

**LEEP**  
Le Mars Community Education Enhancement Project  
By-Laws

**Mission Statement**

To enhance the value and meaning of education for our students, families, and communities.

**Article I. NAME**

The name of the organization shall be LEEP, Le Mars Community Education Enhancement Project.

**Article II. PURPOSE**

The support shall take the form of fund raising and promoting academics between families, schools, and the community of the Le Mars Community School District. The funds raised will be used for expenditures above and beyond that provided for by the existing budget.

**Article III. MEMBERSHIP**

The members will include any persons interested in attending meetings and volunteering to support our mission statement and purpose.

**Article IV. OFFICERS**

1. The officers shall be voting members and consist of the President, Vice President, Secretary, and Treasurer.
2. The officers shall serve without compensation.
3. A vacancy in any office shall be filled by majority vote of board members present at a general meeting.
4. The offices of President, Vice President, Secretary, and Treasurer are one year terms; beginning July 1 annually.
5. These offices shall be elected by majority ballot vote.

**Article V. DUTIES OF OFFICERS**

1. The President shall preside at all meetings of the organization and shall be a member ex-officio of all committees.
2. The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer.
3. The Secretary shall keep a record of all meetings of the organization and conduct necessary correspondence.
4. The Treasurer shall be custodian of the funds of the organization and shall pay by check all debts of the organization on approval of two thirds of the members present at the meeting. The Treasurer must have a written invoice or detailed contract prior to payment of any monies. The Treasurer's books shall be audited annually by an auditor appointed by the President, to be completed by the April meeting. The Treasurer shall present a written statement of account at the regular meeting and when requested by the board.
5. All checks must be co-signed by the Treasurer and the President or the Vice President in the absence of the President.

**Article VI. NOMINATIONS**

1. The Nominating Committee shall consist of the Vice President and three other board members the President appoints. The nominating committee is a three year term.
2. At the first regular called meeting of the calendar year, the nominating committee shall be appointed.
3. It shall be the duty of the nominating committee to identify, confirm approval from and to nominate candidates for the offices to be filled at the March general meeting.
4. Additional nominations may be made from the floor at the election meeting. No name shall be so nominated without the consent of the nominee.

## **Article VII. MEETINGS**

1. The meetings shall be held every month September through May, unless voted otherwise at a previous general meeting.
2. All meetings shall include a review of the previous meeting minutes. presentation of the current financial report and old and new business.
3. The meetings shall be presided over by the President. The Vice President or Treasurer may preside in the absence of the President.
4. The President may call a special meeting.
5. The quorum shall be a majority of those present.
6. The officers are expected to attend all meetings
7. The meetings shall be announced in Bulldog highlights and the Le Mars Daily Sentinel and on KLEM.

## **Article VIII. FUND RAISERS**

Fund raisers shall be decided upon by majority vote of members present at a general meeting.

## **Article IX. USE AND DISTRIBUTION OF ASSETS, EARNINGS, OR INCOME**

1. Use and distribution of funds shall be decided on by majority vote of members present.
2. Le Mars Community Staff members shall be informed on a monthly basis on the application process of LEEP Request for Funds.
3. It is not the purpose of the Le Mars Community Education Enhancement Project (LEEP) to interfere in any manner with the school administration of the Le Mars Community Schools. LEEP's intention is to raise funds for staff expenses that the existing school budget does not allow. With this being said, all *Request of LEEP Funds* will be a joint effort of school administration and LEEP.
4. Administration shall be first to review *Request of LEEP Funds*, before it is passed along to the LEEP committee. LEEP members will discuss requests on a monthly basis (LEEP meets the first Monday of every month, September through May).
5. It is not the intention of Le Mars Community administration to dictate what LEEP does with their funding. On the other hand, the administration may not approve funding because the request (a) is not in line with school district policy and/or (b) creates additional costs down the road for the school district. Administration will use written communication giving the reason "why" or "why not" a request for funds was approved when sending it to LEEP.
6. Funding requests shall be considered on the basis of (a) student benefits, (b) cost effectiveness, and (c) fund availability.
7. It will be the responsibility of LEEP to notify applicants, building principal, and the superintendent of schools on whether or not a *Request of LEEP Funds* is approved. If requests are approved, applicants will follow through with the method of purchase.

## **Article X. AMENDMENTS**

1. These By-Laws may be amended by a two-thirds vote of voting members present at a general membership meeting, provided such amendments have been presented in writing to the general membership.
2. These By-Laws shall be reviewed every two years even at the May meeting.

## **Article XI. PARLIMENTARY AUTHORITY**

Robert's Rules of Order Revised shall govern meetings in all cases in which rules are applicable.

Approved 6/1/09  
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