

CONSTITUTION AND BY-LAWS
BAGBY HOME AND SCHOOL CLUB
CONSTITUTION

ARTICLE I NAME

THE NAME OF THIS ORGANIZATION IS **THE BAGBY HOME AND SCHOOL CLUB**.

ARTICLE II: OFFICES

THE PRINCIPAL OFFICES OF THIS ORGANIZATION SHALL BE AT THE D.M. BAGBY SCHOOL, 1840 HARRIS AVENUE, SAN JOSE, CA 95124.

ARTICLE III: OBJECTIVE

THE PURPOSE OF THIS ORGANIZATION SHALL BE TO ASSIST IN PROMOTING THE GENERAL WELFARE OF THE SCHOOL; TO PROMOTE COOPERATION AMONG THE SCHOOL, THE HOME AND THE COMMUNITY AT LARGE; AND TO ASSIST IN THE ACQUISITION OF EDUCATIONAL MATERIALS, SERVICES AND ACTIVITIES NOT PROVIDED BY ANY OTHER SOURCE.

ARTICLE IV: POLICY

THIS ORGANIZATION IS EDUCATIONAL, NON-PARTISAN AND NON-SECTARIAN. THE ORGANIZATION SHALL NOT ATTEMPT TO DIRECT OR CONTROL THE ADMINISTRATION OR THE POLICIES OF THE SCHOOL. IT SHALL WORK WITHIN THE ESTABLISHED SYSTEM TO PROVIDE THE BEST POSSIBLE EDUCATION FOR THE CHILDREN OF THE COMMUNITY.

ARTICLE V: MEMBERSHIP AND DUES

PARENTS & TEACHERS OF THE BAGBY ELEMENTARY SCHOOL INTERESTED IN THE WELFARE OF THE COMMUNITY ARE ELIGIBLE FOR MEMBERSHIP IN THE HOME AND SCHOOL CLUB. THERE ARE NO DUES ASSOCIATED WITH MEMBERSHIP IN THE HOME AND SCHOOL CLUB. DONATIONS ARE ACCEPTED AND WELCOMED.

ARTICLE VI: OFFICERS AND EXECUTIVE BOARD

THE ELECTED OFFICERS OF THIS ORGANIZATION SHALL BE PRESIDENT, VICE-PRESIDENT, AND SECRETARY OR ANY TWO (2) CO- OFFICERS OF THE PRIOR STATE POSITIONS AND TWO CO-TREASURERS; A CASH TREASURER AND A FINANCE TREASURER.

ARTICLE VII: AMENDMENTS

THIS CONSTITUTION AND BY-LAWS MAY BE AMENDED BY TWO-THIRDS VOTE OF THE MEMBERSHIP PRESENT AT ANY REGULAR MEETING, THE PROPOSED AMENDMENT HAVING BEEN SUBMITTED IN WRITING PRIOR TO THE MEETING.

BY-LAWS

FIRST: MEETINGS

THE REGULAR MONTHLY MEETINGS OF THIS ORGANIZATION SHALL BE HELD AT THE TIME AND PLACE DESIGNATED AND ANNOUNCED BY THE EXECUTIVE BOARD AT THE BEGINNING OF THE SCHOOL YEAR.

THE REGULAR MEETING IN MAY SHALL BE THE ANNUAL MEETING AT WHICH TIME THE OFFICERS OF THE FOLLOWING SCHOOL YEAR ARE ELECTED AND INSTALLED.

TWO-THIRDS OF THE MEMBERS PRESENT SHALL CONSTITUTE A QUORUM AT ALL MEMBERSHIPS MEETINGS.

SECOND: NOMINATIONS AND ELECTIONS

IF NECESSARY, NOMINATIONS FOR OFFICERS SHALL BE MADE BY A NOMINATING COMMITTEE APPOINTED BY THE BOARD PRESIDENT(S). THE COMMITTEE SHALL CONSIST OF FOUR (4) MEMBERS: THE PRINCIPAL, A FACULTY MEMBER, AND TWO (2) MEMBERS OF THE MEMBERSHIP AT LARGE, ONE OF WHICH MAY BE A CURRENT OFFICER OF THE ORGANIZATION. NAMES OF THE CANDIDATES FOR EACH SPECIFIC OFFICE MAY BE SUBMITTED TO THE NOMINATING COMMITTEE BY THE MEMBERSHIP. THE NOMINATING COMMITTEE SHALL ASCERTAIN IN ADVANCE OF THE APRIL MEETING THE WILLINGNESS OF A CANDIDATE TO HAVE HIS/HER NAME PROPOSED. ADDITIONAL NOMINATIONS MAY BE MADE FROM THE FLOOR.

THE OFFICERS OF THE ORGANIZATION SHALL BE ELECTED ANNUALLY BY BALLOT AT THE MAY MEETING. IF THERE IS BUT ONE CANDIDATE FOR ANY OFFICE, THE ELECTION MAY BE BY VOICE. OFFICERS SHALL SERVE FOR A TERM OF ONE YEAR AND SHALL SERVE UNTIL THEIR SUCCESSORS ARE ELECTED AND INSTALLED. NO OFFICER SHALL BE ELIGIBLE TO THE SAME OFFICE FOR MORE THAN TWO 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.

A VACANCY OCCURING IN THE OFFICE OF THE PRESIDENT SHALL BE FILLED BY THE VICE-PRESIDENT. ANY OTHER VACANCIES SHALL BE FILLED BY A VOTE OF THE EXECUTIVE BOARD.

THIRD: DUTIES

THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF THE CLUB AND OF THE EXECUTIVE BOARD, SHALL BE A MEMBER, EX-OFFICIO, OF ALL COMMITTEES EXCEPT THE NOMINATING COMMITTEE AND SHALL APPOINT THE CHAIRMEN OF ALL STANDING COMMITTEES. THE PRESIDENT SHALL HAVE A REPRESENTATIVE ATTEND THE SCHOOL BOARD MEETINGS. THE PRESIDENT SHALL ATTEND THE SUPERINTENDENT'S MONTHLY MEETING OR APPOINT A REPRESENTATIVE TO DO SO.

THE VICE-PRESIDENT SHALL ACT AS PRESIDENT IN THE ABSENCE OF THE PRESIDENT OR AT HIS/HER REQUEST, AND SHALL ACT AS ASSEMBLY PROGRAM AND FIELD TRIP COORDINATOR.

THE SECRETARY SHALL BE RESPONSIBLE FOR THE EXECUTION AND MAINTENANCE OF THE FOLLOWING: MINUTES OF ALL MEETINGS OF THE ORGANIZATION AND OF THE EXECUTIVE BOARD, ALL CORRESPONDENCE ENGAGED IN BY THE ORGANIZATION OR THE EXECUTIVE BOARD (NOT INCLUDING CORRESPONDENCE ENTERED INTO BY EITHER STANDING OR AD-HOC COMMITTEES.) THE SECRETARY SHALL NOTIFY OFFICERS AND COMMITTEE CHAIRMEN OF THEIR ELECTION OR APPOINTMENT.

THE CASH THE TREASURER SHALL BE THE PRIMARY CONTACT FOR THOSE PROVIDING DONATIONS OR PAYMENTS TO THE ORGANIZATION EITHER THROUGH DIRECT DONATIONS OR PAYMENT FOR EVENT ATTENDANCE OR ACTIVITIES. S/HE IS ALSO RESPONSIBLE FOR EITHER DIRECT PAYMENT TO THOSE PROVIDING GOODS OR SERVICES TO THE ORGANIZATION OR FOR REIMBURSING ORGANIZATION VOLUNTEERS FOR PERSONAL EXPENSES ON BEHALF OF THE HSC.

THE FINANCE TREASURER SHALL BE PRIMARILY RESPONSIBLE FOR DEVELOPING, REVISING AND CONTROLLING THE BUDGET OF THE ORGANIZATION. THE FINANCE TREASURER REPORTS OUT MONTHLY TO THE MEMBERSHIP ON THE STATUS OF THE BUDGET AND FINANCES. THE TREASURERS MAY BACK EACH OTHER UP AS NEEDED AS LONG AS IT DOESN'T RESULT IN ONE PERSON DOING BOTH THE CASH AND FINANCE TREASURER ROLES.

BOTH TREASURERS SHALL ALSO PERFORM SUCH OTHER REPORTING DUTIES AS SHALL BE REQUIRED BY THE CAMBRIAN EDUCATIONAL FOUNDATION IN A TIMELY AND APPROPRIATE FASHION. THE TREASURERS SHALL FOLLOW THE PRODEDURES OUTLINED IN ADDENDUM 1.

THE AUDITOR SHALL BE APPOINTED BY THE EXECUTIVE BOARD ANNUALLY. THE AUDITOR SHALL BE FINGERPRINTED AND SUBMIT LETTERS OF REFERENCE BEFORE TAKING OFFICE. THE AUDITOR SHALL AUDIT THE TREASURER'S BOOKS OF THE ORGANIZATION IN JANUARY AND JUNE AND SHALL RENDER A WRITTEN REPORT TO THE ORGANIZATION OF WHICH A COPY SHALL BE SUBMITTED TO THE HOME AND SCHOOL CLUB SECRETARY AND TO THE TREASURER'S BOOK FOR THE SCHOOL YEAR. THE AUDITOR WILL INSURE THE ACCURACY AND ACCOUNTABILITY OF THE TREASURER, AUDIT AND SIGN OFF ON FINANCIAL RECORDS OF THE HOME AND SCHOOL CLUB SEMI-ANNUALLY, AND CHECK THE ACCURACY OF THE FINANCIAL RECORDS FOR EACH COMMITTEE CHAIRPERSON(S) INVOLVED IN FUNDRAISING OR USE OF THE HOME AND SCHOOL CLUB FUNDS.

FOURTH: MINUTES

MINUTES OF THE ORGANIZATION SHALL CONTAIN THE FOLLOWING: DATE, TIME, PLACE AND TYPE OF MEETING (REGULAR, MONTHLY, SPECIAL OR EXECUTIVE BOARD); NAMES OF THE PRESIDING OFFICER AND SECRETARY OF THE MEETING; READING, CORRECTION (AS NECESSARY) AND ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING. THE MINUTES SHALL ALSO CONTAIN A VERBATIM RECORDING OF ALL SECONDED MOTIONS AND WHETHER OF NOT THEY WERE APPROVED; A SYNOPSIS OF VERBAL REPORTS BY ANY OFFICES, COMMITTEE HEAD, MEMBER OR GUEST, ANY MISCELLANEOUS MATTERS COVERED, AND THE ADJOURNMENT TIME. ANY WRITTEN REPORTS DIRECTLY PERTINENT TO THE OPERATION OF THE ORGANIZATION (SUCH AS THOSE SUBMITTED BY THE TREASURER OR A COMMITTEE HEAD) SHALL BE ANNEXED TO AND BECOME A PERMANENT PART OF SAID MINUTES.

MINUTES SHALL BE TYPED AS TAKEN AT THE MEETING AND PRESENTED AT THE NEXT MEETING OF THAT BODY. NO CHANGES TO SAID MINUTES MAY BE MADE BY ANY INDIVIDUAL WITHOUT APPROVAL OF TWO-THIRDS OF THE BODY.

COPIES OF ALL APPROVED MINUTES FOR THE CURRENT SCHOOL YEAR SHALL BE AVAILABLE TO THE MEMBERSHIP.

FIFTH: EXECUTIVE BOARD

THE DUTIES OF THE EXECUTIVE BOARD SHALL BE TO TRANSACT NECESSARY BUSINESS BETWEEN REGULAR MONTHLY CLUB MEETINGS AND SUCH OTHER BUSINESS AS MAY BE REFERRED TO IT BY THE ORGANIZATION; TO APPROVE THE PLANS OF WORK OF THE STANDING

COMMITTEE CHAIRMEN; TO SEE TO THE TIMELY AND PROPER EXECUTION OF DECISIONS MADE BY THE MEMBERSHIP AT THE REGULAR MONTHLY MEETINGS; AND TO PRESENT REPORTS AND RECOMMENDATIONS AT THE REGULAR MONTHLY MEETINGS OF THE ORGANIZATION. THE BOARD MAY, AT ITS DISCRETION, SPEND UP TO TWO-HUNDRED AND FIFTY DOLLARS (\$250.00) ON ANY ONE TIME, SERVICE OR PROJECT. EACH INDIVIDUAL OFFICER MAY, AT HIS/HER DISCRETION, SPEND UP TO FIFTY DOLLARS (\$50.00) FOR THE BENEFIT OF THE ORGANIZATION. EACH OF THESE EXPENDITURES MUST BE VERBALLY ANNOUNCED AND EXPLAINED AT THE NEXT REGULAR MEETING OF THE CLUB.

SPECIAL MEETINGS OF THE EXECUTIVE BOARD MAY BE CALLED BY ANY MEMBER OF SAID BOARD.

SIXTH: PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER SHALL BE THE AUTHORITY ON ALL POINTS NOT COVERED BY THESE BY-LAWS IN ALL CASES TO WHICH THEY ARE APPLICABLE. AN ABRIDGED VERSION OF SAID RULES ARE ANNEXED HERETO AS AN EXPEDIENCY.

THE PARLIAMENTARIAN, WHENEVER FEASIBLE, SHALL BE A PAST PRESIDENT AND SHALL ATTEND ALL MEETINGS AND GIVE NECESSARY ADVICE ON PARLIAMENTARY PROCEDURE. IF A PAST PRESIDENT IS UNAVAILABLE, THE PRESIDENT SHALL APPOINT A PARLIAMENTARIAN.

SEVENTH: STANDING COMMITTEES

THE CHAIRPERSONS OF THE STANDING COMMITTEES SHALL BE KNOWN, COLLECTIVELY, AS THE CHAIRS.

THE STANDING COMMITTEES OF THIS ORGANIZATION-SHALL BE LISTED ON THE HOME AND SCHOOL CLUB COMMITTEE CHAIR LIST. THIS LIST SHALL BE UPDATED ANNUALLY.

EIGHTH: ASSET DISTRIBUTION

IN THE EVENT OF THE DISSOLUTION OF THE BAGBY HOME AND SCHOOL CLUB OR ANY OTHER PARENT/SCHOOL ORGANIZATION SERVING BAGBY SCHOOL IN THE SAME MANNER, ANY AND ALL ASSETS SHALL BE DIVIDED EQUALLY AMONG THE REMAINING HOME AND SCHOOL CLUBS IN THE CAMBRIAN SCHOOL DISTRICT.

NINTH: OVERSIGHT

IN ALL CASES THE ACTIVITIES OF THE BAGBY HOME AND SCHOOL CLUB SHALL BE UNDER THE DIRECT SUPERVISION OF THE CAMBRIAN DISTRICT, BY ITS REPRESENTATIVE, THE PRINCIPAL OF THE D.M. BAGBY SCHOOL.

TENTH: SPENDING

THE EXECUTIVE BOARD SHALL PRESENT AN ANNUAL BUDGET FOR THE FOLLOWING YEAR AT THE APRIL MEETING. A VOTE FOR THE APPROVAL OF THE BUDGET BY THE MEMBERS WILL TAKE PLACE AT THE MAY MEETING. ANY SPENDING OUTSIDE OF THE APPROVED BUDGET ABOVE \$500 WILL BE PRESENTED TO THE MEMBERS FOR APPROVAL. SINGLE ITEMS VALUED UP TO \$2,500 MAY BE PRESENTED AND VOTED ON IN A SINGLE MEETING, UP TO A TOTAL OF \$5,000 PER MEETING. ANY SPENDING ON A SINGLE ITEM OVER \$2,500 OR MULTIPLE ITEMS OVER \$5,000 MUST BE PRESENTED AND DISCUSSED AT ONE MEETING AND VOTED ON AT THE NEXT MEETING. EMERGENCY ITEMS \$500 OR LESS WILL BE VOTED UPON BY THE BOARD, THE SUM TOTAL NOT TO EXCEED \$1,000 BETWEEN GENERAL MEETINGS; ANY SUCH EXPENSES WILL BE REPORTED AT THE NEXT GENERAL MEETING.

ELEVENTH: SOCIAL MEDIA

THE ORGANIZATION SHALL FOLLOW THE SOCIAL MEDIA POLICY IN ADDENDUM 2.

REVISED:	MARCH 1996
ACCEPTED AND APPROVED:	APRIL 1996
REVISED:	FEBRUARY 2009
ACCEPTED AND APPROVED:	MARCH 2009
REVISED:	MAY 2014
ACCEPTED AND APPROVED:	JUNE 2014
REVISED:	FEBRUARY 2016
ACCEPTED AND APPROVED:	MARCH 2016
REVISED:	NOVEMBER 2016
ACCEPTED AND APPROVED:	DECEMBER 2016
REVISED:	MARCH 2017
ACCEPTED AND APPROVED:	MAY 2017
REVISED, ACCEPTED AND APPROVED:	OCTOBER 2019

ADDENDUM 1 – TREASURER PROCESSES

Expense Reimbursement Process

- 1) Members/Volunteers/Teachers having paid for an item for use at a HSC event/sponsored activity or for Bagby classroom/school use are eligible for reimbursement from the Bagby HSC. To receive reimbursement they must complete a reimbursement request form and attach all receipts for the goods/services purchased and submit it to the chair of the committee for which the expense was made (the Principal acts as the chair for classroom or school use expenses). If the expense was not made on behalf of a specific committee it should be submitted to the President of the Bagby HSC (who acts as a general committee chair.)
- 2) The appropriate committee chair must review the request and verify the amount matches receipt(s) and expenses are appropriate for reimbursement. Then s/he signs and submits the form to the Cash Treasurer authorized to write reimbursement checks
- 3) The Cash Treasurer reviews the request and the attached receipts and determines whether to reimburse for the full amount, or if a portion of the expense does not qualify for reimbursement. In cases where a committee chair has submitted his/her own request the Cash Treasurer will review the request and verify the amount matches receipt(s) and expenses are appropriate for reimbursement.
- 4) The Cash Treasurer writes the reimbursement check and provides to the person submitting the form. The reimbursement request and back-up receipts are then sent to the Finance Treasurer. The Finance Treasurer enters the amount into the book keeping system.
- 5) For checks over \$100 the Finance Treasurer will verify that the amount entered into the bookkeeping system matches the cancelled check through the monthly bank statement reconciliation process.
- 6) In instances where the Cash Treasure must reimburse him/herself for expenses of \$50 or more the Finance Treasurer must review the expense reimbursement form and write the reimbursement check.
- 7) Monthly the Finance Treasurer reconciles the bank statement to ensure that expense checks cleared in the correct amounts. The Finance Treasurer will notify the President and Auditor if there is any large reimbursement (over \$100) and or a pattern of many small reimbursements without proper receipts being requested by the Cash Treasurer.

Process for cash and check deposits

1. HSC Board Member or Committee chair who has collected cash or checks for deposit will complete the HSC Reconciliation Form and leave cash and checks in the HSC safe in the Bagby Health Clerk's office. The member submitting the cash/checks for deposit must retain a copy of the Reconciliation Form.

2. Cash Treasurer checks the safe three times per week, daily if possible, and all checks will receive immediate restrictive endorsement (bank stamp or handwritten “for Deposit to Bank Account #”). Cash and checks should be deposited within one week of receipt with “no cash back.”
3. Cash Treasurer keeps a copy of the Reconciliation form and deposit receipt and provides the originals to the Finance Treasurer.

Process for online deposits

1. Cash Treasurer has access to PayPal and Square accounts, creates the PayPal buttons and Square sale items to be used for online donations/payments and/or credit card payments at HSC events. The master password for the accounts is held by the Cash Treasurer and may be shared only with the HSC Presidents(s), Finance Treasurer and Webmaster (only if needed for establishing appropriate links).
2. PayPal withdrawals are made manually, and are to be transferred to the HSC’s primary bank account.
3. Square withdrawals are made automatically at the end of each business day with activity and transferred to the HSC’s primary bank account.
4. The Finance Treasurer reviews the PayPal and Square accounts monthly to reconcile that all donations/purchases match deposits to the primary HSC bank account.
5. Cash Treasurer prints copies of transaction information from PayPal and Square and completes a Direct Deposit form, keeps a copy of the form and transaction information and gives a copy to the Finance Treasurer monthly.

Bagby Home & School Social Media Policy

The Bagby Home & School (Bagby HSC or HSC) establishes the following policy to guide its social media efforts and activities. Bagby HSC is a non-profit, parent run organization.

I. Social Media objectives

- a. To actively inform and engage Bagby families about its programs and issues that may affect the school and/or students.
- b. To encourage a closer relationship between families
- c. To encourage volunteer participation in the HSC
- d. To encourage attendance at HSC programs and events

II. Social Media Presence

- a. Bagby HSC's initial social media presence will be on Facebook. Before any social media platform is utilized on behalf of the Bagby HSC, it should be approved by a recommendation from the Board to the full body of the HSC and voted on. The Bagby HSC social media platforms will be maintained by Board members designated by the Board in accordance with the goal and objectives stated in this policy. No other HSC member or faculty member is authorized to post to any of the HSC social media platforms without prior approval from the Bagby HSC Co-Presidents.
- b. All content to Bagby HSC social media platforms must be in accordance with the following intended uses:
 1. Encouraging support and participation in the HSC
 2. Distributing advance notices of HSC, Bagby, or

District events and initiatives

3. Soliciting volunteers to assist with HSC events and initiatives

4. Encouraging participation in fundraisers, food/clothing drives, book fairs, recognition events, and other events and initiatives

5. Informing families about news, events, programs, or legislation that may affect the school or education

6. Recognizing special achievements or accomplishments of Bagby HSC members or Bagby faculty and staff

7. Recognizing Bagby HSC partner, sponsors, and supporters

8. Other uses as approved by the Bagby HSC Board and/or Bagby principal.

III. Social Media Prohibited Content

a. While the Bagby HSC does not seek to censor posts or limit freedom of speech on its social media platforms, all content must be in compliance with the HSC's policy and intended uses. Any content that is deemed to be prohibited or objectionable will be removed by HSC's Facebook page administrators. The following uses prohibited on any Bagby HSC media outlet, including social media platforms or newsletter:

1. Cyber bullying of any kind, including insulting, targeting, embarrassing or excluding any individuals, including but not limited to school board officials, school administrators, teachers, HSC members, students, parents or other individuals

2. Negative comments or reviews about any individuals, organizations, or associations

3. Discrimination of any kind on age, gender, disabilities, race, sexual orientation, gender identity, etc.
 4. Threats of physical or verbal abuse
 5. Inflammatory statements
 6. Allegations against persons or organizations
 7. Offensive language, including but not limited to ethnic, religious and racial slurs; profanity; sexually explicit language and the like; including acronyms of offensive expressions
 8. Partisan politics
 9. Candidate campaigns, or promoting candidacies
 10. Personal conversations
 11. Advertising for businesses, except to the extent that such advertising occurs in conjunction with fundraisers and/or recognition of HSC partners and supporters such as Family Dinner Nights or auction items
 12. Furthering an issue or product for personal or professional gain
 13. Airing grievances with school board officials, school administrators, teachers, HSC member(s), students or other individuals.
- b. Determination of prohibited use or objectionable content is at the sole discretion of the Bagby HSC Board and social media administrators.

IV. Photos and Videos

a. Photos and videos may be uploaded periodically to the Bagby HSC social media platforms and/or website. A blanket statement will be added to every Bagby HSC event flyer that states, "Every participant is implying, with their attendance at said event, that they are granting permission

for their photos to be taken and could be used on the Bagby HSC website and/or social media platforms.” In addition, minors will never be identified or tagged in online photos by Bagby

V. Management of Social Media Platforms

a. Responsibility for Bagby HSC social media platforms will be the responsibility of the designated board member as selected by the HSC Board. This role shall be reviewed annually and is subject to change without notice.

b. Current HSC Co-Presidents are to remain administrators with full access on all social media platforms.