shall be located at such place as the members may from time to time decide.

SECTION 2. CHANGE OF ADDRESS

The address of the Principal Office may be changed by decision at a regular member's meeting. Principal Office is located at Lenart Regional Gifted Center (for purposes hereof, Lenart).

ARTICLE II: NON-PROFIT PURPOSE & PROVISIONS

SECTION 1. IRS 501(c)(3) PURPOSES

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code.

SECTION 2. SPECIFIC OBJECTIVES & PURPOSES

The specific objectives and purposes of this corporation shall be to engage the community in sustaining an excellent neighborhood elementary school.

SECTION 3. LIMITATIONS ON ACTIVITIES

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this corporation 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 corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

SECTION 4. PROHIBITION AGAINST PRIVATE INUREMENT

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that the corporation 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 corporation.

SECTION 5. DISSOLUTION & DISTRIBUTION OF ASSETS

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation 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 of the laws of this state.

ARTICLE III: DIRECTORS

SECTION 1. ELECTION OF DIRECTORS

A nominating committee shall be established for elections. The nominating committee will secure candidates for the ballot and present a slate of qualified acceptable candidates to the membership for a vote.

When only one person has been nominated for a single position to be filled, that person shall be deemed elected.

In any case in which there is more than one person nominated for a single position, voting shall be in accord with the following provisions

- (a) The Directors shall be elected on an annual basis by the Members.
- (b) Directors shall be elected at any time by the members by normal election process at regular meetings.
- (c) Nominations will be offered for officers prior to the second meeting and notice of the nominations will be issued to all members prior to the second meeting. Election is by secret ballot.
- (d) Ballots will be counted by the LSC president, Lenart principal and an LSC community member.
- (e) All officers are elected by plurality vote.
- (f) Directors can only hold 1 position.
- (g) If no one is elected for a position or there is a problem finding a nominee, the current director stays in place, if no one, the position stays open until someone else is elected.

The initial Directors are set forth on Appendix A.

SECTION 2. NUMBER

The minimum number of directors will be 3.

SECTION 3. QUALIFICATIONS

Any voting member of the corporation who has paid all of their Lenart school fees shall be eligible to become a Director.

SECTION 4. POWERS

Directors shall have no specific permanent authority, but shall assume whatever authority and power is granted to them through the normal decision making process of the organization, for however long a term is assigned to any specific power.

SECTION 5. DUTIES

It shall be the duties of the directors to:

- (a) Attend all LPCG regular and special meetings.

- (b) Execute whatever tasks are assigned to them through the normal decision making process of the corporation.

SECTION 6. TERM OF OFFICE

The term of a director shall be for 1 year. Incumbent directors may be re-elected to successive terms. A director shall not be eligible to serve more than three (3) consecutive terms in the same office.

SECTION 7. REMOVAL AND RESIGNATION

Directors may be removed from office through the normal voting process defined in the sections pertaining to meetings procedure.

Any director may resign effective upon giving written notice to the secretary, unless the notice specifies a later time for the effectiveness of such resignation.

SECTION 8. VACANCIES

In the event that the number of Directors falls below the minimum, a vacancy shall be considered to exist and a director shall be elected to fill such vacancy by normal voting process at regular meetings, to serve the remainder of the term of such vacancy.

ARTICLE IV: OFFICERS

SECTION 1. DESIGNATION

The officers of the corporation shall be a President, a Secretary and a Treasurer. There also may be other officers with titles as may be determined from time to time by the board and voted on by the members. The initial officers are set forth on Appendix A.

Other agents may be appointed from time to time as deemed necessary by the board, each of whom shall hold office at the decision of the membership, and shall have such authority to perform such duties as the membership may from time to time determine.

SECTION 2. QUALIFICATIONS

Any person deemed qualified by the membership and who has paid all of their Lenart school fees may serve as an officer.
Officers must comply with duties of members.

SECTION 3. ELECTION OF OFFICERS

A nominating committee shall be established for elections. The nominating committee will secure candidates for the ballot and present a slate of qualified acceptable candidates to the membership for a vote.

When only one person has been nominated for a single position to be filled, that person shall be deemed elected.

In any case in which there is more than one person nominated for a single position, voting shall be in accord with the following provisions

- (a) The Officers shall be elected on an annual basis by the Members.
- (b) Officers shall be elected at any time by the members by normal election process at regular meetings.

- (c) Nominations will be offered for officers prior to the second meeting and notice of the nominations will be issued to all members prior to the second meeting. Election is by secret ballot.
- (d) Ballots will be counted by the LSC president, Lenart principal and an LSC community member.
- (e) All officers are elected by plurality vote.
- (f) An officer can only hold 1 position.
- (g) If no one is elected for a position or there is a problem finding a nominee, the current officer stays in place, if no one, the position stays open until someone else is elected.

The initial Directors are set forth on Appendix A.

SECTION 4. DUTIES OF THE PRESIDENT

The president shall preside at all meetings of the LPCG. They shall have the authority to call special meetings of the LPCG by giving notice to the other members of the LPCG in writing, specifying the time, location, and purpose of the meetings and by giving general notice to the membership in writing at least 48 hours in advance of holding the special meeting. The President, with collaboration from the officers and directors, shall formulate a draft agenda for each meeting and cause the agenda to be posted at the school at least 48 hours prior to the meeting. The president is a member ex-officio of all committees. The president shall appoint members to special committees. The president shall be responsible for other duties as may be assigned by the corporation or executive committee and delegate the work of the corporation to other officers or committee chairs as may be appropriate. The president shall coordinate the work of the LPCG with the Local School Council (LSC).

SECTION 5. DUTIES OF THE SECRETARY

The secretary shall see to it that attendance and minutes are taken and kept for regular, special and executive committee meetings and cause minutes to be posted at the school and on the LPCG website. The secretary shall maintain the membership book. The secretary shall have a copy of the by-laws. The secretary shall conduct the correspondence of the corporation as directed and perform such other duties as may be delegated.

SECTION 6. DUTIES OF THE TREASURER

The treasurer shall follow the financial processes outlined in Appendix D.

The treasurer shall receive all monies of this corporation and keep an accurate record of receipts and expenditures and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the members.

The treasurer shall pay out funds in accordance with the budget as approved by the membership and taking proper vouchers for such disbursements. Checks shall be signed by the treasurer and one other duly elected and authorized officer.

The treasurer shall keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

The treasurer shall present a written financial statement at every meeting of the corporation and at other times as requested by the board or executive committee. The treasurer shall present a written financial statement at every meeting of the LSC. The treasurer shall cause written financial statements to be posted at the school and on the LPCG website.

In general, the treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the members.

The treasurer shall provide at the request of the President the checkbook and bank statements, canceled and voided checks and deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements.

The treasurer shall be responsible for completion of filing of appropriate forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations.

SECTION 7. TERM OF OFFICE

The terms of the officers shall be for 1 year.

SECTION 8. REMOVAL AND RESIGNATION

Officers may be removed from office through the normal voting process defined in the sections pertaining to meetings procedure.

Any officer may resign effective upon giving written notice to the Secretary, or giving notice at a regular meeting, unless the notice specifies a later time for the effectiveness of such resignation.

SECTION 9. VACANCIES

Vacancies of an office shall exist on the death, resignation or removal of any officer. Vacancies shall be filled by election at any time by the members by normal election process at regular meetings. Interim officers may be elected at regular meetings by the normal decision process to serve until the vacancy is filled by the election process.

ARTICLE V: MEMBERS

SECTION 1. CLASSES OF MEMBERSHIP

There shall be one (1) class of membership. Each such person shall be a "Member".

SECTION 2. QUALIFICATIONS

To qualify for becoming a member a person must be a parent or legal guardian of a Lenart student.

SECTION 3. ADMISSION

Individuals shall be admitted to membership upon compliance with the membership policies in effect from time to time.

SECTION 4. VOTING RIGHTS

Individual members may become voting members by:

(a) Attending 3 consecutive meetings and 3 out of 5 regular meetings

(b) Making payment of appropriate fees and dues if required.

(c) Voting membership status may be denied by the normal voting process of meetings if there is a raised and stated objection to an individual. The only objection that will be considered is when the actions or behaviors of an individual are clearly detrimental to the stated goals and objectives of the corporation.

SECTION 5. NUMBER OF MEMBERS

There shall be no limit to the number of members of the corporation.

SECTION 6. MEMBERSHIP BOOK

A record shall be kept of all members, their names and addresses, class of membership held by each member and the termination date of any membership. Termination date determined by the student's departure date from Lenart.

SECTION 7. DUTIES

The members shall be required to maintain payment of appropriate fees and dues to the corporation if required.

SECTION 8. REMOVAL AND RESIGNATION

Members may be expelled from membership in the corporation through the normal voting process if there is a raised and stated objection to an individual. The only objection that will be considered is when the actions or behaviors of that individual are clearly detrimental to the stated goals and objectives of the corporation.

Any member may resign effective upon giving written notice to the secretary, unless the notice specifies a **later time** for the effectiveness of such resignation.

SECTION 9. NONLIABILITY OF MEMBERS

No member of this corporation shall be, as such, personally liable for the authorized debts, liabilities, or other obligations of the corporation.

SECTION 10. NONTRANSFERRABILITY OF MEMBERSHIP

No member may transfer a membership or any right arising therefrom. All rights of individual membership cease upon the departure of the member's student from Lenart .

ARTICLE VI: MEETINGS

SECTION 1. PLACE OF REGULAR MEETINGS

The regular meetings of the corporation shall occur at the location assigned at a previous meeting.

SECTION 2. TIME OF REGULAR MEETINGS

The regular meetings shall occur at a time specified at a previous meeting.

SECTION 3. SPECIAL MEETINGS

In the event that a decision must be made and the bylaws require notice of that decision, and notice is not possible, a special meeting may be called by any voting member by the following procedure:

- (a) An attempt is made to contact all voting members
- (b) A quorum must be present at that special meeting

SECTION 4. NOTICE OF REGULAR MEETINGS

Members shall be notified of the time and location of regular meetings one week prior to the meeting. Publication of notice in the regular newsletter of the corporation shall be regarded as proper notice, provided the newsletter is deliverable in time by regular mail.

SECTION 5. QUORUM FOR REGULAR MEETINGS

A quorum for voting at a regular meeting shall consist of the following conditions being met:

- (a) A majority of the Directors
- (b) 5 voting members

SECTION 6. VOTING RIGHTS

The right to vote at regular meetings shall be held by and limited to any voting member as previously defined under Article V, Section 4 - "Voting Rights". However all members of the corporation may participate.

SECTION 7. VOTING PROCESS

- (a) A quorum must be present for any vote on any decision to be taken.
- (b) The process of voting shall be the consensus process.(See Appendix B)
- (c) If a decision cannot be reached through the consensus process, which shall be determined by the fact that an issue remains on the floor for 2 consecutive regular meetings without resolution, any voting member may invoke the Bypass Consensus rule which will involve the following further procedures:
 - (d) Notice shall be given to members at least one week prior to the next meeting that a vote involving the Bypass Consensus Rule will occur.
 - (e) A decision on the issue in question may be passed by a vote of 60% of the eligible voters present at that meeting.

SECTION 8. CONDUCT OF MEETINGS

Meetings shall be presided over by a facilitator who has been selected at the previous meeting. In the absence of the previously selected facilitator, members may choose any person present to assume the role.

SECTION 9 **BOARD OF DIRECTOR MEETINGS**

The Board of Directors shall meet regularly at least eight times in each calendar year. No more than four of such meetings may be conducted by electronic or telephonic means. It shall meet at such times and places as may be ordered by the President.

ARTICLE VII: EXECUTION OF INSTRUMENTS, DEPOSITS & FUNDS

SECTION 1. **EXECUTION OF INSTRUMENTS**

The members, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract of execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Execution of any instrument which will incur a liability by the corporation may only be done by a regular decision at a meeting for which prior notice of the proposed execution has been given.

SECTION 2. **CHECKS & NOTES**

Except as otherwise specifically determined by resolution of the members, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the Treasurer, President and LSC President

SECTION 3. **DEPOSITS**

All funds of the corporation shall be deposited the following day in which they are collected to the credit of the corporation in such banks, trust companies, or other depositories as the members may select.

SECTION 4. **BANK ACCOUNTS**

The Treasurer, President, and the LSC President are authorized and directed to open and close a bank account on behalf of the corporation. Any such activity must be communicated to the organization. All funds of the corporation shall be deposited the following day in which they are collected to the credit of the corporation in such banks, trust companies, or other depositories as the members may select

ARTICLE VIII: CORPORATE RECORDS & REPORTS

SECTION 1. **MAINTENANCE OF CORPORATE RECORDS**

The corporation shall keep at its principal office:

- (a) Minutes of all regular meetings, the names of those present, and the proceedings thereof;
- (b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- (c) A record of its members, indicating their names and addresses and the class of membership held by each member and the termination date of any membership;
- (d) A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members of the corporation at all reasonable times.
- (e) All officers and committee chairmen must make a monthly and annual report to the LPCG and the LSC relative to projects and/or activities they have been responsible for. The annual report is due to the President at the close of the fiscal year. Written copies of the monthly reports must be filed with the Secretary at each monthly meeting and shall be made available for viewing by all members.

SECTION 2. MEMBERS' INSPECTIONAL RIGHTS

Each and every member of the corporation shall have the following inspectional rights, for a purpose reasonably related to such person's interest as a member:

- (a) To inspect and copy the record of all members' names, addresses and voting rights, at reasonable times, upon written demand on the Secretary of the corporation, which demand shall state the purpose for which the inspection rights are requested.
- (b) To inspect at any reasonable time the books, records, or minutes of proceedings of the members, upon written demand to the Secretary of the corporation, for a purpose reasonably related to such person's interest as a member.
- (c) Members shall have such other rights to inspect the books, records and properties of this corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

SECTION 3. RIGHT TO COPY & MAKE EXTRACTS

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts.

SECTION 4. PERIODIC REPORT

The secretary shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state or to the members of this corporation, to be so prepared and delivered within the time limits set by law.

ARTICLE IX: AMENDMENT OF BYLAWS

SECTION 1. AMENDMENTS

These Bylaws, or any of them, may be altered, amended, repealed and new

Bylaws adopted by the following procedure:

- (a) The proposed changes shall be discussed at a regular meeting, but at that meeting no vote may be taken;
- (b) Voting for the changes shall be taken at the meeting following the introduced proposed changes by the regular voting process;
- (c) Notice must be given to members at least one week prior to the meeting at which any vote shall be taken to alter, amend, or repeal any Bylaws.

ARTICLE X: CONSTRUCTION & TERMS

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of this corporation, 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 of this corporation filed with the state of Illinois and used to establish the legal existence of this corporation.

ARTICLE XI: Committees

SECTION 1.

COMMITTEES

The following Committees shall be held by the organization:

- Fundraising
- Finance
- School and Community
- Communication and Marketing
- Events
- New Families

Additional committees may be appointed by the board as needed.

Article IX: Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

ADOPTION OF BYLAWS

I, the undersigned, am the Secretary of this corporation and certify the foregoing as the Bylaws of this corporation.

Dated: January 1, 2016


By: Erica Chandler, Secretary

APPENDIX A
INITIAL DIRECTORS AND OFFICERS

Directors:

Wendy Drake
Karyn Linn
Stacey Young

Officers:

Latasha Paterno, President
Erica Chandler, Secretary

APPENDIX B

CONSENSUS DECISION MAKING PROCESS

The group's major decision making will be by consensus. Consensus decision making involves respectful listening, encouraging equal participation, and collective acceptance of the decision (not necessarily agreement). When a major decision is to be made, a proposal will be drawn up by the organizing group, or another appointed subgroup. This proposal should be circulated in advance in order for members and the LSC to review and critique. The facilitator will call for a discussion of the proposal and after all concerns are addressed, the LSC will give their final acceptance of the proposal. At times it will be necessary to use structured activities which will facilitate decision making if there is disagreement. Some decisions should be relegated to a committee.

If a member misses a meeting, it is their responsibility to become informed about a major decision made in their absence. If there is a dispute about decisions, these can be brought up with the organizing committee. If a conflict about a previous decision is put on the agenda, it should be done as soon as possible after the missed meeting.

Consensus is the best method for producing innovative and high-quality decisions that all members are committed to implementing, uses the resources of members, and increases the effectiveness of future decisions. Consensus is also time-consuming, involves a great deal of group cohesion and commitment among members, and requires equal participation and power among all members.

APPENDIX C
CONFLICT OF INTEREST POLICY

See attached.

APPENDIX D
Financial Process

See attached.

CONFLICT OF INTEREST POLICY
LENART PARENT COMMUNITY GROUP,
AN UNINCORPORATED ILLINOIS
NOT-FOR-PROFIT ASSOCIATION

ARTICLE I

PURPOSE

The purpose of the conflict of interest policy is to protect LENART PARENT COMMUNITY GROUP (the "Organization") interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II

DEFINITIONS

1. Interested Person -Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement;

 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or

 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III

PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the

member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V

COMPENSATION

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI

ANNUAL STATEMENTS

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement, which affirms such person:

- a. Has received a copy of the conflicts of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

PERIODIC REVIEWS

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII

USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

FINANCIAL PROCESS
LENART PARENT COMMUNITY GROUP,
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Financial Procedures for Program and Event Chairpersons:

1. Review your budget and estimate the cost of your program. Request the LPCG to adjust it if necessary. The initial budget is set based on historical data if it is available.
2. As a chairperson, you are responsible for the overall costs of the program or event you are chairing
3. Submit your expense reimbursement request as soon as possible, but not more than 30 days after the event. Keep all receipts as they are required for reimbursement. Please note the LPCG can only reimburse expenses in the fiscal year in which expenses are incurred. LPCG fiscal year is from 8/1 to 7/31
4. Total the money collected immediately after a program or event and prepare a deposit slip. For a multi-day event, doing a daily sub-total can minimize the amount of work necessary at the end.
5. Submit to LPCG a simple Income/Expense report and a recommendation if any, to the Financial Officers for improvement for next year.

Reimbursement or Payment Instructions:

1. Use the LPCG Reimbursement/Payment Request form.
2. Attach receipts. If this is a payment request, please submit a quote or invoice from the supplier.
3. Drop off the completed request in the LPCG inbox at the school office.
4. The request will be reviewed and the reimbursement check should be ready in two week as long as the reimbursement request is within the budgeted amount.
5. If you need petty cash in advance of your event, contact the Financial Officers two weeks prior to the event.

Deposit Instructions:

1. Tally the money received and complete a LPCG Deposit Request form.
2. If you have large number of checks and you are comfortable using a spreadsheet, it is ok to do your accounting in a spreadsheet. Simply attach a spreadsheet printout to the deposit request instead of itemizing each check on the deposit slip.
3. Never hold LPCG funds over night. Funds must be given to the Financial Officers at the conclusion of the event.
4. The Financial Officers will notify you if there are any problems with checks received.

General Policies:

1. LPCG funds may not be used to purchase personal gifts or meals.
2. Know the budget for your event/project. Expenditures above the budget must be approved by the LPCG Steering Committee prior to spending.
3. All LPCG bills must be paid by check - not cash. You may submit a request to be reimbursed or to pay for expenses related to approved activities and/or materials.

LPCG Payment and Expense Reimbursement Policy

1. LPCG will only reimburse expenditures or pay for approved LPCG programs, events, or other approved activities.
2. The List of Approved LPCG Expense is based on the LPCG budget. The 1st LPCG budget will be voted on by the Steering Committee. The approved budget is posted in an accessible area in school and a copy kept on file in the LPCG Budget binder in the LPCG office.
3. Request for payment or reimbursement must be submitted in writing using the LPCG Reimbursement/Payment Request. Receipt or invoice must also be submitted.
4. The Financial Officers are authorized to make payments up to the budget for approved activities.
5. The Financial Officers cannot make payment for an expenditure that exceeded its budget. The Steering Committee will have to give approval before reimbursement can occur. The LPCG may deny request for payment after reviewing the cause of cost overrun.
6. Expenses incurred during the fiscal year must be reimbursed within that fiscal year. LPCG does not carry expenses into the next fiscal year. Fiscal year for LPCG is from Aug 1st to July 31st

Deposit to the LPCG account

1. Cash and checks collected on behalf of the LPCG should be turned over to the Financial Officers weekly by submitting the information to the LPCG box in the school office
2. A LPCG Deposit Request form should be used for all deposits.
3. The Financial Officers will contact the requestor if there is any problem with the deposit.
4. Any bank fees resulting from a returned check should be collected from the party submitting the bounced check. LPCG has a return check fee of \$25.
5. At the end of an event, LPCG funds must be locked in the school safe. The following day, the funds must be deposited.