

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

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

Revision dated August 9, 2019

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 (**LHSC**).

Article II Objectives Purpose

The purpose of **LHSC** ~~this Association~~ is to ~~enrich the educational experience at Leigh High School~~ **by: support the academic and social/emotional needs of all students at Leigh High School by:**

Section 1. Furthering the education and advancement of our ~~students~~ **youth in the home, school and community.**

Section 2. ~~Assisting in the progress and growth of our school.~~ **Supporting the Leigh High School values of 'community, integrity and growth.'**

Section 3. Establishing and maintaining communication ~~among~~ **between** administrators, educators, parents and students.

Article III Policies

Section 1. The **Board and committee** members of ~~this Association~~ **LHSC** shall act in good faith to carry out its ~~objectives~~ **purpose.**

Section 2. ~~This Association~~ **LHSC** shall not seek to direct or control the policies **or** ~~procedures of Leigh High School~~ **administrative duties of this school**, but shall remain free to aid and advise in such matters.

Section 3. ~~This Association~~ **LHSC** shall be nonpartisan and nonsectarian.

Section 4. ~~This Association~~LHSC 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 AssociationLHSC may vote to take a stand on nonpartisan school issues such as bond, tax, and unification elections that relate to the purpose of LHSC ~~this Association~~. Such a stance shall require a 2/3 majority of those present at a general meeting to pass and shall be taken by written ballot.

Section 6. This Association LHSC may cooperate with other organizations and agencies active in the areas that promote the objectives of LHSC. ~~this Association~~.

Article IV Membership

Section 1. ~~Membership in this Association~~ All parents, guardians, students, administration and staff of Leigh High School are members of LHSC by default. shall be open to any adult who is a parent or guardian of a current student and/or is a Membership is also open to residents of the Leigh High school attendance area who that is are genuinely interested in the aims and objectives of the organization, and willing to uphold its policies, and subscribe to the bylaws of this AssociationLHSC.

Section 2. ~~Parents, students, teachers, educators, and staff from this area are specifically invited to become active members of this Association and~~ All members are welcome to attend LHSC general meetings and work on LHSC 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.~~ All members of LHSC have voting privileges, with the exception of the Principal of Leigh High School, who is a non-voting member. All votes are equal and all members in attendance at LHSC meetings have a vote.

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, Technology Director, and Parliamentarian;, and Immediate Past President.

Section 2. Officers of the Association LHSC shall be elected annually by the Leigh High School Home and School Club LHSC membership 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 LHSC 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 LHSC 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. The Principal or representative is a non-voting member of this Board serving 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. If the Executive Board holds a non-public meeting, then the minutes of that meeting will be provided to the general membership within 30 days of the meeting.

Section 5. A nominating committee appointed by the Executive Committee Board each April shall present a slate of prospective Officers to be voted on at the last Executive Board general 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, which coincides with 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 with all included rights and responsibilities.

Section 8. If a member of the Executive Board is incapacitated or otherwise is unable to fulfill their duties, this Officer may be removed by a two-thirds (2/3) vote of the Executive Board. The Board shall declare that position vacant and shall vote in a new Officer.

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 their reporting responsibilities.

- A. **The President.** President: The President of the Association LHSC shall preside at all meetings of the Association LHSC; and of the Executive Board; The President shall be a member Ex-Officio of all committees except the nominating committee, and may to the best of their ability and shall appoint, subject to the approval of the Executive Board, the Parliamentarian, all appointive Chairmen committee chairs, and members to fill any vacancy.
- B. **Vice President:** The Vice President shall assist the President in all matters concerning this Association LHSC whenever necessary and shall assume the all duties of the President in his/her absence. The Vice President will specifically support grant requests and approvals as well as registration days.
- C. **Recording Secretary:** The Recording Secretary shall keep an accurate and current record of this organization by way of meeting 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 LHSC and shall deposit it in the name of this Association LHSC in any bank account approved by the Executive Board; shall keep an accurate and a current record of all receipts and disbursements; shall present an accurate treasurer's statement of account this record at each Association Executive Board meeting, at each Ggeneral Mmembership meeting, or 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. As part of the maintenance of tax-exempt charitable status under Section 501(c)(3) status, the Treasurer shall be responsible for the tracking, timely preparation and filing of the various reporting documents (with necessary fees) to comply with federal and California tax laws, as required. The Treasurer is authorized to retain the paid services of a qualified outside tax preparer, subject to the oversight of the Executive Board.
- F. **Auditor:** The Auditor shall audit the Treasurer's records during the month of August for the previous fiscal year, or at any time requested by the and at any time at the specific request of the Executive Board. The Auditor shall present a written report detailing the observations and recommendations of his/her audit at the next general meeting after as soon as the audit is complete.
- ~~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.—Technology Director:** The Technology Director is responsible for the set up and maintenance of the LHSC G Suite, which includes the Google Drive accounts as well as email accounts and mailing lists for the Executive Board and Committees.
- I. **Parliamentarian:** The Parliamentarian shall attend all LHSC meetings and give necessary advice in parliamentary procedure as needed when requested. In November of every year, the Parliamentarian shall review and provide suggested changes in the bylaws to the President with the president and any other members expressing interest by November of each year. The Parliamentarian should have a basic knowledge of Parliamentary procedure and a thorough knowledge of this Association's LHSC'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.
- J. **Immediate Past President.** The Immediate Past President serves in an advisory role to the current President to help maintain consistency and commitment to LHSC's ongoing mission. If the outgoing President is unable or unwilling to serve in the Past President role, the position will be declared vacant for the year and will not be counted for quorum purposes.

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.

Section 3. Two individuals may share an Officer position. In cases where only the Executive Board is voting, they shall share one vote. In all meetings, they count as one for quorum.

Article VII Meetings

Section 1. General meetings: General meetings of LHSC ~~this Association~~ shall be held once ~~per a month between~~ during the months of August through ~~June~~ May of any given school year. The Executive Board may cancel up to two meetings ~~in a~~ per 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 simple majority of the Executive Board and must include at least one of the following Executive Board Officers: the President or the Vice President. For any general or special meeting, a simple majority of those present and entitled to vote shall be required for any binding action at regular general monthly meetings and any official general membership meeting any special meetings that is are 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 and vote by electronic communication media so long as all members ~~may participate~~ are notified in advance. E-Meetings are intended to address time-sensitive issues and serve as a vehicle to facilitate more effective in-person meetings.

- A. Motions processed during E-Meetings require approval by two-thirds (2/3) vote of all Executive Board and committee members to be binding.
- B. 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. Location. All general and special meetings shall be held at Leigh High School, unless otherwise requested ~~ordered~~ by the Executive Board.

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

Article VIII Committees

Section 1. Subordinate Booster Organizations. ~~Drama Booster (Center Stage), Performing Arts Parent Association (PAPA), All-Sports Booster Club~~ Sports Boosters and Leigh High Spirit

Boosters ~~are subordinate~~ **will be independent booster** organizations **by December 2019** and shall be responsible for managing independent budgets, and **independently reporting and filing** all financial information **and annual tax returns. The Leigh Drama Booster, ACTS, has replaced Center Stage and is a subordinate booster under PAPA.** ~~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 and Individual Roles. The term of office for all standing committees and individual roles is one (1) year. All chairpersons are encouraged, but not required, to create an online archive of documentation and reports pertaining to their role. Chairpersons are encouraged, but not required, to attend all general meetings. The following Standing Committees and roles shall be formed as soon as is expedient and shall serve for the **entire fiscal** ~~school~~ year:

- A. **Staff Appreciation and Hospitality**
- ~~B. College and Career Center~~
- ~~C. Scholarships~~
- ~~D. Student Advisory Council~~
- E. Grad Night
- ~~F. Parent Education~~
- ~~G. Career Fair~~
- H. **Campus Beautification**
- I. **Community Building and Events**
- J. **Volunteer Coordinator**
- K. **District Facility Representative**
- L. **District Finance Representative** ~~(District Facilities and Finance)~~
- M. **Communications**

Section 3. Two individuals may share a chairperson position. They each retain all member voting rights.

Section 3 4. 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 **or as directed by the Executive Board.**

Section 5. If a Chairperson is incapacitated or otherwise is unable to fulfill their duties as determined by the Executive Board, the Board may declare that chair position vacant and the President or their designated representative may appoint a new chairperson with the approval of the Executive Board.

ARTICLE IX Finance

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

- A. **Section 2.** This organization shall operate under a budget that has been approved by a **two-thirds (2/3) majority at a general meeting** ~~the general membership of the LHSC Leigh High School Home and School Club.~~

- B. ~~A draft budget for the next fiscal year shall be made available to the general membership for review at least ten (10) days prior to the August general meeting. 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.~~
 - a. ~~If an initial budget is not voted on or approved, the initial budget shall assume the prior year's budget.~~
- C. A final budget for the current fiscal year shall be approved at or before the **September** ~~October~~ regular **general** meeting.
- D. Budget amendments may be approved at any regular **general** meeting, provided that the amendments have been **made available** ~~submitted~~ to the general membership for review at least ten (10) days prior to the regular **general** meeting.
- E. ~~All expenditures authorized at or under the current annual budget may be processed by the Executive Board without additional membership approval.~~
- F. ~~The Treasurer has the authority to distribute funds in excess of an approved expenditure to a maximum of 10% of the budgeted item or \$100. Overages in excess of this amount must be presented for approval at a general meeting. It is the Treasurer's responsibility to ensure the line item remains within budget and, if there is an issue, to bring it to the attention of the Board.~~
- G. ~~The Executive Board may authorize expenditures such that a line item is over budget by up to \$1,000. An expenditure that exceeds \$1,000 over the budgeted amount is considered a budget amendment and the Board proceeds according to Article IX, Section 1, Item D above.~~
- H. ~~Expenditures supported by additional, unbudgeted income must be approved at a general meeting.~~

Section 3. An audited statement of account shall be performed annually **by the Auditor.**

Section 4. Method of Payment.

- A. Funds of **LHSC** ~~this Association~~ shall be paid out only ~~upon warrant orders~~ **using bank checks**, signed by two of the three following Officers - President, Treasurer, and Vice-President.
- B. ~~Warrants~~ **Checks** 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. Expenditures and transfers must be substantiated by adequate original documentation prior to processing.~~

Section 6. All **cash monies** collected by any committee, school event or fundraiser in the name of **LHSC** ~~the organization~~ **should** ~~shall~~ be counted **and noted** by at least two individuals. The details of **funds** ~~the money~~ collected must accompany a written acknowledgement (**LHSC Deposit Form preferred**) of the accuracy of the **count** ~~collection by~~ **from** the counter(s). The event chair or **the authorized counter** 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 **provided to the Treasurer** ~~deposited~~ immediately following an event, the funds shall be held in a secured location until funds can be **given to the Treasurer** ~~deposited~~.

Section 7. The incoming Executive Board is committed to unpaid authorized expenditures incurred by the outgoing Executive Board.

Section 8. Taxes. If an Officer's signature is required on a reporting tax document, either the President or Treasurer may sign on behalf of the organization.

Section 9. 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:
 - a. ~~Primary disposition shall be, in whole, to the successor parent organization in keeping with the objectives of this organization.~~
 - b. ~~Secondary~~**Primary** disposition shall be, in whole, to Leigh High School in keeping with the objectives of this organization.
 - c. ~~Tertiary~~**Secondary** disposition shall be, in whole, to the Campbell Union High School District.

Article X Amendments and Revisions

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

Section 2. The reading of the minutes of any previous **g**eneral 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~~ **LHSC** 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.