

**Roosevelt Elementary School Home and School Association
of Roosevelt Elementary School in Hays, Kansas
BYLAWS**

Article I: Name

The name of this organization shall be the Roosevelt Home and School Association of Roosevelt Elementary School in Hays, Kansas. Hereafter referred to as the "Roosevelt Home and School Association", "HSA", or "Association".

Article II: Purpose & Objectives

Section 1: Purpose

The purpose of the HSA is to provide a volunteer association for the family members of students, the faculty, and the staff of Roosevelt Elementary School, to enhance the quality of education at Roosevelt Elementary.

Section 2: Objectives

The objectives of this organization shall be:

1. to support the educational goals of Roosevelt Elementary School and the school district;
2. to study and evaluate matters which pertain to the educational process at Roosevelt Elementary School;
3. to promote cooperation between the faculty, staff, families of students at Roosevelt Elementary School, and members of the community;
4. to promote fundraising activities which are beneficial to the school and Association;
5. to increase public awareness of the major issues in education, promote family members' understanding of the school and its work, and assist in promoting the school to the public.

Article III: Membership

All parents and/or guardians of students attending Roosevelt Elementary School, as well as faculty and staff of the school, are members of the Association.

Article IV: Dues

There are no membership dues.

Article V: Government

Section 1: Executive Board

The Executive Board is made up of four officers: President, Vice President, Secretary, and Treasurer.

Section 2: Executive Board Terms of Office

All Executive Board members shall serve for a term of two years.

Section 3: Election of Officers

During the last HSA general meeting of the school year (normally in May), officers shall be elected. Those persons wishing to serve will contact the current Secretary prior to the meeting to have his/her name added to the ballot. Nominations will also be accepted from the floor.

All elections shall be by paper ballot when more than one candidate runs for an office. The person receiving the most votes shall be elected. Ballots will be counted by the Secretary. Only the winners of the elections will be recorded in the official minutes.

Vacancies will be filled by a majority vote of the Executive Board until the next general board meeting when an election for the open office will be conducted according to the procedures listed above. Vacancies must be announced at least two weeks prior to the meeting when an election will take place. If a vacancy occurs and there are not two weeks before the next general meeting, the election will be held at the following meeting so that the minimum two weeks notice may be given.

Section 4: Duties of Officers

President:

- Preside at and administer all regular, special, and Executive Board meetings.
- Ensure that a schedule of regular General Board meetings is published and publicized.
- Call special meetings as necessary, and ensure such meetings are well publicized.
- Be the official spokesperson for the Association.
- Report at and attend all school meetings and activities that require representation from the HSA, or ensure an HSA representative is present.
- Ensure that at least two officers in addition to the Treasurer have co-signature authority for the Association's financial accounts.
- Serve as an ex-officio member of all Association committees.
- Serve as volunteer coordinator, appointing chairpersons for all committees and events.
- Ensure volunteer lists are distributed to each chairperson.
- Work closely with the principal to determine areas of need.
- Perform other duties incumbent upon this office.

Vice President:

- Assume the duties of the President in his/her absence.
- Assist in the formation of all committees.
- Ensure that committees meet their goals and report their results and recommendations to the Association.
- If the office of the President becomes vacant, assumes the duties of the President.
- Perform additional duties as assigned by the President.

Secretary:

- Record the minutes of all HSA and Executive Board meetings.
- Handle correspondence as the President deems necessary.
- Distribute minutes of Home and School meetings at the following meeting.
- Ensure that the Association's meetings and functions are publicized through current methods, including the website, email list, and Facebook page as appropriate.
- Maintain a current file of reports, records, and correspondence of the Association.
- Perform additional duties as assigned by the President.

Treasurer:

- Collect and deposit all monies received.
- Serve as a member of the fundraising committee to coordinate and help prepare fundraising reports.

- Handle cash obligations for the Association's events.
- Maintain all financial records and provide a monthly report of all receipts and expenditures.
- File all needed reports and forms with the appropriate government entities.
- Review and recommend payment of bills to the Executive Board. Only expenses authorized by the Executive Board shall be paid.
- Have co-signature authority with two other officers on the Association's financial accounts.
- Handle NSF checks returned from bank.
- Work with the Executive Board to develop a budget to be presented at the first General Board meeting of the year.
- Serve as the Acting President should both the President and Vice President offices become vacant.
- Perform additional duties as assigned by the President.

Section 5: Removal from Office

Officers may be removed from office by a 75% majority vote of the members present at a general meeting. A minimum of two weeks notice shall be given for such a vote to take place.

Causes for removal from office include, but are not limited to:

- a. Continued, gross, or willful neglect of the duties of the office;
- b. Failure or refusal to disclose necessary information on matters of organization business;
- c. Unauthorized expenditures, signing of checks, or misuse of organization funds;
- d. Unwarranted attacks or inability to work cooperatively with other members of the Executive Board;
- e. Misrepresentation of the organization and/or its officers to outside persons.

Section 6: Governance

The Executive Board shall be the governing body and have control and general management of the Association's business and financial affairs. Decisions made by the Executive Board may be overturned by a 75% majority vote of the general board members present at a regularly announced general meeting. Executive Board members may not vote on the motion.

Section 7: General Board Membership

All parents and/or guardians of students at Roosevelt are considered members of the General Board, with full voting rights. In addition, the principal shall appoint two teacher representatives to be on the General Board, with voting rights. The principal is an ex-officio member.

Article VI: Meetings and Quorum

Section 1: Meetings

There shall be a minimum of two general meetings of the HSA each school year. The Executive Board may meet additionally at the discretion of the President.

Section 2: Quorum

A minimum of 4 members (general board members or Executive Board members) must be present to conduct an official meeting.

Section 3: Meeting Governance

Robert's Rules of Order, latest edition, shall govern all procedures not covered by these bylaws.

Article VII: Amendments

The bylaws of HSA shall be reviewed annually. The bylaws may be amended by a three-fourths majority vote of the members present at a regular or special General Board meeting that has been publicized for at least two weeks.

Article VIII: Committees

Committees are assigned each year, as needed, by the President. The following is a list of committees which may be created.

1. Back to School Party

Plan and organize a back-to-school party of some kind.

2. Fundraising

Plan and organize all fundraisers of the Association.

3. Fun Night

Plan and organize the annual Fun Night usually held on the first Saturday of February. Possible sub-committees include the Food Committee, the Carnival Committee, and the Raffle Committee.

4. Popcorn Friday

One Friday a month pop popcorn for the school.

5. Teacher Appreciation

The Association will dedicate resources to showing appreciation for the school's faculty and staff. This committee will determine the best way to do that each year.

6. Labels/Receipts

Promote various programs by companies and organizations which offer rewards to schools, such as Box Tops for Education and Dillons Community Rewards. Then ensure that all procedures are followed and the necessary paperwork filled out to achieve maximum benefit for the Association.

7. Breakfast of Champions

Cook and serve a meal to students prior to or during State Assessments.

8. Fun Day

Plan and organize games and activities for students on Fun Day.

9. 5th Grade Recognition

Plan and organize the decorations and refreshments for the 5th Grade Recognition held the morning of the last day of school.

Article IX: Dissolution

Should the HSA cease to fulfill its purpose and objective, the association may wish to formally dissolve.

- a. A special meeting shall be called, provided that due notice has been circulated at least thirty (30) days prior to the meeting.

b. After full discussion, the motion for dissolution should be called. If the motion is carried (requires 75% majority vote) the HSA shall be dissolved. The appropriate educational partners shall be notified of such action.

c. Action shall be taken to authorize the payment of all outstanding bills. Any funds remaining in the treasury shall be transferred to the school or to a new group between the school and the parents forming within three months of the dissolution of HSA. Remaining funds shall be used for the purpose of enhancing the education of students at Roosevelt Elementary School.

These bylaws were approved by the General Board on July 18, 2016.