

BYLAWS

ARTICLE ONE: NAME

The name of this organization shall be the Price Home & School Club. The principal offices of this organization shall be at Price Charter Middle School, 2650 New Jersey Avenue, San Jose, California, 95124.

ARTICLE TWO: PURPOSE

The purpose of this organization shall be to assist in the general welfare of the school; to promote cooperation among the school, the home and the community at large; and to assist in the acquisition of educational materials, services and activities not provided by any other source.

ARTICLE THREE: POLICIES

The organization shall carry out its purposes through meetings, committees and projects. This organization is educational, non-partisan and non-sectarian. The organization shall not attempt to direct or control the administration or the policies of the school. It shall work within the established system to provide the best possible education for the children of the community.

The name of this organization shall not be used in connection with any political activities, nor shall any member's affiliation with this organization be mentioned in connection with any political activities, except as provided in this Article 3.

In connection with political activities, a member shall be permitted to state that he/she is or was active in this organization, or that he/she is or has been one of the organization officers, if such be the case.

When approved by two-thirds (2/3) of the membership at a regular meeting, the organization may take a position on policy issues relation to education, however, the name of this organization may not be used in support of any political candidate.

ARTICLE FOUR: MEMBERSHIP

All parents and legal guardians automatically become members of the Price Home and School Club upon the enrollment of their child(ren) at Ida Price Middle School. Membership is terminated when the child(ren) leaves the school.

Each faculty member of Ida Price Middle School is automatically a member of this organization. Membership is terminated when employment ends.

No dues are required for membership.

ARTICLE FIVE: OFFICERS AND DUTIES

The officers of this organization (the Board) shall be President, Vice President, Secretary, Parliamentarian, Auditor or any two co-officers of the prior stated positions and two Co-Treasurers: A Cash Treasurer and a Finance Treasurer.

The President shall preside at all meetings of the organization. He or she shall be an ex-official member of all committees. The President shall attend the President's meetings held regularly at the District Office.

The Vice-President shall act as aide to the President, and shall assume the duties of the President in his/her absence.

The Secretary shall keep an accurate record of the proceedings of all general meetings, and shall be prepared to read, on call, the minutes of any previous meetings. He/she shall prepare a summary of all unfinished business for the President. In the event of a special meeting, he/she shall notify each officer of the time and place of the meeting.

The Office of the Treasurer shall receive all monies and shall deposit it in the name of the organization in the bank approved by the Board. He/she shall keep an accurate statement of the finances of the organization, make a written report at all business meetings, present an audit report in June and pay all bills approved by the Board. Also, the Treasurer shall provide the foundations with accurate statements of Home and School Clubs bank accounts. More specifically, two individuals as listed below shall share the role of treasurer:

The Cash Treasurer shall be primary contact for those providing donations or payments to the organization either through direct donations or payment for event attendance or activities. Sh/he is also responsible for either direct payment to those providing goods or services to the organization or for reimbursing organization volunteers for personal expenses on behalf of the Home and School Club.

The finance treasurer shall be primarily responsible for developing, revising and controlling the budget of the organization. The finance treasurer reports out monthly to the membership on the status of the budget and finances. The treasurers may back each other up as needed as long as it doesn't result in one person doing both the cash and finance treasurer roles.

The Parliamentarian shall advise the members and directors of the requirements for meeting conduct as outlined in Robert's Rules of Order. The Parliamentarian shall attend all members' meetings and ensure that the meetings are conducted in a timely manner. In addition, the parliamentarian shall have such other powers and duties as the Board may prescribe.

The Auditor shall audit the Treasurer's books of the organization in January and June and shall render a written report to the organization of which a copy shall be submitted to the Home & School Club Secretary and to the Treasurer's book for the school year.

The Cash Treasurer, the Finance Treasurer and the auditor shall be fingerprinted through the district office and submit letters of reference before taking office.

VACCANCIES

A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the Board.

Should an office remain unfilled after the election, it shall be considered vacant and the Board shall seek a replacement.

When an officer fails to attend two (2) consecutive meetings without adequate reason, or is not fulfilling the responsibilities of the office as described in the bylaws, the Board may, by a two thirds (2/3) vote declare the office vacant.

ARTICLE SIX: MEETINGS

The regular meeting of this organization shall be held monthly during the school year at a time and place determined by the Board upon ratification by the membership.

Special meetings can be called by the President, or at the request of a majority of the Board. At least three (3) days prior to each meeting, the membership shall be notified as to the time, date and place of such meeting.

Annual reports of all officer and chairpersons shall be filed with the Secretary at the May meetings, except for the Auditor's report which shall be completed over the summer and presented at the September meeting.

A simple majority of the Board shall constitute a quorum, provided proper notification requirements are met. (Simple majority shall equal to 50% + 1 of Board member.)

Any member of this organization may place matters before the Board at regular meetings. Complete minutes shall be kept at all Board meetings. All seconded motions shall be recorded verbatim, along with the result of the vote.

ARTICLE SEVEN: NOMINATIONS AND ELECTIONS

The parliamentarian must present to the organization new candidates for the ensuing year at the April meeting, at which time nominations may also be made from the floor, provided the nominated are present or have given written consent. Officers shall be elected at the May meeting

New officers shall assume their duties upon the end of the school year.

When there is only one candidate for an office, the ballot may be dispensed with, and the vote cast by voice. When more than one (1) candidate is nominated for a position, voting shall be by secret ballot.

Officers shall serve for a term of one year and shall serve until their successors are elected and installed. No officer shall be eligible to the same office for more than two consecutive terms except in the following instances: 1) the office has been filled by two co-officers, or 2) no other candidate or candidates have come forward to fill the office. In these instances, only the officers may serve a maximum of two additional terms.

No person shall be eligible for more than one (1) elective office at the same time.

ARTICLE EIGHT: PARLIAMENTARY AUTHORITY

Robert Rules of Order Newly Revised shall be the authority on all points not covered by these laws in all cases to which they are applicable,

ARTICLE NINE: AMENDMENTS

These bylaws may be amended by a two-third (2/3) vote of the members present at any regular meeting, provided notice is given at the previous meeting.

ARTICLE TEN: STANDING COMMITTEES

Committees shall be created by the Board as deemed necessary to promote the purpose and basic policies of the organization. The standing committees shall be approved by the officers of the organization and the Principal of the school or an appointed representative. A representative of the standing committees shall attend general meetings of the organization or submit a committee report by proxy.

Standing committees include (but are not limited to) Hospitality, Giving Campaign, Community Fundraising Event, eScrip, and Family Dinner Nights.

ARTICLE ELEVEN: DISTRIBUTION OF FUNDS

No part of the net earnings of the organization shall benefit or be distributed to its members, officers or other private persons, except when authorized as a reasonable compensation for services rendered. Every effort shall be made to avoid transactions which might be construed as inappropriate.

Any fundraising committee must have an established member on the committee. Any money raised by fundraisers must be counted with two (2) committee members present.

In the event of the dissolution of Ida Price Middle School, any assets shall be given to the Cambrian Educational Foundation to be divided equally between the remaining Home & School Clubs in the Cambrian Elementary School District.

ARTICLE TWELVE: SPENDING

A budget shall be voted on at the May meeting of the school year prior to the year the budget takes effect. A draft version shall be submitted at the meeting one-month prior. The budget needs approval by a majority vote of the members present.

The board can vote and approve a \$500, non-budgeted expenditure up to 5 times per fiscal year. Any expense over \$500 needs to be approved at a membership meeting and is then added to the budget. Any non-budgeted expenditure over \$5,000 must be presented at one meeting and voted on the following month in order to be added to the budget.

Two authorized signatures shall be required on each check over the amount of \$750. Authorized signers shall be the president(s) and treasurer(s) and/or both treasurers.

ARTICLE THIRTEEN: Conflict of Interest Policy

Section 1. Purpose.

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the

organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

- a. Interested Person.
Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest.
A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
 - ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
 - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

- a. Duty To Disclose.
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists.
After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest.
 - i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- d. Violations of the Conflict of Interest Policy.
- i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Social Media Policy shall be set out in Addendum 1.

Upon matters submitted to a vote at a meeting, each member of this organization present shall have one vote. Home and School Club decisions can be approved by a 2/3 vote.

Signature Page

Date Approved:

Jill Brigham, President

Gretchen Stephens Vice-President

Date of Revision: February 2019

Ida Price Home & School Social Media Policy

The Ida Price Home & School (Ida Price HSC or HSC) establishes the following policy to guide its social media efforts and activities. Ida Price HSC is a non-profit, parent run organization.

I. Social Media objectives

1. To actively inform and engage Ida Price families about its programs and issues that may affect the school and/or students.
2. To encourage a closer relationship between families
3. To encourage volunteer participation in the HSC
4. To encourage attendance at HSC programs and events

II. Social Media Presence

1. Ida Price HSC's initial social media presence will be on Facebook. Before any social media platform is utilized on behalf of the Ida Price HSC, it should be approved by a recommendation from the Board to the full body of the HSC and voted on. The Ida Price HSC social media platforms will be maintained by Board members designated by the Board in accordance with the goal and objectives stated in this policy. No other HSC member or faculty member is authorized to post to any of the HSC social media platforms without prior approval from the Ida Price HSC President.
2. All content to Ida Price HSC social media platforms must be in accordance with the following intended uses:
 1. Encouraging support and participation in the HSC
 2. Distributing advance notices of HSC, Ida Price, or

District events and initiatives

3. Soliciting volunteers to assist with HSC events and initiatives

4. Encouraging participation in fundraisers, food/clothing drives, book fairs, recognition events, and other events and initiatives
5. Informing families about news, events, programs, or legislation that may affect the school or education
6. Recognizing special achievements or accomplishments of Ida Price HSC members or Ida Price faculty and staff
7. Recognizing Ida Price HSC partner, sponsors, and supporters
8. Other uses as approved by the Ida Price HSC Board and/or Ida Price principal.

III. Social Media Prohibited Content

a. While the Ida Price HSC does not seek to censor posts or limit freedom of speech on its social media platforms, all content must be in compliance with the HSC's policy and intended uses. HSC's Facebook page administrators will remove any content that is deemed to be prohibited or objectionable. The following uses prohibited on any Ida Price HSC media outlet, including social media platforms or newsletter:

1. Cyber bullying of any kind, including insulting, targeting, embarrassing or excluding any individuals, including but not limited to school board officials, school administrators, teachers, HSC members, students, parents or other individuals
2. Negative comments or reviews about any individuals, organizations, or associations
 3. Discrimination of any kind on age, gender, disabilities, race, sexual orientation, gender identity, etc.
 4. Threats of physical or verbal abuse
5. Inflammatory statements
 6. Allegations against persons or organizations
 7. Offensive language, including but not limited to ethnic, religious and racial slurs; profanity; sexually explicit language and the like; including acronyms of offensive expressions
 8. Partisan politics

9. Candidate campaigns, or promoting candidacies
10. Personal conversations
11. Advertising for businesses, except to the extent that such advertising occurs in conjunction with fundraisers and/or recognition of HSC partners and supporters such as Family Dinner Nights or auction items
12. Furthering an issue or product for personal or professional gain
13. Airing grievances with school board officials, school administrators, teachers, HSC member(s), students or other individuals.

b. Determination of prohibited use or objectionable content is at the sole discretion of the Ida Price HSC Board and social media administrators.

IV. Photos and Videos

a. Photos and videos may be uploaded periodically to the Ida Price HSC social media platforms and/or website. A blanket statement will be added to every Ida Price HSC event flyer that states, "Every participant is implying, with their attendance at said event, that they are granting permission for their photos to be taken and could be used on the Ida Price HSC website and/or social media platforms." In addition, minors will never be identified or tagged in online photos by Ida Price

V. Management of Social Media Platforms

a. Responsibility for Ida Price HSC social media platforms will be the responsibility of the designated board member as selected by the HSC Board. This role shall be reviewed annually and is subject to change without notice.

b. Current HSC Co-Presidents are to remain administrators with full access on all social media platforms.

