

AMENDED AND RESTATED CONSTITUTION AND BY-LAWS OF
ALTA VISTA HOME AND SCHOOL CLUB

(ADOPTED AS OF JUNE, 1988; AMENDED AS OF MARCH, 2016)

ARTICLE I

NAME

The name of this organization shall be the Alta Vista Home and School Club (here in after referred to as, the "AVHSC")

ARTICLE II

OBJECTIVES

The objectives of AVHSC shall be:

- I. To assist in the general welfare of the school;
2. To bring into closer relationship the home, school, and community;
3. To remain independent of political affiliation; and
4. To conduct fundraisers in order to support AVHSC-sponsored programs that enrich the lives of Alta Vista students.

ARTICLE III

POLICIES

Section 1. The purpose of AVHSC shall be educational and philanthropic, and shall be developed through committees, meetings, and projects.

Section 2. AVHSC is educational, non-sectarian, and non-partisan. No commercial enterprises or candidates for any political offices shall be developed or endorsed by it. Neither the name of AVHSC nor the name of any member in an official capacity shall be used in any commercial or political connection.

Section 3. AVHSC may take a stand on non-partisan school issues, such as bond, tax, and unification elections.

Section 4. AVHSC shall not seek to control or direct the policies of the school.

Section 5. AVHSC may cooperate with other organizations and agencies that share AVHSC's common objectives, as set forth in Article II.

ARTICLE IV

MEMBERSHIP AND DUES

Section 1. All parents and legal guardians of students at Alta Vista Elementary School, as well as faculty and staff of Alta Vista Elementary School, are considered members of AVHSC, if they are willing to uphold its policies and subscribe to its By-Laws.

Section 2. A suggested donation for membership will be set annually by the Executive Board.

Section 3. The privilege of holding office, making motions, and voting shall be restricted to members of AVHSC.

ARTICLE V

APPOINTMENTS AND ELECTIONS

Section 1. The officers of AVHSC shall be elected annually.

Section 2. The elected officers are: President, Vice President, Vice President(s) of Fundraising, Vice President of Enrichment, Programs, Recording Secretary, Corresponding Secretary, Treasurer(s), Auditor, Historian, and Director of Membership. If deemed necessary to effectively fulfill the duties of an elected officer, two people may hold any position upon majority vote of the Board and the General Membership.

Section 3. The appointed positions of AVHSC shall be Parliamentarian, members of the Nominating Committee, and the Chairperson of each Standing Committee.

Section 4. The President, with the approval of the elected officers, shall appoint the Parliamentarian and the Chairperson of each Standing Committee.

Section 5. The Nominating Committee shall consist of three (3) members. At least two (2) are to be members of the Executive Board, one of which shall be the Parliamentarian. The third member of the Nominating Committee may be appointed by the Parliamentarian from the Executive Board or selected from the membership at large at least two (2) months prior to the election of officers. The Parliamentarian shall serve as the Chairperson of the Nominating Committee. The School Principal shall serve in an advisory capacity. The Nominating Committee shall recommend one (1) candidate or co-candidate for each office and shall report such nominations to the Board two (2) months prior to the general membership meeting, also known as Open House, usually convened in the month of April or May. Candidates must be a parent or guardian of a current Alta Vista student. Additional nominations may be made by petition to the Nominating Committee Chairperson up to ten (10) days before the election.

Section 6. Election of officers shall be held by ballot at the general membership meeting, or Open House, usually convened in the month of April or May. If there is but one (1) candidate for any office, the ballot for that office may be dispensed with, and the election held by voice.

Section 7. Officers shall serve for a term of one (1) year, excepting the offices of President and Treasurer(s), in which officers shall serve for a term of two (2) years. Notwithstanding the foregoing, in the event there is a still vacant Board position after the process outlined in section 5 and no other candidates are willing to serve, then an otherwise disqualified officer shall be eligible to serve.

Section 8. Any vacancy in the Board arising after the regular meeting of the Membership may be filled by majority vote of the remaining Board members. The filling of such vacancy shall be temporary until the position can be filled by the next vote of the Membership.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. Duties:

- a) The President shall preside at all meetings of the AVHSC and of the Executive Board and shall be a member ex officio of all committees. He/she shall appoint the Parliamentarian, the Chairperson of each Standing Committee, and persons to fill all vacancies subject to the approval of the Executive Board. The President shall attend all Union School District Board Meetings or designate another AVHSC Board member to attend. The President will set the agenda for every meeting of the Executive Board and will publish that agenda one (1) week prior to the meeting;
- b) The Vice President shall act as aide to the President; in the absence of the President, the Vice President shall assume the President's duties; and shall chair the AVHSC Grant Committee;
- c) The Vice President(s) of Fundraising shall oversee and coordinate the efforts of the various internal (Walk a Thon, Auction, Fantasy Faire, Book Faire) and external (Sponsorships, Company Matching, eScrip, Box Tops, etc) fundraising committees. The Vice President(s) of Fundraising shall act as liaisons between the Executive Board and the various fundraising committees;
- d) The Vice President of Enrichment shall oversee and coordinate the efforts of the various student enrichment programs, such as Art Vistas, Clay, Cornerstone, SPARK PE, Mileage Club, etc. The Vice President of Enrichment shall also act as a liaison between the Executive Board and the various enrichment committees; and be the liaison for the Room Parent Coordinator;

- e) The Recording Secretary shall keep an accurate record of proceedings of the Executive Board and the General Membership, and shall be prepared to refer to the minutes of any previous meeting. The Recording Secretary shall publish on the AVSHC Web page AVHSC meetings agendas one week prior to such meetings and publish meeting minutes and treasurers reports within one week of approval;
- f) The Corresponding Secretary shall conduct all necessary correspondence of AVHSC and shall be responsible for sending out notices to the General Membership via email, AVHSC web page updates, and social media;
- g) The Treasurer(s) shall receive all monies for AVHSC and shall deposit them in the name of AVHSC in a federally insured financial institution approved by the Executive Board; shall record and reconcile all accounts; shall pay out same only on warrant orders in accordance with Article XII; shall keep an accurate record of all receipts and disbursements; shall be prepared to present a statement of account at every regular business meeting and any time that such statement may be requested by the Executive Board and shall make a full annual report to the membership at the first general membership meeting, usually convened at the beginning of the school year in August or September;
- h) The Auditor shall audit the books of AVHSC semi-annually and shall render a written report to AVHSC by the first Executive Board meeting of the next school year. The semi-annual audit shall be made prior to the February meeting;
- i) The Historian shall assemble and preserve a record of AVHSC activities and achievements; ensure that pertinent records are preserved on a Cloud based storage system; and will regularly update the marquis outside the school.
- j) The Director of Membership shall conduct the annual membership donation drive; maintain a roster of membership and publish a membership directory annually; and report to the Executive Board membership information as needed.

Section 2. Each officer is required to attend all Executive Board meetings. In the event an officer is unable to attend, three (3) days' prior notice shall be given to the President. When an officer fails to attend three (3) consecutive meetings of AVHSC and/or Executive Board without adequate excuse, the Executive Board may declare his/her office vacant.

Section 3. Each officer, upon expiration of his/her term of office, shall turn over to his/her successor, without delay, all records, books, funds, AVHSC email addresses and password, AVHSC Cloud storage information, and any other material pertaining to the office.

ARTICLE VII

EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers and appointive positions of AVHSC, with the exception of the Nominating Committee, plus the School Principal and a teacher representative. The appointive positions shall be the Chairpersons of all Standing Committees and the Parliamentarian. These will be voting Executive Board members, with the exception of the Nominating Committee. Also, the President does not vote unless required to do so to eliminate a tie vote and/or to meet the quorum requirement. The immediate past president shall serve as ex officio member of the Executive Board.

Section 2. The Executive Board shall transact necessary business between general membership meetings, and such other business as may be referred to it by the general membership. It may create such Standing Committees as are deemed necessary to carry out the work of AVHSC. It is subject to the policies and procedures of AVHSC. The minutes of the preceding Executive Board meeting shall be read at the immediately succeeding Executive Board meeting.

Section 3. The Executive Board shall meet at least once a month during the school year, unless otherwise determined by the President as necessary to meet more than once in any given month. Special meetings of the Executive Board shall be called by the President, or upon the request of four (4) Executive Board members. All Executive Board members must be notified at least one (1) week prior to such meetings. In the event a meeting is canceled, at least three (3) days' prior notice shall be given to the Executive Board members.

Section 4. Eight (8) of the voting members of the Executive Board, including, at a minimum, five (5) of the elected officers, shall constitute a quorum.

Section 5. When more than one (1) officer exists for Treasurer or VP of Fundraising on the Executive Board, each individual person is entitled to a vote on the Executive Board. In the event the Executive Board is unable to convene a regular business meeting, an Executive Board vote may be conducted in person, via email or via telephone, so long as a quorum of the Executive Board participates in such vote.

ARTICLE VIII

STANDING COMMITTEES AND PARLIAMENTARIAN

Section 1. The term of office for these Chairpersons shall be one (1) year.

Section 2. The Standing Committee Chairpersons are encouraged to attend all Executive Board meetings. The Fundraising Standing Committee Chairpersons shall attend all regular business meetings of the Executive Board and shall submit such Committee's fundraising plan to the Executive Board, not less than one (1) month prior to the commencement of such Committee's fundraising event. Each Standing Committee shall have a Sub-Treasurer, who shall work in conjunction with the Executive Board Treasurer/Co-Treasurers. Audits shall be performed on an annual basis on each fundraiser.

Section 3. If a Chairperson of any Standing Committee resigns, is incapacitated, or otherwise is unable or fails to perform his/her duties as determined by the Executive Board, the Executive Board may declare that Chairpersonship vacant and the President may appoint a new Chairperson with the approval of the Executive Board.

Section 4. Each Chairperson, upon expiration of his/her term of office or in case of resignation, shall turn over to his/her successor, without delay, all books, records, funds and other material pertaining to the office. Records shall include a written summary of the committee's activities during the preceding year.

Section 5. The Parliamentarian shall attend all regular business meetings and meetings of the Executive Board when requested to do so with at least one (1) week prior notice; shall give advice concerning parliamentary procedure when in order, and shall serve as the Chairperson of the Nominating Committee. The Parliamentarian shall be responsible for presenting a slate of potential Board members to the Nominating Committee. The Parliamentarian shall advertise all Board and standing committee positions for the upcoming election, including any vacancies, to the general membership at least two (2) months prior to the election.

Section 6. A Standing Committee shall be defined as any committee created by the Executive Board, which has existed continuously for more than one (1) school year.

ARTICLE IX

MEETINGS

Section 1. Executive Board Meetings constitute regular business meetings of AVHSC. These meetings shall be held on a regular monthly basis during each calendar month of the school year. Executive Board meetings shall be open to all members of the AVHSC, provided that, if necessary, the Executive Board may meet in a closed session following and regular business meeting.

Section 2. At the regular business meeting in March, the report of the Nominating Committee shall be received by the Executive Board. The Corresponding Secretary shall

advise the general membership of the report of the Nominating Committee immediately following the April meeting. Individuals desiring to run for office may do so by providing a petition containing signatures of at least twenty-five (25) AVHSC members at least ten (10) days prior to the last general membership meeting of the school year. Such petitions shall be filed with the Chairperson of the Nominating Committee.

Section 3. Elections shall take place at the last general membership meeting of the school year. Annual reports from all Standing Committees are also to be filed with the Recording Secretary at the meeting.

Section 4. Special meetings may be called by the Executive Board upon written notice sent at least seven (7) days before the date set for the meeting.

Section 5. Twenty-Five (25) voting members shall constitute a quorum at a general membership meeting.

ARTICLE X

AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) vote at any meeting described in Article IX above, provided notice has been given at the preceding regular business meeting of the intent to amend the By-Laws. A copy of such notice will be provided to each member of AVHSC via the Vista Views.

ARTICLE XI

RULES OF ORDER

Robert's Rules of Order Revised shall be the authority on all points not covered by these By-Laws.

ARTICLE XII

FINANCE

Section 1. An annual budget shall be prepared and presented by the President and Treasurer/Co-Treasurers to the Executive Board for approval at the general membership meeting, also known as Back-to-School Night, usually convened in the month of September. Such budget shall be presented to the general membership at such meeting for final approval.

Section 2. All checks must carry the signature of an AVHSC Treasurer and any one (1) of the following: President, Vice President, or School Principal.

Section 3. All expenditures authorized under the current annual budget may be processed by the Executive Board without additional membership approval. Expenditures not covered by the current annual budget must be approved by a two-thirds (2/3) vote of the Executive Board.

Section 4. The incoming Executive Board is committed to unpaid authorized expenditures incurred by the outgoing Executive Board.

Section 5. In the event of dissolution of AVHSC, the following financial arrangements shall prevail:

- a) No bills or financial obligations shall be outstanding; and
- b) Assets shall be disposed of in the following manner:
 - i. Primary disposition shall be, in whole, in keeping with the objectives of AVHSC; and
 - ii. Secondary disposition shall be, in whole, to the Union School District.

STANDING RULES

At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these By-Laws and shall be responsible for making a thorough study of them. A copy of these By-Laws shall be made available to any member upon request.

A meeting of both the new and retiring Executive Boards shall be called by the new President prior to the end of the school year to transfer all records, books, funds, and other material pertaining to AVHSC and to make plans for the coming year's work.