

Linden Home and School Association By-Laws

Article I: NAME

The Name of this organization shall be the Linden Home and School Association.

Article II: OBJECTIVE

The basic objective shall be to work toward promoting good public relations and to enhance the educational environment for the children both at home and in school.

Article III: MEMBERSHIP

Membership in this organization shall be open to all parents or guardians of children enrolled at the Linden Elementary School, administrative and faculty members of the school.

Article IV: EXECUTIVE BOARD

1. The function of the Executive Board is to transact the business of the association between its general meetings in accordance with these by-laws. The Executive Board shall be referred to as "the Board" in these by-laws.
2. The Board shall consist of five (5) duly elected officers. The past President may serve a one year term after leaving office. The Principal is the ex-officio.
3. The Board shall meet as set forth in the by-laws (Article VII,5).
4. The standing committees repeat each year. Additional committees, special projects, special representatives, and chairpersons shall be approved by the Board.
5. All expenditures, communications and projects planned by the committees shall be approved by the Board.
6. By virtue of being a member of LHSA, all members present at a meeting are entitled to vote on all issues. The majority vote consists of one half the total members present plus one. In the event that a vote needs to be taken between membership meetings, the executive board shall be polled and a decision reached. Voting may all be done by paper ballot or electronic voting (ie. Email or online voting site).

Article V: OFFICERS

1. The officers of the association shall be the President, or co-presidents, first vice-president, second vice-president, secretary and treasurer.
2. The term of office shall be one (1) year and no officer may serve more than four (4) consecutive terms in the same office unless a successor has not been elected.
3. The officers shall be elected by the membership at the last general meeting of the school year.
4. All officers shall assume the duties of their respective offices at the beginning of the fiscal year July 1 through June 30.
5. This association may have at its head either a President or Co-Presidents. Co-Presidents are nominated and elected as a unit, and the consent of each to serve as Co-President must be obtained prior to their nomination. Hereafter, all references to President mean Co-President when applicable. If there are Co-Presidents, a second Vice President is not necessary.
6. There shall be a transitional period of one month prior to newly elected officers beginning their term.
7. Duties of the officers:
 - a. The President shall:
 - i. Have the responsibility and authority, with the right of delegation, for overseeing the operations of the Association.
 - ii. Be the official liaison and spokesperson between the Association and any other body, and have the right to delegate this responsibility when warranted.
 - iii. Preside at all meetings of the Association and of the Board.
 - iv. Be an ex-officio, non-voting member of all committees except the Nominating Committee, but not the chairperson of any committee.
 - b. The First Vice-President shall:
 - i. Assume the duties of the President in his/her absence.
 - ii. Be able to serve in any capacity when delegated by the President.
 - c. The Second Vice-President shall:
 - i. Assume the duties of the President in the absence of the President and the First Vice-President.
 - d. The Secretary shall:
 - i. Keep minutes of all meetings of the general membership and Board, and present a copy of such minutes to each board member within 7 days of meeting date.
 - ii. Notify Board members of meetings and create the agendas.
 - iii. Create and distribute weekly email communications with the general membership.

- iv. Conduct other such correspondence as directed by the President/Board.
- e. The Treasurer shall:
 - i. Have charge of all funds.
 - ii. Pay all bills as documented by receipt or written invoice.
 - iii. Keep financial records of all receipts, expenditures, and all financial matters.
 - iv. Present statement of financial conditions at each meeting of membership and Board.
 - v. Prepare a financial statement for audit at the end of each fiscal year by July 31.

Article VI: NOMINATIONS AND ELECTIONS

1. The nominations for candidates for office may be made by a Nominating Committee of three persons 60 days prior to the elections. The Chairperson of the Nominating Committee shall be a current member of the Board; the other two members shall be from the general membership.
2. The Nominating Committee shall:
 - a. Obtain permission of any person under consideration for office before placing their name on the ballot.
 - b. Present the slate of nominations to the Board 30 days prior to the elections.
 - c. Present the slate of nominations to the general membership at least 14 days prior to the elections.
3. The election of officers shall be by a printed ballot.
4. The Board may find a replacement for any officer who has vacated his/her position. The Board will recommend approval of this replacement by the general membership at the next general membership meeting. The term of office concludes June 30th of the current school year.

Article VII: GENERAL MEMBERSHIP MEETINGS

1. Meetings shall be held at the discretion of the Board with notification to the membership at least five (5) days prior to the date.
2. The last general meeting of the school year will be to introduce the new officers for the following year.
3. The annual report may be published on or before the Back-to-School Nights in September.
4. A quorum at a general meeting shall be the majority of those in attendance.

5. The Board shall meet prior to each general meeting and at other times at the discretion of the President. The previous year's officers shall also attend the first meeting of the Executive Board prior to the school year starting.
6. When necessary, the decision to cancel a meeting will be made by the President. Meetings cancelled in accordance with school district policy because of weather or other emergency may be rescheduled at a later date.

Article VIII: PROGRAMS

Any programs sponsored by the Association to be presented to children must have prior approval of the school principal.

Article IX: FUNDING

1. Contributions may be collected at the first meeting of the general membership as recommended by the Board and approved by the membership as fundraising.
2. Any expenditure exceeding the amount of \$200.00 must have prior approval of the general membership or the Board as stated in Article IV, 6. Limits on spending shall be designated on amounts exceeding \$200.00.
3. All expenditures will be clarified for the general membership.

Article X: PARLIAMENTARY AUTHORITY

Any matters coming before the Association which are not covered by these by-laws shall be decided according to the current edition of Robert Rules of Order.

Article XI: AMENDMENTS

1. The by-laws may be amended at any meeting of the general membership of the Association by the majority vote of the members present, provided notice of the proposed amendment has been included in the written notice preceding the general meeting.
2. The by-laws may be reviewed by the Board every year and any necessary revisions made in accordance with Section 1 of this article.

Article XII: DISSOLUTION OF THE ASSOCIATION

In the event the Association is dissolved, all bills shall be paid and the remaining assets of the Association shall be turned over to the school.

Approved by all present (Executive Board and General Membership) on March 17, 2016.