

**Bylaws for
Lincoln School
Parents And Lincoln Staff (PALS) Club**

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Article I—Name

The name of this organization is Lincoln School P.A.L.S. Club. P.A.L.S. stands for Parents And Lincoln Staff. The organization is more commonly known, and will be referred to in these bylaws, as “PALS”.

Article II—Purpose

The purpose of PALS includes the following:

- To secure the highest advantages in physical, emotional, and social development for Lincoln Elementary School students by developing a united effort between educators and the general public.
- To promote the welfare of children at Lincoln Elementary School.
- To raise funds for the enrichment of Lincoln Elementary School's educational programs.

The purpose of PALS is promoted through an advocacy and educational program directed toward parents, teachers, and the general public; and governed and qualified by the basic policies set forth in Article III.

PALS is organized exclusively for the charitable and educational purposes within the meaning of Section 501(c) 3 of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal Revenue Code”).

Article III—Basic Policies

The following are basic policies of PALS:

- PALS does not discriminate on the basis of race, color, sex, national origin, disability, religion, sexual orientation, or income.
- The organization shall be noncommercial, nonsectarian, and nonpartisan.
- The organization shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, staff, schools, and the community at large.
- No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170 (c) 2 of the Internal Revenue Code.
- Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Lincoln Elementary School's General Office Fund.

Article IV—Membership

Eligibility

The following individuals are eligible to become members of PALS:

- All family members of a child attending Lincoln Elementary School.
- Any staff member of Lincoln Elementary School.
- Any student who actively serves on the Lincoln Elementary School’s Leadership Committee.

Duties

Members are asked to attend as many PALS meetings as possible in order to provide input and cast votes for making decisions on various activities sponsored by PALS. Members are also requested to volunteer for activities throughout the school year in order for PALS sponsored events to be successful.

Dues

Payment of membership dues is not required to become a member of PALS.

Meetings

Regular meetings of the PALS general members shall be held on the second Wednesday of each month during the school

year (unless otherwise indicated). The meetings shall be called to order at 6:30 PM and occur in the Lincoln Elementary School's Staff Lounge.

Article V—Officers

Positions

There shall be seven officers for PALS. These officers include the following:

- President
- Vice President
- Secretary
- Fundraiser Chairperson
- Treasurer
- One (1) Staff Representative
- Principal

The offices of President, Vice President, Secretary, Treasurer, and Fundraiser Chairperson are elected positions voted on by the PALS general membership.

The office of Staff Representative will be appointed by staff members (including the principal). ***Eligibility***

The following individuals are eligible to serve as an officer:

- All family members of a child attending Lincoln Elementary School.
- Any staff member of Lincoln Elementary School.

It is preferred that persons running for President shall have previous experience serving as a PALS officer. ***Duties***

President

The President shall perform the following duties:

- Serve as co-chair of the Board of Directors with the principal.
- Serve as an *ex officio* member of all committees.
- Appoint chairs and members of committees not otherwise specified.
- Call to order and preside at all PALS meetings.
- Shall countersign all checks with the Treasurer.
- Serve as official representative of the school in all relationships, except those for which some other representative is provided.
- Shall check with Treasurer to ensure proper documents are submitted as necessary for continuance of nonprofit status.
- Shall maintain his/her notes and records in good order and enter a final report (e.g. recommendations to future officers, etc.).
- Shall receive and review notes and records from outgoing officers and distribute them to incoming officers.
- Perform other duties as assigned by the Board of Directors or as applicable to presidents of non-profit corporations organized under the laws of California.

Vice President

The Vice President shall perform the following duties:

- Serve as a member of the Board of Directors.
- Serve as a member of the Finance Committee.
- Perform the duties of the office of President in the President's absence or when the President is unable to perform these duties (e.g. call to order and preside at PALS meetings).
- Shall maintain his/her notes and records in good order and enter a final report (e.g. recommendations to future

officers, etc.).

- Perform other duties as assigned by the President or the Board of Directors.

Treasurer

The Treasurer shall perform the following duties:

- Serve as a member of the Board of Directors.
- Serve as financial officer of the corporation.
- Serve as chair of the Finance Committee.
- Report the financial status of PALS to the Board of Directors and PALS members at each meeting.
- Responsible for filing all relevant documents with government agencies (e.g. State of California, IRS, Attorney General) to continue nonprofit status of PALS.
- Copy and distribute financial reports (balance sheet and statement of activity) to all board members monthly, ideally before board mtgs.
- Make and document all bank deposits to general checking account and investment accounts as necessary.
- Construct cash receipts ledgers: summarizing deposits to all accounts monthly.
- Recover returned checks and bank fees. Deposit any returned checks and bank fees on their own deposit slip so they can be tracked.
- Schedule quarterly internal audit meetings and assemble all documents for review.
- Keep two files in separate locations of important school documents (e.g. articles of incorporation, tax id number, tax returns, insurance and other official papers).
- Present annual budget to Board of Directors. Arrange any budget planning meetings, as necessary.
- Arrange for annual external financial review, or audit, of books at close of fiscal year (June 30) every three years.
- Prepare tax receipts for members requesting a donation receipt.
- Shall maintain his/her notes and records in good order and enter a final report (e.g. recommendations to future officers, etc.). Perform other duties as assigned by the President or the Board of Directors.

Secretary

The Secretary shall perform the following duties:

- Serve as a member of the Board of Directors.
- Record minutes of all PALS meetings and post them on Lincoln Elementary School's message board and website.
- Record minutes of all Board of Directors meetings.
- Maintain current contact lists of all PALS members and committees.
- Shall be responsible for parliamentary procedures for all board and general membership meetings.
- Shall keep the By-laws up to date as changes are made, and shall read and discuss parts of the Bylaws at meetings, if necessary.
- Shall keep on hand a copy of Robert's Rules of Order, Newly Revised.
- Shall preside over elections, except when absent, at which time the President shall preside.
- Shall maintain his/her notes and records in good order and enter a final report (e.g. recommendations to future officers, etc.).
- Perform other duties as assigned by the President or the Board of Directors.

Fundraiser Chairperson

The Fundraiser Chairperson shall perform the following duties:

- Serve as a member of the Board of Directors.
- Shall solicit donations for all PALS' events and track information concerning donations either requested and/or received. Information to be collected and recorded includes but not limited to the following:
 - Details of businesses solicited (name, address, contact name/phone/email).
 - Details of donation (including expiration date).
 - Dates of all correspondences with businesses (including PALS sending of thank you letters for donations received).
- Shall maintain his/her notes and records in good order and enter a final report (e.g. recommendations to future officers, etc.).
- Perform other duties as assigned by the President or the Board of Directors.

Staff Representative

The Staff Representative shall perform the following duties:

- Serve as a member of the Board of Directors.
- Act as a liaison between PALS and Lincoln Elementary School staff by making recommendations and advocating for and educating PALS about the needs of teachers.
- Shall maintain his/her notes and records in good order and enter a final report (e.g. recommendations to future officers, etc.).
- Perform other duties as assigned by the President or the Board of Directors.

Terms of Office

The offices of the President, Treasurer, Fundraiser Chairperson and Staff Representative shall serve a term of two (2) years, and be elected on even years.

The offices of the Vice President and Secretary shall serve a term of two (2) years, and be elected on odd years.

The office of the Principal shall serve indefinitely.

Officers shall serve no more than two (2) consecutive terms in the same office unless the office is uncontested.

Resignation and Vacancies

Resignation of officers shall be submitted in writing to the Board of Directors two (2) weeks prior to its effective date.

A temporary vacancy of an elected office shall be filled by appointment of the President (or in case of Staff Representative, by appointment of the Principal). Any such vacancy shall be filled for the unexpired term by written ballot, following nominations from the floor, at the next PALS meeting after such vacancy occurred.

At the expiration of any office, that officer shall turn over all books and records in good order to the outgoing President for distribution to the incoming board.

Article VI – Election of Officers

Nominations

Information on acceptance of nominations for the election of PALS officers should be made available to Lincoln Elementary School families and staff two months (60 days) prior to elections. At a minimum, such information should be posted to the Lincoln Elementary School’s website as well as to Lincoln Elementary School’s Quest Newsletter and PALS Club Facebook page.

Nominations for offices of the President, Vice President, Secretary, Treasurer, and Fundraiser Chairperson shall close by the third to last PALS meeting of the school year. President, Vice President and Fundraiser Chairperson positions shall be elected on even years, while Vice President and Secretary shall be elected on odd years.

Nominations for Staff Representative shall close by the third to last staff meeting of the school year.

Voting

The candidates shall be posted prior to the PALS meetings where voting is scheduled to take place, and candidates are expected to present themselves briefly at the voting meeting.

Write-in candidates will not be accepted.

Voting for offices of the President, Vice President, Secretary, Treasurer, and Fundraiser Chairperson shall occur during the second to last PALS meeting of the school year.

The vote shall be conducted by written ballot. When there is only one candidate for any office that election may be held by

voice vote.

Each PALS member is eligible to vote – so long as they are present during the PALS meeting in which voting is taking place. Written proxy ballots are acceptable if presented to the Secretary prior to the voting meeting.

The Lincoln Elementary School’s Leadership Committee, which includes several students, represents a single vote.

A majority vote shall elect. For PALS voting purposes, majority means the majority of PALS members who are in attendance during the PALS meeting in which voting occurs.

Appointments

Appointment of Staff Representative by the Principal shall occur during the second to last staff meeting of the school year. ***Term of Office***

Elected officers shall take office at the close of the school year. Newly elected officers are encouraged to attend the last PALS meeting of the school year alongside the outgoing officers to become familiar with PALS meetings, processes, and members.

Article VII—Board of Directors

Purpose

The affairs of PALS shall be managed by the Board of

Directors. ***Members***

The members of the Board of Directors shall be the following:

- President
- Vice President
- Secretary
- Treasurer
- Fundraiser Chairperson
- Principal
- Staff Representative (not required to be a PALS officer)
- Four (4) members-at-large

Eligibility

The Principal and offices of President, Vice President, Secretary, Treasurer, and Fundraiser Chairperson are automatically members of the Board of Directors.

The Staff Representative serving on the Board of Directors is not necessarily the same staff member who serves as a PALS officer.

Any family member of a child attending Lincoln Elementary School may serve as members-at-large of the Board of Directors. At least two of the four members-at-large must be a family member of a child attending Lincoln Elementary School; while the other two members-at-large may be staff members of Lincoln Elementary School.

Lincoln Elementary School students – even those serving on the Leadership Committee – are not eligible to serve on the Board of Directors.

Duties

The Board of Directors shall perform the following duties:

- Manage the affairs of PALS.
- Act on recommendations presented at PALS meetings.
- Review and act on reports and recommendations of committees and staff.
- Create - with input from members of PALS, English Learner Advisory Committee (ELAC), Lincoln School Site Council, and Lincoln Elementary School staff - and approve a spending plan/budget that includes which programs

are to be funded for the following school year.

- Review financial statements.
- Approve board and committee appointments as recommended by the President.

Nominations and Term Limit for Staff Representative and Members-at-Large

Each year, one (1) Staff Representative and four (4) members-at-large on the Board of Directors shall be nominated at the third to last PALS meeting and approved by the majority of the Board of Directors. Approval results will be announced by the President at the second to last PALS meeting of the year. The Staff Representative and members-at-large shall take office at the close of the school year and shall serve a term of one year. In the event of a vacancy for a Staff Representative on the Board of Directors or members-at-large, the balance of the term shall be filled by appointment by the Board of Directors at its next regular meeting.

Meetings

Regular meetings of the Board of Directors shall be held four (4) times during each calendar year. They shall be held immediately preceding the first PALS meeting of the school year and on a quarterly basis thereafter.

Notice of the time and place of each regular Board of Directors meeting shall be given in writing to each member of the Board of Directors at least thirty (30) days prior to the date of the meeting.

Special meetings of the Board of Directors may be called by the President, on five (5) days' written notice to each member of the Board of Directors.

In order to conduct business for any meeting of the Board of Directors, a quorum must be reached. A quorum of the Board of Directors shall be a majority of the members of the board then in office. If a quorum is not reached, then the meeting should be cancelled and rescheduled.

Between meetings of the Board of Directors, the elected officers shall have and may exercise the powers of the Board of Directors in the management of such affairs of PALS that in their judgment require immediate action. The elected officers shall take no action in conflict with any action taken by the Board of Directors.

Article VIII—Committees

Standing Committees

The following shall be the standing committees of PALS:

- Bylaws and Policy Committee
- Finance Committee
- Event Committees (various committees as needed)

The Board of Directors may establish special committees as needed. The members of special committees shall be appointed by the President.

There are no term limits for committee members.

Article IX—Bylaws and Policy Committee

The Bylaws and Policy Committee shall be composed of at least three (3) members.

The first Bylaw and Policy Committee shall be the PALS body at large. They will establish a new set of bylaws. Thereafter, the committee shall meet every four years to make a comprehensive study of the PALS Bylaws and policies, and may propose Bylaw amendments and policies for the consideration of the Board of Directors.

Article X—Finance Committee

The Finance Committee shall be composed of five (5) members. The members shall be the Treasurer, who shall be chair, the Secretary, the President and three (3) additional members of the Board of Directors. At least one of the committee members should be a Lincoln Elementary School staff member.

The Finance Committee is responsible for all deposits and withdrawals made by PALS and will keep records of the

transactions. Two signatures are required on all checks drawn from any of PALS accounts. The committee is also responsible for the filing of necessary documents with any government agencies, including, but not limited to, filing annual state and federal taxes.

Article XI – Event Committees

Event committees will be created as needed to plan and execute PALS activities.

Committee chairs for the following school year will be appointed during the third to last PALS meeting. Committee members will be recruited during PALS meetings as necessary.

Article XII—Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern PALS in all cases in which they are applicable and in which they are not in conflict with PALS Bylaws, special rules of order, Articles of Incorporation, or the California Law.

Article XIII—Amendments

These Bylaws may be amended at PALS meetings by majority vote provided that the amendments have been approved by the Board of Directors.

Proposed Bylaw changes shall be posted one week prior to the meeting at which they will be considered by the PALS membership.

Appendix A: Conflict of Interest Policy

Article I - Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization’s (Organization) interest 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. Since members do not receive compensation, this is mainly focusing on possible business dealings.

Article II - 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, he/she 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, he/she 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 III - 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 IV - Compensation

- a. No member of PALS is to receive compensation for his/her service to PALS. PALS members are allowed to do business with PALS as long as the procedures in Article II are followed.

Article V - 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.

Appendix B: Attendance requirements

The Board is asked to attend at least 75% of the PALS board meetings and general meetings which allows for them to have a full understanding of PALS as a whole.

If a Board member is absent for two consecutive meetings without first notifying the President of their absence, or if a Board member is absent for three consecutive meetings having notified the President of their absence, that Board member is in breach of their obligations and is liable to be removed from the Board, subject to the following processes.

Prospective members of the Board shall be given copies of the attendance policy and asked to commit themselves to observing its terms.

Process

If a Board member is in breach of their attendance requirements then the President shall consult them to discuss this matter. If the Board member's difficulties are resolvable, then the President shall attempt to resolve them.

If no mutually satisfactory resolution is possible, and if the Board member wishes to continue on the Board, then the member's response will be told to the Board at its next meeting. The Board member shall be entitled to speak to this item, and to vote on it. The Board will then decide what actions to take regarding that Board member's future membership on the Board.

If the Board decides that the Board member can no longer continue, the Board member will be removed from office and the appropriate procedure of replacement will be followed.

The person whose membership has ended shall retain the right to stand again at the next election for the Board.

Appendix C: Financial Policy Amendment

Accounting Policy

The President shall have primary responsibility for ensuring that proper financial management procedures are maintained and that the policies of the Board are carried out.

The Treasurer shall provide fiscal oversight in the safeguarding of the Assets of the Organization and shall have primary responsibilities for ensuring that all internal and external financial reports fairly present its financial condition.

Inventory will be taken at the end of the fiscal year by the Treasurer and President for tax reporting purposes. This includes but is not limited to Scrip gift cards, petty cash, merchandise, and other cash or cash like assets.

Please see Accounting Addendum for additional safeguards and practices.

Please see Record Retention Addendum for record retention schedule.

Funding Policy

Policy: The PALS Board will only approve written funding requests that are for programs, services, and/or supplies that allow the organization to fulfill its mission, as outlined in the Articles of Incorporation and the Bylaws.

Procedures: Staff and PALS Members must submit a reimbursement request sheet outlining the purpose of their expense as well as supporting documentation (i.e. receipts) for their purchase. This is to be submitted to the Treasurer for review, - and the board and members if over \$250. A check will be issued to cover the approved expenses within one week of request. For Classroom spending, lists may be provided to the Treasurer to purchase on behalf of the teacher or staff member.

Financial Disclosure Policy

As required by law, our organization must make the following forms available for inspection and copying: 3 prior years of Form 990 (Annual Tax Return) and Form 1023 (exemption application). Upon request, we will provide a copy of such documents at a cost of \$0.20 per page plus applicable postage, (fee may be waived at the discretion of the board), within 24 business hours of an in-person request or 30 days for a written request. These forms may also be made available in electronic format or available to download from our website: <https://www.lincolnpalsclub.com/>.

Other financial records and details are presented at monthly PALS meetings at the discretion of the board. This may include, but is not limited to, bank balances, available funds, planning budgets, prior fiscal year income and expenses, and year to date income and expenses. Members unable to attend a PALS meeting may request an appointment with the Treasurer to review the financials presented at the prior monthly meeting. This appointment will be made within 7 business days of the request.

The financial committee, comprised of the Treasurer, the President, and at least 3 other board members will conduct a thorough financial statement review quarterly. Board Members will have access to any financial information required to fulfill their fiduciary duty to our organization.

Appendix C: PALS Technology Policies

All items listed below are only regarding PALS related forums/platforms.

- President of PALS will have access to all of Technology Aspects of PALS. President is primary correspondent for emails.
- PALS secretary should have access to the email, the website, and Facebook for the primary purpose of uploading meeting minutes. If a messaging board is used for voting, at the end of the year, the secretary will compile all of the votes for our records. (This could simply be copied and pasted it into a document and printed.) To share the minutes, email it to the members that attend that meeting and put the link for the Google Drive on Facebook.
- Email
- Best practices would have the PALS President communicate through email at least once every other month with PALS updates (spending, events, etc).
- Bulk emails that are to more than the board members or teachers should be done as a BCC to protect recipients privacy.
- Website
- Should have contact information and important forms.
- Should try to be updated monthly.
- Facebook or Other Social Media-
- The 80/20 Rule states that 80% of our content must be “gifts” to our followers and 20% will be calls to action.
- Try to post at least twice a month including in summer.
- Attempt to have keep response time to under two days on Facebook and attempt to respond to every comment that is a question.
- When responding as PALS, sign your name.
- All PALS reps that are chairing an event should be given access to be an Editor on Facebook to promote their event until their event is completed (2 weeks before the event to 2 weeks after the event).
- Any complaints should be dealt with immediately in a diplomatic way.
- People that say degrading/harassing remarks on our platform after being asked to address it in a different way, should be blocked. To block a person, a vote would need to occur.
- No PALS members should state degrading remarks on our platform as we are representatives of PALS.
- In general, harassing/inappropriate remarks should be hid and then deleted. Before deletion a screenshot should be made and sent to the president. After confirmation of receipt of screenshot, then the message can be deleted.

Some common ways PALS can respond are- “This is not a concern that PALS is able to fix, please do not post this here.” OR “Thank you for the concern for Lincoln students, this is something that should be discussed with the administration as it is not a PALS issue.”

Amended and Approved: April 6, 2011 (added non-discrimination policy to Article 3: Basic Policies; added Appendix A: Conflict of Interest Policy; modified Article 7: Board of Directors with regards to increasing number of Members at Large to 4, and creation of budget/plan for each year)

Amended and Approved: November 12, 2014 (modified Article V: Officers and Article VI: Election of Officers: President, Treasurer and Fundraiser Chair to be elected on even years for two year terms and Vice President and Secretary to be elected on odd years for two year terms)

Amended and Approved: February 24, 2016 (Changed eligible PALS members/officers/members-at-large are not just parents and legal guardians but all/any family member to Article IV: Membership and Article VI: Election of Officers and Article VII: Election of Officers and Article VII: Board of Directors; Changed meetings held on first Wednesday at 7:00 pm to second Wednesday at 6:30pm in Article IV: Membership; Changed two staff representatives to one staff representative to be on PALS to Article V: Officers; Added facebook page as another means for announcing acceptance of nominations and election information to Article VI: Election of Officers)

Amended and Approved: November 14,2018 (Added Appendix B- Attendance Requirement, Appendix C – Financial Policy Amendment, Appendix D – PALS Technology Policies).