

# Country Lane Home and School Club Bylaws

## Article 1 – Entity

Section 1. Name: This organization shall be known as Country Lane Home & School Club. Also known as CLH&SC or H&SC.

Section 2. Insurance: This organization shall take steps to provide insurance to protect the officers against lawsuits and to protect against loss or theft of H&SC assets (including SCRIP inventory).

## Article 2 - Purpose

CLH&SC is a 501(c)(3) organization with the purposes of fostering the relationship between home, school, and community, supporting Country Lane and its programs, and working with the administration and staff of Country Lane to enhance the elementary school experience of all the students at the school.

## Article 3 – Membership

Section 1. Parents and/or guardians of all students attending Country Lane (CL) make up the H&SC.

Section 2. Any member can hold positions on the board, make motions, and vote at meetings.

Section 3. Educators and staff of CL are granted honorary membership in CLH&SC.

## Article 4 – Officers

Section 1. The Executive Board of CLH&SC shall include no less than: a First-Year Co-Chair, a Second-Year Co-Chair, a Vice President, a Treasurer, a Secretary, and a SCRIP representative (Treasurer may fill this role). The duties of the Executive Board shall be to transact business in preparation for the general H&SC meetings and in accordance with the goals, create standing rules and policies, prepare and submit a budget to the membership, prepare reports and information to the membership.

- a. The Second-Year Co-Chair shall preside over all board and general meetings, prepare agendas for the board meetings, serve as the primary contact of the organization, represent the organization at meetings outside the organization, serve as ex-officio member of all standing committees, coordinate the work of all officers and committees toward the organization goals, help prepare the monthly calendar, and ensure a copy of the calendar is sent to the District Office and placed on the H&SC electronic media.
- b. The First-Year Co-Chair shall assist the Second-Year Co-Chair in carrying out the duties of the office and assume the role of Second-Year Co-Chair at any event at which the Second-Year Co-Chair is absent or can no longer fulfill the duties of the position.
- c. The Vice President shall attend all board and general meetings, act as advisor to the Executive Board, and act as liaison to the CL staff.
- d. The Treasurer shall receive all funds of the organization, keep an accurate account of receipts and expenditures, and pay out funds in accordance with the approved budget or with the approval of the Executive Board (see Budget section). The Treasurer shall prepare a financial statement for each meeting, make a full report at the end of the year, and ensure Federal and State tax documents are filed for the organization each year. The Treasurer shall also ensure the proper insurance, licenses, and permits are filed to maintain non-profit status.

- e. The Secretary shall keep all non-financial records for the organization including: keeping a sign-in sheet at each general meeting, taking and recording minutes at each general and board meeting, preparing the agenda for the general meetings, handling all correspondence, ensuring the H&SC monthly newsletter to communicate with the general membership, is published, and sending notices of the meetings to the membership. The Secretary shall ensure each officer has a copy of these bylaws at the beginning of each school year. The Secretary shall maintain a copy of the minutes book and bylaws, and bring them to meetings, and shall ensure an updated copy of the bylaws is accessible to the general membership in print or electronic form.

Section 2. Term. Each member elected to a position on the Executive Board (excluding the Vice President) is limited to one two-year term in that position. The two-year terms of the Executive Board are organized such that only two officers are scheduled to be replaced in any one school year. A member who has previously served on the Executive Board may be elected to the Executive Board again, if either, the position being sought is a different position than held previously, or at least one year has passed since the end of the member's previous term.

Section 3. Mid-year vacancy. In the event of a mid-year vacancy in the position of Second-Year Co-Chair, the First-Year Co-Chair will fill the role of the Second-Year Co-Chair. The Executive Board shall appoint a member to fill a mid-year vacancy in other board positions.

Section 4. Board Meetings. The Executive Board shall meet at the same mutually acceptable day and time once per month to discuss matters of business and how to best achieve the organization's goals. A special meeting may be called of the Executive Board by any 2 Executive Board members.

Section 5. Conflict of Interest. Any member of the Executive Board who has financial, personal, or official interest, or conflict, or appearance of a conflict, with any matter pending before the Executive Board, of such a nature that it prevents or may prevent that member from acting in an impartial manner, will offer to voluntarily excuse him/herself from discussion and voting on said item.

## **Article 5 – Nominations and Elections**

Section 1. A Nominating Committee shall present a slate of officers to the general membership at the general meeting in the month of May when Open House is held. Nominations may be made from the floor with the previous consent of nominees. The slate shall include the two officers that are still serving and two new members to fill the roles being vacated.

Section 2. Officers are elected by a simple majority vote of members present at the Open House general meeting.

Section 3. The Nominating Committee shall also provide names to fill the chairperson positions of the standing committees. These names shall be presented to any member of the Executive Board in written form before the end of the school year.

Section 4. The Nominating Committee shall consist of at least 5 people including one member of the Executive Board, at least three from the membership at large, and the Principal. The Executive Board shall select at least three people from the membership at large to serve on the nominating committee, and shall present the names to the general membership at a general meeting.

Section 5. The Nominating Committee shall elect a chairperson as its first order of business. The chairperson shall act as liaison to the Executive Board.

Section 6. The privilege of holding office shall be restricted to parents or legal guardians of CL students. Members serving on the Nominating Committee (except board members on the committee) are not eligible for Executive Board positions.

Section 7. The position of Vice President is not an elected position but always filled by the CL Principal.

Section 8. The position of Second-Year Co-Chair is never filled by election, but filled by the First-Year Co-Chair at the end of the school year. A new First-Year Co-Chair is elected each year.

## **Article 6 – Meetings**

Section 1. General H&SC meetings shall be held monthly during the school year unless otherwise modified by the Executive Board. General H&SC meetings shall include Back to School Night in the Fall at which the annual budget is voted upon for approval, and Open House in the Spring at which the slate of officers is presented for election for the subsequent school year.

Section 2. Notice of each general H&SC meeting shall be given to each family of the general membership in a paper and/or electronic form at least 2 business days prior to the meeting. The general H&SC meeting shall be published on the monthly school calendar and posted on the school web site.

Section 3. General H&SC meetings shall be held on the same day of the month alternating between morning and evening times to accommodate the most parents.

Section 4. Each member in attendance at the General H&SC Meetings is allotted one vote.

Section 5. The topics of principal report, teacher report, district report, and budget update shall be given a standing space on the agenda. District report includes information handed down from the district office. The teacher report is given by a teacher representative to update the H&SC on how the teachers are spending the given funds. The principal report can include any school news. The budget update includes all income and expenditures occurring in the last month and their impact on the budget.

Section 6. Minutes of the previous meeting shall be approved at each meeting. Approval of the minutes requires a first and second motion to approve the minutes from any member and a simple majority vote.

## **Article 7 – Standing Committees**

Section 1. There shall be standing committees existing to enact the goals of the organization. A list of these committees can be found on the CLH&SC web site. The Executive Board may modify the list at any time in furtherance of the goals of the organization.

Section 2. The First-Year and Second-Year Co-Chairs are automatic members of any standing committee.

Section 3. Term. The term of each standing committee chairperson(s) shall be through the end of the school year. The Nominating Committee shall recruit people to fill each standing committee chairperson role and present these names to the Executive Board.

## **Article 8 – Budget and Spending Authority**

Section 1. The Executive Board shall meet to prepare the budget for the subsequent school year. The budget must be complete and be in written form to be presented at the general H&SC meeting held at Back to School Night. The budget must be approved by the general membership by a first and second motion to approve said budget and a simple majority vote at the meeting. The fiscal year of the organization is from July 1 to June 30<sup>th</sup>.

Section 2. Funds of the organization can be spent only in accordance with the approved budget. Any expenditure that cannot be identified as a line item on the approved budget must have the unanimous approval of the Executive Board or a simple majority vote of the general membership present at a general H&SC meeting where the expenditure is explained.

Section 3. Signing Authority. All Executive Board members have signing authority. All expenditures require the signature of two Executive Board members.

## **Article 9 - Policies**

Section 1. No funds of the organization can be distributed in direct benefit to members. Organization funds cannot be used as payment or reward for volunteers. Payment or reward includes but is not limited to cash, gift certificates, and meals.

Section 2. No funds of the organization or activities sponsored by the organization can be used for politicking or otherwise attempting to influence legislation or the election of candidates for public office.

Section 3. Fundraising and Donations.

- a. Donations to the H&SC must be placed in a general fund and cannot be allocated for a specific grade, classroom, or student with the exception of science camp fundraising. That is, donations for a specific class or classroom, cannot go through the H&SC accounts. The best way to donate to a specific child's classroom is to purchase the items or gift cards for the items on the teacher's classroom supplies wish list.
- b. All fundraising efforts targeting CLH&SC members shall be approved by the Executive Board.
- c. In the event that a CL student changes schools, individual funds raised for Science Camp through participating in Scrip and other individual CL fund raising efforts become Abandoned Funds. Abandoned Funds can be transferred in payment toward Science Camp fees in any Moreland District School for either the student or for another Moreland student in the same family. If Abandoned Funds cannot be transferred in the manner stipulated above, the Abandoned Funds shall be added to the Science Camp Scholarship fund for the grade level of the child in question.
- d. Anonymous or unidentified donations will be placed in the general funds.

## **Article 10 – Dissolution**

Section 1. Upon dissolution of the organization, its assets shall first be used to pay any and all debts and liabilities. If funds remain after all debts have been paid, the remaining funds shall either in whole or part be spent in benefit of the school or in whole or part be given to the CL Principal for use in benefit of the school.

Section 2. In the event of the dissolution of the organization due to the closing of CL, its assets shall first be used to pay any and all debts and liabilities. If funds remain after all debts have been paid, the remaining funds shall be distributed to the H&SC of the Moreland School in proportion to the percent of former CL students now in attendance at that school in payment toward the Science Camp fees of said students.

## **Article 11 – Amendments**

Section 1. These bylaws may be altered, amended, or new bylaws may be adopted by a vote of the general membership. The vote may be taken in at either the Back to School Meeting or the Open House meeting or by a write-in vote. The modified bylaws must be available for review at least 30 days prior to the vote. A simple majority of the active membership present at the meeting can approve any modifications.