

The U School
Home and School Association
Bylaws

The U School Home and School Association Bylaws

ARTICLE I – NAME

The name of this organization shall be The U School Home and School Association, hereinafter referred to as ‘UHSA’.

ARTICLE II – PURPOSE

The Purpose of the UHSA is:

- a) to strive to realize the school’s motto ‘LOVE. DREAM. DO’;
- b) to facilitate opportunities that enrich the learning environment of the students attending The U School (‘the school’) through fundraising activities and general support of faculty, staff and administration;
- c) to complement and assist to coordinate the direction and goals of the school;
- d) be a liaison between the home and the school;
- e) offer a forum for presentation and discussion of district issues;
- f) enhance a sense of community within the school;
- g) represent our school in the community;
- h) encourage, recruit and organize parent leadership.

ARTICLE III – BASIC POLICIES

- a) The UHSA’s fundraising activities are organized exclusively for educational and enrichment purposes which correspond to Section 501(c)3 of the Internal Revenue Code which defines the association as a charity.
- b) The UHSA will remain non-commercial, non-sectarian and non-partisan and thereby not promote any specific business, religion or political group.

ARTICLE IV - MEMBERSHIP AND DUES

- a) All parents or guardians of children attending The U School are eligible for membership with the UHSA.
- b) Annual membership dues shall be set by the Executive Board.
- c) The privilege of membership shall be extended to any parent or guardian of a child that is registered at the school who is in good standing with the UHSA and has paid their annual dues. The privilege of making motions, holding office, debating and voting shall be limited to members.
- d) A member must have paid his/her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

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ARTICLE V – EXECUTIVE BOARD

SECTION I – MEMBERS

The Executive Board (‘the board’) shall consist of, at minimum, the President, Secretary and Treasurer. Where deemed necessary, a ‘co’ executive officer may be named for each office if approved by a vote of the membership.

SECTION II – DUTIES OF THE EXECUTIVE COMMITTEE

a) President:

- i) The President shall call and preside over all meetings, give leadership to the organization and coordinate the work of all the officers and committees so that the purpose of the organization is served;
- ii) shall also be a member ex-officio of all committees;
- iii) shall serve as the primary contact to the Principal and Assistant Principal;
- iv) shall sign all contracts in the name of the UHSA;
- v) shall appoint the chairs of all standing and special committees;
- vi) shall perform all other duties pertaining to the office;
- vii) and promote harmonious working relationships between the Home and School.

b) Vice President:

- i) The Vice President shall preside at all meetings in the absence of the President and pursue the same objectives in the absence of the President;
- ii) shall be responsible for coordination and communication of all activities involving and oversee all fund-raisers and homeroom parent coordinators.

c) Secretary:

- i) The Secretary shall keep correct minutes of all meetings of UHSA and distribute them at the proper time;
- ii) report the highlights of the Executive Board Meetings at the Executive Board and General Membership Meetings;
- iii) keep a record of attendance of the Executive Board and General Membership Meetings;
- iv) and perform such duties as may be assigned to that office including the handling of all correspondence and publicity.

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- d) Treasurer:
- i) The Treasurer shall receive all monies of the UHSA, keep an accurate record of receipts and expenditures and pay out local funds only in such a manner as authorized in Article IX and the U School HSA Cash Collection and Disbursement Policy;
 - ii) shall present a statement of account of the UHSA monthly, at year end and at other times when requested by the Executive Committee. The statement of accounts should show balances, receipts and other expenditures since the previous month;
 - iii) shall maintain current, all documentation that holds the UHSA as a registered public charity per federal tax laws;
 - iv) shall complete all year-end tax filings as required by federal and state governmental law.
 - v) shall deposit all receipts into the bank account approved the board;
 - vi) shall payout funds only under an approved budget or as authorized by a vote of the Executive Board and general membership;
 - vii) shall keep accurate and complete records of all receipts and expenditures and shall make these records available to the executive committee;
 - viii) shall prepare treasurer's report to be presented at UHSA general meetings;
 - ix) the treasurer will meet with the co-presidents to draft an organizational budget in advance of the September general membership meeting, when a budget must be presented;
 - x) close the books on June 30th and have them audited as provided in the Bylaws;
 - xi) and the Treasurer should be aware that the Executive Board can call for outside audit of the organizations books and reports.

SECTION III – TERMS OF OFFICE

- a) Officers are elected for a term of one (2 yr.) term and may serve no more than two (2) consecutive terms in the same office
- b) a term of office shall begin on July 1 and terminate on June 30 of the next school year
- c) the Executive Board shall consist of all elected officers and shall meet at least three times in a school year. All Policy decisions of the UHSA are the responsibilities of the Executive Board with the direction of the membership. The Executive Board shall not obligate its successors in office to financial obligations beyond the current fiscal year.

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SECTION IV – TRANSFERRING OF RECORDS

All officers shall deliver to their successors, all official materials and all information related to the function of the office no later than the end of their term in that office.

SECTION V – VACANCIES

- a) If there is a vacancy in the office of the President, the Vice President will become the President.
- b) A vacancy in any other office shall be filled for the unexpired term by a person appointed by the President and approved by the Executive Committee, as deemed necessary.

SECTION VI – REMOVAL FROM OFFICE

- a) An elected officer whose actions do not meet the purpose of the UHSA as outlined in Article II will be removed from office.
- b) An elected officer who does not fulfill the duties of his or her office as listed in Article V Section II shall be removed from office.
- c) An elected officer who uses his or her privilege of office for personal gain shall be removed from office.

SECTION VII – COMMITTEES

- a) The Executive Board shall institute committees as deemed necessary for the activities of the UHSA.
- b) The chairperson of all committees shall be appointed by the committee members and approved by the Executive Board.
- c) A report of each committee shall be presented to the general membership at least once in a school year. All purchases made by committees, chairpersons shall present a minimum two (2) price quotes, for each event, or purchase.
- d) The standing committees and chairpersons shall be listed in the U School directory.

ARTICLE VI – QUORUM

A quorum shall consist of the president and half the number of executive members plus one more member.

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ARTICLE VII – ELECTION OF OFFICERS

SECTION I – ELIGIBILITY

- a) To be eligible for election to the office of the UHSA, a member
 - i) shall be a member in good standing;
 - ii) and a parent or guardian of a currently enrolled U-Schooler.

SECTION II – NOMINATION AND ELECTIONS ADVISORS

A Nominations and Elections Committee shall be formed between January and March of an election year for the purpose of identifying candidates for election and for overseeing the election process. The Nominations and Elections Committee will select its own chairperson.

The Duties of the Nominating and Elections Committee are to formulate a ballot after confirming all nominations, keep accurate records of all proceedings, provide Ballot Box, keep Ballot Box in secure location, and balloting at correct time, verify all ballots, count and verify winners and provide list of winners to PHSC Rep for formulation of letter of announcement.

See Attachments: Sample Nomination Form; Sample Election Ballot

SECTION III – NOMINATION PROCEDURES

- a) Send out notices to all households in your school community
- b) Tell them what offices are up for election, and explain to the nature of the office.
- c) Have a tear off at the bottom of the paper, on this tear off the information should show the nominees' name, address, telephone number, name of their children and room numbers who are attending that school.
- d) Candidates may only run for one position.
- e) There should be a deadline when this information should be returned back to the school. (You want to send out information usually on a Monday and have it returned to you by that Wednesday)
- f) Absolutely no nominations should be accepted after the deadline date.
- g) These names make up your slate. (There can be a period of campaigning if you like.)
- h) After you make up your slate, this information goes home to the parents. Along with this should be the date of election.

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- i) If there is no record of who has or hasn't paid their dues then, all parents are eligible to vote.
- j) **NO ONE CAN RUN FOR AN OFFICE IF THEY DO NOT HAVE A CHILD IN THE SCHOOL.** If they are not the child's biological parent, they must be the primary caregiver of the child with legal guardianship.

SECTION IV – ELECTION PROCEDURES

- a) The election of officers shall take place before the April meeting of the UHSA. Balloting procedure shall be determined by the Nominations and Elections Committee.
- b) The Nominations and Elections Committee shall count all the ballots after the close of balloting and the results will be announced without delay. The Chair of the committee shall hold the ballots for a period of 30 days, and if there is no challenge to the election, shall destroy them.
- c) Any member who is unable to vote at the times scheduled by the Nominations and Elections Committee may get an absentee ballot from the Chair of the Nominations and Elections Committee by contacting the Chair no less than one week before the April UHSA meeting. The ballot must reach the Chair before the date designated to count the ballots and should be in a sealed envelope.
- d) The winner shall be the candidate with the most votes. In the case of a tie, the tied candidates will engage in a run-off election to be held one week after the April UHSA meeting. The run-off election balloting will be open one day. In the case of an additional tie the winner will be determined by coin toss witnessed by the candidates.

ARTICLE VIII – MEETINGS

- a) Meetings types shall be specified as General Membership and/or Executive Board
- b) The UHSA shall have a total of no less than five (5) General Membership meetings from September to June.
- c) Notice regarding meetings shall be publicized at least 7 days before each meeting. Should a meeting date need to be changed, where possible, at least 48 hours' notice will be given.
- d) The annual budget shall be presented to the general membership for vote.

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ARTICLE IX – FINANCES

SECTION I – FISCAL YEAR

The fiscal year of the UHSA shall be July 1 to June 30.

SECTION II – BUDGET

The budget shall be set by the Executive Board at the Annual Budget Meeting to be held at the beginning of each fiscal year.

SECTION III – APPROVAL OF EXPENDITURES

The President(s) may approve an expense for a non-budgeted, discretionary item in amounts less than \$100.00 (one hundred dollars) without the Executive Board's approval to a maximum of \$200.00 (two hundred dollars) in any one month. These expenditures must be reported to the Executive Board at the next Executive Board meeting.

SECTION IV – SIGNING AUTHORITY

Signing authority for checks payable by the UHSA will be granted to the Treasurer(s) and the President(s).

SECTION V – FINANCIAL RECORDS

- a) The Treasurer shall provide financial statements to the UHSA per Article V Section II d) ii).
- b) The Treasurer shall provide financial statements to the federal and state governments as required by tax laws.
- c) Financial records for a current fiscal year shall be kept by the Treasurer with copies available to the membership when requested. All financial records for previous years shall be kept at the school.
- e) Financial records shall be kept for a period of ten (10) years per federal requirements.

SECTION VI – AUDITS

When deemed necessary by a vote of the UHSA, an audit of the financial records of the UHSA shall be conducted. The audit shall be performed by an independent professional auditor and the UHSA will be responsible for the costs incurred with the audit.

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ARTICLE X – PARLIAMENTARY AUTHORITY

SECTION I – AMENDMENTS

These By-Laws may be amended at any regular meeting of the UHSA if:

- a) previous notice was given at the meeting prior to the vote and then sent to all members of the organization;
- b) the amendment is approved by two-thirds (2/3) of the members present at the meeting and voting.
- c) These by-laws may be amended by two-thirds vote of those members of the UHSA present at any general meeting of the UHSA, so long as notice of such amendment has been provided to all members through flyer distribution at least four calendar days in advance of such meeting.

SECTION II – ROBERT’S RULE

Robert's Rules of Order Newly Revised shall govern the meetings of this association in all cases to which its regulations are applicable and not inconsistent with these By-Laws.

ARTICLE XI – CONFLICT OF INTEREST

The UHSA is a charitable organization that must engage primarily in activities that accomplish one or more of its tax-exempt purposes. The UHSA must operate in a manner consistent with charitable purposes and refrain from engaging in activities that could jeopardize its tax-exempt status, including avoiding situations of conflict of interest. To avoid entering into relationships that may jeopardize this status the UHSA shall follow the protocols outlined in the U School HSA Conflict of Interest Policy.

ARTICLE XII – DISSOLUTION

- a) The UHSA may be dissolved at a meeting of its members. Members must be given 14 days’ notice of such a meeting and dissolution must be passed by a quorum as per Article VI.
- b) Upon dissolution of the UHSA, any remaining funds shall be used to first, pay outstanding bills and secondly, for the benefit of the school. Dissolution expenditures for the benefit of the school shall be approved by the membership based on a quorum vote.

Article XIII – TAX STATUS; DISSOLUTION CLAUSE

Said UHSA is organized for charitable and educational purchases, including, for such purchases, the making of distribution 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).