

# **OAK RIDGE HOME & SCHOOL ASSOCIATION BY-LAWS**

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## **Article I – Objectives**

### **Section 1** - Goals and Objectives

The primary objective of the Oak Ridge Home and School Association is to promote a closer relationship between the home and the school, so that parents and teachers may cooperate in the education of the children.

To accomplish this objective, the Home and School Association will:

- A. Promote the fellowship and welfare of the children and families in the home, school and community.
- B. Encourage active support of various school and family programs, thus creating a sense of school community.
- C. Provide financial support for various projects and programs.
- D. Provide volunteer support for various school programs and functions.

### **Section 2** – Association Status

The Oak Ridge Home and School Association is organized and shall be operated exclusively for charitable and educational purposes as defined in Section 501c(3) of the Internal Revenue Code of 1986 as amended (or the corresponding provision of any future United States Internal Revenue Law).

## **Article II – Membership**

### **Section 1** – Qualifications of Membership

General membership in this Association shall be granted to all parents or guardians of children attending Oak Ridge Elementary School and the professional staff, without distinction as to race, color, creed, or national/ethnic origin.

Members are encouraged to present and discuss relevant topics at the general membership meetings.

All Home and School members shall be eligible to vote, hold elective office and serve as members of any committee.

## **Article III – Officers**

### **Section 1** – Organization

Officers of the Association shall include:

President, Vice President, Secretary and Treasurer

### **Section 2** – Qualifications of Officers

All officers shall first be members of the Oak Ridge Home & School Association.

### **Section 3** – Nomination of Officers

Candidates for office shall be nominated by the nominating committee (or Executive Board). The committee shall offer one or more candidates for the office of Vice President, Secretary and

Treasurer, and submit them to the Home and School General Membership during the March meeting. Nominations from the floor may also be made at that meeting.

#### **Section 4** – Election of Officers

The Vice President, Secretary and Treasurer shall be elected at the April meeting by printed ballot, which will be distributed to the members. Each family shall have one vote. The office of the President shall be automatically be filled by the previous year's Vice President, however the President-elect's names must also be listed on the ballot.

#### **Section 5** – Term of office

Officers shall assume their official duties following the last meeting in June, and shall serve for a term of one year. Only the Secretary and Treasurer may hold successive terms in office. Members of the Executive Board may be re-elected.

#### **Section 6** – Vacancies

Vacancies in office during the school year, except for President, shall be appointed by the Executive Board. If there is a vacancy in the office of the President, the Vice President shall serve out the remaining term. Any vacancy must be filled within 30 days.

#### **Section 7** – Removal of Officers

Officers of the Home and School Association may be removed from office for due cause. Due cause shall mean that an officer has either performed in an incompetent manner, inconsistent with the duties of office, or has performed in such a manner as to bring discredit to the Association. An officer may be removed from office only upon a petition signed by 75% of the Executive Board.

#### **Section 8** – Duties of the Executive Board

##### **President**

To preside at all general and executive meeting, carry out the objectives of the Association in accordance with the By-laws, be spokesperson for the organization in its public relations, and perform all other duties pertaining to the office.

##### **Vice President**

To act as an aid to the President, perform the duties of the President in the absence of that officer, and also perform additional duties as assigned by the President.

##### **Secretary**

To be responsible for all correspondence of the organization, to keep accurate minutes of all general and executive meeting, to conduct a roll call of Executive Board members at the start of each meeting, and to present and distribute the Association By-Laws annually at the first scheduled Association meeting of the year. Annual approval of the Association By-Laws will be awarded by the Executive Board at the next scheduled monthly meeting.

##### **Treasurer**

To keep an accurate record of receipts and expenditures, to disburse funds only on the authorization of the Executive Board, to present a statement of accounts at each general association meeting, and to have the records available for audit at any time.

## Article IV- Executive Board

### Section 1 – Members of the Executive Board

The Executive Board shall consist of the officers of the Association, the immediate past-President, the school Principal, the appointed teacher representative, and additional elected members.

The additional elected members shall consist of at least six member and a maximum of 25 members, such number determined by the nominating committee(or Executive Board); and shall be elected at the April meeting, followed by voting using printed ballot with each family casting one vote.

### Section 2 – Duties of the Executive Board

The duties of the Executive Board are to:

- A. Chair or co-chair the various committees
- B. Approve the annual budget and to direct expenditures outside the confines of the budget
- C. Read, understand and approve to By-Laws of the Association
- D. Approve the plans of the work of the committees
- E. Transact any other business that may properly come before the Board
- F. Attend at least 75% of the regular scheduled meetings of the Association

### Section 3 – Removal of Executive Board Members

Executive Board members may be removed for due cause and by the procedures outlined in Article III, section 7, Removal of Officers.

## Article V – Voting

### Section 1 – General Membership

Voting privileges of the general membership shall be limited to the following:

- A. Election of the officers and the Executive Board members
  - B. Amendment of the By-Laws
  - C. Direct expenditure of funds within the confines of the budget
  - D. Any other issues presented to the general membership by the Executive Board
- Except for the amendment of By-Laws, which require approval by two-thirds of the votes cast, all other matters brought before the general membership for vote shall be approved by a majority of votes cast.

### Section 2 – Executive Board

Voting procedure of the Executive Board as follows:

- A. Two-thirds of the Executive Board will constitute a quorum. A quorum is defined as the number of Executive Board members needed to be present at a meeting to conduct business, which includes voting.
- B. Each Executive Board member is entitled to one vote. In the case of a tie, the school Principal will cast the deciding vote.

- C. Except for the removal of Officers and members of the Executive Board, which requires approval for 75% of the Board Members, all other matters brought before the Executive Board shall be approved by a majority vote of the members present.
- D. Executive Board members must be present to vote.

**Article VI – Meetings**

**Section 1** – Meetings

Regular meetings shall be held monthly during the school year. Special meetings shall be held at the direction of the President, or by a majority of the Executive Board. Notification of special meetings must be made to the appropriate members at least five days prior to the meeting.

**Article VII – Committees**

**Section 1** – Organization

All Home and School committees shall be chaired by a member of the Executive Board. The standing committees shall include but are not limited to:  
 Fundraiser, Nominating, Hospitality, Family Night, School Newsletter, Homeroom Parents, & Ice Cream Sundae Bar  
 The Executive Board may establish and abolish other committees, and appoint chairpersons as required. Former members shall be welcome to participate in committee work as deemed by committee chair(s).

**Article VIII- Interpretation of and Amendment to the By-Laws**

**Section 1** – Interpretation

All questions of interpretation of By-Laws shall be decided by the Executive Board, and such decisions shall prevail.

**Section 2** – Amendments

By-Laws of the Association shall be initially adopted and annually approved by a majority vote of the Executive Board. Thereafter, amendment to the document may be made upon the affirmative vote of two-third of the general members presents at any meeting, duly called, at which a quorum is present.  
 By-Law amendments must be presented at a duly called meeting and discussed, with prior written notification to the General Membership. The vote to approve to amend will take place no sooner than the next regularly scheduled Association meeting.

**Article IX – Parliamentary Authority**

**Section 1** – The rules contained in the current edition of Robert’s Rules of Order shall govern the Association in all instances when they are applicable and not inconsistent with these By-laws, and the rules and procedures of the Souderton Area School District.

*Adopted and  
 Approved* \_\_\_\_\_  
*Month* *Day* *Year*