

Branciforte Middle School Home & School Club Bylaws (Adopted June 2011)

ARTICLE I NAME

This organization shall henceforth be known as the Branciforte Middle School Home and School Club (“HSC”)

ARTICLE II PURPOSE

Section 1.

The Branciforte Middle School Home and School Club shall be a collaborative effort between Branciforte Middle School families, teachers, and administrators to:

1. Enhance the educational experience for all students
2. Strengthen and support our school community

Section 2.

The HSC shall be organized for the charitable, scientific, literary, or educational purposes within the meaning of the Internal Revenue Code Section 501(c)(3) Internal Revenue Code or corresponding section of any future federal tax code.

Section 3.

The function of this club shall be to:

- a) Identify enrichment needs for the school;
- b) Plan and implement fundraising activities in order to fund those identified needs;
- c) Oversee expenditures of those funds on an ongoing basis.

ARTICLE III POLICY

This club shall be non-profit, nonsectarian and non-partisan. It shall not seek to direct the educational policy of the school.

ARTICLE IV MEMBERSHIP

Section I.

All faculty, parents, guardians, and community members who subscribe to the Purposes and Policy of these bylaws are eligible for membership in the HSC. Membership is open to anyone. without regard to race, color, creed, or national origin.

Section 2.

The HSC shall conduct an annual enrollment of members, but may admit persons to membership at any time.

ARTICLE V OFFICERS, BOARD OF DIRECTORS AND ELECTIONS

Section 1.

The Officers of the HSC shall be: President, Vice President(s), Secretary, and Treasurer. These Officers shall constitute the Board of Directors of the HSC.

Section 2.

The duties of each of these Officers are defined in Article VI.

Section 3.

The privilege of nomination and election to office shall be limited to members of the HSC who have been members for at least thirty (30) days prior to nomination.

Section 4.

Nominations for Officers shall be made from the floor at the May meeting. Absentee nominations will be accepted if accompanied by a written acceptance.

Section 5.

An election shall be held by ballot at the meeting in June. after each candidate has been given an opportunity to speak. Those who have been members for at least thirty (30) days prior to the election shall be entitled to vote for Officers/Board Members.

Section 6.

Once the election has occurred and after expenditures have been voted upon under the old Board, the newly elected board shall then take over the remainder of the meeting to decide priorities for the following school year and the date, time, and place for the next meeting.

Section 7.

Officers/Board Members shall serve for a term of one year.

ARTICLE VI DUTIES OF OFFICERS

Section I.

The President shall:

- a) Coordinate the work of officers and committees of the HSC in order that the Purposes may be promoted;
- b) Call and preside over all meetings of the HSC and officers;
- c) Appoint all standing and special committees as necessary;
- d) Be a member of all committees;
- d) Perform such other duties as may be prescribed in these bylaws or assigned by the HSC;
- e) Have all newsletters, flyers and/or notices approved by the Principal prior to distribution;
- f) Co-sign any checks issued by the Treasurer over \$1,000.

Section 2.

The Vice President(s) shall:

- a) Act as aides(s) to the President;
- b) Perform the duties of the President in the absence or disability of that officer to act;
- c) Act as overseer(s) of committees, as needed.

Section 3.

The Secretary shall:

- a) Keep an accurate record of the proceedings of all HSC meetings;
- b) Read or make available for review the minutes of the previous meeting at the beginning of each meeting, for approval by the general membership;
- c) Be prepared to refer to the minutes of previous meetings;
- d) Record all expenditures in the minutes;
- d) Keep a current list of member of the HSC (as provided by the membership chairman);
- e) Keep a current copy of the bylaws;
- f) Conduct all necessary correspondence of the HSC as authorized by the President or HSC.
- g) Ensure the agenda for the next meeting is posted in a public place prior to the day of the corresponding meeting.

Section 4.

The Treasurer shall:

- a) Keep an accurate record of receipts and disbursements of the HSC funds;
- b) Pay bills that have had expenses allocated at prior meeting. Any bills over \$1,000 will require two signatures of HSC board members.
- c) Receive all monies for the HSC and deposit same in the name of the club in a bank approved by the HSC;
- d) Present a written Treasurer's report at meetings, and when requested by the HSC, to keep the membership informed of receipts and expenditures;
- e) Make an annual financial report to the HSC which includes gross receipts and disbursements for the year;
- f) Provide copies of bank statements including images of the front of the checks to President.

Section 5.

Directors shall serve without compensation. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in this Article.

Section 6.

Reports shall be compiled annually by each officer and filed with the President

Section 7.

All officers shall perform the duties prescribed in the current edition of Robert's Rules of Order, Newly Revised in addition to those outlined by these bylaws and those assigned from time to time.

Section 8.

If an officer fails to attend three consecutive meetings without adequate excuse or is not fulfilling the responsibilities of the office as prescribed in these bylaws, the Board of Directors may, by a two-thirds (2/3) vote, ask for the resignation of that officer.

Section 9.

If an officer is removed by the Board, another member of the HSC may be appointed by the Board to serve for the remainder of the term.

**ARTICLE VII
PARLIAMENTARY PROCEDURE**

All procedures and meetings shall be governed by Robert's Rules of Order, Newly Revised.

**ARTICLE VIII
MEETINGS**

The meetings of the HSC shall be held no less than six times each school year (September to June) on an approved Wednesday of each month.

**ARTICLE IX
COMITTEES**

Section 1.

There shall be such committees created by the officers of the HSC as may be required to carry out the work of the HSC.

Section 2.

The chairperson and members of committees shall be members of the HSC, and shall volunteer to take the post or be appointed by the President.

**ARTICLE X
AMENDMENT OF BYLAWS**

The HSC bylaws may be amended by a majority vote of members present at a meeting. The proposed amendment shall be presented in writing and discussed at the previous meeting.

**ARTICLE XI
FISCAL YEAR**

The fiscal year of the HSC shall begin July 1 and end June 30.