

Enfield Erdenheim Home and School Partnership

By-Laws

2013 - 2014

Article I: Name

Section 1: The name of this organization is the Enfield Erdenheim Home and School Partnership. (Hereafter referred to as EEHSP.)

Section 2: The EEHSP is a local, independent, incorporated, nonprofit organization recognized by the IRS as exempt from federal income tax under Section 501(C) (3) of the Internal Revenue Code.

Article II: EEHSP Mission

Section 1: Provide and encourage strong family, staff and community involvement to strengthen and enhance the educational environment. Provide opportunities for learning, communication and growth as students and community members.

Section 2: The *EEHSP* acts to empower members to share ideas, experiences, problems and solutions, and to cooperate in an informed manner in the education of the K-5 students of Springfield Township.

Section 3: The EEHSP is committed to providing financial and volunteer support to Enfield and Erdenheim elementary schools to promote and enhance their educational and social offerings.

Article III: Basic Policies

Section 1: These by-laws shall constitute the regulating policies, structural organization and governing rules of the EEHSP. A copy of the most recently approved bylaws shall be posted to the EEHSP website and shall be made available upon written request.

Section 2: The EEHSP is a non-commercial, non-profit, non-sectarian and non-partisan organization. It shall not endorse any commercial enterprise or any political candidate. The name EEHSP or name of any members in their official capacity shall not be used in conjunction with any commercial concern or with any political interest.

Section 3: The EEHSP shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for office.

Section 4: The EEHSP shall not seek to direct the administrative activities of the schools, but shall work in conjunction with the administration to provide a quality educational experience for all K-5 students of Springfield Township.

Section 5: Any activities not specifically prohibited by these by-laws may be undertaken by the EEHSP if it is reasonably believed that the activity is consistent with its goals as defined herein.

Article IV: Organization

Section 1: Any parent, guardian, or other adult standing *in loco parentis* for a student in, or any staff member employed by, the elementary schools of Springfield Township is automatically a member of EEHSP. The EEHSP serves the entire population of families of elementary school students and staff and all are invited to exercise ownership in the organization and make it their own.

Section 2: The officers of the EEHSP shall be: Co-Presidents, Co-Vice Presidents, Co-Treasurers, Co-Communications Liaisons, a Director of Purchasing, a Volunteer Coordinator and a Recording Secretary.

Section 3: Officers shall be elected at the last annual meeting of the general membership of the EEHSP.

Section 4: Nominations for officers will be conducted as outlined in the EEHSP Operating Procedures.

Section 5: At the last annual meeting of the general membership, the Executive Board will present a slate of officers for election. Voting shall be by voice vote if the slate presented consists of only one candidate for each office. If more than one person is running for an office, a ballot vote may be taken.

Section 6: Officers are elected for one year and may serve no more than two consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 7: Each co-officer has all the powers of the other, and in the event one officer cannot fulfill their term, their co-officer will act on an interim basis until the next regular meeting of the general membership, at which time, an election will be held to fill the vacant position.

Section 8: Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 9: The principals of the elementary schools shall be asked to serve in an advisory capacity to the organization. These shall be non-voting positions.

Article V: Duties of Officers

Section 1: The Co-Presidents shall preside over all general member and executive board meetings, represent the EEHSP at meetings outside the organization, and coordinate the work of all the officers and committees of the EEHSP as enumerated in the Operating Procedures.

Section 2: The Co-Vice Presidents shall support the Presidents and attend monthly meetings, as enumerated in the Operating Procedures.

Section 3: The Recording Secretary shall record and maintain the minutes of all general member and executive board meetings, as well as other important documentation, as enumerated in the Operating Procedures.

Section 4: Co-Treasurers shall receive all funds of the EEHSP, keep accurate records of receipts and expenditures, and pay out funds as authorized by the executive board as enumerated in the Operating Procedures.

Section 5: The Co-Communications Liaisons shall be responsible for maintaining and updating the school and social media websites and preparing e-mail "blasts" and communications from the EEHSP concerning events and activities, as enumerated in the Operating Procedures.

Section 6: The Director of Purchasing shall provide assistance in researching vendors to ensure the best possible price is obtained for all purchases of items and services.

Section 7: The Volunteer Coordinator shall organize and coordinate volunteers for school or EEHSP events and activities.

Article VI - Executive Board

Section 1: The Executive Board shall consist of the officers of the EEHSP, the Principals of the elementary schools, and all Grade Level Representatives.

Section 2: The Executive Board governs the operation of the EEHSP in accordance with the Operating Procedures, and shall meet at regularly scheduled intervals, as determined by the Board at the beginning of the school year. Special meetings may be called by any two board members, with 72 hours' notice to all Executive Board members.

Section 3: Half the number of the Executive Board members, plus one constitutes a quorum.

Article VII - Meetings

Section 1: The EEHSP shall hold regular meetings throughout the school year at a time and place determined by the executive board at least one month before the meeting in accordance with the Operating Procedures.

Section 2: Special meetings may be called by: (a) the president; (b) any two members of the executive board; or (c) five members in good standing as defined herein, by submitting a written request to the secretary in accordance with the Operating Procedures.

Section 3: The quorum of ten (10) members of the EEHSP is required for the transaction of any business at a regular meeting of this organization.

Article VIII - Finances

Section 1: A tentative budget shall be drafted by June 30th for each school year and shall be approved by the general membership no later than the October meeting.

Section 2: The Co-Treasurers shall keep accurate records of any disbursements, income, and bank account information.

Section 3: The Co-Treasurers shall provide financial records and statements for semi-annual review by an external auditing facility.

Section 4: A financial summary report will be available for inspection by all members at every general member meeting and all bank statements will be available upon request.

Section 5: The fiscal year shall begin on July 1 and end on the following June 30th.

Article IX - Expenditures

Section 1. At least two (2) names shall be required and four (4) names shall be allowed on the EEHSP bank accounts (Co-Presidents and Co-Treasurers).

Section 2: Two signatures (One President and one Treasurer) shall be required on all checks written from the EEHSP bank accounts.

Section 3: Bank statements shall be reviewed by the Executive Board at each Executive Board meeting.

Article X - Standing Committees

Section 1: Committees shall be designated by the Executive Board as needed to promote the objectives and goals of this organization, as enumerated in the Operating Procedures.

Section 2: All committees and chairpersons are required to adhere to all standing rules, policies, procedures and budget conditions as approved by the executive board and the EEHSP.

Section 3: The term of office for each committee chair is one year with eligibility to repeat terms for up to three (3) consecutive years.

Article XI - Parliamentary Authority

Robert's Rules of Order shall govern all EEHSP meetings and will be the authority on all questions of Parliamentary procedures, except where they may conflict with the by-laws, in which case these by-laws control.

Article XII - Standing Rules

Standing Rules and Operating Procedures shall be drafted and approved by the Executive Board. The Recording Secretary shall keep a record of the standing rules for future reference. No standing rule or procedure should be approved which conflicts with these by-laws. In the event there is a conflict, these by-laws control.

Article XIII - Amendments

The Bylaws may be amended at any general member meeting of the EEHSP as enumerated in the Operating Procedures.

Article XIV - Dissolution

The EEHSP may be dissolved at a meeting called for that purpose as enumerated in the Operating Procedures.