

# **Upper Darby High School**

## **Home and School Association Bylaws**

### **Article I** - Name

The name of this organization is the Upper Darby High School Home and School Association.

### **Article II** - Mission Statement

The Upper Darby High School Home and School Association is comprised of parents, guardians, and teachers, who work together towards the common goal of supporting the educational experience of the students of Upper Darby High School.

### **Article III** - Purpose

Our purpose is to facilitate communication between parents and school and to foster a positive atmosphere for our school community.

### **Article IV** - Objectives

1. To provide scholarships yearly, to the sum of \$6,000.00 as agreed upon with the Upper Darby High School Scholarship Committee.
2. To assist with the curricular needs, clubs, sports, and organizations as requested, and as deemed financially feasible by the Executive Board.
3. To promote the welfare of the students attending Upper Darby High School.
4. To maintain a well-informed membership regarding issues directly related to the school community.

### **Article V** - Basic Policies

1. This organization shall be non-commercial, non-profit, non-sectarian, and non-partisan.
2. This organization shall work with the school administration and faculty to accomplish our objectives as stated.
3. The records of this organization are open for public review as follows:
  - a. The bylaws and minutes of past meetings of the current school year are posted on the UDSD website.
  - b. The operating budget, monthly financial reports, current list of enrolled members are held by the Treasurer and available at all monthly general meetings.

## **Article VI** - Membership

Membership in this organization shall be made according to the following terms:

1. All parents/legal guardians, teachers, and staff of the Upper Darby High School, who are willing to uphold the policies of and subscribe to these bylaws, shall be known as enrolled members of this organization upon the completion of the following:
  - a. The payment of dues as determined by the Executive Board.
  - b. The registration of name, address and contact information with the Treasurer.
2. Membership in this organization shall be made available without regard to faith, race, ethnicity or national origin.
3. This organization shall conduct an annual enrollment of members, but members may enroll at any time during the membership term which shall be Sept. 1<sup>st</sup> to April 1<sup>st</sup> each school year.
4. Only enrolled members shall be eligible to vote on policy at general meetings, in the election of officers, or to serve in any of its elected or appointed positions.
5. Members must be enrolled at least 30 days prior to an election, or by the April 1<sup>st</sup> close of annual enrollment, in order to be eligible to vote in that election. Information of this policy shall be made public during the nomination process.

## **Article VII** - Executive Board

- A. The Executive Board shall consist of the school Principal and the officers as follows:
  1. President - Duties as follow:
    - a. The President shall preside over all meetings of the association and the Executive Board.
    - b. Shall serve as leader and key contact for the association.
    - c. Shall keep a copy of the mission statement and bylaws and have them available at all meetings.
    - d. Shall appoint the chairperson of standing committees.
    - e. Shall appoint special committees as deemed necessary by the membership or the Executive Board.
    - f. Shall be a member ex-officio of all committees with the exception of the nominating committee, and as such shall receive notice of all meetings.
    - g. Shall coordinate the work of the officers and committees to ensure that the objectives of the organization are met.
    - h. Shall be authorized, along with the Treasurer, to sign all checks for the organization.
    - i. Shall perform other duties as may arise and as assigned by the organization.
    - j. Shall have the option as serving as a committee chair.
  2. Vice President - Duties as follow:
    - a. Shall act as an assistant to the President and perform the duties of the President in the absence or inability for the President to do so.
    - b. Shall commit to the duties of President in the event the office of President becomes vacant for any reason.
    - c. Shall perform other duties as delegated.
    - d. Shall have the option of serving as a committee chair.

3. Treasurer - Duties as follow:
  - a. The Treasurer shall establish and/or maintain a checking account and other accounts as determined by the Executive Board.
  - b. Shall have custody of all financial records and funds of the organization.
  - c. Shall verify and be responsible for, along with event chairperson, all monies received as a result of the event. Each shall keep an accurate account of all monies from the event.
  - d. Shall keep a full and accurate account of receipts and disbursements as authorized by the President, Executive Board, or Organization as in accordance with the budget adopted by the Organization.
  - e. Shall see that ALL checks are properly signed by both the Treasurer and the President.
  - f. Shall prepare the financial statement each month, with copies to be distributed to each Board member and the general membership as determined by the Executive Board, and to keep them on record until such time that an audit shall determine they may be destroyed by shredding.
  - g. Shall arrange for a biannual audit with a knowledgeable and reputable accountant or financial advisor.
  - h. Shall make sure at least \$9000.00 is left in the treasury for the next school year.
  - i. Shall have the option of serving on a committee.
4. Recording Secretary - Duties as follow:
  - a. The Recording Secretary shall keep an accurate record of the proceedings at all Board and General Meetings of the Organization.
  - b. Shall submit a copy of these, within 10 business days of each meeting, to the coordinator of the UDSD website, to be posted on the Home and School page.
  - c. Shall distribute copies of official minutes to each Executive Board member and to the members of the organization at each monthly general meeting.
  - d. Shall be prepared to refer back to old minutes at each general meeting as needed.
  - e. Shall have the option of serving on a committee.
5. Corresponding Secretary - Duties as follow:
  - a. The Corresponding Secretary shall enter all contact information for organization members, as compiled by the Treasurer, into the organization e-mail account.
  - b. Shall conduct all necessary e-mail correspondence in cooperation with the Executive Board.
  - c. Shall monitor the organization e-mail account and forward correspondence to the appropriate Board member or chairperson for response.
  - d. Shall have the option to serve on a committee.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

Upon the expiration of the term of office or in case of resignation or vacancy, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall turn over to the Treasurer, without delay, all funds pertaining to the office.

B. Nominations and Elections

Elections will be held at the last general meeting of the school year. A nominating committee of an odd number of members, not less than 3, shall be formed on or before the March general meeting. The function of the nominating committee shall be to seek volunteers to fill available office positions, and to make sure that each person who is nominated has agreed to accept the position. Nominations shall occur at the April general meeting, and voting shall occur at the May general meeting. Voting shall be by voice if a slate is presented, and by ballot if more than one person is running for an office.

C. Terms of Office

Officers are elected for two year terms. Each person elected shall hold only one office at a time. At the end of two years, if no other enrolled member of the organization accepts nomination for an available position, the current Board member may choose to hold that position for one more year, or to leave the position vacant. If a position remains vacant due to not being filled during nominations and elections, the Executive Board may appoint someone to hold that position for the upcoming school year (one year), the position would then, be considered available for nomination again during the following nomination period.

D. Vacancies

Any Executive Board member who fails to complete the duties assigned to the position for two consecutive months, without explanation to the President, will be considered to have vacated the position. If an office becomes vacant for any reason, a majority vote of the Executive Board may choose a successor, who shall hold that office for the rest of the school year. At the end of that school year the office shall be considered available for nomination in April.

**Article VIII** - Meetings

1. Executive Board Meetings

- a. Executive Board Meetings will be scheduled as needed, on the same night and immediately prior to the General Meeting.
- b. Additional or emergency Executive Board Meetings may be scheduled by the President or the Principal with proper notification to all Board Members
- c. Proper notification shall be made by e-mail, no less than 1 week prior to the proposed date.
- d. Issues that require a vote of the Executive Board and are of an urgent enough nature, as to not allow for proper notification time, shall be decided by e-mail vote.
- e. A simple majority shall decide any issue that is voted upon. In the event of a tie vote, the President shall be entitled to cast the deciding vote OR to refer the issue to a General Meeting. In the case of co-Presidents, each one will have one vote, in the event of a continued tie, the issue MUST be referred to a General Meeting.
- f. A quorum for an Executive Board vote will be two of the four officers other than the President. In case of an e-mail vote, a time period of 72 hours shall be considered a reasonable time frame to wait for a vote to be cast.
- g. New financial needs that arise between General Meetings and are of an amount equal to \$100.00 or less may be decided by an Executive Board e-mail vote. Amounts of greater than \$100.00 must be discussed and voted upon at the next General Meeting.

- h. Any Executive Board member who has been absent from two consecutive meetings without prior notice to the President shall be presumed to have vacated the position.
2. General Meetings
- a. After the current school year (2014-15), all General Meetings of the membership will be held on the second Wed. of each month during the school year, with the exception of December, when no meeting shall be scheduled, and June, which shall be considered a transition meeting where outgoing officers and chairpersons will hand over the responsibility of their positions to the incoming officers or chairpersons.
  - b. The dates of all General Meetings shall be posted on the UDSD website on or before the first day of school, and reminders of such shall be made VIA e-mail to all enrolled members, and Global Connect call. Both shall be made on or about the Monday prior to the general meeting.
  - c. Enrolled members present shall constitute a quorum with respect to voting. A majority vote shall be deemed acceptable to the transaction of business provided proper notification of the meeting, as stated previously, has been given.
  - d. The final general meeting of the school year shall be in May where final reports will be made and new officers voted upon.

**Article IX** - Committees

- 1. A *Standing Committee* is one that will continue to exist from year to year as was established by the Executive Board. The description and goals of such committees are to be passed as needed from one chairperson, at the conclusion of his/ her commitment, to the new chairperson.
- 2. A *Special Committee* is one borne of a need that has arisen and shall be formed for such a duration as to meet the need it was formed to meet. A Special committee shall be put in place by the President having been recommended by the Executive Board and voted upon by the General Membership, without the necessity of an amendment of these bylaws.
- 3. The Chairperson of each committee shall be responsible for planning and implementing the goals and responsibilities of the committee.
- 4. The Chairperson shall report committee progress to the President and the General Membership at each monthly General Meeting, during the time of its function.

Standing Committees are as follows:

- 1. Flea Market Administration  
Chairperson/people are responsible for all aspects, other than concessions, of the Fall and Spring Flea Markets, including, but not limited to, the completion of permit application, maintenance and placement of signage, publicity, registration of vendors, collection of vendor fees, the delivery of those fees to the Treasurer, placement of orange cones from Rec. office along Lansdowne Ave./School Ln., supervision of vendor parking, monitoring of vendor compliance during the event, removal and storage of sign @ approx. 3:00pm the day of the event.

2. Flea Market Concessions

Solicitation and collection of donated items, purchase of non-donated items, supervision of set-up, sales, and clean-up of concession area, supervision of the collection of all monies at the event along with the Treasurer, and the updating of supplies list from year to year.

**Article X** - Finances

1. The Organization shall limit its spending to those items described in the annual budget and adopted at the first general meeting. Any expense not described in the annual budget or which exceeds the amount(s) budgeted by more than \$200.00 must first be approved by the general membership.
2. No person or member may validly bind the organization to any obligation unless expressly authorized by the Executive Board. Moreover, all checks and/or contracts must be signed by both, the President and the Treasurer.
3. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills of the Home and School Association and with the membership's approval, spent for the sole benefit of the Upper Darby High School. No part of the remaining balance shall be dedicated to the private inurement of any one person.

**Article XI** - Parliamentary Authority

Robert's Rules of Order shall govern this organization and its' meetings when they are not in conflict with these bylaws as they are written.

**Article XII** - Amendments

These bylaws may be amended or repealed by a quorum vote of enrolled members, provided proper notification of the intended vote at the meeting was given according to Article VIII.