

BYLAWS FOR THE BLACK ROCK MIDDLE SCHOOL HOME AND SCHOOL ASSOCIATION

Article 1 - Name

The name of the organization shall be the Black Rock Middle School Home and School Association (Black Rock HSA and/or BRMS HSA).

Article 2 - Purpose/Mission Statement

The purpose of the Black Rock HSA is to further cooperation and understanding between the Black Rock Middle School (BRMS) and the home; to enrich and strengthen quality education for all students; to connect with and work cooperatively with other district schools or organizations to work towards a common purpose; and to connect with and work cooperatively with administration to further the educational aims of the school and district.

In pursuit of these goals, the HSA shall:

- Act as a liaison between the home and the school,
- Offer an accessible forum for presentation and discussion of school and district issues,
Create and maintain a sense of community within the school,
- Advocate and support our school and families in the community,
- Encourage, recruit, and organize parent/guardian leadership.

Article 3 - Diversity and Inclusion

The Black Rock HSA acknowledges the potential of all members regardless of, including but not limited to, their age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

- Black Rock HSA values the individual contributions of members, volunteers, and partners as we work collaboratively to achieve our association's goals.
- All members, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.
- We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Article 4 - Membership

Section 1 - All parents or guardians of children attending BRMS and all BRMS professional and support staff members shall be members of the Black Rock HSA. Only parents or guardians of BRMS are voting members.

Section 2 - The board may collect annual dues in a reasonable amount.

Article 5 - Executive Board Officers and Elections

Section 1 - The board of the Black Rock HSA shall be elected and shall be comprised of 2 presidents, 2 vice-presidents, 2 secretaries, no less than 2 treasurers, and up to 2 members at large (one of each, when possible, from GES & PWES).

- a. **Co-Presidents** - The Co-Presidents shall preside over meetings of the organization and executive board, serve as primary contact for the principal, represent the organization at meetings outside the organization, serve as ex-officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The Co-Presidents will assist the chairpersons of events by ensuring they are clear with their responsibilities, budget, school policy, etc. The Co-Presidents will keep the board apprised of events and ask for assistance when needed.
- b. **Co-Vice Presidents** - The Co-Vice-President (VPs) shall assist the co-presidents and carry out their duties in cases of absence or inability to serve. It is presumed that the Co-VPs will transition into the Co-Presidents position in the upcoming year. The Co-VPs will also coordinate the volunteers for functions of the HSA and/or school where parent leadership or assistance is vital. The Co-VP(s) will assist the Chairperson of the event by making sure they are clear of their responsibilities, budget, school policy, etc. It is also expected that the Co-VP(s) will keep the board apprised of the events and will let the board know if they need to assist in any way to make each event successful.
- c. **Co-Secretaries** - The co-secretaries shall keep all records of the organization, take and record minutes, prepare and distribute all official records of HSA board and general membership meetings.
- d. **Co-Treasurers** - The co-treasurers shall be responsible for all association funds deposits and disbursements into the bank account approved by the board; shall disburse funds only under an approved budget or as authorized by a vote of the executive board; shall keep complete and accurate records of all receipts and expenditures and shall make these records available to executive committee; shall prepare treasurer's reports to be presented at HSA executive board meetings. The treasurer's records shall be available for audit at the end of the school year, or at any time as requested by the board.
- e. **Members at Large** - The members at large shall serve as liaisons to the general membership and shall assist the board in transitioning from one year's activities to the next. Duties change as needed to fulfill board requirements and address overall organizational goals.

Section 2 - Terms of Office - A term shall be one year. No one shall serve more than three consecutive terms in an office without a vote of the board. Each person elected shall hold only one office at a time. Officers must attend 70% of executive board meetings.

Section 3 - Nominations and Elections - Elections will be held at the second to last meeting of the school year. The board shall nominate or volunteer yourself for

each office and present the slate at a meeting held one month prior to election. At that meeting, nominations may also be made from the floor. 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 in person with the option for an at home ballot.

Section 4 - Eligibility - All voting members of BRMS are eligible for office.

Section 5 - Vacancies - If there is a vacancy in the office of presidents, a vice president will become a president. At the next regularly scheduled meeting, a new vice 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. The presidents may appoint members to the vacant positions with elections occurring after the appointment as deemed necessary to fulfill the purpose of the organization.

Section 6 - Removal from Office - Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article 6 - Meetings

Section 1 - Monthly Meetings - There shall be monthly board meetings. The annual budget shall be presented at the September meeting, and a treasurer's report shall update this information at every meeting thereafter.

Section 2 - General Membership Meetings - There shall be at least two meetings of the general membership during every school year, at which the executive board will report to the membership, and at which the membership may raise matters of concern and issues of the association.

Section 3 - Special Meetings - Special meetings may be called by the president, any two members of the executive board or five general members submitting a written request to the secretary.

Section 4 - Quorum - Half the number of executive board members plus one constitutes a quorum.

Section 5- Electronic Attendance - The Black Rock HSA may conduct its meetings by electronic or other remote access means as reasonably necessary; provided that the organization shall use its best efforts to implement any such virtual meetings with full regard for the need to maintain as much as possible accessibility for all members, including those with disabilities and those who lack access to sophisticated technology tools. Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a virtual meeting. Determination to hold any given meeting as virtual is by the executive board.

Article 7 - Black Rock HSA Board

Section 1 - Membership - The Black Rock HSA board shall consist of the officers (executive board), principal (non-voting member) and standing committee chairs.

Section 2 - Duties - The duties of the Black Rock HSA board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, 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 a day and time to be determined by the board.

Section 4 - Conflict of Interest Policy - If a board member has reasons to believe they may have a conflict of interest, they must disclose the potential conflict to the board and explain the basis for, and any financial ramifications of, the possible conflict. The board shall then discuss and vote to determine whether a conflict exists. The board member presenting the conflict shall leave the meeting during the discussion of such possible conflict and not participate in the vote on the possible conflict.

If after due diligence, which includes discussion at a board meeting of alternatives to the transaction giving rise to a conflict of interest, the board determines that there is not a more advantageous arrangement for the board's purposes, the board may vote to waive the conflict, and the interested board member shall not participate in either the discussion of alternatives or any vote on a conflict waiver. The board discussion of the rationale for the conflict waiver and the vote thereupon shall be fully set forth in the minutes of the board meeting.

Article 8 - Committees

Section 1 - Membership - Committees may consist of members and board members with the president acting as an ex-officio member of all committees.

Section 2 - Standing Committees - The following committees shall be held by the organization - including but not limited to:

- **Communications Committee** - responsible for school and district approved communications between Black Rock HSA and the greater parent/guardian community.
- **Community Connection Committee** - responsible for creating events/programs to encourage family engagement and connections within the HSA.
- **Fundraising** - including, but not limited to, apparel/spirit wear.
- **Grade-Level Committee** - chairpersons of each committee responsible for the event(s) of that grade (i.e.: socials). 5th, 6th, 7th & 8th.

Section 3 - District Committee Representatives - the following committees are held by Lower Merion School District - including but not limited to:

- **Committee to Address Race and Education (CARE) Representative** - will attend monthly meetings held by the CARE, and report back to the board.
- **Committee for Special Education (CSE) Representative**- will attend monthly meetings held by the CSE, and report back to the board.
- **Inter-School Council (ISC) Representative** - Will attend monthly meetings held by the ISC, and report back to the board.

Section 4 - Additional Committees - The board may appoint additional committees as needed.

Article 9 - Finances

Section 1 - A tentative budget shall be drafted in the September meeting for each school year and approved by a majority vote that fall for the members present.

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

Section 3 - The board shall approve all expenses of the organization.

Section 4 - Two authorized signatures shall be required on each check over the amount of \$1,000. Authorized signers shall be a president and a treasurer.

Article 10 - 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 sent to all the members of the organization. Notice may be given by postal mail, e-mail, text message, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article 11 - Additional Required Conditions

- Black Rock HSA recognizes and accepts that it is prohibited from imposing conditions of membership which serve to exclude students from participation in district or school events, Student Organizations, School-Sponsored Activities, or any other opportunities offered to students by the district or its schools.
- Black Rock HSA recognizes that it may not require parents and/or students to financially contribute to the group for any reason.
- Black Rock HSA recognizes and accepts that it is prohibited from using the district's name or logo without a license or express permission granted in writing by the Superintendent.

Article 12 - Suspension of Bylaws

Any portion of these bylaws may be temporarily suspended if:

- a. Notice is given to the membership one month before the proposed suspension.
- b. Two-thirds of the members present at the meeting vote to suspend the said portion.
- c. General membership present at this meeting must be a quorum.

Approved March 20, 2022