

BERLIN COMMUNITY SCHOOL and HOME ASSOCIATION

Bylaws

Revised 2020

ARTICLE I- NAME

The name of this organization shall be “The Berlin Community School and Home Association,” known also as BCSHA or the/this association in these Bylaws.

ARTICLE II- PURPOSE

Sec.1: The purpose of BCSHA is to support and supplement Berlin Community School through meetings, planning events, and fundraising activities, and to promote communication between and participation of all segments of the school’s communities in its programs.

Sec.2: BCSHA shall be non-profit, non-sectarian, and non-partisan in its activities, policies, and procedures.

Sec.3: In the event that this organization is dissolved, all assets shall be distributed for the benefit of Berlin Community School.

ARTICLE III-Membership

Sec.1: Any person willing to adhere to these Bylaws may become a member upon payment of dues

Sec. 2: Membership privileges include the right to vote on all matters, elect officers, hold any office of this association, approve all official policies of this association, adopt and revise Bylaws and approve the annual budget.

ARTICLE IV – MEETINGS

Sec. 1: There shall be a minimum of four regular meetings of this organization during the school year. A regular meeting is a meeting that is open to the membership of this association in order to transact the business of the association. A meeting of the Executive Committee is not a regular meeting.

Sec. 2: Special or emergency meeting of this organization may be called by the President or a majority of the Executive Committee. Written notice of the meeting and specific item(s) on the agenda must be given at least 24 hours in advance and may be distributed through Berlin Community School communication channels or emailed to each member.

Sec. 3: The agenda for all regular meetings shall be planned by the Executive Committee and available to the membership at the meeting.

Sec. 4: A quorum shall consist of at least ten (10) members present at any regular, special, or emergency meeting of the organization.

Sec. 5: In the event a meeting does not have enough members present to reach a voting quorum: The presiding officer can invoke the Doctrine of Necessity. This allows the members present to vote and take action.

ARTICLE IV- OFFICERS/ELECTION OF OFFICERS

Sec. 1: The officers of this association are a President, a Vice President, A Secretary, and a Treasurer.

Sec. 2: No currently serving members of the Berlin Borough Board of Education may run for/or hold office in BCSHA.

Sec. 3: Officers shall be elected every two (2) years in the month of May. The term of office shall be two (2) years and shall begin at the close of the school year in June.

Sec. 4: An elected officer shall serve no more than two (2) consecutive terms in the same office.

Sec. 5: A vacancy occurring in any elected office other than the President shall be filled for the unexpired term by appointment by the Executive Committee. If a vacancy occurs in the office of President, the Vice President shall serve for the unexpired term.

Sec. 6: Officers shall be elected by a majority vote of those members present and voting. Nominations and election of officers will be conducted by the Nominations Committee in accordance with the procedures listed in the Procedures Manual.

Sec. 7: Voting will be done on a written ballot. If no candidate receives a majority of the votes cast, the candidates with the two highest amounts of votes will again be placed on the ballot for voting.

Sec. 8: If a candidate is unopposed for any office, that office may be decided by a voice vote.

Sec. 9 In the event of a Government-issued mandate or order, and any other lawful order prohibiting or restricting in-person assembly, voting for the executive committee positions shall be held online. Voting shall be done using an approved ballot via Google Docs.

ARTICLE V- DUTIES OF OFFICERS

Sec. 1: The President shall preside at all meeting of the organization and of the Executive Committee; shall appoint all committees and chairpersons; shall serve as the official spokesperson of this association; and shall perform other such duties as provided in these Bylaws or Procedures Manual or as directed by the majority vote of the Membership or Executive Committee.

Sec. 2: The Vice President shall act as an aid to the President; shall perform the duties of the President in the absence or inability of that officer to serve.

Sec. 3: The Secretary shall record the minutes of all meetings of this association and its Executive Committee; shall have those minutes available and approved at the next meeting; shall have a copy of these Bylaws available at each meeting of this association; shall conduct the correspondence of this association as directed by the President, and shall perform other duties as provided in these Bylaws and Procedure Manual as directed by the majority vote of the Membership or Executive Committee.

Sec. 4: The Treasurer shall receive all monies of this association, shall keep an accurate record of all financial transaction, shall make payments in accordance with the adopted budget, shall report on the financial status of the association at each regular meeting and shall perform other duties as provided in these Bylaws and Procedure Manual as directed by the majority vote of the Membership or Executive Committee.

ARTICLE VI- EXECUTIVE COMMITTEE

Sec. 1: The Executive Committee shall consist of the officers of this association.

Sec. 2: The duties of Executive Committee are to conduct the necessary business of this association between meetings, to conduct other business that is referred to it by other association committees or the majority vote of the Membership, to plan the agenda for all regular association meetings, to prepare and submit for the approval of Membership

a budget for the next fiscal year and to carry out other duties as directed by these Bylaws or Procedure Manual.

Sec. 3: The Executive Committee shall meet as needed during the school year or summer break. Meetings of the Executive Committee may be called by the President or by a majority of the member of the Executive Committee.

Sec.4: Committee chairpersons, part officers, school administrators, faculty or staff, or other designated by Executive Committee may serve as advisors to the Executive Committee and attend the meetings of the Executive Committee when invited.

Sec. 5: A quorum shall consist of at least three (3) officers at a meeting of the Executive Committee.

ARTICLE VII- COMMITTEES/CHAIRPERSONS

Sec. 1: Standing committees shall be established by the Membership to conduct the on-going business of this association. Special committees may be established by the Membership or by the Executive Committee on an as-needed basis to conduct any new or temporary business of this association.

Sec. 2: All members and chairperson of any BCSHA committee will be appointed by the President and will report to the President as directed in the Procedures Manual.

Sec. 3: Committee fundraising activities shall be approved by a majority of the membership.

ARTICLE VIII-FINANCE

Sec. 1: Annual dues will be established by the vote of a majority of the membership.

Sec. 2: The Executive Committee shall, in consultation with BCSHA Committee Chairpersons, develop a budget and present it at the regular meeting in April or May each year for approval by the membership.

Sec. 3: An Audit Committee of at least two (2) members shall examine the financial records of this association each year by July 30 and report on the status of those records at the September regular meeting. The officers of the association may not serve as member of the Audit Committee.

Sec. 4: All financial procedures will be included in the Procedures Manual.

ARTICLE IX-INDEMNIFICATION

The association may purchase and maintain insurance on the behalf of any person who is or was an officer, agent, or delegate or alternate delegate of the association again any liability asserted against them and incurred by them in any such capacity, or arising out of their capacity with another organization or another entity which is undertaken at the behest of the association, whether or not the association would have the power to indemnify them against such liability under the provision of the article.

ARTICLE X- PARLIAMENTARY AUTHORITY

The most current edition of Robert's Rules of Order, Newly Revised shall be the authority for procedures not covered in the Bylaws or the Procedure Manual of the BCSHA.

ARTICLE XI-AMENDMENTS

These Bylaws may be amended at any regular meeting of this association by two-thirds (2/3) vote of members present and voting, provided a written notice of the proposed amendments has been presented at a prior regular meeting. Any amendments to these Bylaws shall be effective immediately unless specified otherwise in proposed amendment.