

# **Guadalupe Home and School Club Bylaws**

## **Article 1. Name**

The name of the organization shall be Guadalupe Home and School Club (hereinafter referred to as, "GHSC" or "the organization").

## **Article 2. Purpose**

### Section 1. Statement of Purpose

The purpose of GHSC is:

- A. To fund programs, materials, and resources at Guadalupe Elementary School in order to enrich and enhance the educational experience of its students.
- B. To bring into closer relationship the home, school, and community.
- C. To assist in the general welfare of the school.

## **Article 3. Membership**

### Section 1. Qualifications

All parents and legal guardians of students enrolled at Guadalupe Elementary School, as well as full time faculty of Guadalupe Elementary School, are considered members of GHSC, provided they are willing to uphold the organization's policies, abide by the code of conduct, and subscribe to its bylaws (hereinafter referred to as, "the membership").

### Section 2. Rights & Privileges

The privilege of holding office and making motions at meetings of the general membership shall be restricted to the members of the organization. Members have the right to make motions and vote at any general membership meeting and the right to vote at any board meeting.

### Section 3. Quorum Requirements

A voting quorum of the membership consists of 25 members.

### Section 4. Voting

A general membership vote may be conducted in person, via email or other electronic means so long as a quorum participates in such vote.

## **Article 4. Policies**

### Section 1. Policy Statement

The organization shall adhere to the following policies:

- A. The organization shall be non-profit, non-sectarian, and non-partisan.
- B. The organization shall not endorse or fund any political candidate.
- C. The organization may support school-related non-partisan causes, per IRS non-profit guidelines.
- D. The organization shall not seek to direct nor control the policies of the school.

## **Article 5. Executive Board**

### Section 1. Board Membership

The elected officers of the organization along with a teacher representative shall make up the Executive Board. The elected officers of the organization shall include: president, vice president, secretary, treasurer, assistant treasurer, webmaster, and two volunteer coordinators. If the membership approves, any of the singular elected board positions can be divided into two positions. Each position will be a full officer and will adhere to the bylaws of the organization.

### Section 2. Term of Service

All board members shall serve a term of one (1) year, from July 1 through June 30.

### Section 3. Primary Board Duties

In addition to all duties required by law, the Executive Board shall have the following specific duties:

- A. To conduct the business of the organization as directed by the membership.
- B. To approve any changes or additions to the organization's policies.
- C. To present a proposed budget for final approval at the organization's fall meeting of the membership.
- D. To review a written financial report from the treasurer at each board meeting.
- E. To conduct a review of the organization's activities at each board meeting.
- F. To fill all vacancies of board officer positions.
- G. To resolve all bylaw conflicts.
- H. To ensure that no acts of its officers conflict with the policies of the organization.

#### Section 4. Attendance

Attendance at board meetings is mandatory for all board members. When a board member fails to attend three (3) consecutive board meetings without board approval, the board may declare his/her office vacant.

#### Section 5. Business Meetings

Meetings of the board shall constitute business meetings of the organization. These meetings shall be held on a regular monthly basis during the school year.

#### Section 6. Special Meetings

Special meetings of the board may be called by the president or upon the request of three executive board members. Notices of such meeting shall be given at least five days in advance to all board members and other persons whose attendance is required. All special meetings shall be set on a date and time that is fair and impartial to all.

#### Section 7. Quorum Requirements

No GHSC business shall be conducted by the board unless a quorum is present at such meetings. A quorum of the board shall be 5 members of the board.

#### Section 8. Motions

Making motions at any executive board meeting shall be limited to the members of the executive board. Any member of the organization in attendance of the meeting can vote on any motion made during the meeting.

#### Section 9. Proxy Voting

Any executive board member that is unable to attend a meeting may submit to the secretary their proxy request. A proxy is a fellow executive board member who has the authority to vote for the absent board member. The proxy request must be received by the secretary before it can be recognized by the board as a vote.

#### Section 10. Rules of Order

When not in conflict with these bylaws, Roberts Rules of Order shall govern all deliberations.

#### Section 11. Succession

Upon expiration of his/her term of office, without delay, all officers must turn over all records, documentation, account information, passwords, and any other materials pertaining to the office to their successor and/or to the Vice President presiding over the election.

## **Article 6. Duties of Officers**

### Section 1. Bylaw Compliance

At the beginning of his/her term of office, each officer shall be given a copy of these by-laws and shall be responsible for understanding and adhering to the content.

### Section 2. Board Officer Positions

- A. The president shall support the work of the board members and committees to promote the objectives of the organization; shall preside at all meetings of the organization and the board; and shall perform such other duties as may be prescribed in these bylaws or assigned by the organization. The president cannot be related to, or reside in the same household as, another authorized signer for the organization's financial accounts.
- B. The vice president shall act as an aide to the president and in his/her absence, shall act as president; shall be chairperson of the nominations committee and shall perform such duties as may be prescribed in these bylaws or assigned by the organization.
- C. The secretary shall keep an accurate record of the proceedings of all meetings of the organization and the board; shall publish minutes of such meetings and keep at hand minutes from prior meetings; shall act as custodian of records and other materials pertinent to the history of the organization and shall perform such duties as may be prescribed in these bylaws or assigned by the organization.
- D. The treasurer shall prepare an annual budget; shall keep accurate records of the organization's financial transactions, shall prepare monthly bank statement reconciliations; shall maintain the financial policies and procedures of the organization; shall provide a financial report to the board monthly; shall make financial information available to the board and the membership upon request and shall perform such duties as may be prescribed in these bylaws or assigned by the organization.
- E. The assistant treasurer shall assist the treasurer as needed with the tracking and recording of financial transactions conducted by the organization and shall perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- F. The volunteer coordinators shall recruit chairpersons for standing GHSC programs and events; shall assist chairpersons with initial and ongoing volunteer recruitment for programs and committees when needed; shall act as a liaison between member volunteers, the school and the executive board; shall act as a point of contact for program chairpersons should problems or questions arise; shall compile and maintain a list of volunteers; shall provide a monthly report of volunteer activities to the board and shall perform such duties as may be prescribed in these bylaws or assigned by the organization.
- G. The webmaster shall be responsible for maintaining the GHSC website and updating it in a timely manner; shall address GHSC website technical issues and escalate as necessary to the appropriate Union School District technical team and shall monitor and ensure the resolution of such issues and shall perform such duties as may be prescribed in these bylaws or assigned by the organization.

## **Article 7: Standing Committees**

### Section 1. Creation

There shall be such standing committees created by the Board as may be required to carry on the work of the organization.

### Section 2. Budget

The committee chairperson shall, if the event activity is not budgeted, submit a budget for approval prior to commencing activities related to the event.

### Section 3. Succession

The committee chairperson, upon completion of the activity, or in the case of resignation, shall turn-over to his/her successor without delay all records, books, funds and other material pertaining to the activity or event.

### Section 4. Reimbursements

All expenditures for committee activities must be authorized by the committee chairperson. Payment or reimbursement requests must bear the signature of the committee chairperson in order to be paid.

## **Article 8. Nominations and Elections**

### Section 1. Nominations

- A. The nominations committee, chaired by the Vice President, shall notify the membership when nominations for board positions are open and shall solicit nominees.
- B. The nominations committee shall ensure the following criteria are met before nominating any individual for a board position.
  - i. Persons must be members of the organization to be eligible for a board position and must consent to serve on the board if elected.
  - ii. Faculty and staff shall not be eligible for an elected office, except those who are also a parent or legal guardian of a child attending Guadalupe Elementary School.
  - iii. No person shall hold more than one (1) elected office concurrently.
  - iv. Two (2) individuals may share an office if approved by membership.
  - v. No board member shall serve more than two (2) consecutive terms in a single office unless no viable candidates are found for that office and the membership approves a reinstatement.
  - vi. The Nominations Committee shall recommend one (1) candidate or two (2) co-candidates for each office and shall report such nominations to the membership at

least two (2) weeks prior to the vote.

## Section 2. Elections

- A. Board members shall be elected by a vote of the membership in the spring.
- B. In the event that more than one (1) person is interested in holding the same office, the outcome shall be decided by a ballot vote of the membership.
- C. If an office remains unfilled after election, it shall be considered vacant and filled by the board-elect.

## Section 3. Vacancies

- A. If a board member resigns, is incapacitated, or is otherwise unable or fails to perform his/her duties as determined by the board, the board may declare that office vacant and the president may appoint a new board member with the approval of the board. If the president's office is declared vacant by the board, the vice president shall assume the duties of the president for the remainder of the term. The board shall elect a new vice president.
- B. In the event a board member finds it necessary to resign from his/her office, he/she shall do so by submitting a written statement of resignation to the board for recording.
- C. Board members appointed to fill vacant offices shall remain in office for the duration of the existing term.

## **ARTICLE 9: FINANCE**

### Section 1. Fiscal Year

The fiscal year of the organization shall begin on July 1 and close on June 30 of the following calendar year.

### Section 2. Budget

An annual budget shall be prepared and presented to the membership at its fall meeting for approval.

### Section 3. Disbursements

- A. All authorized check disbursements must carry the signature of at least two (2) of the following officers: president, vice president, treasurer or assistant treasurer. Any check to be paid out to a board member shall not include the signature of that board member.

- B. All expenditures shall be processed by the board in accordance with the organization's financial policies and procedures.
- C. The incoming board is committed to pay unpaid authorized expenditures incurred by the outgoing board.

#### Section 4. Unbudgeted Expenditures

- A. The board may authorize an unbudgeted expenditure of up to \$500 with a majority vote of the board members.
- B. Any unbudgeted expenditure that exceeds \$500 must be approved by a two-thirds (2/3) vote of the membership. All members must be given five (5) days notice prior to such vote and must be informed regarding the specifics of the proposed expenditure and instructions on how to cast their vote.
- C. Any expenditure by a board member, committee member, school employee, or other volunteer in excess of a budgeted item will not be reimbursed unless prior approval has been given by the board.

#### Section 5. Dissolution

- A. Upon dissolution of the organization, its assets shall first be used to pay any and all debts and liabilities. If funds remain after all debts have been paid, the remaining funds shall be given to Guadalupe Elementary School to be spent in benefit of its students.
- B. In the event the dissolution of the organization is due to the closing of Guadalupe Elementary School, its assets shall first be used to pay any and all debts and liabilities. If funds remain after all debts have been paid, the remaining funds shall be distributed to the Union School District.

### **Article 10. Amendments**

#### Section 1. Amendments

These bylaws may be amended by a majority vote of the members at any general meeting where a quorum is present, provided the membership has been notified of the vote and given a 3 day period to review proposed amendments.

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