



HAWTHORNE MATH AND SCIENCE ACADEMY

Parent Booster Club Constitution

Article I: Name

The name of the organization will be the Hawthorne Math and Science Academy Parent Booster Club, abbreviated as “PBC”.

Article II: Purpose

The PBC’s purpose is to raise funds for and to plan events that will enhance the experience of all students and staff and to act as liaison between the school and the community. In addition, PBC encourages parents and families to participate fully in school events through volunteering.

Fundraisers include, but are not limited to:

- Gift Cards (purchased at discount, sold at face value)
- Dinner Nights at local restaurants
- March Madness
- Parent Socials
- Logo Days
- PBC shirts

Events include, but are not limited to:

- Senior Awards banquet
- Celebration of Excellence
- Family Style events (eg. Mariachi Night, Fall Family Festival)

Support for school sponsored events include, but are not limited to:

- Career Day
- Alumni Day
- Graduation (support with expenses, primarily with senior medals)
- MARK award ceremonies
- Staff Appreciation Day
- Study Trips
- Multicultural Celebration
- Teacher Mini-Grants

Article III - Membership

All parents and guardians of students enrolled in the Hawthorne Math and Science Academy are welcome to be involved in the Parent Booster Club. There is no charge for membership.

Article IV - Parent Volunteering

- As described in the HMSA Handbook and in the Student-Parent-School Compact, parents are encouraged to contribute 40 volunteer hours each school year. Volunteers must be 18 or older and be a parent or guardian of the student. Emergency contacts for the student may be eligible to earn volunteer hours, but need prior approval from school administration.



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- Families are encouraged to complete 40+ hours by the end of April if they do they will be recognized with a certificate
- Parents who complete 160+ hours by their child's graduation from HMSA will get a medal in addition to a certificate
- Parents can earn volunteer hours through service, donation, and participation

Article V- Meetings

Meetings are open to all members and will be held at the school once each month at a specific day and time to be determined by the elected officers. Special meetings may be called if needed and only if notice is given at least 5 business days in advance.

Article VI - Club Officers

The club officers shall consist of the following:

- President
- Vice President
- Secretary
- Treasurer
- Publicist
- Translator
- Fundraising Coordinator
- Volunteer Coordinator

Article VII - Officer Duties

General requirements (all officers)

- Attending once monthly officer meetings (held prior to general meeting)
- Attending once monthly general membership meetings
- Attending special meetings as called for by club president or vice president

Duties of the President will include:

- Presiding over all meetings
- Calling special meetings as needed
- Planning and preparing an agenda for the meetings in coordination with input from other officers
- Providing agendas to HMSA Special Projects teacher in a timely manner
- Sharing attendance responsibility at events with Vice President
- Acting as a co-signer on the PBC bank account and be liaison with bank for deposits

Duties of the Vice President will include:

- Serving as the club president if the president becomes unable to fulfill his/her duties either temporary or permanently
- Taking charge of meetings and prepare agendas in absence of the President
- Sharing attendance responsibility at events with President

Duties of the Treasurer will include:



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- Maintaining complete and accurate records of all club receipts and disbursements using a google spreadsheet
- Working with the HMSA Special Project teacher to reconcile the bank statements, prepare deposits and expense payments.
- Ensuring that appropriate approvals have been obtained for expenses
- Acting as a co-signer on the PBC bank account and be liaison with bank for deposits

Duties of the Translator will include:

- Providing verbal translations at the Parent Booster Club meetings
- Translating documents such as club agendas, minutes, and promotional materials

Duties of the Secretary will include:

- Taking minutes of all officer and general meetings
- Providing minutes of general meetings to Translator for translation in a timely manner
- Providing minutes to HMSA Special Projects teacher in a timely manner

Duties of the Fundraising Coordinator will include:

- Initiating fundraisers and planning them in conjunction with other officers
- Building networks and partnerships with local businesses and community organizations that are mutually beneficial

Duties of the Volunteer Coordinator will include:

- Coordinating volunteers for events
- Coordinating product donations for events
- Assisting HMSA Special Projects teacher with the accurate reporting of parent volunteer hours earned from events/donations
- Assisting HMSA Special Projects teacher with data entry of parent volunteer hours

Duties of the Publicist will include:

- Promoting, in coordination with HMSA Special Projects teacher, fundraisers and events
- Preparing items such as fliers, posters, website information, and voice messages/emails from HMSA via School Messenger
- Preparing tickets for events if needed
- Taking photos to document events for future reference and/or promotion

Article VIII - Officer Eligibility and Terms of Office

Officer Eligibility:

- Parents who will have a child attending HMSA, during the officer's year of service, are eligible.
- Parents must be nominated for an office. The nomination can be a "self-nomination" or a nomination from another parent. If nominated by another parent, the nominee must accept the nomination in order to continue to run for the office.
- Parent nominees must be cleared through the Megan's Law website and meet any other criteria established by HMSA/HSD for chaperones.
- Must be able to attend monthly officer and general meetings
- Must be able to assist at club events and fundraisers



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Terms of office:

- Officers may only hold one position at a time
- Officers are elected for one year term.
- The term of office coincides with the HMSA academic and fiscal year (July 1-June 30)
- There are no term limits. If a parent is eligible, he/she may serve multiple times, in any office, if elected by the membership for that office.

Article IX - Elections

- Timeline:
 - April: nominations
 - May: elections
 - June: transition
 - July: start of term
 - Sep/Oct: first special election (if needed)
 - Mar: publicizing of upcoming elections
- General Elections: will be held in May of each year. After elections are completed, there will be a transition period between current officers and the newly elected officers. This transition period will take place after the elections and by June 30. During the transition period, training of new officers, transference of signatories for the bank account, and other such matters need to take place. Aiding in this transition will be the HMSA staff liaison to the PBC.
- Special Elections: will be held at the discretion of the membership and will be called no more than twice during an election cycle (July 1-June 30) and will be called for the purpose of either (1) filling offices not filled during the general election or (2) filling offices vacated by officers who are no longer able to serve their term, regardless of the reason.
- Voting (all elections): In general paper ballots will be distributed at the May general meeting and tallied by the HMSA Special Projects teacher along with two PBC members who are not running for office. However, if the opportunity to vote electronically seems viable, voting may take place in that manner. Each member of the PBC (therefore each parent/guardian of an HMSA student) is able to cast one vote, up to 2 votes per family.

Article X. - Resignations & Terminations of officers

- Resignations: If an officer is no longer able or willing to serve, written notice should be provided, as soon as reasonably possible, to one of the other PBC officers and to the HMSA Special Projects teacher
- Terminations: If any officer misses two consecutive general meetings or is not fulfilling their duties a motion can be made during a general meeting to remove that officer from office. If the motion is seconded it will be put to written vote/ballot at the meeting when the motion was made. The termination is effective immediately if a two-thirds (66%) or greater portion of the membership approves it.



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Article XI - Passing of motions/approvals

- Financial decisions require at least a 51% majority vote from general membership. This approval needs to occur before any expenditure occurs.
- Recurring expenses through the year will be presented at the first general meeting of the year for “pre-approval” again with at least a 51% majority vote from general membership. After a recurring expense occurs, it will be presented at the next general meeting.
- Activities/Fundraisers require at least a 51% approval rate from general membership
- Terminations require at least a 66% majority vote from general membership.
- Constitution changes require at least a 66% majority vote from general membership.

Article XII - Club function in case of emergency situations

- In the event an emergency disrupts the ability to hold general meetings, the officers will be authorized to act on behalf of the entire PBC when making financial decisions.
- In emergency situations, all motions made by the officers need to meet with a 51% majority approval of the current officers, except amendments to the constitution, which remain at a two-thirds (66%) majority.
- All decisions will be documented and shared with general members at the next opportunity that a general meeting can be conducted. Examples of emergency situations are natural disasters and widespread health concerns.