

# Dorothea H. Simmons Home and School Association - Bylaws

## **Article I: Name**

The name of this Association is the Dorothea Hughes Simmons Home and School Association.

## **Article II: Purpose**

The purpose of the Dorothea Hughes Simmons Home and School Association (H.S.A.) is to create a positive atmosphere for learning through a cooperative effort with Administrators, Teachers and Parents by providing financial assistance, organized social functions, extracurricular educational programs and a volunteer Parent Network.

## **Article III: Basic Policies**

Section 1. This Association will be non-commercial, nonsectarian and nonpartisan. It shall not endorse a commercial enterprise or a candidate for political office. The name of the Association or names of any member in their official capacity shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work on the Association.

Section 2. This Association shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3. This Association shall not interfere in the educational policies of the school administration.

Section 4. In the event this organization shall be dissolved, the Executive Board will decide upon the disbursement of any remaining assets.

## **Article IV: Membership and Dues**

Section 1. Members of the H.S.A. shall consist of parents, teachers, administrators and guardians who pay annual dues. The dues shall be determined each year by the Executive Board.

Section 2. A membership drive will be held at the beginning of the school year and be completed by the end of October.

## **Article V: Officers and Their Election**

### Section 1.

- a. The officers of the Association shall be a President, Vice-President, recording-corresponding Secretary, Treasurer, Bookkeeper. These officers shall make up the Executive Board.
- b. Officers shall be elected annually by ballot in the month of May. However, if there is but one nominee for any office, it shall be in order to move that the recording-corresponding Secretary cast the elective ballot of the Association for the nominee.
- c. Officers shall assume their official duties at the close of the last regular meeting in May/June and shall serve for a term of two (2) years and/or until their successors are elected. It is recommended that new officers shadow the outgoing officers at the final membership meeting in May until they assume office in mid June.
- d. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.
- e. At the Executive Board's discretion, a past President may serve as President Emeritus. This position will serve as an advisor to the Executive Board but will not be entitled to any Executive Board voting rights.

### Section 2.

- a. At the March meeting, a Nominating Committee of three people shall be selected by the Executive Board. It would be beneficial to include a past HSA officer on the Nominating Committee from among those selected.
- b. A blast will be sent home in March asking for nominees for Executive Office. The Nominating Committee's job will then be to call all individuals who agree to run for office. All those individuals who agree to run for office will appear on the ballot.
- c. Two persons who wish to share the responsibility of one office may run as co-officers. These two co-officers will have one vote on the Executive Board.
- d. Nominees will be publicized in April on the HSA Web site.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such an election having been given. In the case that a vacancy occurs in the office of the President, the Vice-President shall serve as President.

## **Article VI: Duties of Officers**

- Section 1. The President shall preside at all meetings of the Association and of the Executive Board; shall perform such other duties as may be prescribed in the bylaws or assigned to him/her by the Executive Board; and shall coordinate the work of the officers and committees.
- Section 2. The Vice-President provides assistance as needed by the President and coordinates the activities chairpersons for H.S.A. events.
- Section 3. The recording-corresponding Secretary shall record the minutes of all meetings of the Association and of the Executive Board; shall perform such other duties as may be designated to him/her and shall keep copies of all communications pertaining to the Association of its business.
- Section 4. The Treasurer shall receive all monies of the Association; and pay all expenses. The Treasurer and President alone have the authority to sign checks.
- Section 5. The Book-keeper shall keep accurate record of receipts and expenditures where authorized by the Executive Board. The Book-keeper shall present a financial statement at every meeting and at other times when requested by the Association.
- Section 6. The Treasurer's and Book-keeper accounts shall be examined annually by an auditing committee of not less than three members, or an independent tax professional, who, satisfied that the treasurer's annual report is correct, shall then sign a statement of that fact at the end of the report. The auditing committee, or tax professional, shall be appointed by the Executive Board.
- Section 7. All officers shall deliver to their successor all official material within ten (10) days of leaving office.
- Section 8. If an elected official is absent three times, his/her term shall be terminated.

## **Article VII: Meetings**

Section 1. Regular meetings of this Association shall be held on the third Wednesday of each month at 7:00 p.m., during the school year, unless otherwise scheduled by the Association or Executive Board.

Section 2. Three officers shall constitute a quorum for the transaction of business in any meeting of the Executive Board. The HSA Membership present at the meeting shall constitute a quorum.

Section 3. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the Association whose dues are paid.

## **Article VIII: Executive Board**

Section 1 The duties of the Executive Board shall be to:

- (a) Transact necessary business in the intervals between Association meetings and other such business as may be referred to it by the Association.
- (b) create standing committees
- (c) approve the plans of work by the standing committees
- (d) present a report at the regular meetings of the Association
- (e) appoint an auditing committee to audit the treasurer's accounts
- (f) prepare and submit to the Association for approval a budget for the fiscal year
- (g) approve routine bills
- (h) select a nominating committee

Section 2 Financial

- (a) A quorum vote of the Executive Board is needed for requests up to \$500 that is not in the approved budget
- (b) Any requests of more than \$500 must be approved by the membership of H.S.A. at a regular monthly meeting.
- (c) All requests for non budgeted items must be presented to the board in writing 1 week prior to monthly meeting.
- (d) Approved requests must be accounted for in the Treasurer's Report and published on the H.S.A. web site.

Section 3. Special meetings of the Executive Board are open to all H.S.A. members as observers only. Board decisions made at an executive meeting will be published on the H.S.A. web site.

## **Article IX: Standing and Special Committees**

Section 1. The chairman of all standing committees shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board. The term of the chairman shall be one year, subject to reappointment by the Executive Board.

Section 2. The President or Vice-President shall be an ex-officio member of all committees except the nominating committee.

## **Article X: Parliamentary Authority**

Robert's Rules of Order shall govern this Association in all cases to which they are applicable and in which they are no in conflict with bylaws.

## **Article XI: Articles of Organization**

The Bylaws of this organization shall be deemed to be part of its articles of organization.

## **Article XII: Amendments**

Section 1. These bylaws may be amended by any regular meeting of the Association by a two-thirds vote of the members present and voting, providing notice of the proposed amendment have been given at the previous meeting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the Association or by a two-thirds vote of the Executive Board.

Approved February 2013