

By-Laws of the Leigh High School Home and School Club

Revision dated April 20, 2014, ratified on May 19, 2014

Preamble

We, the parents of students enrolled in the Leigh High School, together with other interested individuals of this area, in order to form renewing and effective organization, to promote a better understanding and closer bond between parents, administrators, faculty and students, do hereby adopt these bylaws.

Article I Name

This Association shall be known as the Leigh High School Home and School Club.

Article II Objectives

The purpose of this Association is to enrich the educational experience at Leigh High School by:

- Section 1.** Furthering the education and advancement of our youth in the home, school and community.
- Section 2.** Assisting in the progress and growth of our school.
- Section 3.** Establishing and maintaining communication among administrators, educators, parents and students.

Article III Policies

- Section 1.** The members of this Association shall act in good faith to carry out its objectives.
- Section 2.** This Association shall not seek to direct or control the policies or administrative duties of this school, but shall remain free to aid and advise in such matters.
- Section 3.** This Association shall be nonpartisan and nonsectarian.
- Section 4.** This Association shall follow all IRS guidelines with regard to the restrictions on political activities of 501(c)3 organizations, including, but not limited to neither sponsoring nor endorsing any candidate for political office. The name of the Association, either alone or in connection with the name of any officer, shall not be used in any commercial or political connection.
- Section 5.** This Association may vote to take a stand on nonpartisan school issues such as bond, tax, and unification elections that relate to the purpose of this Association. Such a stance shall require a 2/3 majority to pass and shall be taken by written ballot.
- Section 6.** This Association may cooperate with other organization and agencies active in the areas that promote the objectives of this Association.

Article IV Membership

- Section 1.** Membership in this Association shall be open to any adult who is a parent or guardian of a current student and/or is a resident of the Leigh High school attendance area that is genuinely interested in the aims and objectives of the organization and willing to uphold its policies and subscribe to the bylaws of this Association.
- Section 2.** Parents, students, teachers, educators, and staff from this area are specifically invited to become active members of this Association and are welcome to attend general meetings and work on committees. Parents or guardians of Leigh High School students only have the privilege of holding office.
- Section 3.** A membership in this Association shall provide for and allow one vote for each member.

ARTICLE V Officers and their Election

- Section 1.** The Officers of the Association shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Auditor, Registration Director, and Parliamentarian.
- Section 2.** Officers of the Association shall be elected annually by the Leigh High School Home and School Club Executive Board and Standing Committee chairpersons, with the exception of the Parliamentarian which shall be filled by appointment by the President with the approval of the Executive Board.
- Section 3.** The Principal of Leigh High School, or an administrative member appointed by him/her and approved by the Executive Board of the Association shall be a non-voting member of the Executive Board serving in an advisory role.
- Section 4.** The Executive Board of the Association shall consist of all the elected and appointed Officers and the Principal of Leigh High School, or an administrative member appointed by him/her and approved by the Executive Board of the Association, in an advisory role. This Board is subject to the order of the General Membership unless otherwise so stated in these Bylaws, and shall make available to the members a copy of the minutes of each Executive Board Meeting.
- Section 5.** A nominating committee appointed by the Executive Committee each April shall present a slate of prospective officers at the last Executive Board meeting of the school year.
- Section 6.** Term of office: All elected officers shall serve for a term of one year. The term of office begins July 1 and runs through June 30 of the following year, coinciding with the fiscal year of the organization. There are no term limits, but an individual may only serve four terms consecutively in the same office or capacity.
- Section 7.** The outgoing president shall be an Ex-Officio member of the Executive Board.

Article VI Executive Board Officers and their Duties

- Section 1. Duties of Officers.** All officers should attend all meetings or arrange for a substitute to fulfill reporting responsibilities.
- a. **The President.** President: The President of the Association shall preside at all meetings of the Association, and of the Executive Board, shall be a member Ex-Officio of all committees except the nominating committee, and shall appoint, subject to the approval of the Executive Board, the Parliamentarian, all appointive Chairmen, and members to fill any vacancy.
 - b. **Vice President:** The Vice President shall assist the President in all matters concerning this Association whenever necessary and shall assume all duties of the President in his/her absence.
 - c. **Recording Secretary:** The Recording Secretary shall keep an accurate and current record of this organization through the minutes; notify all created committees of their appointments and shall outline instructions to these committees as specified in the motions creating such committees; shall keep the Association Bylaws readily accessible to any member; shall keep a copy of the Association roster and list of committees; shall keep a record of the name of the bank and authorized signatures for the general funds, the bank or agency.
 - d. **Corresponding Secretary:** The Corresponding Secretary shall conduct all necessary correspondence of the Association and shall assist the Recording Secretary as needed.
 - e. **Treasurer:** The Treasurer shall receive all income of this Association and shall deposit it in the name of this Association in any bank approved by the Executive Board; shall keep an accurate and current record of all receipts and disbursements; shall present a treasurer's statement of this record at each Association Executive Board meeting, at each General Membership meeting, and at any time as may be requested by the Executive Board. In addition, shall be responsible to collect tax documents from subordinate organizations as needed; specifically, but not limited to PAPA, Leigh High Spirit Boosters, All Sports Boosters.
 - f. **Auditor:** The Auditor shall audit the treasurer's records during the month of August, and at any time at the specific request of the Executive Board.
 - g. **Registration Director:** The Registration Director shall be Chairman of the Registration Committee; shall appoint members to this committee; shall be responsible for initiating and pursuing an active and aggressive program for securing as members of this Association adults who are sincerely interested in the successful implementation of our aims and objectives. The Registration Chairperson shall also compile and furnish to the Recording Secretary an accurate and current copy of the membership roster.
 - h. **Parliamentarian:** The Parliamentarian should have a basic knowledge of Parliamentary procedure and a thorough knowledge of this Association's By-Laws, and shall attend all general meetings and meetings of the Executive Board at which time the Parliamentarian will aid and advise the President or other Chairman Pro-Tem in conducting such meetings in an orderly fashion based on Robert's Rules of Order Revised. The Parliamentarian shall instruct all officers and committee chairpersons in their duties and basic rules and procedures for meetings.

Section 2. Each officer, upon the expiration of his/her term of office, or in case of resignation or removal from office, shall immediately turn over to his/her successor, all records, books, funds and other material pertaining to this office.

Article VII Meetings

Section 1. General meetings: General Meetings of this Association shall be held once a month between the months of August through June of any given school year. The Executive Board may cancel up to two meetings in a fiscal year should the board determine that a meeting is not warranted.

Section 2. Special Meetings. Special meetings may be called by the executive board by providing 3 days notice via telephone, mail, email or posting on an official Leigh High School Website/School Bulletin.

Section 3. Voting. Each voting member present is entitled to one vote. A voting quorum is a majority of the executive board and must include at least one of the following executive board officers: the President or the Vice President. A simple majority of those present and entitled to vote, shall be required for binding action at regular monthly meetings and any official general membership meeting that is called.

Section 4. Executive Board Meetings. Executive Board meetings may be called by the President or his/her appointee as deemed necessary.

Section 5. E-Meetings. The Executive Board, Standing Committees, and Special Committees are authorized to meet by electronic communication media so long as all members may participate.

- a. E-Meetings are intended to address time-sensitive issues and serve as a vehicle to facilitate more effective in-person meetings.
- b. Motions processed during E-Meetings require approval by two-thirds (2/3) vote of all committee members to be binding.
- c. The President or committee chair shall have the authority to postpone a motion until the next face-to-face meeting of the participants.

Section 6. All general and special meetings shall be held at Leigh High School, unless otherwise ordered by the Executive Board.

Section 7. Rules Determining. Roberts Rules of Order, Newly Revised, shall govern Leigh High School Home and School meetings and shall be the final authority in all matters not covered by these bylaws.

Article VIII Committees

Section 1. Subordinate Organizations. Drama Booster (Center Stage), Performing Arts Parent Association (PAPA), All-Sports Booster Club and Leigh High Spirit Booster are subordinate organizations and shall be responsible for managing independent budgets, and reporting all financial information to Leigh High School Home and School Club on a regular basis to include at a minimum any documentation necessary to file annual tax returns.

Section 2. Standing Committees. The following Standing Committees shall be formed as soon as is expedient and shall serve for the school year:

- a. Hospitality
- b. College and Career Center
- c. Scholarships
- d. Student Advisory Council
- e. Grad Night
- f. Parent Education
- g. Career Fair
- h. Beautification

Section 3. Special Committees. Special Committees shall be formed as the need arises by action of the Executive Board. These committees shall not expire until completion of their assigned work.

ARTICLE IX Finance

Section 1. The fiscal year shall be from July 1 to June 30.

Section 2. This organization shall operate under a budget that has been approved by the general membership of the Leigh High School Home and School Club.

- a. An initial budget for the next fiscal year shall be approved by 2/3 majority vote at or before the last regular meeting of the current fiscal year.

- i. If an initial budget is not voted on or approved, the initial budget shall assume the prior year's budget.
 - b. A final budget for the current fiscal year shall be approved at or before the October regular meeting.
 - c. Budget amendments may be approved at any regular meeting, provided that the amendments have been submitted to the general membership for review at least ten (10) days prior to the regular meeting.
- Section 3.** An audited statement of account shall be performed annually.
- Section 4.** Method of Payment.
- a. Funds of this Association shall be paid out only upon warrant orders signed by two of the three following officers - President, Treasurer, and Vice-President.
 - b. Warrants that are payable to an officer shall not carry the signature of that officer.
- Section 5.** All expenditures and transfers authorized under the current annual budget may be processed by the Executive Board without prior membership approval. These expenditures and transfers must be substantiated by adequate documentation prior to processing.
- Section 6.** All monies collected by any committee, school event or fundraiser in the name of the organization shall be counted by at least two individuals. The details of the money collected must accompany a written acknowledgement of the accuracy of the collection from the counters. The event chair shall forward the event proceeds to the Treasurer for deposit, while retaining a copy of the written acknowledgement for purposes of confirming the deposit amount. In the event that funds cannot be deposited immediately following an event, the funds shall be held in a secured location until funds can be deposited.
- Section 7.** The incoming Executive Board is committed to unpaid authorized expenditures incurred by the outgoing Executive Board.
- Section 8.** In the event of the dissolution of this organization, the following financial arrangements shall prevail:
- a. No bills or financial obligations shall be outstanding.
 - b. Assets shall be disposed of in the following manner:
 - i. Primary disposition shall be, in whole, to the successor parent organization in keeping with the objectives of this organization.
 - ii. Secondary disposition shall be, in whole, to Leigh High School in keeping with the objectives of this organization.
 - iii. Tertiary disposition shall be, in whole, to the Campbell Union High School District.

Article X Amendments and Revisions

- Section 1.** The By-Laws or current year budget may be amended or revised at any regular meeting of the Leigh Home and School Club by a two-thirds vote of Officers and Standing Committee Chairpersons present at a regular board meeting provided that the Amendment or Revision has been submitted in writing at least 10-days prior to the regular meeting and notification to the entire membership has been made.

Article XI Standing Rules

- Section 1.** A copy of these Bylaws shall be made available upon request to each member or family of this Association.
- Section 2.** The reading of the minutes of any previous General meeting, Executive Board meeting, or Treasurer's report may be dispensed with by making available to each member a copy of these records, prior to the call to order. These printed records shall be corrected and accepted as if they had been read. The decision as to which method is to be used at any General meeting shall be at the discretion of the President.
- Section 3.** Quorums: No Association business shall be conducted by the Executive Board unless a quorum is present at such meetings. A quorum of this board shall be a simple majority of the total number of current members on the Executive Board.
- Section 4.** The latest edition of Robert's Rules of Order Newly Revised shall be the authority on all points not covered by these Bylaws.