

## **BY-LAWS OF THE RUSSELL BYERS CHARTER SCHOOL HOME & SCHOOL ASSOCIATION**

- I. NAME.** The name of the organization shall be the RUSSELL BYERS CHARTER SCHOOL HOME & SCHOOL ASSOCIATION.
- II. MISSION.** The mission of the organization shall be to:
- (a) Establish a close relationship by facilitating communication; increasing overall awareness/appreciation that each constituency offers a unique perspective in the student's education; and fostering respect between parents, teachers, school administration and the school board ensuring that all parties impacting the student's education can cooperate intelligently.
  - (b) Promote the welfare of the student in home, school and the community by identifying and addressing various needs that either directly or indirectly impact the students and supporting policies that benefit the students.
  - (c) Enhance the educational opportunities and facilities for the students of the Russell Byers Charter School.
- III. MEMBERSHIP.**
- A. Regular Membership. All parents and/or legal guardians of a student currently enrolled in and attending the Russell Byers Charter School and all current faculty and staff of the Russell Byers Charter School shall be eligible for membership in the organization. Regular Members shall have the right to attend, participate in all meetings and activities of the organization. Regular Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.
- B. Honorary Membership. All parents and/or legal guardians of former students and former faculty or staff of the Russell Byers Charter School shall have the right to participate in the organization as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary Members shall have the same rights as Regular Members.
- IV. MEETINGS.**
- A. Regular Meetings. At least four General Membership Meetings of the organization shall be held during each school year, one during each calendar year quarter. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.
- B. Special Meetings. Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Regular Members. The time and place of all Special Meetings shall be announced at least forty-eight (48) hours prior to the meeting.
- C. Quorum. Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

D. Voting. A majority vote of the Regular Members present at any meeting shall be required for all action to be taken by the organization.

## V. OFFICERS.

A. Positions. The officers of the organization shall consist of a President, Vice-President, Secretary and Treasurer. A person shall not be eligible to serve in more than one office simultaneously.

B. President. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

C. Vice-President. The Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Committee.

D. Secretary. The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of Regular Members who have paid dues and prepare the official list of Regular Members, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

E. Treasurer. The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. Any disbursements by the Treasurer through use of a draft instrument shall require two signatories, one of which must be a member of the Executive Committee. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Secretary an accurate list of the Regular Members of the organization. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee.

## VI. ELECTIONS.

- A. Procedure. The election of officers shall take place during the last General Membership Meeting each year. All Regular Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.
- B. Term of Office. The term of each office shall be one year, beginning on the first day of July and ending on the last day of June of each year. During the inaugural year of the Russell Byers Charter School Home & School Association, elected officers shall serve until June 30, 2003.
- C. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Regular Members and otherwise eligible to serve in the office.
- D. Selection. A majority of the votes cast by the Regular Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.
- E. Vacancies. Any vacancy in office because of death, resignation, inability to serve, or withdrawal of student from Russell Byers Charter School shall be filled by a person elected by a majority vote of the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice-President shall immediately assume the office. Should a vacancy occur in the office of Vice-President for any reason, the vacancy shall be filled by election at the next General Membership Meeting, consistent with the procedures established herein.

## VII. EXECUTIVE COMMITTEE.

- A. General Powers. The affairs, activities and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Ad-Hoc Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.
- B. Membership. The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and the chairpersons of all Standing and Ad-Hoc Committees. The principal of the school and any other school administrators shall serve as ex-officio members but shall not be entitled to vote.

C. Meetings. Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Members of the organization. Any Regular or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

D. Quorum. A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting. The act of the majority of the regular members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

### **VIII. STANDING AND AD-HOC COMMITTEES.**

A. Nominating Committee. The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee at the beginning of each year. In addition, the Vice-President shall be an ex-officio member of the committee. The committee shall carry out its responsibilities, as specified in Section VI.

B. Development Committee. The purpose of the development committee is to coordinate the fundraising efforts of the Russell Byers Charter School Home & School Association. All fundraising should promote the mission of the Home & School Association and be consistent with the mission of the school. The development committee shall appoint persons to act as liaisons with the administration to ensure consistency in fundraising efforts.

C. Other Standing Committees. The Executive Committee may establish such other Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only Regular Members may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any Regular or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

C. Ad-Hoc Committees. The President and/or the Executive Committee may create special Ad-Hoc Committees. Ad-Hoc Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on the last day of school of each year, whichever occurs first. The President shall appoint the chairpersons of all Ad-Hoc Committees. Only Regular Members may serve as chairpersons. Any Regular or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

## **IX. FINANCES.**

A. Budget. The Executive Committee shall present to the membership at the first General Membership Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of the Russell Byers Charter School, nor should they hold themselves out as having such authority.

C. Loans. No loans shall be made by the organization to its officers or members.

D. Fiscal Year. The fiscal year of the Association shall begin on the first day of September and end on the last day of August of each calendar year.

E. Commercial Paper. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Committee.

F. Deposits and Disbursements. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

G. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

## **X. MEMBERSHIP DUES.**

A. Amount. The organization shall authorize and collect membership dues to be used for the operation of the organization. During the inaugural year of the Russell Byers Charter School Home & School Association, the Regular Members in attendance at a Regular Meeting have established by majority vote that the dues shall be \$20 per year, per family. Any change in the amount of the dues shall be approved by a majority vote of the Regular Members in attendance at a Regular or Special Meeting, acting in the manner prescribed in Section IV. Current faculty and staff shall not be required to pay membership dues.

B. Financial Hardship. No Regular Member shall be denied the right to participate in the activities of the organization due to financial hardship. The Executive

Committee shall encourage participation through volunteer efforts and in-kind contributions.

**XI. AMENDMENTS.** Any proposed changes to the By-laws should be submitted in writing to the Secretary to be presented for discussion at the next Regular or Special Meeting. Amendments can be voted on at the next Regular or Special Meeting, thereafter. Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a two-thirds (2/3) vote of the Regular Members in attendance at any Regular or Special Meeting.

**XII. DISSOLUTION OF THE ORGANIZATION.** If, for any reason, the continued existence of the Russell Byers Charter School Home and School Association becomes impracticable or impossible, then the Executive Committee will be authorized by a three-quarters (3/4) vote thereof to direct the dissolution of the organization and after the payment of all charges and expenses, the Treasurer will distribute any remaining assets, funds or property of the organization to another organization to be used for educational or charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

These Bylaws were adopted by the membership by a majority vote during a General Membership meeting properly called on February 13, 2002, and shall take effect immediately.