**Hillcrest Elementary**

**Home and School Association**

**Mission Statement and By-Laws**

**Revised May 18, 2017**

**Mission Statement**

Hillcrest Home and School Association is comprised of volunteer school parents who contribute their time, talent and treasures to reach our yearly fundraising goals to support the education of our children at Hillcrest.

 Our purpose is to facilitate good communication between the parents and the school, to foster a positive atmosphere for our school community, and to devise projects to help financially support our children’s activities and their school.

**Home and School Association By-Laws**

**ARTICLE l – Name**

The name of the organization shall be Hillcrest Home and School Association.

**ARTICLE II- Purpose**

This association is organized for the purpose of supporting the education of children at Hillcrest Elementary by fostering relationships among the school, parents and teachers.

The association shall be non-commercial, non-profit, and non-partisan. It shall not endorse any commercial or political enterprise. The name of the association or

the names of any members in their official capacities shall not be used in connection with any commercial or political concern or for any purpose other than the regular activities of the organization.

**ARTICLE III- Members**

Any parent, legal guardian, adult in standing loco parentis for a student, or a person living in the home of a student at this school within may be a member.  The principal and any teacher employed at the school may be a member and have voting rights, who are current in their membership dues.

**ARTICLE IV- Officers and Elections**

Section 1.  Officers.  The officers shall be a President, Vice President, Secretary and Treasurer.

 a.      President**:** The President shall preside over meeting of the organization, serve as ex officio member of all committees except nominating committee and coordinate the work of all the officers and committee so that the purpose of the organization is served. .  The President also keeps a copy of the minute book, mission statement, bylaws, rules and other necessary supplies and brings them to the meetings. The President shall preside at all the meetings of the Association and of the Executive Board. He/she shall perform all duties pertaining to the office. He/she shall appoint special committees, shall be an ex-officiate member of all committees, and shall receive notices of all meetings.

 b.      Vice President**:** The Vice President shall assist the President and carry out the President’s duties in his or her absence or inability to serve.

 c.       Secretary**:** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of the meetings to the membership.

d.      Treasurer**:** The treasurer shall receive all funds of the organization (donations, fundraisers, etc.), keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the executive board.  He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.

Section 2.  Nominations and Elections.  Elections will be held at the last meeting of the year. Nominations shall occur at the April meeting and voting shall occur at the May meeting. Voting shall be by voice vote if a slate is presented.  If more than one person is running for an office, a ballot vote shall be taken.

Section 3.  Terms of Office.  Officers are elected for two years. Each person elected shall hold only one office at a time. If no other parent or legal guardian would like to nominate themselves for a Board position, the acting Board will remain active for the following school year, holding announcing nominations in April and holding an election in May.

Section 4.  Vacancies.  If there is a vacancy in the office of President, the Vice-President will become the President.  At the next regularly scheduled meeting, a new President will be elected.  If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**ARTICLE V- Meetings**

Section 1.  Regular meetings.  The regular meeting of the organization shall be on the third Thursday of each month during the school year at 7:00pm in the library, or at a time and place determined by the executive board at least one month before the meeting, except for December and June.

Section 2.  Special Meetings.  Special meetings may be called by the president or any two members of the executive board.  Notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by email or phone calls.

Section 3.  Quorum.  The quorum shall be 9 members of the organization.

**ARTICLE VI- Executive Board**

Section 1.  Membership.  The Executive Board shall consist of the officers and principal.

Section 2.  Duties.  The duties of the Executive Board shall be to transact business between meetings in proportion for the general meeting, create standing rules and policies, prepare and submit a budget to the membership, approve routine bills and prepare reports and recommendations to the membership.

Section 3.  Meetings.  Regular meetings shall be held monthly, on the same day and at the same time each month to be determined by the board.

**ARTICLE VII- Finances**

Section 1.  The treasurer shall keep accurate records of any disbursement, income and bank account information.

Section 2.  The board shall approve all expenses of the organization.

Section 3.  Authorized signatures shall be required on each check.  Authorized signer shall be the Treasurer.

Section 4.  The treasurer shall prepare a financial statement at the end of the year.

Section 5.  Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills of the Home and School Association and with the membership’s approval spend for the sole benefit of the school.

Section 6.  The fiscal year shall coordinate with the school year.

Section 7.  The executive board shall be able to approve $100 or less without a quorum.

**ARTICLE VIII- Parliamentary Authority**

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

**ARTICLE IV- Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then send to all members of the organization by the secretary.  Notice may be given by postal mail or email.  Amendments will be approved by a two-thirds vote of those present, assuming a quorum.