

Washington School Home and School Association Bylaws

Article I

The name of the Association is the Washington School Home and School Association (the Association).

Article II

Objectives

Section 1. The objectives of the Association are:

- a. To foster the relationship between the home and school so that parents and school personnel work collaboratively to support the education of the children and their families.
- b. To maintain a viable line of communication between the educators, such as the Board of Education, school administrators, teachers and staff; and the educated public, which includes parents and community residents.
- c. To ensure it is represented at the HSA League meetings, and other appropriate district and community venues.

Article III

Policies

Section 1. The Association shall be noncommercial, nonsectarian and nonpartisan. The name of the Association or the names of any members in their official capacities shall not be used in connection with a commercial concern, or with any partisan interest or for any purpose not related to the promotion of the objectives of the Association.

Section 2. The Association shall not, directly or indirectly, participate or intervene (in any way including the publishing or distributing of statements) in any political campaign on behalf or, or in opposition to, any candidate for public office.

Section 3. The Association shall work with Washington school' personnel to support them in providing quality education for all children and shall participate in the decision making process establishing school policy when appropriate, recognizing that the legal responsibility to make decisions lies with the Board of Education.

Section 4. The Association may cooperate with other organizations and agencies concerned with children's education, but persons representing the Association in such matters shall

make no commitments that bind the Association, unless given proper authority to do so.

Section 5. In the event of the dissolution of the Association, its assets shall be distributed for one or more of the exempt purposes specified in most recent version of Section 501 (c)(3) of the Internal Revenue Code of 1954.

Section 6. In keeping with the professional nature of HSA Association meetings, criticism or evaluative comments of teachers, administrators or parents as individuals and/or in groups shall not be voiced in HSA or other Association meetings.

Article IV

Membership and Dues

Section 1. Any parent or guardian of a student at the school, may be a member of this Association, and shall have voting rights, subject only to compliance with the provisions of the bylaws. The principal and any teacher employed at the school may also be a member. Membership in this Association shall be available without regard to race, color, creed or national origin.

Section 2. The Association shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3. Only members who have paid their dues to the Association shall be eligible to participate in its business meetings, and have voting rights, or to serve in any of its elected or appointed positions.

Section 4. Each member of the Association shall pay annual dues determined by the Association.

Section 5. The membership of the Association is from October 1st to September 30th.

Article V

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 (Co-) Treasurers 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 \$200. Authorized

signers shall be the President, (Co-) Treasurers and Principal.

Section 5. The (Co-) Treasurers shall prepare a Financial Statement at the end of the year. To be reviewed by the audit committee or auditor.

Section 6. Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article VI

Officers and Their Election

Section 1. The Executive Board of this Association shall be made up of the (Co-) Presidents, (Co-) Vice Presidents, (Co-) Recording Secretaries, (Co-) Treasurers, Honorary Vice President and a Faculty Liaison.

- a. Officers shall be elected annually at the Spring General Meeting of the Association. The Association Board, made up of the Executive Board and the chairpersons of the standing committees, shall present the slate of officers for election and an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination.
- b. A majority vote shall elect those into position.
- c. Officers shall assume their official duties at the close of the last general meeting in June and shall serve for a term of one (1) year and/or until their successors are elected.
- d. No person shall serve more than two (2) consecutive terms in the same office or until a successor assumes their duties.
- e. HSA Presidents shall not hold a dual position of President of HSA and/or League officer position.

Section 2. There shall be a Nominating Committee consisting of six (6) members: The (Co-) Vice Presidents and four (4) Association members appointed by the Association Board. The Nominating Committee will be assembled at the April Meeting.

- a. The Nominating Committee will solicit and make known Association members interested in open Executive Board positions.
- b. From this solicitation, the Nominating Committee shall select nominees for each office and report at the regular meeting in May. Following the report of the Nominating Committee and before the slate is approved by the Association Board at the Spring General Meeting, an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination by the Nominating Committee or from the floor at the May meeting.
- c. The (Co-) Presidents will notify the Association of the approved slate of officers at least ten (10) days prior to the election at the Spring General Meeting.

Section 3. If, during an unexpired term, a vacancy occurs in the office of (Co-) President, it shall be filled by one of the (Co-) Vice Presidents, if they agree. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

Notice of such election will be given by the Secretary.

Section 4. The immediate past (Co-) Presidents of the Association shall serve on the Executive Board in an advisory, non-voting capacity or in any other manner deemed beneficial to the Association as determined by the Executive Board. They are still eligible to vote if they have current membership in the Association.

Section 5. An Honorary Vice President shall serve on the Executive Board. The office of Honorary Vice President shall be held at all times by the Principal of Washington School.

Section 6. A Faculty Liaison (teacher) shall be included on the Executive Board.

Article VII

Duties of Officers

Section 1. The (Co-) Presidents shall preside at all meetings of the Association and the Association Board, shall perform such duties as may be described in these bylaws or assigned to them by the Association or by the Association Board, and shall coordinate the work of the officers and committees of the Association in order that the objectives may be promoted.

- a. The (Co-) Presidents are the primary contact between the Association and the school Principal.
- b. The (Co-) Presidents represent the Association at the HSA League meetings, and other appropriate venues, or delegate representation to the (Co-) Vice Presidents. c. The Co-Presidents shall be ex-officio members of all committees except the Nominating Committee.
- d. The (Co-) Presidents will have the authority to approve expenditures of up to fifty dollars (\$50.00) from the Administrative Funds account without approval of the Association board.
- e. The (Co-) Presidents will create a budget for the Association for the year they serve, which will be presented at the first Association Board Meeting of the school year.
- f. The (Co-) Presidents will obtain an auditor or select an auditing committee (of not less than three members) at least two (2) weeks before the first general meeting to audit the (Co-) Treasurer's accounts.

Section 2. The (Co-) Vice Presidents shall act as aides to the (Co-) Presidents and perform the duties of one or both of the (Co-) Presidents in the absence or inability of a (Co-) President to serve his or her full functions.

- a. The (Co-) Vice Presidents, in conjunction with grade level teachers, will enlist a minimum of one parent representation per grade-level class, in a fair and impartial manner, to organize class events.
- b. The (Co-) Vice Presidents will act as liaison with the grade level representatives.
- c. The (Co-) Vice Presidents will organize a Kindergarten Social at the beginning of

the school year.

Section 3. The (Co-) Recording Secretaries shall record the minutes of all meetings of the Association and Association Board, maintain the HSA Bulletin Board, shall have a copy of the most recent, approved bylaws available at every meeting and shall perform such other duties as may be delegated.

Section 4. The (Co-) Treasurers shall have custody of all the funds of the Association, shall keep accurate records of receipts and expenditures and shall pay out local funds in accordance with the approved budget as authorized by the Association. The (Co-) Treasurers shall be responsible for the maintenance of such books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Association. The (Co-) Treasurers shall present a financial statement of accounts (deposits and expenditures) at both board and Association meetings, and at other times when requested by the Association Board and shall provide an Annual Financial Statement at the Annual Meeting.

- a. All receipts must be received from the chairperson(s) of each Standing Committee. The receipts must be approved by the committee chairperson(s) before given to the (Co-) Treasurers.
- b. The (Co-) Treasurers shall deposit monies collected within three (3) business days.
- c. The (Co-) Treasurers' accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the (Co-) Treasurers' annual report is correct, shall sign a statement of the facts at the end the report.
- d. Failure to comply with any of the above will result in immediate termination, based on a majority vote of the Executive Board.

Section 5. All officers must deliver to their successors all official material at the last association meeting of the school, normally scheduled for early June.

Article VIII

Association Board

Section 1. The Association Board shall consist of the Executive Board and the Chairpersons of the standing committees.

Section 2. The duties of the Chairpersons of the Association shall be:

- a. To transact necessary business in the intervals between general Association meetings and such other business as may be referred to it by the Association.
- b. To create standing or special committees and to approve the plans of work of standing or special committees.
- c. To present a report at the regular meetings of the Association.
- d. To accept and submit to the Association for approval a budget for the fiscal year.
- e. To approve routine bills within the limits of the committee budget.

Section 3. The duties of the Association Board shall be:

- a. To create standing or special committees.

- b. To approve the plans of work of standing or special committees.
- c. A new committee can be formed by association members who've outlined the implementation of an idea and had it approved by the Co-Presidents and Principal. The association member has the option of being the first chair of this committee.

Article IX

Meetings

Section 1. Regular meetings of the Association shall be held monthly, during all months school is in session (10).

- a. Ten (10) members shall constitute a quorum for the transaction of business in any regular meeting of this Association.
- b. In order to encourage and openly involve all members of the Association in the decision making process of this Association, all matters requiring a vote will be voted on by the general membership. Only members in good standing shall be eligible to vote. There shall be one vote per paid membership.
- c. Special meetings of the Executive Board or Association Board may be called by the (Co-) Presidents or by majority membership of the Executive Board or the Association Board, as long as ten (10) days notice is provided.
- d. Annually, during the May meeting, elections will be conducted for officers of the following year.
- e. The privilege of introducing motions, debating and voting during meetings shall be limited to members whose current dues are paid.
- f. Twenty four hours prior to the monthly regular HSA meeting, a virtual zoom link (when relevant) as well as the relevant documents are to be shared with the school community via email. The documents should include an agenda, the minutes from the prior HSA regular meeting and all financial reports (the updated budget and check register or Treasurers' report).
- g. Attendance must be taken at each meeting (whether in person or virtual) and recorded in the minutes.
- h. Prior months minutes should be reviewed and approved at the beginning of each meeting. A copy of the prior month's minutes should be provided during the meeting to all attendees.
- i. Copies of all financial documents must be handed out or shared on-screen during the treasurer's report. These must include, but are not limited to: the year to date budget, the monthly treasurer's report (check register) and current bank balances of all accounts.

Section 2. An Annual General Meeting shall be held once during the school year, which will include the presentation of the Annual Financial Statement, and approval of the coming year's budget. Unless otherwise provided by the Association or the Association Board, ten (10) days notice shall be given of change of date.

- a. Fifty (50) members shall constitute a quorum for the transaction of business in the Annual General Meeting of this Association.

Article X

Standing Committees and Special Committees

Section 1. Standing committees shall be created and dissolved by the Association Board as may be required to promote the objectives and interests of the Association. Each school year a list of Standing committees and chairpersons shall be issued to the Association Board and Association.

- a. The Association Board, at the September meeting, shall present the chairpersons of the standing committees. Their term of office shall be for one (1) year, not to exceed two (2) consecutive years. In the event a new chair cannot be found, the Association Board can vote to retain the current chair.

Section 2. The chairpersons of all standing committees shall present plans of work to the Association Board and committee work shall not be undertaken without the approval of the Association Board.

Section 3. The chairpersons of all standing committees shall submit a budget to the Association for approval at the beginning of the fiscal year.

Section 4. The chairpersons of all standing committees shall approve and collect all committee receipts before presenting to (Co-) Treasurers.

Section 5. The chairpersons of all standing and special committees must collect monies raised after an event and within one (1) business day, give to (Co-) Treasurers or if not available then to a Co-President.

Section 6. Committee chair(s) must count any money collected with a member of the school office staff and sign off on the Treasurer's Form prior to the money being placed in the school safe.

Section 7. The Treasurer (or representative) must count the money with a member of the office staff and both must sign the treasurer's form after it comes out of the safe, and before the money leaves the school.

Section 8. Copies of the completed count sheets must be kept by each person involved in the counting of the money (this can be done via carbon receipt books), with the original being filed with the official HSA records

Section 9. Committee chair(s) must use electronic payments or checks, rather than cash, whenever possible.

Section 10. Committee chair(s) will use 50/50-type numbered tickets to count the number of paid

attendees for any event where cash is collected

Section 11. The power to form special committees rests with the Association Board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Article XI

Parliamentary Authority

Section 1. Robert's Rules of Order Newly Revised shall govern this Association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XII

Dissolution

Section 1. The organization may be dissolved with previous notice (14 calendar days) and a two thirds vote of those present at the meeting.

Article XIII

Amendments to and Revision of Bylaws

Section 1. The bylaws may be amended at any regular meeting of the Association Board by a two-thirds (2/3) vote of the members present and voting, providing that notice of the proposed amendment shall have been given at the previous meeting and provided that amendment is not in conflict with the mandatory articles prescribed in the bylaws.

Section 2. A committee should be appointed every three (3) years to review the bylaws and submit a revised set of bylaws, if so determined. Revisions of bylaws requires a majority vote at a general meeting of the Association or a two-thirds (2/3) vote of the Association Board at any regular meeting. Notice of the proposed bylaws revision must be provided at the previous meeting, the revised bylaws must not conflict with the mandatory articles prescribed in the bylaws.

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