

CHATHAM PARK ELEMENTARY HOME AND SCHOOL ASSOCIATION BYLAWS

ARTICLE I: NAME

Section 1. The name of the organization shall be the Chatham Park Elementary Home and School Association, herein referred to as "HASA."

ARTICLE II: PURPOSE

Section 1. HASA shall help promote academic and social development of the children of Chatham Park Elementary School (herein referred to as "Chatham Park") through close cooperation and relationships between parents and guardians in the home and teachers and staff at school.

Section 2. HASA shall act as a liaison among Chatham Park families, teachers, staff, administration, the School District of Haverford Township, and the community at large.

Section 3. HASA shall work to strengthen the Chatham Park community by fostering relationships among children, parents, guardians, teachers and staff.

ARTICLE III: MEMBERSHIP AND DUES

Section 1. All Chatham Park parents, guardians, teachers and staff are members of the HASA.

Section 2. Dues shall be established by the Executive Board.

ARTICLE IV: VOTING AND MEETINGS

Section 1. Regular meetings of the general membership shall be held at a time and place determined by the Executive Board and announced to membership at least one month before the meeting.

Section 2. Special meetings of the general membership may be called by the President or Co-President, any two members of the Executive Board, or any five members submitting a written request to the President or Co-President. Notice of the special meeting shall be sent to the members at least fourteen days prior to the meeting through regular HASA communication channels.

Section 3. Members of HASA are each entitled to one vote at all meetings of the general membership at which they are present at the time of the vote. The Principal has no voting rights. The President and Co-President shall not vote at a meeting of the general membership except in the case of a tie.

Section 4. Voting may be conducted via voice vote, show-of-hands, or written ballot, unless otherwise specified herein. Written ballot votes shall be counted by one member of the Executive Board and one witness.

Section 5. A quorum of twelve members is required in order for a vote to be conducted at a meeting

of the general membership.

Section 6. A motion shall pass when it receives the most votes, unless otherwise specified herein.

ARTICLE V: POLICIES

Section 1. HASA shall engage in such projects and undertake such activities as in its opinion shall carry out its purpose, as stated above.

Section 2. HASA shall be non-commercial, non-sectarian and non-partisan. HASA shall not endorse any commercial enterprise or candidate.

Section 3. HASA shall not seek to direct the administrative activities of the school or to control its policies, except that it may, from time to time, offer such advice and suggestions as it deems necessary or desirable.

Section 4. Members are required to disclose to HASA any financial or other potential conflict of interest associated with their activity as a member or leader of a committee or HASA-sponsored club. HASA may refuse to allow any activity that it deems to be a potential conflict of interest.

Section 5. The Executive Board will create, publish and maintain a Communications Policy outlining the appropriate use/misuse of communication, including but not limited to the Chatham Park Families website (www.chathamparkfamilies.org) and HASA's private email list. The Executive Board will review and republish the policy annually by the October regular meeting of the general membership and at other times on an as-needed basis.

ARTICLE VI: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers (see Article VII). The Principal and teacher representative are ex-officio member of the Board.

Section 2. The duties of the Executive Board shall be to transact business between regular meetings of the general membership, to create standing rules and policies to submit to the membership, to create standing and temporary committees, to prepare and submit a budget to the membership, to approve routine bills and to prepare reports and recommendations to the membership, and to fulfill the obligations of the Executive Board as stated elsewhere in these bylaws. Decisions of the Executive Board shall be reached through consensus or by vote upon motion. The Executive Board will approve any anticipated annual bills before the start of the school year. The Treasurer will pay pre-approved bills accordingly throughout the fiscal year as bills come due.

Section 3. Regular meetings of the Executive Board shall be held at a time and place determined by the Executive Board and announced to the Executive Board at least one month before the meeting.

Section 4. Special meetings of the Executive Board may be called by any three Executive Board members. Notice of the special meeting shall be sent to the Executive Board members at least twenty-four hours prior to the meeting through regular HASA communication channels.

Section 5. A quorum of half the number of Executive Board members, plus one, is required in order for a vote to be conducted either at a meeting of the Executive Board or via email.

ARTICLE VII: OFFICERS AND ELECTIONS

Section 1. The officers shall be: one President, one Co-President, one Vice-President, one Treasurer, and one Secretary.

- a. President and Co-President. The Presidents shall prepare the agenda for and preside over meetings of the general membership and meetings of the Executive Board. The Presidents shall serve as the primary contact for the Principal, shall represent the organization at meetings outside the organization, shall handle correspondence and communicate with the general membership as needed, shall serve as ex-officio members of all committees and shall coordinate the work of all the other officers in order that the purpose of the organization is served.
- b. Vice-President. The Vice-President shall assist the President and Co-President and carry out the Presidents' duties in their absence or inability to serve. They shall attend Executive Board meetings and meetings of the general membership, handle correspondence and communicate with the general membership as needed, and shall oversee committees or HASA-sponsored clubs as agreed to by the Executive Board.
- c. Treasurer. The Treasurer receives all funds of the organization, keeps an accurate record of receipts and expenditures and pays out funds in accordance with these bylaws. They shall attend Executive Board meetings and meetings of the general membership, and shall present a financial statement at every meeting and at other times of the year when requested by the Executive Board or any member. They also shall provide the membership with a final financial report at the end of the fiscal year. The Treasurer also oversees committees or HASA-sponsored clubs as agreed to by the Executive Board.
- d. Secretary. The Secretary shall keep all records of the organization, take and record minutes, and handle correspondence and communicate with the general membership as needed. The Secretary also keeps a copy of the prior meeting's minutes, bylaws, policies, and any other necessary supplies and brings these items to meetings. The Secretary shall attend Executive Board meetings and meetings of the general membership, and shall oversee committees or HASA-sponsored clubs as agreed to by the Executive Board.

Section 2. All members of HASA are eligible to run for office.

Section 3. The Vice- President is elected with the expectation that they will serve one year as Vice-President, one year as Co-President and one year as President. The Secretary is elected for two years. The Treasurer is elected for two years and may serve no more than two terms as Treasurer. Once someone has served as President, they are not eligible to serve as Vice President, Co-President or President again. Each person elected shall hold only one office at a time and shall serve no more than two consecutive terms on the Executive Board. Terms will run from the close of the June regular meeting of the general membership.

Section 4. If any officer is not able to serve for the full term as outlined above but is able to serve

for a full fiscal year, then new candidates will be nominated during the normal Nominating Process. If there is a vacancy during the course of the fiscal year in any of the officer positions, the Executive Board or any member can nominate a replacement to fulfill the current term of the vacant position. The full membership may then vote on the replacement at the next meeting of the general membership. Additional nominations may be made from the floor prior to the election.

Section 5. The Nominating Process for the next fiscal year shall begin in March and will be finalized at the June general meeting. The Principal of the school shall be invited to participate as an advisor in the process. The Executive Board will have the final decision on all appointments.

Section 6. Vacant office(s) shall be posted and sent out via the HASA website and Chat for the general membership to nominate suggestions. All nominations are to be submitted no later than April 30. If more than one person is nominated for an office, a written ballot shall be taken. The ballot will be sent out electronically to the general membership. Members shall print, complete and return the ballots to school via their children or themselves. For each voting member, a ballot must be returned in a sealed envelope with the member's name written on the outside. No member's name should be written on the actual ballot itself. All elections shall be decided by a majority vote of the members returning correctly sealed and labeled ballots. The results shall be announced following the tallying of the vote.

There will be a stated deadline for all ballots to be returned, giving ample time for member response. As envelopes are returned with members' names on the outside, the names will be checked off a master HASA member list. Following this, all ballots will be removed from the envelopes, and the envelopes will be discarded before tallying of votes. For reliability reasons, vote tallying will occur twice.

All officers will be determined by a majority vote of the ballots received in the sealed ballot envelopes. No vote will be counted if it is not in an envelope labeled with a parent's name.

Section 7. In case of a tie, there shall be a run-off election to be held within one week.

Section 8. No member shall hold more than one elective office at a time.

Section 9. Officers can be removed from office with cause by a two-thirds majority vote at a meeting of the general membership for which previous notice of the motion for removal has been given.

ARTICLE VIII: COMMITTEES

Section 1. Committees may consist of members and Executive Board members. The President and Co-President act as ex-officio members of all committees.

Section 2. The Executive Board may appoint, change or remove committees as needed.

Section 3. Each committee with an income or expense budget of \$3,000 or greater shall have an Executive Board liaison who will designate the committee chair(s) and facilitate communication between the committee and HASA. The committee liaison shall be decided before the start of the school year by the Executive Board. Each committee with an income or expense budget of

\$3,000 or greater shall have at least two co-chairs to assist the committee chairs. Executive Board members can assist committees with budgets under \$3,000 as needed.

Section 4. The term of a committee chair shall be two years. Committee chairs are expected to participate in finding volunteer(s) to replace them when their term has ended. At the conclusion of the two-year term, if a new chair is not identified and the former chair(s) is willing and available to serve again, one additional year of service is authorized. The initial term shall start the year that these bylaws are adopted.

Section 5. Committee chairs shall present written summaries of the committee's work, expenditures, and income when requested to do so by the Executive Board.

ARTICLE IX: HASA-SPONSORED CLUBS

Section 1. HASA may sponsor extracurricular clubs to provide a forum in which Chatham Park students who share a common interest can meet regularly to pursue that interest. HASA-sponsored clubs will be open to membership by any Chatham Park student who complies with the Chatham Park Elementary School HASA After-School Club Contract Agreement. HASA-sponsored clubs will meet under the guidance of HASA member(s) as club chair(s).

Section 2. HASA-sponsored clubs will be created when a volunteer chair is willing and available, and must be pre-approved by the Executive Board. The Executive Board may change or remove HASA-sponsored clubs as it deems appropriate.

Section 3. HASA sponsorship of clubs may include, among other things: providing a budget allocation to the club, facilitating communication between the club and the general membership of HASA, and providing the club chair(s) with an Executive Board liaison.

Section 4. The term of a club chair shall be two years. At the conclusion of the two-year term, if a new chair is not identified and the former chair(s) is willing and available to serve again, one additional year of service is authorized.

Section 5. Club chair(s) shall present written summaries of the club's activities, expenditures and income when requested to do so by the Executive Board.

ARTICLE X: FINANCES

Section 1. The fiscal year of HASA shall be from August 1 to July 31.

Section 2. The Executive Board will prepare and approve a tentative budget for the coming fiscal year by June 1 to be discussed at the June general meeting. Any changes to the budget will be discussed, and the final budget voted on at the September regular meeting of the general membership and will require a two-thirds majority vote to pass.

Section 3. A financial check of the fiscal year shall take place annually, conducted by a person with training or experience in a financial field whose appointment has been approved by the Executive Board. Neither a HASA officer nor any member of her/his family may conduct the financial check of a year in which he or she has served as an officer.

The results of the review shall be presented to the Executive Board prior to the first general membership meeting of the new school year. The record of the review shall be available to any HASA member upon request.

Section 4. Requirements for committees and HASA-sponsored clubs for managing HASA finances are as follows:

- a. All committee and HASA-sponsored club deposits, expenses, and requests for reimbursement must be properly documented with receipts or their equivalent.
- b. Committee and HASA-sponsored club chairs are responsible for adhering to the approved committee/club budget. Only the budgeted amount will be reimbursed. The Executive Board must approve any changes prior to an expense being incurred.

Section 5. All fundraising, including but not limited to, grant requests and sponsorships must be authorized in advance by the Executive Board. All funds raised by committees and HASA-sponsored clubs shall be deposited into the general fund of HASA and a corresponding budget allocation may be granted to that committee or HASA-sponsored club in the amount they raised.

Section 6. Expenditures.

- a. Budgeted expenditures are approved annually in the HASA budget by the general membership. With the exception of Teacher Wish List items, all expenses that are within budgetary limits do not need to be voted on once the budget has been approved.
- b. The Executive Board may make expenditures outside of the budget without the approval of the general membership of HASA for matters less than or equal to \$200.
- c. Expenditures outside of the budget for matters greater than \$200 shall be approved by a two-thirds majority vote of the general membership of HASA.
- d. Checks over \$3,000 written from the HASA bank account will require the signatures of two members of the Executive Board.

ARTICLE XII: DISSOLUTION

Section 1. The association may be dissolved at a special meeting of the general membership of the HASA. Dissolution of the association requires a two-thirds majority vote. At the time of dissolution, the Treasurer of HASA shall settle all outstanding financial obligations. Assets remaining after settlement shall be disbursed as determined by HASA.

ARTICLE XIII: AMENDMENTS

Section 1. The bylaws may be amended at a meeting of the general membership for which previous notice of the motion of amendment has been given. Written proposal of amendment(s) shall be provided to all members through regular HASA communication channels. Amendments shall be approved by a two-thirds majority vote.

Date that bylaws were adopted: May 7, 2014