

# SWARTHMORE-RUTLEDGE HOME AND SCHOOL ASSOCIATION BYLAWS

Adopted May 3, 1983, as amended December 7, 1992, and March 7, 1994, May 7, 2001.

## Article I – NAME AND PURPOSE

Section 1. Name – The name of the organization shall be the Swarthmore-Rutledge Home and School Association.

Section 2. Objectives – The Swarthmore – Rutledge Home and School Association shall have as its objectives:

- a. promoting a better understanding among parents, teachers, administrators, and community by discussion of local educational problems,
- b. presenting to parents and teachers through public meetings and study groups an opportunity to learn about issues of concern to them,
- c. presenting to the Wallingford –Swarthmore Board of School Directors issues of concern to the members of the Association,
- d. promoting the education and enjoyment of the school community by sponsoring special events,
- e. providing financial assistance for special programs and projects.

## ARTICLE II – MEMBERSHIP

All parents of Swarthmore- Rutledge School students and the faculty and administrators of the school shall be members.

## ARTICLE III – ORGANIZATIONAL STRUCTURE

Section 1. Executive Board – The Swarthmore-Rutledge School Home and School Association shall have an Executive Board.

Section 2. Executive Board Members - The Executive Board Shall include the following members with terms of office of one year. All offices may be held jointly. No person may hold more than one voting position.

President	elected
Vice President	elected
Secretary	elected
Treasurer	elected
Receiving Treasurer	elected
One parent representative from each grade	elected
One faculty representative	designated by principal

Chairpersons of Standing Committees

appointed by president

Section 2. Executive Board members – The Executive Board shall include the following members. The presidents shall only have terms of one year. All other offices may be held for consecutive years, but no more than 5 consecutive years. All offices may be held jointly, but by no more than two people. No person may hold more than one voting position.

President – elected

Vice President – elected

Secretary – elected

Treasurer – elected

Receiving Treasurer – elected

One parent representative from each grade – elected

One faculty representative – designated by principal

Chairpersons of standing committees – appointed by president

Standing committees are as follows:

Dimensions in STEM

Dimensions in Science

Dimensions in Math

Dimensions in Technology

Dimensions in Art

Dimensions in Sustainability

Dimensions in Social Studies

### Section 3. Duties of Officers

President – The President shall:

1. preside at all meetings of the Association;
2. oversee all business of the Association;
3. appoint all chairpersons, including: those for standing committees, the nominating committee, fund raising projects and ad hoc committees, as deemed necessary by the Association;
4. call general meetings when necessary.

Vice President – The vice president shall:

1. plan programs for the Association;
2. preside at meetings in the absence of the president,
3. automatically be placed as nominee for the president in the following year,
4. succeed the president in the event of disability.

Secretary – The secretary shall:

1. record and keep all minutes of the Association meetings;
2. send out notices of all meetings,
3. keep copies of the Association bylaws.

Treasurer – The Treasurer shall:

1. be responsible for recording the receipt and disbursement of all funds for the Association;
2. provide a monthly report to the Board;
3. present the books by July 15<sup>th</sup> for an annual review as deemed appropriate by the incoming Board.
4. provide a copy of the monthly bank statements to the Receiving Treasurer.

Receiving Treasurer – The Receiving Treasurer shall collect, receive, and deposit all Association monies.

Parent Representatives (grades K-5) – The Parent Representatives shall:

1. act as a liaison between parents and the Board and the principal for the grade level they represent;
2. secure homeroom parents;
3. establish the school wide telephone tree for emergency closings.

#### Section 4. Election of Officers

The officers shall be elected at the general meeting held in the spring.

The president shall appoint the chairperson of the Nominating Committee in February. The chairperson may not be a current president or vice president. The Nominating Committee shall consist of five members: the chairperson, the vice president of the Home and School Association and three persons appointed by the chairperson who are not currently on the Executive Board, and one from a standing committee. (If a co presidency exists, both shall serve on the nominating committee but shall share one vote.) The Principal shall serve as an advisor to the Nominating Committee, but will not vote. The Nominating Committee shall meet in March. Suggestions for nominations shall be solicited from the general membership of the Association. The chairperson shall notify the general membership of the proposed slate of nominees and the date of the election at least two weeks before the elections. At the election meeting, nominations will also be accepted from the floor. Election shall be by a majority of those members present at the slated meeting.

Section 5. Vacancy - In the event that an elected Officer, other than that of the president, fails to serve his or her entire term of Office, the executive Board shall nominate an individual to fill such a vacancy, and shall submit the nominee's name to the general membership present at the next general monthly meeting. In the event that an elected Officer determines that the duties of his or her Office would be best carried out jointly

with another individual, an individual may be nominated and elected to serve in a joint capacity with such previously elected officer, following the same procedures established in this Section for the filling of a vacancy in an elected office of the Home and School Association.

#### Article IV – FINANCE

Section 1. Dues – Dues may be collected.

Section 2. Fund Raising Projects – Fund raising projects shall be organized at the discretion of the Board.

Section 2. All funds from Home and School fundraisers will go into the general Home and School budget. In order for a fundraiser to be specifically earmarked, the event and its goals need to be proposed at a general meeting. At the following meeting, the fundraiser must be approved by a majority of the members present.

Section 3. Review – The books shall be reviewed at the end of the year.

Section 4. Spending Authority – Any expense up to \$100.00 may be authorized at the discretion of two board members – the treasurer and any other Board member. Any spending amount over \$100.00 must be approved by a majority vote of the membership at regular meetings; provided, however, that in case of an emergency between meetings, expenditures over \$100.00 may be authorized by the Treasurer, president(s) and requesting Board member.

Section 5. In the event of a particularly successful fundraising year, a surplus may exist at year end. If the Executive board determines that there are sufficient unbudgeted funds available to solicit proposals for funding, the solicitation shall be published in the Rising Star, and in notices to the faculty. The solicitation shall note 1) the total amount of funds available, 2) deadline for submission, 3) that Proposals are limited to materials or programs that benefit the entire school, or an entire grade level, and 4) that proposals must be in writing, with a description of the item or program to be funded, its cost, and how it will benefit the school/grade level. Proposals for Funding shall be directed in writing to the principal, with a copy to the Home and School president. The Principal shall determine whether the Proposal can be covered by funds in the school budget, or in the district budget. If so, it will not require action by Home and School. A description of any proposal recommended for Home and School approval shall be published in the Rising Star, noting that they will be voted upon at the next scheduled Home and School meeting. A majority vote of Home and School members present at such meeting shall determine whether the Proposal is approved.

#### Article VI – MEETINGS

Section 1. General Meetings – At least 3 business meetings shall be held each school year: one in the fall, one in the winter, and one in the spring. The meetings are open to all members of the Swarthmore-Rutledge Home and School Association. Motions at meetings shall be made only by an Executive Board member. Voting on all matters, except where otherwise stipulated in these bylaws, and other than on Motions to table discussion of an issue, shall be by simple majority of the general members present at the meeting. Voting on Motions to table discussion of an issue shall be open only to Executive Board members present at the meeting. Voting on any amendment of these bylaws shall be in accordance with the provisions of Article VII of these bylaws.

#### Article VI – QUORUM

A quorum for the dispatch of business shall consist of not fewer than five (5) members of the Executive Board.

#### Article VII – AMENDMENTS

These bylaws may be amended by two-thirds vote of the members present at any stated general Meeting. The proposed amendments shall be presented for consideration to the general membership at least one regularly scheduled meeting in advance of the vote.

#### Article VIII – PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable.

#### Article IX – WEB COMMUNICATION

Section 1. Email blasts will be approved by the current Home and School presidents. All email blast communication will have a direct connection to Home and School events.

Section 2. All website postings to [www.srskids.org](http://www.srskids.org) will be approved by the current presidents.

Section 3. The Rising Star will be approved by the principal and by the current presidents.

#### Article X – REVIEW OF BYLAWS

Section 1. Bylaws must be reviewed in March every year by the Executive Board.

