Union Middle School Home & School Club By-Laws

ARTICLE I
ORGANIZATION NAME

The name of this organization shall be the Union Middle School Home and School Club.

ARTICLE II
OBJECTIVES

1. To assist in the general welfare of the school.

2. To bring into closer relationship, the home, school and community.

3. The objectives of the Union Middle School Home and School Club will be independent of political affiliation.

ARTICLE III
POLICIES

Section 1. The purpose of this organization shall be educational and philanthropic and shall be developed through communities, conferences and projects.

Section 2. The organization is an educational, non-profit, non-sectarian and non-partisan entity. No commercial enterprises or candidates for any political offices shall be developed or endorsed by it. Neither the name of the organization nor the name of any member in an official capacity shall be used in any commercial or political connection.

Section 3. The organization may take a stand on non-partisan school issues such as bond, tax and unification elections.

Section 4. The organization shall not seek to control or direct the activities or policies of the school.

Section 5. The organization may cooperate with other organizations and agencies active in the cause of child welfare.

ARTICLE IV
MEMBERSHIP AND DUES

Section 1. Any parent, guardian or adult responsible for a registered student of Union Middle School who is interested in the objectives of Home and School Club and willing to uphold its policies and subscribe to its By-Laws may become a member.

Section 2. Members of the Union Middle School faculty and staff are automatically members of the Home and School Club.

Section 3. A suggested donation for membership will be annually set by the Executive Board.

Section 4. The privilege of holding office, making motions and voting shall be restricted to members of the organization.

ARTICLE V
APPOINTMENTS AND ELECTIONS

Section 1. The officers of this organization shall be elected annually at the last general membership meeting of each school year.

Section 2. The elected officers are: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Auditor.

Section 3. The appointed positions of the organization shall be the Parliamentarian, members of the Nominating Committee, and the Chairperson of each standing committee.

Section 4. The President, with the approval of the Executive Board, shall appoint the Parliamentarian, the Chairperson of each standing committee, and the nominating committee.

Section 5. The Nominating Committee shall consist of at least six (6) members. At least two (2) members are to be officers of the organization. At least three (3) members are to be appointed from the membership at large. The school principal shall also be a member of the nominating committee. The Nominating Committee shall be formed at least two (2) months prior to the election of officers. The

Nominating Committee shall recommend one (1) or more candidates for each office and shall report such nominations one (1) month prior to the spring general membership meeting. Additional nominations may be made by petition to the Nominating Committee Chairperson up to ten (10) days before the election. A petition shall contain two (2) signatures from Home and School Club members.

Section 6. Election of officers shall be held by ballot at the general membership meeting in the spring. If there is but one candidate for any office, the ballot for that office may be dispensed with and the election held by voice.

Section 7. Officers shall serve a term of one (1) year. No officer shall be eligible to hold the same office for more than two (2) consecutive terms unless no viable candidates are found for that office and the membership approves a reinstatement of the incumbent for up to one (1) additional year. Officers shall be installed and assume the duties of their respective offices at the last regular meeting of the Executive Board during the school year.

Section 8. In the event of the resignation of the President, Vice-President shall assume the duties of the President for the remainder of the term and a new Vice President shall be appointed by the President with the approval of the Executive Board.

Section 9. Individuals may hold up to two positions on the Executive Board. Exceptions to this are the president may not hold additional positions, and treasurer and auditor may not hold any other positions involving the collection or expenditure of funds. An individual holding two such offices will be limited to one vote.

Section 10. Two individuals may share an office and/or chairmanship. In such cases they together shall share one vote.

ARTICLE VI
DUTIES OF OFFICERS

Section 1. The President shall:

A. Preside at all meeting of the organization and of the Executive Board.
B. Be a member ex-officio of all committees except the Nominating Committee.
C. Appoint the Parliamentarian and the Chairperson of each standing committee subject to the approval of the Executive Board.

D. Appoint persons to fill all vacancies subject to the approval of the Executive Board.

Section 2. The Vice-President shall:
A. Act as an aide to the President.
B. In the absence of the President, shall assume the President's duties.

Section 3. The Recording Secretary shall:
A. Keep an accurate record of proceedings of the Executive Board and the General Membership.
B. Be prepared to refer to the minutes of any previous meeting.
C. Be responsible for reproducing the minutes and submitting copies for the next meeting.

Section 4. The Corresponding Secretary shall:
A. Conduct all necessary correspondence of the organization.
B. Be responsible for sending out notices of the organization's meetings and special events sponsored by the organization.

Section 5. The Treasurer shall:
A. Receive all monies for the organization and shall deposit them in the name of the organization in a bank approved by the Executive Board.
B. Keep an accurate record of all receipts and disbursements.
C. Be prepared to present a statement of account at every regular meeting and any time that this statement may be requested by the Executive Board.
D. Make a full annual report to the membership at the spring general membership meeting.
E. Seek inputs from the principal and past and current Home & School Club officers to create a proposed budget prior to the first Executive Board meeting of the school year.
F. Present the proposed budget for the Home & School Club at the first Executive Board meeting of the school year.

Section 6. The Auditor shall:
A. Audit the books of the organization semi-annually.
B. Render a written report to the organization for the prior year by the September meeting of the following school year.
C. Complete the semi-annual audit prior to the February meeting.

Section 7. The Parliamentarian shall:
A. Attend all regular meetings and meetings of the Executive Board.

B. When requested shall give advice concerning parliamentary procedure.
C. Shall attend the first meeting of the Nominating Committee to give instructions concerning procedure.
D. Provide copies of these By-Laws to all members of the Executive Board at the beginning of their term.

Section 8. When an officer fails to attend three (3) consecutive meetings of the organization and/or Executive Board without an adequate excuse, the Executive Board may declare his/her office vacant.

Section 9. Any member of the Executive Board may be removed from office by a two-thirds (2/3) vote of the Executive Board.

Section 10. Each officer, upon expiration of his/her term of office, shall turn over to his/her successor, without delay, all records, books, funds and any other material pertaining to his/her office.

ARTICLE VII
EXECUTIVE BOARD

Section 1. The Executive Board shall conduct the necessary business of the organization and shall consist of the elected officers, the appointed standing committee chairpersons, the Principal, the Parliamentarian, a Faculty Representative, a student representative, appointed by the student council, an administrator appointed by the Principal, and a Student Activities Director appointed by the Principal. The immediate past president shall serve as ex-officio member of the Executive Board.

Section 2. The Executive Board shall transact necessary business between general membership meetings, and such other business as may be referred to it by the general membership. It may create such standing committees as are deemed necessary to carry out the work of the organization. It is subject to the policies and procedures of the organization. The minutes of the preceding board meeting shall be read at each Executive Board meeting.

Section 3. The Executive Board shall meet at least once a month during the school year, unless otherwise ordered. Special meetings of the Executive Board shall be called by the President, or upon the request of three (3) Executive Board members. All board members shall be notified prior to such meetings.

Section 4. Five (5) of the voting members of the Executive Board, including two (2) of the elected officers and one faculty or administrative representative, shall constitute a quorum.

ARTICLE VIII
STANDING AND SPECIAL COMMITTEES

Section 1. A standing committee shall generally be defined as any committee created by the Executive Board which has existed continuously for more than one school year. Standing committees may be amended or deleted by the Executive Board.

Section 2. The term of office for standing committee chairpersons shall be one (1) year.

Section 3. The standing committee chairpersons are encouraged to attend all Executive Board meetings.

Section 4. If a Chairperson of any standing committee resigns, is incapacitated, or otherwise is unable or fails to perform his/her duties as determined by the Executive Board, the Executive Board may declare that chairmanship vacant and the President shall appoint a new chairperson with the approval of the Executive Board.

Section 5. Each chairperson, upon expiration of his/her term of office or in case of resignation, shall turn over to his/her successor without delay all books, records, funds and other material pertaining to the office. Records shall include a written summary of the committee's activities during the preceding year.

Section 6. Special committees may be appointed and dissolved by the Executive Board. Such committees may be fully empowered to perform specific tasks defined by the Executive Board. Special committees may be assigned and have control over limited budgets as determined by the Executive Board.

Section 7. The Executive Board shall create a special or standing committee to solicit general membership for the Home & School Club. The committee shall:

A. Conduct the annual membership drive.
B. Compile the volunteer sign-up lists.
C. Maintain a roster of qualified membership.

D. Report to the Executive Board all membership plans and reports.

Section 8. All standing and special committees are subject to the policies and procedures of the Home & School Club.

ARTICLE IX
MEETINGS

Section 1. Executive Board meetings constitute business meetings of the organization. These meetings shall be held on a regular monthly basis during the school year.

Section 2. At the regular business meeting of the Executive Board in March, the report of the nominating committee shall be received by the Executive Board. The Executive Board shall advise the general membership of the report of the nominating committee immediately following the March meeting. Individuals desiring to run for office may do so by providing a petition containing signatures of at least two (2) Home and School Club members and at least ten (10) days prior to the last general membership meeting of the school year. Such petitions shall be filed with the chairperson of the nominating committee.

Section 3. Elections shall take place at the last regular general membership meeting of the school year.

Section 4. Special meetings of the general membership may be called by the Executive Board upon written notice sent at least three (3) days before the date set for the meeting.

Section 5. Twenty-five (25) voting members shall constitute a quorum at a general membership meeting, or at a special membership meeting.

Section 6. A meeting of the general membership may be held at least twice a year, once in the fall and once in the spring.

ARTICLE X
AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) vote at any general meeting described in Article IX above, provided notice has been given at the preceding regular business meeting of the intent to amend the By-Laws.

ARTICLE XI
RULES OF ORDER

Robert's Rules of Order Revised shall be the authority on all points not covered by these By-Laws.

ARTICLE XII
FINANCE

Section 1. The Home and School Club shall adhere to generally accepted sound financial practices.

Section 2. The annual budget shall be presented to the general membership at its fall meeting for final approval.

Section 3. All checks must carry the signature of one of these 3 Executive Board Officers: President, Treasurer or Recording Secretary. All checks over $350.00 must be signed by any two of these 3 Executive Board Officers: President, Treasurer or Recording Secretary.

Section 4. All expenditures authorized under the current annual budget may be processed by Executive Board without prior membership approval. The Treasurer has the authority to distribute funds in excess of the approved budget to a maximum of 10% of the budgeted line item or $100, whichever is less. Expenditures in excess of this amount must be presented to the Board and/or membership for approval. Expenditures not covered by the current annual budget must be approved by the Executive Board.

Section 5. Additional audited statements of account beyond those required semi-annually may be requested by a two-thirds (2/3) vote of the Executive Board or by a two-thirds (2/3) vote of the general membership.

Section 6. In preparation for our tax filing deadline of 15 December each year, the Treasurer should engage our tax accountant at the beginning of each September.

Section 7. In preparation for the 31 January deadline for distribution of 1099 documents, the Treasurer should engage our tax accountant at the beginning of each January.

Section 8. The incoming Executive Board is committed to unpaid authorized expenditures incurred by the outgoing Executive Board.

Section 9. In the event of dissolution of the Union Middle School Home and School Club, the following financial arrangements shall prevail:

A. No bills or financial obligations shall be outstanding.
B. Assets shall be, in whole, disposed of primarily in keeping with the objectives of the Home & School Club and secondarily to the Union School District.

ARTICLE XIII
STANDING RULES

Section 1. At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these By-Laws and shall be responsible for making a thorough study of them.

Section 2. A copy of these By-Laws shall be made available to any member of the Home & School Club upon request.

Section 3. The new and retiring members of the Executive Board shall be present at the final Executive Board meeting of the school year to initiate the transfer of all records, books, funds, and other materials pertaining to the organization.