

BY-LAWS FOR THE WELSH VALLEY MIDDLE SCHOOL HOME AND SCHOOL ASSOCIATION

Article 1—Name

The name of the organization shall be the Welsh Valley Home and School Association, abbreviated as Welsh Valley HSA.

Article 2 -- Purpose

The purpose of the Welsh Valley HSA is to further cooperation and understanding between the Welsh Valley Middle School and the home; to enrich and strengthen quality education for all students; to connect with and work cooperatively with other district schools or organizations to work towards a common purpose; and to connect with and work cooperatively with administration to further the educational aims of the school and district. The Welsh Valley HSA does not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, or disability.

In pursuit of these goals, the HSA shall:

- Act as a liaison between the home and the school,
- Offer a forum for presentation and discussion of school and district issues,
- Enhance a sense of community within the school,
- Represent our school in the community,
- Encourage, recruit and organize parent leadership.

Article 3 -- Membership

Section 1 -- All parents or guardians of children attending Welsh Valley Middle School and all Welsh Valley Middle School professional and support staff members shall be members of the HSA.

Section 2 -- The board may prescribe annual dues in a reasonable amount. If dues are charged, a member must have paid his or her dues at least 14

days prior to a meeting to be considered a member in good standing with voting rights.

Article 4 – Officers and Elections

Section 1 -- The Executive Committee of the HSA shall be elected and shall be comprised of two president(s), two vice-president(s), two secretaries, two treasurers, and a past-president when possible. At least one of each position is required.

- a. **President** – The president shall preside over meetings of the organization and executive board, serve as primary contact for the principal, represent the organization at meetings outside the organization, serve as ex-officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President** – The vice-president(s) shall assist the president, and carry out his or her duties in cases of absence or inability to serve. It is presumed that the VP will step into the President position in upcoming years. The vice- president(s) will also coordinate the volunteers. Recruits all volunteers for functions of the HSA and/or school where parent leadership or assistance is vital. The VP(s) will assist the Chairperson of the event by making sure they are clear of their responsibilities, budget, school policy, etc. It is also expected that the VP(s) will keep the board apprised of the events and will let the board know if they need to assist in any way to make each event successful.
- c. **Secretary** – The secretary shall keep all records of the organization, take and record minutes, prepare and distribute all official records of HSA board and general membership meetings.
- d. **Treasurer** - The treasurer shall be responsible for all association funds deposits and disbursements into the bank account approved by the board; shall disburse funds only under an approved budget or as authorized by a vote of the executive board; shall keep complete and accurate records of all receipts and expenditures and

shall make these records available to executive committee; shall prepare treasurer's reports to be presented at HSA executive board meetings. The treasurer's records shall be available for audit at the end of the school year, or at any time as requested by the board.

- e. **Past-President** - The past-president shall assist the board in transitioning for one year's activities to the next.

Section 2 -- Terms of Office - A term shall be one year. No one shall serve more than three consecutive terms in an office without a vote of the Executive Board. Each person elected shall hold only one office at a time. Officers must attend 70% of Executive Board meetings.

Section 3 – Nominations and Elections – Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 4 – Eligibility – Members are eligible for office if they are members in good standing at least 14 days before the nominating committee presents its slate.

Section 5 – Vacancies – If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. The president may appoint members to the vacant positions with elections occurring subsequent to the appointment as deemed necessary to fulfill the purpose of the organization.

Section 6 – Removal from Office – Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article 5 - Meetings

Section 1 – General Membership Meetings - There shall be at least two meetings of the general membership during every school year, at which the elected officers will report to the membership, and at which the membership may raise matters of concern and issues of the association. The annual budget shall be presented to the membership at a fall meeting, and a treasurer's report shall update this information at every meeting.

Section 2 – Special Meetings - Special meetings may be called by the president, any two members of the executive board or five general members submitting a written request to the secretary.

Section 3 – Quorum – Half the number of board members plus one constitutes a quorum.

Article 6 – Executive Board

Section 1 – Membership – The Executive Board shall consist of the officers, principal and standing committee chairs.

Section 2 – Duties – The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3 – Meetings – Regular meetings shall be held monthly to be determined by the board. Special meetings may be called by any two board members with 24 hours notice.

Section 4 – Quorum – Half the number of board members plus one constitutes a quorum.

Section 5 - Conflict of Interest Policy - If a Board member has reasons to believe he or she may have a conflict of interest, he or she must disclose the potential conflict to the Board and explain the basis for, and any financial ramifications of, the possible conflict. The Board shall then discuss and vote to determine whether a conflict exists. The Board member presenting the

conflict shall leave the meeting during the discussion of such possible conflict and not participate in the vote on the possible conflict.

If after due diligence, which includes discussion at a Board meeting of alternatives to the transaction giving rise to a conflict of interest, the Board determines that there is not a more advantageous arrangement for the Board's purposes, the Board may vote to waive the conflict, and the interested Board member shall not participate in either the discussion of alternatives or any vote on a conflict waiver. The Board discussion of the rationale for the conflict waiver and the vote thereupon shall be fully set forth in the minutes of the Board meeting.

Article 7 – Committees

Section 1 – Membership – Committees may consist of members and board members with the president acting as an ex-officio member of all committees.

Section 2 – Standing Committees – The following committees shall be held by the organization – nominating.

Section 3 – Additional Committees – The board may appoint additional committees as needed.

Article 8 - Finances

Section 1 – A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2 – The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3 – The board shall approve all expenses of the organization.

Section 4 – Two authorized signatures shall be required on each check over the amount of \$1,000. Authorized signers shall be the president and treasurer.

Article 9 – Amendments

These Bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all the members of the organization. Notice may be given by postal mail, e-mail, text message, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article 10 – Additional Required Conditions

Welsh Valley HSA recognizes and accepts that it is prohibited from imposing conditions of membership which serve to exclude students from participation in district or school events, Student Organizations, School-Sponsored Activities, or any other opportunities offered to students by the District or its schools.

WVHSA recognizes that it may not require parents and/or students to financially contribute to the group for any reason other than reasonable and customary dues.

WVHSA recognizes and accepts that it is prohibited from using the district's name or logo without a license or express permission granted in writing by the Superintendent.

Article 11 - Suspension of Bylaws

Any portion of these bylaws may be temporarily suspended if:

- a. Notice is given to the membership one month before the proposed suspension.
- b. Two-thirds of the members present at the meeting vote to suspend the said portion.
- c. General membership present at this meeting must be a quorum.

Article 12 – Tax Status/Dissolution Clause

Section 1 – Welsh Valley HSA is organized for charitable and educational purposes, including 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 provisions of any future Internal Revenue Law).

Section 2 -- No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article 2. No substantial part of the activities of the association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under 503 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Revenue Law).

Section 3 -- Upon dissolution of the association, the executive committee shall, after paying or making provision for the payment of all liabilities of the association, dispose of all assets of the association to other organizations operated exclusively for charitable, educational or scientific purposes and shall at the time qualify for exemption under Section 501 © (3) of the Internal Revenue code of 1954 (or the corresponding provision of any United States Internal Revenue Law), as the executive committee shall determine.

Approved June 9, 2015