

Leigh High School Home and School Club By-Laws

Revision dated October 2, 2019

Article I Name

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

Article II Purpose

The purpose of LHSC is to 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.
- Section 2** Supporting the Leigh High School values of 'community, integrity, and growth.'
- Section 3** Establishing and maintaining communication between administrators, educators, parents and students.

Article III Policies

- Section 1** The Board and committee members of LHSC shall act in good faith to carry out its purpose.
- Section 2** LHSC shall not seek to direct or control the policies or procedures of Leigh High School, but shall remain free to aid and advise in such matters.
- Section 3** LHSC shall be nonpartisan and nonsectarian.
- Section 4** LHSC shall follow all IRS guidelines with regard to the restrictions on political activities of 501(c)3 organizations.
- Section 5** LHSC may vote to take a stand on nonpartisan school issues such as bond, tax, and unification elections that relate to the purpose of LHSC. 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** LHSC may cooperate with other organizations and agencies active in the areas that promote the objectives of LHSC.

Article IV Membership

- Section 1** All parents, guardians, students, administration and staff of Leigh High School are members of the LHSC by default. Membership is also open to residents of the Leigh High

School attendance area who are genuinely interested in the aims and objectives of the organization, and willing to uphold its policies, and subscribe to the bylaws of LHSC.

Section 2 All members are welcome to attend LHSC general meetings and work on LHSC committees.

Section 3 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 LHSC shall be: President, Vice-President, Secretary, Treasurer, Auditor, Technology Director, Parliamentarian, and Immediate Past President.

Section 2 Officers of LHSC shall be elected annually by the LHSC membership.

Section 3 The Executive Board of the LHSC shall consist of all the elected Officers and the Principal of Leigh High School, or an administrative member appointed by him/her and approved by the Executive Board. The Principal or representative is a non-voting member of this Board serving in an advisory role. 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 4 A nominating committee appointed by the Executive Board shall present a slate of prospective Officers to be voted on at the last general meeting of the school year.

Section 5 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 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 6 The outgoing president shall be an Ex-Officio member of the Executive Board with all included rights and responsibilities.

Section 7 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 may vote in a new Officer.

Article VI 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:** The President of LHSC shall preside at all meetings of 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 appoint, subject to the approval of the Executive Board, committee chairs to fill any vacancy.
- B. **Vice President:** The Vice President shall assist the President in all matters concerning LHSC and shall assume the duties of the President in his/her absence. The Vice President will specifically support grant requests and approvals as well as registration days.
- C. **Secretary:** The Secretary shall keep an accurate and current record of this organization by way of meeting minutes.

- D. **Treasurer:** The Treasurer shall receive all income of LHSC and shall deposit it in the name of LHSC in any bank account approved by the Executive Board; shall keep a current record of all receipts and disbursements; shall present an accurate statement of account at each general meeting, or at any time requested by the Executive Board. 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.
- E. **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 Executive Board. The Auditor shall present a written report detailing the observations and recommendations of his/her audit at the next general meeting after the audit is complete.
- F. **Technology Director:** The Technology Director is responsible for the set up and maintenance of the LHSC G Suite, which includes Google Drive accounts as well as email accounts and mailing lists for the Executive Board and Committees.
- G. **Parliamentarian:** The Parliamentarian shall attend all LHSC meetings and give necessary advice in parliamentary procedure as needed. In November of every year, the Parliamentarian shall review and provide suggested changes in the bylaws to the President and any other members expressing interest. The Parliamentarian should have a basic knowledge of Parliamentary procedure and a thorough knowledge of LHSC's By-Laws.
- H. **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 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 shall be held once per month during the months of August through May of any given school year. The Executive Board may cancel up to two meetings per fiscal year should the board determine that a meeting is not warranted.

Section 2 Special Meetings. If needed, special meetings may be called by the Executive Board by providing 3 days notice via 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 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.

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 and Committees are authorized to meet and vote by electronic communication media so long as all members 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 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 by the Executive Board.

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

Article VIII Committees

Section 1 Booster Organizations. Performing Arts Parent Association (PAPA), Sports Boosters and Spirit Boosters 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.

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. Grad Night
- C. Campus Beautification
- D. Community Building and Events
- E. Volunteer Coordinator
- F. District Facility Representative
- G. District Finance Representative
- H. Communications

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

Section 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.

Section 2 This organization shall operate under a budget that has been approved by a two-thirds (2/3) majority at a general meeting of LHSC.

- A. 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.
- B. A final budget for the current fiscal year shall be approved at or before the September general meeting.
- C. Budget amendments may be approved at any general meeting, provided that the amendments have been made available to the general membership for review at least ten (10) days prior to the general meeting.
- D. All expenditures authorized at or under the current annual budget may be processed by the Executive Board without additional membership approval.
- E. 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.
- F. 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 C above.
- G. 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 shall be paid out only using bank checks, signed by two of the three following Officers - President, Treasurer, and Vice-President.
- B. Checks that are payable to an officer shall not carry the signature of that officer.

Section 5 Expenditures must be substantiated by adequate original documentation.

Section 6 All cash collected by any committee, school event or fundraiser in the name of LHSC should be counted and noted by at least two individuals. The details of funds collected must accompany a written acknowledgement (LHSC Deposit Form preferred) of the accuracy of the count by 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 details. In the event that funds cannot be provided to the

Treasurer immediately following an event, the funds shall be held in a secure location until funds can be given to the Treasurer.

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 Leigh High School in keeping with the objectives of this organization.
 - b. 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 general meeting of the LHSC by a two-thirds vote of Officers and Standing Committee Chairpersons present at this meeting, provided that the Amendment or Revision has been submitted in writing at least 10-days prior to the general meeting and made available to the entire membership.

Article XI Standing Rules

Section 1 A copy of these By-laws shall be made available upon request to each member of LHSC.

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 records can 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 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.