

Leland Bridge Parents Group

Bylaws

Revised and Approved April 6, 2009

1. Name

Leland Bridge Parents Group

2. Purposes

(1) Promote communication between Chinese American parents and Leland High School

(2) Encourage involvement from Chinese American parents to support the development of
Leland High School

3. Organization

This group is organized and operated exclusively for the benefit of Leland High School and is a non-profit organization. All members are volunteers. Upon dissolution of this group, all of its assets will be transferred over to Leland High School.

4. Members

The members are Chinese American parents of current, incoming or former Leland students

4.1 Leland Bridge **Board Members** will comprise of

- A) President
- B) Vice President
- C) Communications Coordinator
- D) Treasurer
- E) Representative in Parents' Club
- F) Representative in School Site Council
- G) Volunteer Coordinator
- H) 9th Grade Representative
- I) 10th Grade Representative
- J) 11th Grade Representative
- K) 12th Grade Representative
- L) Webmaster
- M) Newsletter Editor

4.2 **Job Descriptions**

- A) President
 - i) be the chief representative of Leland Bridge Parents Group
 - ii) chairs the public and administrative meetings within the group and prepares the agenda for these meetings
 - iii) heads the nomination process for next year's officers with the assistance of the Leland Bridge Officers

- v) together with the Vice President, coordinates “Bridge Night” event including decoration, program, student and adult volunteers management, food/kitchen, ticket sale, raffles, prizes, donation, audio, lighting, stage management, camera work (video & photo)
- vi) be the publisher of the Leland Bridge Parents Communication newsletter and is responsible for the content

B) Vice President

will become the President in the following school year

- i) records, distributes and files meeting minutes of administrative and public meetings
- ii) files all the data and documents for the group, such as the list of Chinese-American students, the activity information, photos, and videos.

C) Communications Coordinator

Be responsible for communication with external organizations, including Leland High School (Principal, Assistant Principals, teachers and staff), San Jose Unified officials, San Jose City Council, Leland Parents Club.

- i) coordinate with the President in any correspondences and joint work with external organizations

D) Treasurer

- i) financial record keeping and disbursements including disbursement process
 - a) manages the cash balance in the Leland Bridge checking account
 - b) allocates administrated budget and handles reimbursements for Leland Bridge members
 - 1. in May Board meeting, propose a administrated budget draft for the following school year and in June Board meeting, propose a final administrated budget for the approval by the Leland Board
 - 2. administrated budget includes major expenses that are expected to incur during the school year:
 - a. newsletter publication and postage
 - b. welcoming Fall picnic for new incoming students, if any
 - c. Leland Bridge Night
 - d. Leland Teacher Appreciation luncheon, if any
 - c) provides financial statement update at administrative and public meetings
 - d) provides a copy of financial statement to Board members in the May meeting

E) Representative in Parents’ Club

- i) Attends Parents' Club meetings and files report to Leland Bridge
 - ii) Participates Parents' Club activities

- F) Representative in School Site Council
Attends School Site Council meetings and files report to Leland Bridge

- G) Volunteer Coordinator
 - i) Volunteer Recruiting
 - a) recruits volunteers and maintains volunteer contact information
 - b) organizes the volunteer training meeting and social
 - c) contacts the volunteer for help when requested by the school

- H) 9th Grade Representative
Reaches out to 9th graders' Chinese-American parents and organizes social activities

- I) 10th Grade Representative
Reaches out to 10th graders' Chinese-American parents and organizes social activities

- J) 11th Grade Representative
Reaches out to 11th graders' Chinese-American parents and organizes social activities

- K) 12th Grade Representative
Reaches out to 12th graders' Chinese-American parents and organizes social activities

- L) Webmaster
Maintenance of Leland Bridge Website
 - i) maintains the Leland Bridge website with content updates, and also provides updates to Leland High School website. Posts agenda of public meetings.

- M) Newsletter Editor
Be the editor-in-chief of Leland Bridge Parents Communication newsletter
 - i) production and mailing of Leland Bridge Parents Communication newsletter
 - a) writes and publishes Leland Bridge Parents Communication newsletter, primarily in Chinese, at least twice a year
 - b) follow the established publishing process, safeguards the principles for content in each issue: provides accurate information, encourages parent involvement, and facilitates the contribution of Leland Bridge in the development of Leland High School

1. November Issue: advertise the upcoming Leland Bridge event, and mail out the newsletter before the Thanksgiving holidays. The November issue is to be approved by the Board in the November Board meeting or via emails.
 2. May Issue: work with the Treasurer and the President in publishing the financial statement, major activities carried out for the current school year and new Board members of the following year, and mail out the newsletter before June 1st. The May issue is to be approved by the Board in the May Board meeting or via emails.
- c) handles the mailing of communication, notification, and flyers

4.3 Term of Board

- 4.3.1 The term of office for Leland Bridge Board members is one year starting from each June. Each Board member can be re-elected. The maximum number of years in the same position is four years.
- 4.3.2 The annual election is held at the meeting in May and Board members will be elected by majority vote of all present Board members
- 4.3.3 The transition to the new Board shall commence as soon as the new Board members are confirmed and shall be complete before the new school year starts.

4.4 Voting

- 4.4.1 A minimal of 50% of Board members attending the Board meeting is needed to establish the quorum for any voting
- 4.4.2 Key topics and proposals will be voted by Board members at monthly Board meeting
- 4.4.3 A motion must be brought forwarded by a Board member and seconded by another Board member
- 4.4.4 Each Leland Bridge Board Member (under 4.1) is entitled to one vote; each member must be present when the vote is cast. Voting right can be delegated to another person attending the Board meeting by writing.
- 4.4.5 Majority 'yes' (more than 50%) votes on the motion constitutes approval. In the event of a 'tie', the same motion will be tabled for a vote again in the following Board meeting. In the event of a 'tie' again, the President's vote breaks the tie -- if the President votes 'yes' when there is a tie, the motion passes; otherwise, the motion fails.
- 4.4.6 A failed motion cannot be forwarded again in the same meeting.

4.5 Resignations shall be presented to the Leland Bridge Board in writing. The administration shall look for the replacement upon notice, and may temporarily re-assign the job to another Board member until a new Board member is confirmed by the majority vote.

4.6 Removal of a Board Member

In situations when a Board member cannot carry out his/her job and responsibility faithfully, the Board may decide to remove the member from the Board. The voting procedure outlined in Section 4.4 must be followed and the approval requires at least two-third (2/3) of the 'yes' vote instead of a majority 'yes' vote. The administration shall look for the replacement, and may temporarily re-assign the job to another Board member until a new Board member is confirmed by the majority vote.

5. Meetings

5.1 Board meetings will be held once a month. These meetings are open to interested parents.

5.2 The first monthly meeting will be held in June and the last monthly meeting will be held in May.

5.3 Board members may hold more frequent meetings prior to the Leland Bridge Night event; should there be any issues, the President and the Vice President will make decisions on behalf of Leland Bridge.

6. Fund

6.1 Sources:

- A) Donations
- B) Fundraising events

6.2 Financial Disbursement

6.2.1 The Treasurer will present financial budget. The Leland Bridge Board will discuss and approve the budget at the beginning of school year. Majority vote by board members constitutes approval.

6.2.2 Treasurer will also present any significant disbursements to the Leland Bridge Board for approval. Majority vote by Board members constitutes approval.

6.3 Donations to Leland High School. The disbursement amount and the purpose shall be

approved by:

- A) the original donor (if donor specify purpose)
- B) The Leland Bridge Board per the approval procedure mentioned in 6.2

7. Amendments

Leland Bridge Board members can modify the bylaws once a year. Approval of amendment will be made by majority of Leland Bridge Board

8. Use of Leland Bridge stamp, letterhead and checks

The official Leland Bridge stamp and letterhead for external communication must be properly safeguarded, and the President must consent their use. Only the President and the Treasurer can issue checks from Leland Bridge checking account.

