

# SEDELCO HOME & SCHOOL ASSOCIATIONS BY-LAWS

Article I      NAME

The name of the associations shall be called the Southeast Deleco Home and School Associations. Each organization shall maintain their individual school Name, separate associations and general memberships, but conduct themselves within the guidelines of these by-laws.

Article II      GOALS

- Section      1. To secure adequate laws for the welfare, care and protection of our children and to raise the standards of school, home life, and community
- Section      2. To develop a closer relationship between educators and children, and the home and school association and the general public, that the greatest rewards and the highest advantages in physical, mental, social and spiritual education may be achieved by the children.

Article III      ANNUAL OBJECTIVES

- Section      1. Will be determined within the first 3 general membership meetings in coordination with the executive committee and the individual general memberships. These objectives should be shared with the building principals and the superintendent.

Article IV      POLICIES

- Section      1. The objectives of the association shall be educational.
- Section      2. The associations shall be non-commercial and non-sectarian. It shall not endorse a commercial enterprise or candidate. The name of the association or officers in their official capacity shall not be used in any connection with a commercial concern or for any other purpose than the regular work of the individual associations.

Section 3. The associations shall seek neither to direct the administrative activities nor to control the policies of the schools.

Section 4 The associations may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representatives make no commitments which binds the group he or she represents.

Article V MEMBERSHIP AND DUES

Section 1. Any person interested in the objectives and goals who shall uphold the policies and by-laws of the association may become a member upon payment of dues as required.

Section 2. The annual dues shall be all-inclusive for membership in the home and school association and shall be of an amount as required or set yearly by the individual executive committees and be a family inclusive membership. All dues are to remain in the treasury account.

Section 3. An annual enrollment of members shall be conducted by the individual home and school associations executive committee. A master list of all members and dues paid shall be retained by the home and school association. New enrollees of the school may be accepted at anytime.

Section 4. If any checks are returned for insufficient funds, the face value of the check and a penalty of fair market value will be assessed and collected in cash monies by the treasurer.

Article VI OFFICERS AND ELECTIONS

Section 1. The elected officers of the individual associations shall be a President, Vice-President, Secretary and a Treasurer. The supervising principal or his/her representative shall be an administrative advisor only if required. These officers shall be elected every two (2) years by ballot at the May meeting; however, if there is but one (1) candidate for any office, by motion from the floor, the election shall be by voice. Elected officers shall serve a term of two (2) years and shall remain in office until their successors are elected. No elected officer shall be eligible for the same office for more than two (2) consecutive terms. Duties of office shall be assumed on the first day of September to coincide with the start of the fiscal calendar.

- Section 2. Nominations for officers shall be made by a nominating committee of three members of the individual general memberships, elected by the association at the April meeting. The nominating committee shall report at the May meeting the name of one candidate for each office to be filled. Additional nominations may be made from the floor and voting shall be limited to the nominees of the nominating committee and the nominees from the floor. Each candidate should have at least one child attending the individual said school and be a paid member. The consent of each candidate must be obtained prior to his or her name being placed in nomination. If nominees for at least 2 of the 4 elected positions cannot be submitted, the current executive committee must contact the board appointed liason. A decision will be attempted to be made with the liason and the current executive committee as to whether or not the individual association should remain active. This decision will be done in writing and shared with the individual general membership and the superintendent.
- Section 3. A vacancy occurring in an office shall be filled temporarily by an appointment by the president and two-thirds of the executive committee. Appointee to be ratified by the individual general membership at the next general meeting. In case a vacancy occurs in the office of the president, the vice-president shall fill the vacancy occurring in the office of the presidency.
- Section 4. Article VI shall be read in its entirety before the association at the general membership meeting prior to the election of the nominating committee.

Article VII DUTIES OF OFFICERS

- Section 1. The president shall preside at all meetings of the association and of the executive committee, and shall be a member ex-officio of all committees except the nominating committee, and shall appoint special committees, and shall perform all other duties pertaining to the office.
- Section 2. The vice-president shall act as aide to the president and shall perform the duties of the president in the absence of that officer.
- Section 3. The secretary shall keep a correct record of all meetings of the association and of the executive committee and shall perform such other duties as may be delegated to him or her.

- Section 4. The treasurer shall receive all monies of the association and all financial services are to go through the treasurer, and shall keep an accurate record of receipts and expenditures and shall pay out local funds only after an executive session has convened and/or in such manner as authorized by the individual associations. The treasurer shall present a statement of account at every meeting of the association, and at other times when requested by the executive committee and shall make a full report at the annual meeting. The treasurer's accounts shall be examined annually by an official auditor and/or CPA, or the district business manager. The individual executive committees may make that decision. Any costs incurred for this service are the sole responsibility of the individual associations. The auditor's reports shall be presented to the district business manager for his examination and be kept confidential.

Article VIII MEETINGS

- Section 1. A regular meeting of the individual associations shall be held on a day provided by the executive committee in the months of September, October, November, December, January, February, March, April and May inclusive, unless otherwise provided by the association or the executive committee, with at least five days notice having been given.
- Section 2. The privilege of holding office, making motions, debating and voting shall be limited to the members of the association whose dues are paid. Until a member pays dues, he/she does not have the above privileges.
- Section 3. Six members shall constitute a quorum if the membership in attendance is 20 or less. If over 20, one-tenth of the membership in attendance shall constitute a quorum.

Article IX THE EXECUTIVE COMMITTEE

- Section 1. The executive committee shall consist of the elected officers of the Association and/or committee chairpersons.
- Section 2. The duties of the executive committee shall be to transact necessary business between association meetings and such other business as may be referred to it by the association; to approve the plans of work of the standing committees through the chairpersons; and to present a report at the regular meeting of the association.
- Section 3. No monies will be collected without an executive committee member or committee chairperson being present. If said persons are unavailable, special arrangements and/or special appointment may be made by the executive committee to fulfill this obligation. All by-laws governing standing committee shall apply.

- Section 4. Regular meetings of the executive committee shall be held every month, the time and day to be fixed by the executive committee at its first meeting of the year. A majority shall constitute a quorum at these meetings. Special meetings of the executive committee may be called by the president or by a majority of the executive committee.
- Article X STANDING COMMITTEES
- Section 1. Such standing committees shall be created by the executive committee as may be required to promote the objectives, goals and interests of the association. The chairperson of a standing committee shall be selected by the elected officers of the individual associations. Their term of office shall be one year, or for the length of time needed to complete said event, objective or goal. It is the obligation of the chairperson of each standing committee to provide a statement of the work of the standing committee at each regular meeting of the executive committee, and when requested by the president.
- Section 2. A temporary proxy may be named by the standing committee chairperson to represent the standing committee at an executive committee meeting, but notice of such proxy must be provided to the executive committee prior to commencement of said meeting.
- Section 3. The position of faculty advisor is for a term of one (1) year. It is the obligation of the the faculty advisor to represent the teaching faculty at all general membership meetings of the association.
- Section 4. The chairperson of all standing committees shall present plans of work to the executive committee, and no committee work shall be undertaken without the approval of the executive committee.
- Section 5. All revenues (monies) shall be collected by the standing committee chairpersons and presented to an executive committee member within 2 days. Revenues will be tallied and recorded and an affidavit will be signed by the said chairperson and executive committee member as proof to the validity of the report.
- Section 6. The standing committees may consist of, but not be limited to:
- A. Membership Committee
  - B. Scholarship Committee
  - C. Ways and Means Committee
  - D. Publicity Committee
  - E. Nominating Committee
  - F. Home Room Mothers Committee
  - G. Special Projects Committee
  - H. Recreation Committee
  - I. Faculty Advisor

- Section 1. The rules contained in "Robert's Rules of Order Revised" shall govern the individual associations in all cases in which they are applicable and which they are not inconsistent with these by-laws.

Article XII AMENDMENTS

- Section 1. A committee may be appointed to submit a set of revised by-laws and/or proposed amendments to the board appointed liason, who will then present the proposed amendments to all existing individual executive committees for approval by majority. If approved, said liason will then present the proposed amendments to the superintendent and board of school directors.

The Home and School Associations are organized exclusively for educational purposes; including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 ©(3) of the Internal Revenue Code of 1954 ( or the corresponding provision of any future Internal Revenue Service law).

No part of the net earning of the individual associations shall inure to the Benefits of, or be distributed to its members. Officers shall be authorized And empowered to pay reasonable compensation for the services rendered And to make payments and distributions in furtherance of the purposes set Forth in the preceeding paragraph. The individual associations shall not Participate in, or intervene in, any political campaign on behalf of any cand-Idate for public office.

{Notwithstanding any other provisions of these Articles, the organization shall carry on any other activities not permitted to be carried on (A) by an organization exempt from federal income tax under section 501 ©(3) of the Internal Revenue Law or (B) by a corporation, contributions to which are Deductible under section 170 ©(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).}

Upon the dissolution of any individual association, after paying or making provision for the payment of all of the incurred liabilities of the individual association, dispose of all of the assets of the individual association

Exclusively for the purposes of the individual association in such manner or to such organization(s) organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization under Section 501 ©(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the executive committee shall determine. Any such assets not so disposed of shall be disposed of by the court of common pleas of the court in which the principal office of the organization is then located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.