

BY-LAWS
COLD SPRING HOME AND SCHOOL ASSOCIATION

I. Name of Organization; Membership

The name of the organization is the Cold Spring Home and School Association (referred to hereafter as CSHSA). All faculty, administrators and parents or guardians of children in Cold Spring Elementary School are members of CSHSA. The CSHSA is a non-profit organization, and no payment is required to join.

II. Mission Statement

The CSHSA is dedicated to promote a high quality educational environment at Cold Spring Elementary School, and will play a major role in maintaining ongoing communication between school and home and creating and supporting a community environment for the parents, students and teachers of Cold Spring Elementary School. Further, the CSHSA will work toward advocating and supporting the educational goals of Cold Spring Elementary School through programs developed in cooperation with and in support of the activities of the educational professionals at the school.

III. Nomination and Election of Officers

(A) There shall be established an Executive Committee, which shall consist of the following voting members and executive officers:

- Two (2) Co-Presidents *
- Vice President *
- Secretary *
- Two (2) Treasurers *
- One (1) Volunteer Professional Staff Member
- Principal
*(elected)

Nominees for the elected Executive Officer positions shall be accepted from the general membership. The Principal will select the Volunteer Professional Staff Member on a rotating basis.

(B) At least two weeks prior to the last general meeting, a nomination form will be sent to the general membership. After nominations have been received, a ballot and voting form will be sent to and voted upon by the general membership. This nomination process will be completed prior to the last Executive Committee meeting, so that all new members can be present at that meeting. Only one vote per household is allowed. If there is only one

candidate for a position, a ballot and voting form will not be sent to the general membership.

- (C) The newly elected Executive Officers shall assume their duties at the June meeting; however, the outgoing Treasurer will continue to keep the accounting books until the books can be closed. Each Executive Officer shall serve a two-year term, with the exception of the Principal.
- i. If an officer cannot fulfill the two-year term, the nomination/election procedure will ensue;
 - ii. If at any time there are no nominees for a position, the current Executive Officer can remain in the position for a consecutive two year term; and
 - iii. An Executive Officer, once nominated and elected, can serve in a new position once their current term has expired.

IV. Duties of the Executive Committee

(A) The Co-Presidents shall:

- Preside at all meetings;
- Coordinate the work of the Officers and Committees;
- Perform such duties as may be assigned by the CSHSA; and
- Assist the Vice-President with the organization and membership of the Volunteer Committees.

(B) The Vice-President shall:

- Act as aide to the Co-Presidents;
- Perform duties of the Co-Presidents in the absence of those officers;
- Act as liaison to all CSHSA Committees and the Executive Officers;
- Oversee fundraising Committees;
- Carry out such other responsibilities as directed; and
- Assist the Co-Presidents with the organization and membership of the Volunteer Committees.

(C) The Secretary shall:

- Record and distribute minutes of all general and Executive Committee meetings;
- Post a copy of the minutes in a central location;
- Take roll of the members present, making sure there is a quorum;
- Be responsible for all CSHSA correspondence;
- Create an agenda prior to each Executive and General Meeting, with direction from each member of the Board; and Carry out all other responsibilities as directed.

(D) The Co-Treasurers shall:

- Receive all monies of the CSHSA;
- Keep accurate records of receipts and disbursements authorized by the CSHSA;
- Prepare a monthly report to the CSHSA and post a copy in a central location; and
- Have the ledger and checkbook available at each CSHSA meeting.

The CSHSA may choose to hire, at their expense, a professional accountant to conduct an examination and review the records on an as-needed basis. The outgoing and incoming Treasurers shall work together over the summer until the year's books can be closed in preparation for the start of the new school year in September.

(E) Other members of the Executive Committee include the Principal, and one volunteer professional staff member, whose responsibility is to represent the district administration and teachers and staff, respectively.

(F) The CSHSA Executive Board will present an annual budget to the general membership. Upon approval, this budget will constitute the "approved CSHSA budget".

(G) The CSHSA Executive Board is authorized to spend funds, in any amount over the approved CSHSA budget without prior approval of the general membership. Parents and staff will be informed of all expenditures by posting all budget decisions in a central location with the monthly Treasurer reports.

(H) All activities of the CSHSA shall be approved by the Principal.

V. Meetings

(A) A regular meeting of the Executive Committee shall be held monthly (with the possible exception of June and July) at Cold Spring Elementary School, or at a time, date and place agreed upon by the Executive Committee. Special meetings may be called by agreement of the Co-Presidents and the Principal.

(B) The CSHSA general membership will meet four (4) times a year. Additional general membership meetings may be scheduled with the pre-approval of the Executive Board for a special reason.

(C) Six Executive Committee members including one co-president or vice president must be present to hold a meeting and/or vote on any items of business.

(D) In the event of an urgent matter, the Executive Board may agree to accept an e-mail vote, provided that there has been prior discussion of the item.

(E) A Co-President shall:

- Call the meeting to order;
- Address each scheduled agenda item;
- Settle old business as set forth in the minutes; and
- Adjourn the meeting when all business has been conducted.

VI. Standing and Special Committees

(A) Committees shall be created by the CSHSA as deemed necessary to carry on the work of the CSHSA.

(B) Volunteer Committee Chairs shall be responsible to the Executive Committee of the CSHSA and shall make reports and recommendations as needed.

(C) All contracts on behalf of the CSHSA must be approved by the Principal.

VII. Amendment of Bylaws

The CSHSA bylaws may be amended by a majority vote of those CSHSA members present, provided one month advanced written notice of proposed changes be submitted to the General Membership and copies be posted in a central location. Proposed changes can also be listed in Cold Spring Elementary School communications, such as the newsletter.

Revised and Approved May 2013

Amended March 2015 to add the Records Retention Policy; see next page

Amended Feb 2023 to update the number of Volunteer Staff & records retention periods

Cold Spring Home and School Association Records Retention Policy

The records retention guidelines for the CSHSA are as follows:

CSHSA Document Type	Retention Period	Location	CSHSA Board Position Responsible
---------------------	------------------	----------	----------------------------------

Tax documents (990s)	7 years	Cold Spring front office, CSHSA drawer in the filing cabinet; documents to be placed in storage location each year, after filing	Co-Treasurers
Financial records (invoices, checks, check request forms and receipts, deposit records, bank statements)	7 years	CSHSA storage closet (current year records to be kept with CoTreasurers; past records to be placed in labeled cabinet/box in the CSHSA storage closet after the close-out of the school year budget/finances)	Co-Treasurers
Board meeting minutes (including meeting agenda and budget update)	7 years	Historical records: Cold Spring front office, CSHSA drawer in the filing cabinet 2013-14 school year and beyond: documents to be stored electronically on a Cold Spring network drive maintained by the principal's secretary; documents to be placed there after approval each month	Secretary
CSHSA By-Laws (current version, and any addenda)	In perpetuity	Cold Spring front office, CSHSA drawer in the filing cabinet; also to be located on the Cold Spring network drive noted above	Secretary