

West Broad Street Home & School Association By-Laws

Article 1 - Name

1.1 The name of this association is the West Broad Street Home and School Association, (WBSH&SA).

Article 2 - Purpose

2.1 The purpose of the WBSH&SA is to promote communication and a caring, compassionate, and committed community that builds the relationship between home and school as we work with our children.

2.2 This purpose of the WBSH&SA is carried out in a variety of ways, which may include, but are not limited to, the following:

- (a) organizing and offering volunteer opportunities;
- (b) encouraging and supporting families as they participate in school activities
- (c) serving as a forum for the discussion of issues of concern to parents and school staff. This may include presentations of new educational methods and standards used in our school district;
- (d) publishing information electronically & in print as a vehicle for communication between home and school,
- (e) conducting fund raising activities in order to provide financial support for school activities for which money is not otherwise available.

Article 3 - Membership

3.1 All parents, teachers, staff and volunteers involved in the education of children attending West Broad Street Elementary School are eligible for general membership in the WBSH&SA.

3.2 Members may attend monthly meetings, serve as volunteers, and generally support the activities of the WBSH&SA.

3.3 Members may submit ideas, suggestions and proposals for association consideration and/or action at each WBSH&SA meeting.

3.4 Any member required to handle funds must have their applicable clearances and TB test per SASD requirements prior to start of the school year.

Article 4 – West Broad Street Home and School Board

4.1 The WBSH&SA Board leads the association. The WBSH&SA Board shall be composed of a minimum of four (4) parent representatives, at least two teacher representatives, and the principal. Parent representatives shall hold the offices of President, Vice President, Secretary, Treasurer, and Fundraising Director.

4.2 The WBSH&SA Board serves as the responsible policy making and governing board for the organization.

4.3 **Quorum:** the number of members necessary to be present in order to conduct business shall be 2/3 of the H&S Board. Majority votes of those present at meetings shall be sufficient to take actions.

4.4 **Elections:** The Voting Membership of the WBSH&SA shall elect officers - President, Vice President, Secretary, Treasurer, Fundraising Director in accordance and pursuant to Section 4.1 - annually in May. New officers shall assume their responsibilities on July 1. **Voting membership** includes all parents, teachers, and staff of the West Broad Street Elementary Community.

Election Process:

1. All candidates for offices will be nominated at the March meeting of the WBSH&SA.

(a) Eligible candidates need to have attended two or more general WBSH&SA meetings during the current school year, and have at least one student enrolled at WBSE for the school year they are being nominated to serve.

2. All candidates will give a brief presentation of interest in the position, background and vision at the April meeting of the WBSH&SA.

3. The election shall be held by written ballot, at the May meeting of WBSH&SA. Any candidate may publicize his or her candidacy via written media and/or presentations at the H&S April Meeting, or other opportunities as set by the Board.

4. A simple majority will constitute an election to the office.

5. Results will be announced by noon the following day at the school office.

6. Any protests of the election process and/or results must be submitted in writing to the WBSH&SA Board within

two weeks of the election and must be signed by the protestor.

4.5 The WBSH&SA Board members shall serve one-year terms from July 1 to June 30.

4.6 The total number of terms an officer may serve is not limited. Exception may be made with 2/3-majority vote of the WBSH&SA Board, when qualified candidates cannot be found, e.g no individual comes forward by the time of the April meeting expressing his or her candidacy for any Board position.

4.7 The WBSH&SA Board shall organize committees and appoint committee chairpersons as needed to carry out the mission of the WBSH&SA. The Committee listings shall be distributed by the Hands Across the District Committee at the start of each school year. Volunteers will express an interest in being a member of a committee and/or interest in chairing or co-chairing a committee by filling out the appropriate parts of the Hands Across the District Form. All Committee Chairs must have their applicable clearances and TB test per SASD requirements prior the start of the school year. Committee Chairs and Co-Chairs for the current school year shall continue unless they indicate to a member of the Board that they do not wish to continue in that position. In such a case, the open position will be posted on the Hands Form. In no event will any volunteer be turned away from a committee and in no event shall a committee be "full". It is the expectation of the Board that all parents, whether members, chairs or co-chairs, of committees shall work together and mentor new parents so that continuity of each committee is guaranteed. In the event of irreconcilable conflict among committee chairs, co-chairs or members shall arise, the Board shall determine, in its sole discretion, the composition, leadership and function of each committee.

4.8 All Executive Board members must have their applicable clearances and TB test per SASD requirements prior to the start of their term (July 1).

Article 5 - Officer Duties

5.1 The **President** shall prepare agendas for and preside at WBSH&SA meetings and provide necessary leadership to ensure that WBSH&SA mission and projects are carried out.

5.2 The **Vice President** shall assist the President as needed and perform the role of President, when the latter is unavailable. If there is no Committee Chairperson the Vice President will recruit a replacement. If no Committee chairperson is recruited the Vice President will assume leadership of that committee's work until one can be found.

5.3 The **Secretary** shall keep accurate minutes of all WBSH&SA meetings; maintain the file of WBSH&SA minutes and other documents that record WBSH&SA activity; be responsible for WBSH&SA association correspondence and keep accurate attendance of WBSH&SA meetings.

5.4 The **Treasurer** shall collect and receive all money of the association, keep an accurate record of receipts and expenditures, disburse funds as approved by the H&S Board each month, prepare monthly financial reports to present at each H&S meeting, prepare annual financial reports.

5.5 The **Fundraiser Director** shall develop new fundraising ideas for the WBSH&SA and oversee new and existing fundraising committees.

5.6 Committee chairpersons shall be responsible for carrying out the goals and objectives of the committees organized for specific WBS H&SA program and/or purposes. When the committee is active, the chairperson should report monthly to the President in time to be included in the preparation of monthly meeting. All Committee Chairs shall submit reports to the Board via the secretary (usually the week prior to each monthly meeting). If there is nothing to report, that shall be stated in a communication to the Secretary.

5.7 Removal from Office: If an officer cannot perform their duties they can be removed from the WBSH&SA Board by a 2/3 vote of the total WBSH&SA Board membership. Examples of reasons for removal can include lack of attendance or nonperformance of duties.

5.8 The WBSH&SA Board shall be the final arbiter of any proposals from volunteers, parents and staff to include any fundraising plans or ventures and any activities to be sponsored by the WBSH&SA. In no case, shall any event to be sponsored by the WBSH&SA take place without the express approval of the Board. Such approval terms and procedures may be decided by the Board at the first meeting in September of each year or before.

Article 6 - Meetings

6.1 WBSH&SA general membership meetings shall be organized monthly.

6.2 The calendar of WBSH&SA meetings for the year shall be prepared and posted by the opening of school.

6.3 Appointed WBSH&SA committees shall meet as needed throughout the year.

Article 7 - Finances

7.1 The WBSH&SA shall conduct fund raising as needed to support its activities.

7.2 An annual budget shall be prepared by the WBSH&SA Board and approved by the general membership at the September meeting.

7.3 The budget may be amended by majority action of the WBSH&SA at anytime during the year.

7.4 The Treasurer shall prepare monthly financial reports to present at WBSH&SA general membership meetings.

7.5 The Treasurer shall provide complete copies of all bank account statements to the WBSH&SA Board, Teacher representatives, and WBSE Principal at the WBSH&SA general membership meetings.

7.6 The WBSH&SA fiscal year shall be September 1 to August 31. The Treasurer shall submit the annual financial report of income and expenses and balances by September 30 to the accountant.

Article 8 - Amendments

8.1 These by-laws may be amended by a 2/3 vote of members of the WBSH&SA Board present. Proposed amendments must be submitted at the meeting prior to the meeting at which action is taken and distributed within one week of the initial submission to membership committee members who were not present at the meeting. The President is responsible for distribution.

Article 9 - Dissolution

9.1 The Association may be dissolved by a 2/3 vote of the WBSH&SA Board. Any assets remaining after payment of all obligations shall be deposited in the West Broad Street Elementary School Student Activity Fund.

By-laws updated: May 2017