

FARNHAM HOME AND SCHOOL CLUB CONSTITUTION AND BY-LAWS

2013

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

The purpose of this organization shall be to assist in the general welfare of the school and to bring the home, school, and community into those relationships on behalf of the children. The Home and School Club shall serve as a resource to the students, parents, staff, and committees of Farnham. These resources shall include, but are not limited to, providing volunteers, spearheading fundraising programs, communicating activities, and providing a forum for parents, teachers and the community at large.

ARTICLE III – POLICIES

Section 1. This organization is non-sectarian and non-partisan. Its function shall be to maintain communication between the home and the school.

Section 2. The name of this organization shall not be used in connection with any political activities, nor shall any member's affiliation with this organization be mentioned in connection with any political activities, except as provided in Section 3.

Section 3. In connection with political activities, a member shall be permitted to state that he/she is or was active in this organization, or that he/she is or has been one of the organization officers, if such be the case.

Section 4. Issues pertaining to school or welfare or well-being of children may be heard before the general membership. Efforts shall be made to present both pro and con sides of an issue. When approved by two-thirds (2/3) of the membership at a regular meeting, the organization may take a position on policy issues relating to education. The name of this organization may not be used in support of any political candidate.

ARTICLE IV – MEMBERSHIP

Section 1. Each resident of the community served by Martin H. Farnham Elementary School, or anyone interested in the community welfare or betterment of the school may be a member of this organization. Members may place matters before the Board for inclusion on the agenda of the next scheduled meeting. Members attending the Home and School Club meeting shall be able to enter into discussions, place a motion; vote on a motion and vote at an election.

Section 2. Each faculty member of Martin H. Farnham Elementary School is automatically a member of this organization.

Section 3. No dues are required for membership.

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ARTICLE V – OFFICERS and DUTIES

Section 1. The five (5) elected officers of this organization shall be the President, Vice-President, Secretary, Treasurer and Volunteer Coordinator.

Section 2. Duties:

(A) PRESIDENT

The President shall preside at all meetings of the organization and shall be an exofficio member (unofficial member) of all committees, except the Nominating Committee. The President shall appoint the chairperson of all committees subject to approval of the Board.

The President shall prepare the agenda for the General Membership meeting and maintain communication among all Board Members and committee chairpersons. The President will coordinate and schedule committee chairperson presentations for upcoming board meetings and make public any Board vote/results at General Membership meetings, either verbally or in writing. The President may serve as chairperson of the Nominating committee during the year following his/her term of office.

(B) VICE-PRESIDENT

The Vice President will act as aide to the President and assume the duties of the President in the President's absence; He/she will insure that procedures, by-laws and minutes of this organization are being followed; will update the official version of the by-laws as changes occur and distribute current by-laws at the September General Membership meeting. The Vice President will collect nominations for the following year's Board positions in order to present a nomination slate during the election portion of the General Meeting in May.

(C) SECRETARY

The Secretary shall keep an accurate record of the proceedings of all meetings; distribute to Board members and post in the office, the minutes of all Board and General Membership meetings within two (2) weeks of said meetings. The Secretary will give a report to the Board and General Membership when required, take care of all miscellaneous correspondence of the organization (including Home and School mail slot), and keep a record of the same. The secretary will call each member of the Board in the event of date, time, or place change for an emergency meeting.

(D) TREASURER

The Treasurer shall receive all monies and deposit them in the name of the organization in the bank approved by the Board. He/she shall keep an accurate statement of the finances of the organization, make a written report at all business meetings, prepare and present a report in June for the appointed auditor, and pay all bills approved by the Board.

(E) VOLUNTEER COORDINATOR

The Volunteer Coordinator shall compile, maintain, and distribute accurate lists of names and phone numbers of all volunteers for school related programs and committees. He/she will be responsible for processing volunteer requests received by the Home and School Club and disseminating appropriate lists to requesting committees, staff members, or Administration.

Section 3. Vacancies

A vacancy occurring in any office shall be filled in the following manner. The secretary will make proper notice to the community of said vacancy, calling for nominations and election to fill the position. If position is not filled at the next scheduled regular meeting, the Board can fill the position by majority vote. When an officer fails to attend two (2) consecutive meetings without adequate reason, or is not fulfilling the responsibilities of the office as described in the Constitution, the Board may, by a two-thirds (2/3) vote, declare the office vacant.

ARTICLE VI – MEETINGS

Section 1. The regular meeting of this organization shall be held at a time and place determined by the Board upon ratification by the membership.

Section 2. Special meetings can be called by the President, or at the request of a majority of the Board. At least three (3) days prior to each meeting, the membership shall be notified as to the time, date, and place of such meeting.

Section 3. Annual reports of all officers and chairpersons shall be filed with the Secretary at the May meetings, except for the Treasurer's report for the appointed Auditor, which shall be filed at the June meetings. New officers shall be installed and take over at the June meeting.

Section 4. Three (3) members of the Board shall constitute a quorum, provided proper notification requirements are met.

Section 5. Proposed changes to the By-Laws shall be submitted in writing to the Vice-President; any proposed changes should include the current reading and the proposed change, accompanied by a motion. The By-Laws may only be revised by vote at a regular scheduled meeting. The proposed change(s) shall be voted on at the next regular scheduled meeting following proper distribution of changes and public notification a minimum of seven (7) days prior to meeting.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1. Board openings will be advertised in the newsletter, informing the school population that they can submit their name in writing in the office Home and School Club box. The Vice President shall collect the names and present the nominations at the annual board elections in May.

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Section 2. The Vice-President, serving as Chairperson, shall appoint a Nominating Committee composed of two (2) teachers and two (2) other members – one from the Board and one from the membership at large. It is their duty to present to the organization new candidates for the ensuing year.

Section 3. The Nominating Committee shall report its nominations at the meeting in May, at which time nominations may also be made from the floor, provided the nominated are present or have given written consent. Officers shall be elected at the May meeting.

Section 4. When there is only one candidate for an office, the ballot may be dispensed with, and the vote cast by voice. When more than one (1) candidate is nominated for a position, voting shall be by secret ballot.

Section 5.

No person shall be eligible for more than one (1) elective office at the same time. Officers shall serve for a term of one (1) year and shall serve until their successors are elected and installed. No officer shall be eligible to serve in the same office for more than two (2) consecutive terms except in the following instances: 1) the office has been filled by two (2) co-officers, or 2) no other candidate or candidates have come forward to fill this office. In these instances only may the officers serve a maximum of two additional terms.

Section 6. New officers shall assume their duties upon installation at the June meeting.

ARTICLE VIII – BOARD

Section 1. The Home and School Board members shall be empowered to disperse funds in the event of an emergency of up to \$250.00 total per month without the approval of the membership. An emergency is defined as any unforeseen event that cannot wait until the next regularly scheduled meeting. Disbursement requires the approval by three (3) Board Members.

Section 2. A minimum of \$15,000.00 shall be left in the treasury for the incoming Home and School Club Board.

Section 3. Any disbursements over \$1,000 require two signatures.

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ARTICLE IX – APPOINTED OFFICERS

Section 1. The appointed officers of the Board shall be a school/district representative, a teacher representative, and an auditor.

(A) The School/District Representative shall be the Principal whom shall communicate the needs of the school to the Home and School Club.

(B) The Teacher Representative shall be appointed by the Teaching Staff and will act as a liaison between Home and School Club and the Teaching Staff.

(C) The Auditor shall be appointed by the Board. He/she shall ensure the accuracy and accountability of the Treasurer by performing two (2) semi-annual audits. The Auditor shall check the accuracy of the financial records for each committee chairperson(s) involved in fundraising or use of Home and School Club funds.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert Rules of Order Newly Revised shall be the authority on all points not covered by these laws in all cases to which they are applicable.

ARTICLE XI – AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) vote of the members present at any regular scheduled meeting, provided notice is given at the previous regular meeting.

ARTICLE XII – COMMITTEES

In order to improve communications and facilitate the individual committee goals at Farnham, the Home and School Club will serve as the umbrella organization under which the various committees can share information. In addition, the Home and School Club will provide a framework for the committees to help one another, publicize activities, and generally promote the achievement of each committee's goals.

Section 1. The President, with approval of the Board shall confirm committee chairpersons. Committee chairpersons shall attend Board meetings upon request of the Board. The President as needed may confirm additional committees.

Section 2. For purposes of maintaining autonomy, each school-sanctioned committee will be categorized as one of the following. Each committee so designated will have its own authority, rights, responsibilities, and reporting requirements to the Home and School Club.

(A) HOME AND SCHOOL CLUB REVENUE/NON-REVENUE COMMITTEES

Committees sponsored and funded directly by the Home and School Club general fund as well as those bringing funds to the Home and School Club general fund have direct reporting responsibilities to the Home and School Club Board.

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(B) DISTRICT FUNDED COMMITTEES

Committees funded directly by the Cambrian School District shall maintain their fiduciary responsibilities to the District. These committees shall, upon request of the Home and School Club Board, report the status of their activities in the school at regularly scheduled Board meetings.

(C) GRANT FUNDED COMMITTEES

Committees funded directly through grants shall maintain their fiduciary responsibilities to the provider of the grant. These committees shall, upon request of the Home and School Club Board, report the status of their activities in the school at regularly scheduled Board meetings.

(D) NON-REVENUE GENERATING COMMITTEES

These committees shall, upon request of the Home and School Club Board, report the status of their activities in the school at regularly scheduled Board meetings.

ARTICLE XIII – DISBURSEMENT OF FUNDS

Section 1. No part of the net earnings of the organization shall benefit or be distributed to its members, officers or other private persons, except when authorized as reasonable compensation for services rendered. Every effort shall be made to avoid transactions, which might be construed as inappropriate.

Section 2. Any Home and School Club fund raising committee must have an established Board member on the committee. Any money raised by fundraisers must be counted with two (2) committee members present.

Section 3. In the event of the dissolution of Martin H. Farnham Elementary School, any remaining assets shall be divided equally between the remaining Home and School Clubs in the Cambrian Elementary School District.

ARTICLE XIV– VOTES

Upon matters submitted to a vote at a meeting, each member of this organization present shall have one vote.

APPROVED:

Rochebelle Miller, H&SC Co-President

Jill Roman, H&SC Co-President H&SC

Linh Nguyen, Principal