

Carver Engineering & Science

Home and School Association Bylaws



Approved November 13, 2019

TABLE OF CONTENTS

ARTICLE I - NAMEPAGE 2
ARTICLE II - PURPOSEPAGE 2
ARTICLE III - BASIC POLICIESPAGE 2
ARTICLE IV - MEMBERSHIP AND DUESPAGE 3
ARTICLE V - EXECUTIVE BOARDPAGE 3
SECTION I - POWERS AND AUTHORITYPAGE 3
SECTION II - MEMBERSPAGE 3
SECTION III - EXPECTATIONS OF THE EXECUTIVE BOARDPAGE 4
SECTION IV - DUTIES OF THE EXECUTIVE BOARDPAGE 4
SECTION V - TERM OF OFFICEPAGE 7
SECTION VI - TRANSFERRING OF RECORDSPAGE 7
SECTION VII - VACANCIESPAGE 7
SECTION VIII - REMOVAL AND RESIGNATION FROM OFFICEPAGE 8
ARTICLE VI - ELECTION OF OFFICERSPAGE 8
SECTION I - ELIGIBILITYPAGE 8
SECTION II - NOMINATING COMMITTEEPAGE 9
SECTION III - ELECTION COMMITTEEPAGE 9
SECTION IV - VOTINGPAGE 10
ARTICLE VII - MEETINGSPAGE 10
SECTION I - EXECUTIVE BOARDPAGE 10
SECTION II - GENERAL MEETINGPAGE 11
ARTICLE VIII - COMMITTEESPAGE 11
ARTICLE IX - FINANCESPAGE 12
SECTION I - FISCAL YEARPAGE 12
SECTION II - BUDGETPAGE 12
SECTION III - EXPENDITURESPAGE 12
SECTION IV - FUNDRAISINGPAGE 13
SECTION V - SIGNING AUTHORITY.....PAGE 13
SECTION VI - FINANCIAL RECORDSPAGE 13
SECTION VII - AUDITSPAGE 14
ARTICLE X - PARLIAMENTARY AUTHORITYPAGE 14
ARTICLE XI - AMENDMENTSPAGE 14
ARTICLE XII - DISSOLUTIONPAGE 15

ARTICLE I - NAME

The name of this organization shall be the Carver Engineering and Science Home and School Association, hereinafter referred to as 'CHSA'.

ARTICLE II - PURPOSE

The Purpose of the CHSA is:

- a) To promote and encourage involvement, cooperation, participation and communication between the administration, faculty and parents for the growth and development of Carver students.
- b) To facilitate opportunities that enrich the school environment by lending financial and volunteer support to the on-going programs and initiatives of the school, including partnering on faculty-led initiatives.
- c) To be a resource for parents and guardians of Carver students.
- d) To develop partnerships to increase awareness of Carver within the community.

ARTICLE III - BASIC POLICIES

- a) The CHSA is organized exclusively for charitable, educational and enrichment purposes within the meaning of Section 501(c)3 of the Internal Revenue Code or corresponding section of any future federal tax code.
- b)The CHSA will remain non-commercial, non-sectarian and non-partisan and thereby not promote any specific business, religion or political group.
- c)The CHSA shall pay stipulated annual dues and be a member of the Philadelphia Home and School Council in order to be covered by insurance for all fundraisers, activities and events.
- d)Upon the dissolution of the CHSA, after paying or adequately providing for the debts and obligations of the CHSA, the remaining assets shall be distributed to one or more nonprofit funds, foundations or associations that have established their tax-exempt status under Section 501(c)3 of the Internal Revenue Code and whose purpose is in accordance with the CHSA as determined by the Executive Board and approved by the general membership.

ARTICLE IV - MEMBERSHIP AND DUES

- a) All parents or legal guardians of children attending Carver are eligible for a family membership with the CHSA.
- b) Any adult or guardian including Carver administrators and faculty who have a child or legal ward enrolled at Carver as a student, may become a voting member of CHSA upon payment of dues. Carver administrators, faculty, and those members without a child or legal ward currently enrolled at Carver can become a member of CHSA but shall not have voting privileges.
- c) Annual membership dues will be set by the Executive Board and reviewed annually. Any changes shall be presented for approval at the October general membership meeting.
- d) The privilege of making motions, holding office, debating and voting shall be limited to members in good standing.
- e) A member must have paid their dues at least 14 calendar days prior to the meeting to be considered a member in good standing.
- f) Only one vote shall be permitted per family of enrolled Carver students and any disputes about entitlement to voting rights shall be resolved by the Executive Board.

ARTICLE V - EXECUTIVE BOARD

SECTION I - POWERS AND AUTHORITY

The business and affairs of the CHSA shall be managed under the direction of the Executive Board. The Executive Board shall exercise all of the powers and privileges and perform all duties and obligations of the CHSA as set forth herein.

SECTION II - MEMBERS

The Executive Board shall consist of, at minimum the President, Treasurer and Secretary and such other officers as the board deems advisable, including one Faculty Representative and one Member-at-Large, and approved by the general membership. An officer must be a member in good standing of the CHSA. Where deemed necessary, a 'co' executive officer may be named for each office if approved by a vote of the membership. The Principal is a non-voting member of the Executive Board and should be invited to all executive board meetings but is not required to attend. The Faculty Representative and Member-at-Large are non-voting members of the Executive Board. A person who has served in an

office for more than one-half of a full term shall be deemed to have served a full term in such office.

SECTION III - EXPECTATIONS OF THE EXECUTIVE BOARD

The members of the CHSA Executive Board shall manage and transact the business of the CHSA as determined by the general membership in accordance with the Purpose of the CHSA as set forth in these bylaws and aligned with the CHSA Code of Ethics.

SECTION IV - DUTIES OF THE EXECUTIVE BOARD

a) President:

- i) The President shall call and preside over all meetings, give leadership to the organization and coordinate the work of all officers and committees so that the purpose of the organization is served;
- ii) shall also be a member ex-officio of all committees, excluding the nominating and election committees;
- iii) shall serve as the primary contact to the Principal;
- iv) shall sign all contracts, letters and communications in the name of the CHSA;
- v) shall sign all checks with the Treasurer for payment of approved expenditures (if not employed by the School District of Philadelphia);
- vi) shall perform all other duties pertaining to the office;
- vii) shall promote harmonious working relationships between the home and school;
- viii) shall attend all School Advisory Council meetings as an appointed member or send a designee if unable to attend;
- ix) shall attend all Philadelphia Home and School Council meetings or appoint an alternate if unable to attend;
- x) and have a current copy of the CHSA bylaws available for membership review.

b) Vice President:

- i) The Vice President shall preside at all meetings in the absence of the President and pursue the same objectives in the absence of the President;

- ii) shall oversee and be responsible for the coordination and communication of all activities involving the policies and procedures of the CHSA;
 - iii) shall oversee and be responsible for the coordination and communication of all fundraisers of the CHSA;
 - iv) shall serve as an alternate signatory on CHSA checks with the Treasurer when the President is unable to do so and only if not employed by the School District of Philadelphia;
 - v) shall represent the President in assigned duties, where needed;
 - vi) and shall perform other duties as may be prescribed by the President and/or Executive Board.
- c) Recording Secretary:
- i) The Recording Secretary shall keep accurate minutes of all meetings of the CHSA and distribute a written copy of the previous meetings records at each meeting;
 - ii) shall keep a record of attendance of the Executive Board and General Membership meetings;
 - iii) and shall maintain a current copy of the bylaws and an accurate membership list.
- d) Corresponding Secretary:
- i) The Corresponding Secretary shall be responsible for the coordination and distribution of all CHSA communications;
 - ii) shall be responsible for CHSA social media accounts and be the point of contact to the school's website administrator for upkeep of the CHSA page;
 - iii) shall notify members of meetings for the Executive Board and General Membership;
 - iv) and perform such duties as may be assigned to that office including the handling of all correspondence and publicity as deemed necessary by the Executive Board.
- e) Treasurer:
- i) The Treasurer shall receive all monies of the CHSA, including those monies collected by CHSA committees and CHSA sponsored events, keep an accurate record of receipts and expenditures and pay out local funds in accordance with the membership approved budget and only in

such a manner as authorized in Article IX and the CHSA Cash Collection and Disbursement Policy;

- ii) shall present a statement of account of the CHSA monthly, at year end, and at other times when requested by the Executive Board. The statement of accounts should show balances, receipts and other expenditures since the previous month;
- iii) shall deposit all funds received within 24 hours to a bank approved by the Home and School Council;
- iv) shall payout funds only under an approved budget or as authorized by a vote of the Executive Board and general membership;
- v) shall provide proper forms for purchase orders and expense reimbursements with stated requirements for quotes, receipts and authorized signatures for approval;
- vi) shall prepare Treasurer's report to be presented at CHSA general meetings;
- vii) will meet with the Executive Board to draft an organizational budget in advance of the October general membership meeting when a budget must be presented;
- viii) shall close the books on June 30th, prepare year end reports and have the books audited as provided in the bylaws;
- ix) shall participate as an ex-officio member of the fundraising committee;
- x) shall maintain current, all documentation that holds the CHSA as a registered public charity per federal tax laws per the requirements of the Philadelphia Home and School Council;
- xi) shall complete all year end tax filings as required by federal and state governmental law;
- xii) shall co-sign all checks with the President or other officer with signing authority when the President is unavailable;
- xiii) and shall be aware that the Executive Board and Philadelphia Home and School Council can call for an outside audit of the organizations books and reports at any time.

f) Faculty Member:

- i) shall be recommended by the Principal and participate as a non-voting member;
- ii) shall serve the Executive Board's strategic needs as determined by the President;
- iii) shall be a liaison between the faculty and the CHSA;

iv) and shall attend one Executive Board meeting each quarter and two general meetings each year.

g) Member-at-Large:

i) shall be recommended by the President, approved by the Executive Board and participate as a non-voting member;

ii) shall serve the Executive Board's strategic needs as determined by the President

iii) shall be invited to Executive Board meetings but is not required to attend

iv) and shall attend a minimum of one general meeting each quarter.

SECTION V - TERM OF OFFICE

a) Officers are elected for one (2 year) term and may serve no more than two consecutive terms (4 years) in the same office.

b) A term of office is 2 years. The term shall begin on July 1 and terminate on June 30 of the following school year.

c) A person who has served in an office for more than one-half of a full term (more than one year), shall be deemed to have served a full term in such office.

d) The Executive Board shall consist of all elected officers and the Principal and shall meet at least three times during the school year. All policy decisions of the CHSA are the responsibilities of the Executive Board at the direction of the membership.

e) The Executive Board shall not obligate its successors in office to financial obligations beyond the current fiscal year.

SECTION VI - TRANSFERRING OF RECORDS

All officers shall deliver to their successors, all official materials and all information related to the function of the office no later than the end of their term in that office. All signers, account information, and financial documents must be transferred to the incoming President and Treasurer no later than July 15.

SECTION VII - VACANCIES

a) If there is a vacancy in the office of President, the Vice President will become the President.

b) A vacancy in any other office shall be filled for the unexpired term by a member in good standing, appointed by the President and approved with a two-thirds majority approval of the Executive Board. A special election may be held if deemed necessary by the Executive Board.

SECTION VIII - REMOVAL AND RESIGNATION FROM OFFICE

a) An elected officer whose actions do not meet the purpose of the CHSA as outlined in Article II will be removed from office by a majority vote of the remaining officers.

b) An elected officer who does not fulfill the duties of his or her office as listed in Article V, Section III shall be removed from office by a majority vote of the remaining officers.

c) An elected officer who uses his or her privilege of office for personal gain shall be removed from office by a majority vote of the remaining officers.

d) An individual officer may resign at any time by giving written notice to the President and his/her designee. If a vacancy occurs during the year, the vacancy shall be filled by appointment of the President with a two-thirds majority approval of the Executive Board.

ARTICLE VI - ELECTION OF OFFICERS

SECTION I - ELIGIBILITY

a) To qualify to serve as an officer of the CHSA Executive Board, a member

i) shall be a member in good standing per Article IV, e);

ii) shall be a parent or legal guardian of a currently enrolled Carver student per Article IV, a), b);

iii) and must demonstrate active and consistent participation in the activities and meetings of the CHSA.

b) A person who has served in an office for more than one-half of a full term (more than one year) shall be deemed to have served a full term in such office.

c) No person may serve in more than one elected position in the CHSA simultaneously.

d) No officer may be eligible to serve more than two consecutive terms (4 years) in the same office.

SECTION II - NOMINATING COMMITTEE

A Nominating Committee shall be formed between January and March of an election year for the purpose of identifying candidates for election. The Nominating Committee shall select its own chairperson.

- a) The Nominating Committee shall consist of three CHSA members
- b) The Nominating Committee shall solicit interest and collect nominations from the entire membership.
- c) The Nominating Committee shall present the eligible, nominated members, as outlined in Article VIII, Section I, for each office to be filled to the CHSA Executive Board in April.
- d) The slate of candidates presented by the Nominating Committee shall be made known to the general membership at least 14 days prior to the May general meeting.
- e) Any member running for office may be a member of the Nominating Committee.
- f) Only those members who have met the qualifications as outlined in Article VIII, Section I and who have signified their consent to serve if elected, shall be nominated for, or elected to, such office.
- g) The Nominating Committee shall prepare the ballot stipulating the candidates for each office and making accommodations under each office for a write-in vote. If only one candidate is running per office, a voice vote may be used.
- h) In any given election, candidates may only run for one office.

SECTION III - ELECTION COMMITTEE

An Election Committee shall be recommended by the Nominating Committee and approved by the President. The Election Committee shall be responsible for conducting the election process at the May general membership meeting. The Election Committee shall select its own Chairperson.

- a) The Election Committee shall consist of three CHSA members. In the event CHSA members are not available, officers of the Philadelphia Home and School Council will help run the election.
- b) No current officer, or anyone running for office, may be a member of the Election Committee.

- c) Election for offices with more than one candidate shall require a written ballot, otherwise a voice vote may be used.
- d) The Election Committee shall be responsible for collecting and tallying the completed ballots or the voice vote.
- e) If a paper ballot is used, at the close of voting, the Election Committee shall count all ballots and announce the results without delay.
- f) The Chairperson of the Election Committee shall hold all ballots for a period of 30 days, and if there is no challenge to the election, destroy the ballots.

SECTION IV - VOTING

- a) The election of officers to the CHSA Executive Board shall be by majority vote of members in good standing as defined in Article IV
- b) Prior to calling for the vote, the President shall call for eligible members in good standing as defined in Article IV d), e) and Article VIII, Section I, a) iii) who would like to be considered as a write-in candidate for a specific office.
- c) Election for offices with more than one candidate shall require a written ballot, otherwise a voice vote may be used.
- d) Absentee voting and proxy voting are not allowed.

ARTICLE VII - MEETINGS

SECTION I - EXECUTIVE BOARD

- a) The Executive Board shall meet at least four times, including at least once during the summer.
- b) The President may call special meetings of the Executive Board with appropriate notice to all Executive Board members, allowing enough time for members to respond and accommodate their schedules; if possible, a one week notice is suggested.
- c) The Executive Board may call a special meeting at the written request of three Executive Board members and with one week written notice to all Executive Board members.
- d) A quorum for an Executive Board meeting shall consist of the President and at least half of the elected officers.

SECTION II - GENERAL MEETING

- a) The CHSA shall hold no less than six general meetings per school year. All meetings are held at Carver Engineering & Science unless otherwise notified and are open to all members. The meeting dates for the school year will be set and posted at the beginning of the school year on the CHSA page of the school website.
- b) Notice regarding meetings shall be publicized via the CHSA email and social media accounts and Principal robo calls and emails at least 14 days before each meeting. Should a meeting date need to be changed, where possible, at least 48 hours notice will be given.
- c) All meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised in all cases not covered by these Bylaws.
- d) The voting shall be decided by a simple majority of members in good standing. The President does not enjoy voting privileges except in the event of a tie vote. The Principal does not enjoy voting privileges.
- e) The annual budget shall be presented to the general membership for approval at the October meeting.
- f) Special meetings may be called by the President, two Executive Board members, or by petition of a member of the general membership, to address concerns, policy changes, planning special events, etc. with a two week written notice.
- g) A quorum for a general meeting shall consist of three members of the Executive board and four or more CHSA members.

ARTICLE VIII - COMMITTEES

- a) The Executive Board shall institute committees as deemed necessary for the activities of the CHSA and set the objectives as needed for each committee.
- b) The chairperson of each committee shall be nominated by the committee members and approved by the Executive Board. The Finance Committee chairperson shall be the Treasurer.
- c) CHSA members in good standing are eligible to serve on the committee(s) of their choosing.
- d) Each committee chair shall report to the Executive Board as needed or assigned.
- e) Each committee chair shall be responsible for forwarding all funds received to the Treasurer. For all purchases proposed by the committees,

the chairperson shall present a minimum of two price quotes for each event or purchase.

e) The chairperson shall also inform the President of information or announcements to be shared with membership through various channels of communication. A report of each committee shall be presented to the general membership at least once in a school year.

ARTICLE IX - FINANCES

SECTION I - FISCAL YEAR

The fiscal year of the CHSA shall begin on July 1 and end on the following June 30.

SECTION II - BUDGET

The Executive Board of the CHSA will prepare and submit an annual budget to the general membership for approval at the October meeting.

SECTION III - EXPENDITURES

a) Requests for expenditures and/or reimbursements must be accompanied by the proper documentation and appropriate signatures for approval as defined in CHSA Cash Collection and Disbursement Policy.

b) The President may approve an expense for a non-budgeted, discretionary item in amounts less than \$100.00 without the Executive Board's approval to a maximum of \$200.00 in any one month. These expenditures must be reported to the Executive Board at the next Executive Board meeting.

c) All requests for expenditures for \$200.00 or more must be submitted in writing showing two comparative quotes to a member of the Executive Board. It is the duty of the committee chairperson to follow all established financial procedures.

d) All purchases for the CHSA, made by the CHSA are the property of the CHSA.

SECTION IV - FUNDRAISING

- a) No fundraising shall occur prior to submitting annual membership dues to the Philadelphia Home and School Council, unless it is to secure funds for the cost of that membership.
- b) All fundraisers must have a stated purpose and must be for the benefit of the students.
- c) Funds raised by the CHSA or collected on their behalf, must be given to the Treasurer or designated Executive Board member and deposited to the CHSA bank account within 24 hours after the close of the event. No funds should be kept on school property nor given to the Principal until deposited.
- d) Funds collected shall have a receipt or record in the CHSA files.
- e) All fundraisers, activities and events run by the CHSA are scheduled and planned by the CHSA and are subject to cancellation or change at the discretion of the CHSA Executive Board.
- f) All fundraisers, activities and events scheduled shall be approved by and coordinated with the Principal.

SECTION V - SIGNING AUTHORITY

The signing authority for checks payable by the CHSA will be granted to the Treasurer and a minimum of two designated signers from the Executive Board. Signers cannot be employees of the Philadelphia School District. Checks must be signed by no less than 2 two designated signers.

SECTION VI - FINANCIAL RECORDS

- a) The Treasurer shall provide financial statements to the CHSA as defined in Article V, Section IV, e), ii) and vi).
- b) The Treasurer shall complete all year end tax filings as required of a 501(c)3 organization under federal and state governmental law.
- c) Financial records for the current fiscal year shall be kept by the Treasurer with copies available to the CHSA membership when requested. All financial records for previous years shall be kept by the current Treasurer. They should not be kept on school property.
- d) Financial records shall be kept for a period of ten years per federal requirements.

SECTION VII - AUDITS

An annual fiscal year-end audit of the financial records of the CHSA shall be conducted by an auditor or an auditing committee of not fewer than three members of the CHSA who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, the auditing committee shall sign a statement to that fact at the end of the report. The auditing committee shall be appointed by the Executive Board and the audit concluded at least one month prior to the new school year. If the audit is performed by an independent professional auditor, the CHSA will be responsible for the costs incurred with the audit.

Upon resignation of an officer during a term, the accounts shall be examined by an auditor or an auditing committee following the fiscal year end auditing procedures.

The treasurer shall report the findings of the annual audit in writing to the Executive Board and all audit reports shall be presented to the general membership for adoption at the first general membership meeting following completion of the report. A copy of the audit report shall be kept on file with the Philadelphia Home and School Council.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this association and in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XI - AMENDMENTS

These bylaws shall be reviewed at least every five years and any necessary amendments made in accordance with the following provisions.

a) These bylaws may be amended by submitting a draft copy of the proposed amendment at any regular meeting of the CHSA. A motion is made and must pass by a two-thirds majority vote by the CHSA for the amendment to be considered for incorporation into the bylaws. If passed, notification of the amendment must be published prior to the next month's regular scheduled general meeting where it will be put to a vote. The amendment will be in effect after the adjournment of the voting meeting.

- b) Previous notice was given at least 15 days prior to the vote and communicated to all members of the organization via CHSA email, webpage and social media and the Principal's weekly robo call and email to families;
- c) A two-thirds majority vote by the CHSA members in attendance at the general meeting is necessary to amend the bylaws.

ARTICLE XII - DISSOLUTION

- a) If the CHSA desires to dissolve, it shall provide written notification to the President of the Philadelphia Home and School Council stating reasons for the dissolution and allowing at least 60 days before further action is taken.
- b) The CHSA may be dissolved at a meeting of its members. Members must be given fourteen days notice of such meeting and dissolution must be passed by a quorum of members.
- c) Upon dissolution of the CHSA, after paying or adequately providing for the debts and obligations of the CHSA, the remaining assets shall be distributed to one or more non-profit funds, foundations or associations that have established their tax-exempt status under Section 501(c)3 of the Internal Revenue Code and whose purpose is in accordance with the CHSA as determined by the Executive Board and approved by the general membership.
- d) Upon dissolution of the CHSA, records and intellectual property (social media accounts, mailing lists, email accounts, digital assets) of the CHSA shall become the property of the Philadelphia Home and School Council.