

W.C. SARTORETTE HOME AND SCHOOL CLUB
ORGANIZED NOVEMBER 19, 1958

CONSTITUTION AND BY-LAWS
REVISED FEBRUARY 22, 2007

ARTICLE I – NAME

The name of this organization shall be the Sartorette Home and School Club.

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

1. To assist in general welfare of the school.
2. To bring the Home and School Club into a closer relationship.
3. To promote legislation favorable to youth and education.

ARTICLE III – POLICIES

1. Non-Sectarian/Non-Partisan.
This organization is educational, non-sectarian and non-partisan.
However, issues pertaining to school or welfare or well-being of children may be heard before the General Membership. Efforts shall be made to present both pro and con sides of an issue.
2. Non-Technical.
The purpose of the club shall be educational and social. The Club shall not seek to direct the technical activities of the school.

ARTICLE IV – MEMBERSHIP

1. Open Membership.
Membership is open to all parents, guardians, teachers and staff of Sartorette Elementary School.
2. Voting Privilege.
Any member attending the Home and School Club meeting shall be able to enter into discussions, place a motion before the chair, vote on a motion and vote at an election.

ARTICLE V – OFFICERS, NOMINATIONS, ELECTIONS

1. Elected Officers.
The elected officers of this club shall be:
President
Vice-President
Secretary

Treasurer
Parliamentarian

2. Duties

A. President.

The President shall:

- (1) Preside at all meetings of the organization and the Executive Board.
- (2) Be an ex officio member of all committees except the nomination committee.
- (3) Appoint chairpersons for all committees.
- (4) Prepare agenda for General Membership meeting with Executive Board at the Executive Board meeting.
- (5) Attend the Cambrian Educational Foundation meeting.
- (6) Maintain communication among all Executive Board members. In the event of an emergency board meeting, the President shall insure that all board members are informed and have the opportunity to participate in the decision.
- (7) Maintain communication with all chairpersons and relay information to the Executive Board.
- (8) Inform all Executive Board members and any relevant chairpersons of any Executive Board meetings as soon as possible.
- (9) Make public any Executive Board vote and results at General Membership meetings, either verbally or in writing.

B. Vice-President.

The Vice-President shall:

- (1) Act as aide to the President.
- (2) Assume the duties of the President in the President's absence.

C. Secretary.

The Secretary shall:

- (1) Keep an accurate record of the proceedings at all Executive Board and General Membership meetings.
- (2) Distribute to Executive Board members and post in the office the minutes of all Executive Board and General Membership meetings within two (2) weeks.
- (3) Give a report to the Executive Board when required.
- (4) Take care of all correspondence of the organization and keep a record of the same.
- (5) Call each member of the Executive Board in the event of date, time, or place change or for an emergency meeting.
- (6) Provide a summary of the meeting for the school newsletter.

D. Treasurer.

The Treasurer shall:

- (1) Maintain all Home and School Club accounts i.e., Walk-a-Thon, Book Fair, Boutiques, T-shirts, etc., excluding Walden West and Scrip.
- (2) Present a proposed budget by the October General Membership meeting. Update current budget monthly.
- (3) Receive all money and deposit it in the name of the W.C. Sartorette Home and School Club at a bank approved by the Executive Board.
- (4) Keep an accurate record of the finances of the organization.
- (5) Make a report of finances at the regular business meetings.
- (6) Make all payments authorized by the Executive Board and the General Membership.
- (7) Present a written financial statement to the Executive Board and the General Membership at the end of each school year.

E. Parliamentarian.

The Parliamentarian shall:

- (1) Be a past executive officer. If a past executive officer is not available, the position will be filled by election of the General Membership at the next General Membership meeting.
- (2) Insure procedures, by-laws and minutes of this organization are being followed.
- (3) Update the official version of the by-laws as changes occur and distribute current by-laws at the September General Membership meeting.
- (4) Serve as chairperson of the nominating committee.
- (5) Conduct emergency voting done by phone and report the results to the President.

3. Nominations and Elections.

A. Creation of Nominating Committee.

At a regular meeting no later than April, the President shall call for the Nominating Committee to be formed. The Nominating Committee shall consist of five (5) members:

The Principal, one (1) Teacher, a member of the Executive Board appointed by the President, one (1) Parent, and the Parliamentarian who shall serve as chairperson for the committee. If there is no Parliamentarian, the Vice-President shall replace the Parliamentarian.

B. Nomination of Candidates.

A slate of candidates shall be presented no later than the May General Membership meeting. Nominations may then be made from the floor upon approval of the nominee. Nominations and

elections shall be held the same night. Installations shall be at the end of the last meeting of the year. New officers shall assume their duties on July 1.

C. Voting Method.

Votes for elected officers shall be cast by secret ballot. If there is a single nominee, the vote maybe cast by voice.

D. Number of Terms/Concurrent Terms.

No person shall be eligible to hold more than one (1) elective office at the same time. No person may serve more than three (3) consecutive terms in the same office.

E. Term.

A term consists of a twelve (12) month period to begin July 1 and continue through June 30.

F. Transition/Training Period.

Immediately following the installations, a transition/training period will commence. During this time, the current officer(s) will work closely with the newly elected officer(s) to become familiar with the duties of their position. This transition/training period will continue until the newly elected officer(s) assume their full duties on July 1.

F. Advisory Period.

All outgoing officer(s) shall be available on an advisory basis to the incoming officer(s) through September 1.

ARTICLE VI – GENERAL MEETINGS

1. Time and Place.

The General Membership meetings and Executive Board meetings of the organization shall be held at the time and place designated and announced by the Executive Board at the beginning of the school year.

2. Official Meeting.

All General Membership meetings and those Executive Board meetings about which the General Membership has been advised, shall constitute an “Official Meeting” whereby all business in these by-laws can be accomplished.

3. Annual Reports.

Annual reports of all officers and chairpersons shall be filed with the Secretary at the Executive Board meeting in August. Both past and present board members shall attend.

4. By-Law Revisions.

The By-Laws of this club may be revised as follows:

A. The By-Laws may only be revised by vote at a General Membership meeting.

B. Proposed changes shall be submitted in writing to the Parliamentarian. Proposed changes should include the current reading and the proposed change, accompanied by a motion.

- C. The proposed change shall be voted on at the following General Membership meeting.

ARTICLE VII – EXECUTIVE BOARD

- 1. Membership.
 - The Executive Board shall consist of:
 - A. Elected officers of the organization.
 - B. Appointed officers – Principal, Staff Liaison, Teacher Representative and Auditor.
- 2. Vacancies.
 - A vacancy shall be announced and nominations made at the General Membership meeting immediately following the vacancy. A vote to fill the position shall be taken at the next General membership meeting. The Vice-President shall assume the duties of the President during the two (2) month nomination and election period. The Executive Board shall assume the duties of any other position during the two (2) month nomination and election period.
- 3. Expenditures.
 - A. Any expenditure approved by the Executive Board will be for an emergency only, meaning it cannot wait until the next General Membership meeting. Emergency expenditures cannot exceed three hundred dollars (\$300.00) per month.
 - B. Any modification to the budget by teachers or committees should be submitted one week prior to General Membership meeting to allow adequate time for Executive Board Members to review the request.
- 4. Executive Board Voting.
 - A. All Executive Board members shall have the right to vote.
 - B. Executive Board voting cannot occur unless it is an emergency and cannot wait until the next General Membership meeting.
 - C. If an emergency vote is required, an Executive Board meeting must be called. Any Executive Board member may call an emergency board meeting, but the President must be notified. The President will insure that all Executive Board members and chairperson(s) who have valuable information are informed of a date, time or place change or for an emergency meeting.
 - D. If any Executive Board members are not present to vote, a phone vote of all absent members will be conducted by the Parliamentarian. All Executive Board members will be allowed twenty-four (24) hours to place their vote with the Parliamentarian. After twenty-four (24) hours, the Parliamentarian will use the votes he/she has to call the vote approved or denied. If an executive Board member willingly abstains, that abstention

shall count as a non-vote and will not affect the outcome. In the case of a tie, the vote will not pass.

- E. The Parliamentarian shall inform the President of the result as well as the Treasurer if expenditures are involved. Any vote proposals and result totals will be made public at the next General membership Meeting either in writing or spoken by the President.

5. Minimum Balance.

A minimum of five-hundred dollars (\$3000.00) shall be left in the treasury for a new Executive Board.

6. Fund-Raising.

Every attempt shall be made to spend funds raised during the school year they were raised. If funds are to be held over to the next school year, school population should be informed of this before the fund-raiser is held. The funds are needed to carryover to supplement start of new year.

ARTICLE VIII – APPOINTED OFFICERS

1. School/District Representative.

The School/District Representative shall:

- A. Be the Principal.
- B. Help communicate the needs of the school to the Home and School Club and coordinate the Home and School Club projects.
- C. Insure that all actions taken follow the guidelines of the Cambrian School District.

2. Teacher Representative/Staff Liaison.

The Teacher Representative/Staff Liaison shall:

- A. A list of one (1) or more candidates shall be voted upon and submitted by the Executive Board to the Staff. The Staff will select a Liaison from the submitted list of candidates.
- B. Consult with individual Staff members on a weekly basis and bring concerns to Home and School Club General Membership meetings.

3. Auditor.

The Auditor shall:

- A. Be appointed by the Executive Board.
- B. Insure accuracy and accountability of the Treasurer. Audit and sign off on financial records of the Home and School Club semi-annually.
- C. Check the accuracy of the financial records for each committee chairperson(s) involved in fundraising or use of Home and School club funds.

ARTICLE IX – COMMITTEES

1. Chairpersons.
Chairpersons of committees will be established in May for the following year by the Home and School Club as defined in attached section.
Chairpersons shall be appointed by the President.
2. Procedures.
Guidelines/procedures for each event will be established and approved by the Executive Board. Modifications may be made by the Chairperson(s) with the approval of the Executive Board and General membership.
3. Responsibilities.
 - A. Report to the Home and School Club at a General Membership meeting before, during and after the event.
 - B. Attend Executive Board meetings prior to the event to present a progress report.
 - C. Present final written report to the President and General Membership within thirty (30) days following the event.

ARTICLE X – PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order newly revised shall be the authority on all points not covered by these by-laws in all cases to which they are applicable.

W.C. SARTORETTE HOME AND SCHOOL CLUB

CONSTITUTION AND BY-LAWS
APPENDIX – 2006/07

APPENDIX 1 – Standing Committees/Appointed Officers.

1. Current Standing Committees are as follows:
 - (A) Baking
 - (B) Book Fair
 - (C) Box Tops
 - (D) Campbell Soup Labels
 - (E) Decorating
 - (F) Family Dinner Fundraiser
 - (G) Garden
 - (H) Harvest Festival
 - (I) Open House
 - (J) Refreshments/Awards Parties (Hospitality Head)
 - (K) Room Parent
 - (L) Science Fair
 - (M) Scrip
 - (N) E-Scrip
 - (O) Superbuck Store
 - (P) T-shirts
 - (Q) Walden West/Spell-a-Thon
 - (R) Walk-A-Thon
 - (S) Walking & Jogging Club
 - (T) Ways and Means
 - (U) Yearbook

2. Current Standing/Appointed Offices are as follows:
 - (A) School District Representative
 - (B) Teacher Representative

APPENDIX 2 – DUTIES OF STANDING COMMITTEE

1. Baking
The Baking chairperson shall be responsible for contacting and coordination of volunteers to supply baked goods as needed at special school events.

2. Book Fair
The Book Fair chairperson shall be responsible for arranging a distributor for the books and coordination of volunteers to help staff the book fair during sale times.

3. Box Tops
The Box Tops chairperson shall be responsible for collecting box tops from the school, keeping accurate records of totals, submitting the box tops on the due date, coordinating with principal, staff and general membership in spending of funds.
4. Campbell Soup Labels
The Campbell Soup Labels chairperson shall be responsible for collecting soup labels from the school, keeping accurate records of totals, submitting the soup labels on the due date, coordinating with principal, staff and general membership in spending the funds.
5. Decorating
The Decorating chairperson shall be responsible for coordinating volunteers and arranging for decorations for special school events.
6. Family Dinner Fundraiser
The Family Dinner Fundraiser chairperson shall be responsible for setting up dates for the fundraiser nights, scheduling fundraiser with restaurants, coordinating with principal for dates and flyers.
7. Garden
The Garden chairperson shall be responsible for maintaining the garden and keeping the shed stocked up in needed supplies.
8. Harvest Festival
The Harvest Festival chairperson shall be responsible for coordinating and organizing activities, games and volunteers, coordinating with principal regarding date the festival will take place and how the school shall be set up for this day.
9. Open House
The Open House chairperson shall be responsible for arranging dinner/refreshments and coordinating volunteers for set-up, serving and clean-up during the spring Open House.
10. Refreshments/Awards Parties (Hospitality Head)
The Refreshment/Awards Parties (Hospitality Head) chairperson shall be responsible for arranging refreshments and/or arranging special events/recognition of students, i.e. top class in membership drive, safety

patrol recognition, 5th Grade send off, art show strawberry social, last day of school ice cream party, etc.

11. Room Parent

The Room Parent chairperson shall be responsible for coordinating with teachers regarding the duties of the classroom parent.

12. Science Fair

The Science Fair chairperson shall be responsible for assisting the principal and staff in coordinating space, time and awards for the Science Fair.

13. Scrip

The Scrip committee should be chaired by two people, one of which should have served on the Executive Board, or has been a member of a standing committee. The Scrip chairperson shall be responsible for keeping accurate record of Scrip inventory, ordering of Scrip as needed, training and coordination of volunteers to sell Scrip, and maintenance of Scrip Bank account for deposits of Scrip monies and purchase of additional Scrip.

14. E-Scrip

The E-Scrip chairperson shall be responsible for collecting receipts from school, adding receipts amounts, keeping accurate record of receipt totals, and coordinating ideas with the principal, staff and general membership in spending receipt funds.

15. Superbuck Store

The Superbuck Store chairperson shall be responsible for ordering items, taking inventory of items, coordinating with volunteers, principal and staff regarding store times.

16. T-shirts

The T-shirt chairperson shall be responsible for ordering shirts, keep record of totals and coordinate with principal regarding inventory and receipts.

17. Walden West/Spell-a-Thon

The Walden West/Spell-a-Thon chairpersons shall be responsible for keeping record of monies held for each student in the Walden West bank account, coordination of special fundraisers and coordination of volunteers as needed, assisting staff in preparation of pledge sheets.

18. Walk-a-thon

The Walk-a-thon chairperson shall be responsible in assisting staff in preparation of pledge sheets and coordination of volunteers as needed.

19. Walking and Jogging Club

The Walking and Jogging Club volunteers shall be responsible for marking laps for the students at the school track during lunch period.

20. Ways and Means

The Ways and Means chairperson shall be responsible for assisting families in need, ie. purchase school supplies, clothing, food and holiday presents for these needy families.

21. Yearbook

The Yearbook chairperson shall be responsible for the coordination of materials needed to produce the annual yearbook, i.e: distribution of film, collection of pictures, training of staff/volunteers as needed, etc.

APPENDIX 3 – DUTIES OF STANDING/APPOINTED OFFICERS

1. School/District Representative.
The School/District Representative shall:
 - (A) be filled by the principal
 - (B) help communicate the needs of the school to the Home and School Club and coordinate the Home and School Club projects.
 - (C) insure that all actions taken follow the guide-lines of the Cambrian School District.

2. Teacher Representative
The Teacher Representative shall act as liaison between the Home and School Club and the teaching staff.

APPENDIX 4 – FUNDRAISING

1. Every attempt shall be made to spend funds raised during the school year they were raised. If funds are to be held over to the next year, school population should be informed of this before a fundraiser is held.

APPENDIX 5 – Home & School Club Norms

- We will maintain a positive tone at all meetings.

- We will propose constructive solutions, suggestions, and alternatives rather than merely stating problems.

- We will listen respectfully and consider matters from another’s perspective.

- We will address conflict by dealing with the issue not the person.

- We will ask questions when in doubt.

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