

## HARBORDALE SCHOOL ASSOCIATION BY-LAWS

### ARTICLE 1: NAME

The name of this organization is Harbordale School Association, or H.S.A.

### ARTICLE 2: Mission Statement and Objectives

Sec. 1: H.S.A. exists to enhance the relationship between school and home by providing parents and educators cooperative opportunities to provide for the physical, emotional, social, and moral education of children attending Harbordale Elementary School.

Sec. 2: H.S.A. seeks to improve the school's facilities and physical and social environment whenever possible.

Sec. 3: H.S.A. renders voluntary assistance to develop and implement the total program of student instruction and education.

### ARTICLE 3: POLICIES

Sec. 1: H.S.A. is an educational organization. Its meetings, committees, and projects shall further its objectives.

Sec. 2: H.S.A. shall be non-commercial, non-sectarian, non-partisan, and nonracial. The name of the association and its officers shall not be used in an official capacity in connection with any commercial concern or partisan interest, or for any purpose other than the regular work of the association.

Sec. 3: H.S.A. shall not seek to direct the administrative activities of Harbordale Elementary School, nor control of its policies.

Sec. 4: H.S.A. may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided that they make no commitments binding upon this association.

### ARTICLE 4: MEMBERSHIP, DUES, AND FISCAL ORGANIZATION

Sec. 1: Upon payment of dues, any person interested in the welfare of the students of Harbordale Elementary School, any person with a child or ward enrolled at the school, and any member of the school's faculty or staff may become a member for the current and/or succeeding association year.

Sec. 2: Dues shall be ten dollars (\$10.00) per school year per household. Contributions may be made in any amount. By majority vote, the executive board may waive the payment of any dues owed.

Sec 3: Any household with a person to serve in a leadership position or has responsibility to communicate on behalf of HSA; including but not limited to all HSA Board members, committee chairs, and room parents are required to be members of HSA.

#### ARTICLE 5: EXECUTIVE BOARD

Sec. 1: Effective August 30, 2011, the executive board shall consist of the nine(9) officers of the association: the President, Co-Vice Presidents (Fundraising), Second Vice President (Public Relations), Third Vice President

(Membership), Secretary, Treasurer, Assistant Treasurer and Parliamentarian. Any duly-elected in place at the time of the adoption of these bylaws shall remain in place until the school year ends each year.

Sec. 2: Duties of the executive board shall include: a) to conduct association business between meeting of the general membership; b) to recommend parent representatives to the school advisory council; c) to prepare and submit for association approval at its May meeting a budget for the succeeding association year; d) to approve expenditures within the approved budget; e) any other responsibility approved by the membership at a general meeting.

Sec. 3: The executive board shall meet as called by the President or three other officers of the board, with appropriate notice to all officers. The executive board shall meet at least three times during the association year. Four (4) officers shall constitute a quorum.

Sec. 4: Any person may attend an executive board meeting with the approval of a majority of officers present.

Sec. 5: A. All business conducted by the Executive Board requiring a vote shall pass or fail by a simple majority, as long as a quorum of members are present.

Sec: 5. B. Referencing Article 5. Sec.5.A; a vote may be taken by the President through the use of electronic communication.

## ARTICLE 6: ELECTIONS

Sec. 1: No later than April 30<sup>th</sup> of each year, the executive board shall appoint a nominating committee of three persons, including one board member selected by the president and two non-board members. The nominating committee shall propose a slate of at least one nominee for each office, and post same on the H.S.A. bulletin board at the school no later than five (5) school days before the May meeting. Nominations may also be made for chair of any committee or event authorized by the executive board. The consent of each nominee must be obtained. Additional nominations may be made from the floor at the May meeting, provided the consent of the nominee has been obtained.

Sec. 2: Officers shall be elected for the succeeding association year at the May meeting of each year. Any officer shall be eligible for the same office until a majority vote rules otherwise. The executive board shall fill vacant positions occurring at any other time, with the approval of at least four (4) members being required to declare or fill a vacancy.

Sec. 3: Terms of officers shall coincide with the association year. Signature cards on association accounts shall be updated on or before June 15<sup>th</sup> of each year.

## ARTICLE 7: DUTIES OF OFFICERS

Sec. 1: The President shall preside at all meetings of the association and executive board, shall be an ex-officio member of all committees except the nominating committee, shall represent the association, and shall perform all other related duties. The president shall appoint all committee chairs subject to approval by the executive board. Upon request by the treasurer, the president shall sign appropriate disbursements for the association.

Sec. 2: A The Vice President (fundraising) shall coordinate the fundraising activities of the association and chair meetings in the absence of the president. The First Vice President may sign appropriate disbursements for the association. The First VP shall review monthly bank statements and balance sheets.

Sec. 2: B The Second Vice President (Fundraising) shall assist the First VP Fundraising in his/her duties and will organize a variety of social activities.

Sec. 3: The second Vice President (Public Relations) shall chair the yearbook, be responsible for all P.R. and signage for each fundraiser, coordinate all parent-sponsored educational programs for students and new student outreach. He or she will chair meetings in the absence of the President and First Vice President.

Sec. 4: The third Vice President (Membership) shall promote membership drives, maintain an accurate list of members and their contact information, coordinate a room parent for each teacher, and coordinate orientation packets for new families. He or she will chair meetings in the absence of the President and other Vice Presidents. The Third VP (Membership) is the liaison to the Volunteer Coordinator.

Sec. 5: The Secretary shall maintain the records of the association, prepare and publish minutes of each association and executive board meeting, and prepare correspondence as directed by the President and/or executive board. The Secretary shall be the liaison to the webmaster. He or she will also be responsible for sending thank you letters to the appropriate parties.

Sec. 6: The Treasurer shall receive all funds of the association, maintain an accurate record of receipts and expenditures and with the President or First Vice President disburse funds as authorized by the budget and/or executive board. The Treasurer shall prepare a monthly report, present a written report at each association and executive board meeting, and file reports with the secretary. The Treasurer shall provide the First VP Fundraising with monthly bank statements and balance sheets for review.

Sec. 7: The Assistant Treasurer will train with the existing Treasurer and eventually take over the position or transition someone into the position.

Sec. 8: The Parliamentarian will ensure that the by-laws are updated after amendment changes, and that the board is following proper protocol for the organization.

## ARTICLE 8: MEETINGS

Sec. 1: The general membership of H.S.A. shall meet at least three (3) times annually. The date, time and location of each meeting will be determined by the President. Meetings may also be called by three (3) other officers, provided that their names appear on a notice posted on the H.S.A. bulletin board at the school at least five (5) school days before the proposed meeting. Association meetings shall be held at Harbordale Elementary School whenever possible.

Sec. 2: At least one of the three required meetings shall occur during the first semester of the school year, and at least one of the three required meetings shall occur in May, at which time officers and budget for the succeeding association year must be approved. Each meeting shall be announced by email and/or posting on the H.S.A. bulletin board at the school, and/or on the HSA website, and/or the school's marquee at least five (5) school days before the meeting.

Sec. 3: A quorum shall consist of ten (10) members in good standing. Making motions, debating, voting and being nominated as an officer shall be limited to members in good standing prior to the date of the meeting.

Sec. 4. a.

All business conducted by the general membership of HSA requiring a vote shall pass or fail by a simple majority, as long as a quorum of members are present.

Sec. 4. b.

Referencing Article 8 Sec. 4. a.; a vote may be taken by the President through the use of electronic communication.

## ARTICLE 9: COMMITTEE CHAIRS

Sec. 1: Each event, project, or activity sponsored by H.S.A. shall have a committee chair responsible to the executive board. Each committee chair

shall be approved by the general membership at the May meeting, or if not so determined, appointed by the president.

Sec. 2: The fifth grade class shall have a parent representative responsible for coordinating activities with the Executive Board. All monies raised by the fifth grade class shall be held in a HSA restricted account to be disbursed as needed.

Sec. 3: Special committees shall be created by the Executive Board as required, with chairs appointed by the President and responsible to the Executive Board. Chairpersons may include, but are not limited to: Hospitality, Volunteer Coordinator, Webmaster, Teacher Liaison, Adopt-A-Class Coordinator, Garden Club, Sunshine Math, Room Parent, Marquee and Meet the Masters.

#### ARTICLE 10: AMENDMENTS

Sec. 1: The Executive Board may amend the by-laws by meeting and voting. The by-law change will then be proposed and voted upon at any general meeting of the association by a two-thirds (2/3) vote of members in good standing present and voting, provided that the proposed amendments have been posted on the H.S.A. bulletin board at the school for at least five (5) school days prior to the general meeting.

Sec. 2: Referencing Article 10. Sec. a; a vote may be taken by the President through the use of electronic communication.

#### ARTICLE 11: PARLIAMENTARY AUTHORITY

Sec. 1: The most recent revision of Robert's Rules of Order shall govern the Association when not inconsistent with these by-laws.

Revised this 14th day of October, 2015 by majority vote.