



Article I – Name

- A. The name of this organization is “Guardian Guild of Livingston Classical Academy,” which shall be commonly referred to as “Guardian Guild.”
- B. Intent to incorporate. As soon as feasibly possible, the Guardian Guild of Livingston Classical Academy shall be incorporated in the State of Michigan as a 501(c)(3) nonprofit corporation, with the registered office and official mailing address of the nonprofit corporation being the same as Livingston Classical Academy, whose address is currently 8877 Main Street, Whitmore Lake, MI 48189.

Article II – Purpose

- A. While similar in nature and structure to what other educational institutions commonly refer to as a Parent Teacher Organization (PTO), the Guardian Guild differs from common PTOs insofar as the Guardian Guild is organized exclusively to support the mission and activities of Livingston Classical Academy and the Barney Charter School’s Initiative through any volunteer, enrichment programs, fundraising, or other actions the Guardian Guild engages in at LCA, after approval of such by school administration and by Board of Directors.
- B. The mission of the Guardian Guild is to supplement the classical educational experience of all students attending Livingston Classical Academy by:
 - 1. Enhancing the educational and extracurricular environment at LCA through volunteer and financial resources.
 - 2. Providing a framework for coordinating fundraising and volunteer efforts to purchase instructional items and fund events, activities, and school enhancements to enrich the learning experience that would not otherwise be provided by the school budget.
 - 3. Promoting interaction, communication, and understanding between school administration, staff, LCA parents, LCA students and their families;
 - 4. Fostering pride in LCA throughout the community; and
 - 5. Cooperating with the school administration to support the improvement of education in ways that support the following ten commitments of all Barney Charter Schools associated with Hillsdale College:

- a. The centrality of the Western tradition in the study of history, literature, philosophy, and fine arts;
- b. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions;
- c. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction leading to English language mastery;
- d. The teaching of Latin;
- e. The acknowledgement of objective standards of correctness, logic, beauty, weightiness, and truth intrinsic to the liberal arts;
- f. A school culture demanding moral virtue, decorum, respect, discipline, and studiousness among the students and faculty;
- g. A curriculum that is content-rich, balanced and strong across the four core disciplines of math, science, literature, and history;
- h. A faculty where well-educated and articulate teachers explicitly convey real knowledge to students using traditional teaching methods rather than using so-called “student-centered learning” methods;
- i. A school that uses technology effectively but without diminishing the faculty leadership that is crucial to academic achievement; and
- j. A school with a plan to serve grades K through 12, although the grades at school opening may be scaled back if reasonable.

Article III – Policies

1. The program of the Guardian Guild shall be educational and shall be implemented through committees, projects, and events with prior approval of the Board of Directors.
2. The Guardian Guild shall be non-commercial, non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.
3. This Guardian Guild shall not seek to direct the administrative activities of the school, or to control its policies.
4. This Guardian Guild may cooperate with other organizations and agencies active in child welfare, provided they make no financial nor manpower commitments, which bind their members.
5. All funds shall be kept in a checking account in the name of the Guardian Guild of Livingston Classical Academy, requiring two signatures of the Executive Board and held at a local financial institution. Cash collections must be counted by two authorized counters (may include the Treasurer). The Treasurer must make a final count prior to deposit.
6. For all school years after the 2019-2020 school year, the Guardians Guild shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.
7. Reimbursement requests must be made within 60 days of the expenditure, otherwise the request will be denied.
1. Contract signing authority is limited to the President or the President’s designee and Vice- President.

Article IV – Members, Officers, and Elections

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- a. Members. All parents, legal guardians, and grandparents of children currently enrolled in Livingston Classical Academy, as well as all teachers and Principal of Livingston Classical Academy are members of the Guardian Guild.
 - b. The encouraged number of volunteer hours for members, if any, will be established by the Executive Board annually.
 - c. Voting Privileges
 - i. General Membership (one vote per household) shall vote on the slate of candidates at a meeting held during the calendar school year and prior to July 1st. The election meeting will be published at the same time as the slate of candidates. Written ballot voting is required. A majority vote of those members present determines those elected. No vote may be cast by proxy. A tie shall be broken by the drawing of lots.
 - ii. All other decisions of the Guardian Guild will be made by vote of the elected members of the Elected Board. Each member has one vote, with the exception of the principal and teacher liaison, who are advisory-only members of the board. No vote may be cast by proxy. If the chairman of a committee is not present to cast a vote, one person representing that committee may cast one vote.
2. *Executive Board.* All members of the Executive Board, shall always, maintain the following qualifications and standards:
- a. Have a child at LCA.
 - b. Be devoted to the purpose and mission of LCA as defined by the school handbook, the Barney Charter School Initiative, school administration, and the LCA Board of Directors.
 - c. Strive to promote open and positive relationship with the school administration.
 - d. Maintain appropriate leadership decorum rising above petty difference, gossip, and personal feelings, thus protecting the integrity of the office and setting the example for healthy conflict resolution.
3. *Officers.* The Executive Board officers shall be a President, Vice President (or Co- Presidents), Secretary, Treasurer, Communications Chair, and the chairperson of each standing committee which shall be established prior to the election each year. The LCA principal and Teacher Liason are advisory, non-voting members of the LCA Executive Board.
- a. President –
 - i. Serve as the leader and key contact for Guardian Guild.
 - ii. Create the agenda and preside at all monthly meetings, bear responsibility for oversight of bank account / tax ID / and insurance for Guardian Guild.
 - iii. Assign members to committee chair positions or other non-elected roles, create 1-year through 5-year plans for Guardian Guild represent Guardian Guild at LCA School Board meetings;
 - iv. Recruit and appoint chairpersons for standing committees
 - v. Coordinate the work of Guardian Guild Board members with standing committees, staff/Principal, and LCA families so that the Guardian

- Guild's objectives can be met.
- vi. Shall serve as one of the two authorized signatures, along with the Secretary and Vice President (or other Co-President if applicable), for all checks.
 - vii. President shall deliver to successor all books, papers, and correspondence pertaining to the office of the President.
 - viii. President delegates all duties not assigned elsewhere to other officers or members, as the President determines are necessary or in the best interests of the Guardian Guild
- b. Vice President –
- i. The Vice President shall be an officer of the Guardian Guild, and this office may be held as a Co-President role, if so elected.
 - ii. The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice-President can assist the President with his/her duties, if the President wishes to delegate any duties.
 - iii. The Vice President presides at meetings in the absence of the President.
 - iv. The Vice President or Co-President shall serve as one of the two authorized signatures, for all checks.
- c. Secretary –
- i. The Secretary shall be an officer of the Guardian Guild.
 - ii. The Secretary shall document all business transactions at each meeting of the Guardian Guild, as well as meetings for the Guardian Guild.
 - iii. The Secretary shall serve as an authorized co-signatory along with the President and Vice President / Co-President of all checks.
 - iv. The Secretary shall send, in advance of all meetings, a complete agenda, showing the order of business to be discussed.
 - v. The Secretary reminds all members about meetings.
 - vi. The Secretary has, on hand for reference, a copy of the by-laws, standing rules, agenda, minutes of previous meeting, current procedures and forms, and list of committees.
 - vii. The Secretary is responsible for providing information to the school for regular distribution.
 - viii. The Secretary is responsible for updating the Communication Procedures and providing a copy to Administration and the Communication Chair.
 - ix. The Secretary sends out notices of Guardian Guild meetings.
 - x. The Secretary shall maintain all member sign-in sheets for meetings.
 - xi. Secretary will train the newly elected Secretary.
- d. Treasurer –
- i. Be custodian of all organization funds and shall be authorized to disperse funds on behalf of the Guardian Guild.
 - ii. Give written monthly financial reports for review at all General Membership meetings and to the Executive Board in months with no General Membership Meeting, and also provide the same to the LCA Board of Directors on a monthly basis.
 - iii. Provide a monthly cash-flow report at Executive Board Meetings.
 - iv. In conjunction with the president, develop the annual budget before the

consecutive terms in the same office. In the event of a tie vote, a re-election shall be held two weeks from the initial election. Officers can also serve as committee chairpersons. Officers serving in dual roles have only one vote. The officers shall assume their duties July 1, and their duties shall continue until June 30 of the next year. The officers who are newly elected at the May meeting shall endeavor to attend the June meeting so that they can be orientated as to their positions before their term starts in July.

7. *Vacancies.* Any vacancy in office because of death, resignation, or inability to serve shall be filled by majority vote of the members, and in event of a tie, the President's vote shall be the tie breaker. However, should a vacancy occur in the office of the President, the Vice President shall immediately assume the office. Should a vacancy occur in the office of the Vice President, the Communications Chair shall fill it. Should a vacancy occur in any other board position, then the seat shall be filled by nomination and election of seated board members at the next meeting of the Guardians Guild board. Persons so nominated will serve until the next election cycle.
8. *Resignation.* Any officer may resign at any time by giving written notice to the President or Secretary. Any such resignation shall take effect at the date of receipt of such notice or at any later date therein specified, and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.
9. *Removal from Office.* Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given in writing.

Article V – Meetings

1. *Regular Member Meetings.* Regular Business Meetings of the Guardian Guild shall be held monthly during the school year, the time to be fixed by the Executive Board at its first meeting of the year. Dates and times shall be announced at the beginning of the school year. The Guardian Guild President shall prepare agendas for the meetings. Items from the Principal or Head of School Management shall be included upon request. Items from any Guardian Guild member may also be included at the discretion of the Executive Board.
 - a. The budget for the upcoming school year shall be set and approved at the last regular meeting of the year. Final reports from each standing or special committee shall also be due at this meeting.
 - b. A minimum of six (6) members shall constitute a quorum for the transaction of business. The act of the majority of the members of the Guardian Guild present at a meeting at which a quorum is present shall be required for all action to be taken by the Guardian Guild.

2. *Meetings with Principal and Head of School.* The President and at least one other member of the Executive Board shall meet with the Principal and Head of School on a monthly basis in order to coordinate the efforts of the Guardian Guild to best support the students of LCA. The President shall present a brief report on this meeting at the regular monthly meetings of members.
3. *Special Meetings.* Special meetings may be called by the President, the Principal, or any two members of the Board with reasonable notice given to all members.

Article VI – Executive Board

1. *Membership.* The Guardian Guild Executive Board shall be comprised of the elected officers as detailed above, the Principal, Head of School, a Teacher Representative, and Representative from the LCA Board of Directors, and the chair of each of the standing committees.
2. *Principal and Head of School*
 - a. Will monitor school needs as related to the purpose of the organization and communicate those needs to the Guardian Guild membership.
 - b. Will receive suggestions from the Guardian Guild for the improvement of the school program.
 - c. Will ensure that the activities of the Guardian Guild are in concert with the needs of the school community.
 - d. Will serve as an ex-officio, advisory, non-voting, member of the Guardian Guild.
3. *Teacher Representative*
 - a. Will be appointed by the Principal each year.
 - b. The position of Teacher Representative may be filled on a rotating basis.
 - c. The Teacher Representatives will report back to the rest of the staff about the activities of Guardian Guild; and shall report the needs and questions of the teachers to the Guardian Guild Executive Board.
 - d. Has a responsibility to either attend all Guardian Guild general meetings or send an email in advance with a brief report about the needs and questions of teachers, so that the teachers' needs and questions can be addressed in the context of the general meeting.
4. LCA Board of Directors Representative to Executive Committee
 - a. Selected by the Board each year
 - b. Will ensure activities are in accordance with the mission of LCA and vision of the Board of Directors
 - c. Board Representative will report back to the Board of Directors on activities and any potential concerns.

- d. Will serve as an ex-officio, advisory, non-voting member of the Guardian Guild.

Article VII – Committees

1. *Membership.* The Guardian Guild Executive Board will designate specific committees as needed. Volunteers will serve as committee chair people and coordinators. Committees may consist of members and board members, with the President acting as an ex officio member of all committees.
2. *Standing Committees.* The following committees shall be held by the organization: Fundraising, , Upper School Life, Lower School Life, and Building Volunteers .
3. *Additional Committees.* The Board and/or Standing Committee Chairs may appoint additional committees as needed.
4. *Conduct.* See Article IV, number 4.

Article VIII – Finances

1. A tentative budget shall be drafted in the spring for the following school year and approved by a majority vote of the members present.
2. The Treasurer shall keep accurate records of any expenses, income, and account information.
3. The Board shall approve all expenses of the organization.
4. The Board shall maintain a minimum account balance of \$1,000.
5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and spent for the benefit of the school.
6. The fiscal year shall coordinate with the school year of July 1-June 30.

Article IX – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article X – Amendments

- A. These bylaws may be amended at any regular or special meeting. Advance notice will be given. Amendments will be approved by a two-thirds vote of Guardian Guild members (Executive Board, Committee Heads, and General Members) present at the meeting.

Effective: November 6, 2019, passed by voted of General Membership by a vote of ____ approved to ____ opposed.

Signed by:

Teren Sechrist,
Guardian Guild President

Janice Reagan,
Guardian Guild Vice President