

**BYLAWS OF THE
SOUTH SALEM ELEMENTARY SCHOOL
HOME AND SCHOOL ASSOCIATION
Port Washington, New York**

ARTICLE I – NAME

The name of this Association is the South Salem Elementary School Home and School Association, Port Washington (the “Association”).

ARTICLE II – ARTICLES OF ORGANIZATION

The Association exists as an unincorporated association of its members. Its “articles of organization” comprise these Bylaws, as from time to time amended, and its articles of association, if any. In the absence of separate articles of association, these Bylaws shall be deemed to be the articles of association. In the event of any conflict between these Bylaws and the articles of association, these Bylaws shall govern.

ARTICLE III – OBJECTS

Section 1. The Objects of the Association are:

- a. To promote the welfare of children and youth in the home, school, and community;
- b. To raise the standards of the school experience for students, faculty and staff at the South Salem Elementary School (“the school”);
- c. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the child;
- d. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

Section 2. The Objects of this Association are promoted through an educational program directed toward parents and teachers; are developed through meetings, committees, projects and programs; and are governed and qualified by the basic policies set forth in ARTICLE IV.

ARTICLE IV – BASIC POLICIES

The following are basic policies of this Association:

- Section 1. The Association shall be non-commercial, non-sectarian and non-partisan.

Section 2. The name of the Association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the Association.

Section 3. The Association shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. The Association shall work with the School to provide quality education for all students and shall seek to participate in the decision-making process establishing School policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Port Washington Board of Education.

Section 5. The Association may cooperate with other organizations and agencies concerned with child welfare, absent express authorization from the Executive Board.

Section 6. No part of the net earnings of the Association shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.

Section 7. In the event of the dissolution of the Association, all of the remaining assets and property of the Association shall, after necessary expenses thereof, be distributed exclusively in furtherance of the purposes of the Association, or to such organization or organizations organized and operated exclusively for charitable, education, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 1116(a)(4) of the New York State Sales and Use Tax Law, as the governing body of the Association shall determine.

ARTICLE V – MEMBERSHIP

Section 1. Any individual who subscribes to the Objects and Basic Policies of the Association, and who has a student enrolled at, or is a faculty member of, the School may become a member of the Association, subject only to compliance with the provision of the Bylaws. Individuals who meet these requirements shall be said to be in good standing. Membership in the Association shall be available without regard to race, color, creed, religion, gender, sexual orientation, disability, national origin, or any other characteristic protected by law.

Section 2. Only members in good standing of the Association shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions.

Section 3. The Association shall conduct an annual enrollment of members. Additional members shall be accepted at any time but their membership will end with the end of the school year.

Section 4. A suggested annual contribution per family shall be determined by a majority of the Executive Board at the beginning of each school year.

ARTICLE VI – OFFICERS AND THEIR ELECTION

Section 1.

a. The officers of this Association shall be a President; a Co-President (who shall serve for one year with the President before assuming the Presidency for one year the following year); a Fundraising Vice President; a Class Parent Vice President; a Membership/Education Vice President; a Community Relations Vice President; two Recording Secretaries; a Corresponding Secretary; a Treasurer; a Fifth Grade Representative; and a Trustee(s).

b. There are four Vice President positions in total, and all four will be in consideration for the position of Co-President for the following year. All four Vice Presidents should be aware of this likely order of succession upon accepting their positions.

c. These officers shall be elected annually at the May meeting for a term of one year and shall assume office at the following June meeting, and shall serve until their successors are elected and installed. The officers shall not be eligible for the same office for more than two consecutive years, unless no other qualified candidate agrees to serve.

d. Only those who have served on the Executive Board for at least one year may be elected to the office of President. In the event that no person who has ever served on the Executive Board is able to serve as President, the Nominating Committee may consider any member of the Association in good standing for the office.

e. Nomination of officers shall be made by a Nominating Committee, which consists of not fewer than five (5) and not to exceed seven (7) members of the Association (hereinafter the “Nominating Committee”). The outgoing President shall serve as Chairperson of the Nominating Committee. The outgoing President is responsible for setting the initial meeting date and running subsequent meetings. Nominating Committee members shall be members of the Association in good standing and shall not be candidates for positions as Officers of the Association. No more than two members of the current Executive Board (including the outgoing President) may sit on the Nominating Committee. The Nominating Committee shall be formed in March and present the slate of officers to the Association the April following.

f. Independent nominations to any elected position may be made in writing. In order to be considered, they must be received by the Chairperson of the Nominating

Committee at least four weeks prior to the election meeting. They shall be announced with the Nominating Committee's slate of candidates.

g. A vacancy occurring in any office shall be filled by a majority vote of the Executive Board as soon as practicable after the vacancy occurs.

h. The Nominating Committee and the Executive Board may solicit candidates for Executive Board positions from the families of the incoming class.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the Association and of the Executive Board;
- b. Supervise the business and affairs of the Association and perform such other duties as may be prescribed in these Bylaws or assigned to the President by the Association or by the Executive Board;
- c. Have fiduciary responsibility for the Association;
- d. Sign and execute all contracts, agreements, or other obligations in the name of the Association;
- e. Serve as a member ex officio of all committees;
- f. Appoint the standing committee chairpersons in cooperation with the Executive Board;
- g. Coordinate the work of the officers and committees of the Association in order that the Objects may be promoted;
- h. Represent the ASSOCIATION at community events as appropriate;
- i. Have Signatory power on all Association accounts;
- j. Be a voting member of Parent Council;
- k. Serve as a parent representative on the Compact Committee.

Section 2. The Co-President shall:

- a. Act as assistant to the President;
- b. Perform duties of President in the absence or inability of the President;

- c. Assume the position of President after one year;
- d. Serve as a member ex officio of all committees;
- e. Serve as a voting member of Parent Council.

Section 3. The Fundraising Vice President shall:

- a. Oversee all fundraising committees and efforts of the ASSOCIATION;
- b. Serve as an ex officio member of all fundraising committees;
- c. Review bank statements and other financial records on a monthly basis and assist the Treasurer as needed.

Section 4. The Class Parent Vice President shall:

- a. Assign class parents in conjunction with the President and Co-President;
- b. Maintain communication between the ASSOCIATION and the class parents;
- c. Update class lists as necessary;
- d. Assume responsibility for updating emergency phone chain information.

Section 5. The Membership/Education Vice President shall:

- a. Assume all responsibilities for coordinating membership in the Association and ensuring efficient publication of a school directory;
- b. Oversee all assigned committees and events relating to the educational, emotional, and general well-being of the School community;
- c. Oversee Cultural Arts and other school-wide programs (such as PARP).

Section 6. The Community Relations Vice President shall:

- a. Oversee all committees and events relating to the promotion of a positive School community;
- b. Submit regular committee updates at Executive Board meetings;
- c. Serve as a member of the Compact Committee.

Section 7. The Recording Secretaries shall:

- a. Record minutes at ASSOCIATION meetings and post them in the School and on the ASSOCIATION website;
- b. Record minutes at Executive Board meetings and distribute to Board members;
- c. Maintain permanent file of the minutes of the Association;
- d. Act as liaison to the webmaster to maintain the ASSOCIATION website;
- e. Serve as a voting member of Parent Council (this position gets one vote).

Section 8. The Corresponding Secretary shall:

- a. Assume responsibility for all correspondence from the ASSOCIATION and keep records of such correspondence;
- b. Maintain correspondence files for the ASSOCIATION, including clippings of coverage in newspapers;
- c. Oversee ASSOCIATION email notification system.

Section 9. The Treasurer shall:

- a. Receive all monies of the Association;
- b. Keep a ledger of receipts and expenditures;
- c. Pay out local funds only when authorized by the Association or upon a written form signed by the President or the Co-President;
- d. Present a financial statement at every meeting of the Association and at other times when requested by the Executive Board and shall make a full report annually at the June meeting.
- e. Be responsible for the maintenance of such books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Association, including specifically, the number of its members and the donations of its members;
- f. Prepare and file federal and state tax forms, and any forms relating to insurance, as necessary;
- g. Count and finalize funds at the conclusion of ASSOCIATION events;

Section 10. The Fifth Grade Representative shall:

a. Serve as the liaison between the Executive Board and the 5th grade families to help oversee and coordinate activities and funds pertaining to 5th grade activities.

Section 11. The Trustee position shall be held by the former President(s) for the duration of time in which the former President's child(ren) is/are enrolled at the School. This is a non-voting position, and holding the position of Trustee does not preclude the past President(s) from seeking elected office again.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the Association.

Section 2. The Executive Board shall meet at the call of the President to transact necessary business and to pass on the plans of the committee chairpersons at the next regular meeting of the Association.

Section 3. Special meetings of the Executive Board may be called by the President or a majority of the Board.

Section 4. A majority of the Executive Board constitutes a quorum.

Section 5. Failure of an Executive Board member to attend three consecutive meetings without due notification to the President and without valid reason shall be grounds for reconsideration of such member's position. That Executive Board member shall receive notice in writing of such reconsideration should it arise.

ARTICLE IX – MEETINGS

Section 1. Association meetings shall be held monthly, if possible, and will be open to the entire Association and will be considered to be regular meetings, as well as the Executive Board meetings.

Section 2. Such other meetings may be held as the Association may from time to time provide. Special meetings may be called by the Executive Board.

Section 3. Meetings are open to the public, but the privilege of holding office, making motions, debating and voting shall be limited to members in good standing.

Section 4. A majority of members present shall constitute a quorum.

ARTICLE X – STANDING AND SPECIAL COMMITTEES AND MEMBERS-AT-LARGE

Section 1. There shall be such standing committees appointed by the President, with the approval of the elected Executive Board officers, as may be required by the Association to promote the Objects and interests of the organization.

Section 2. The chairpersons of all the standing committees shall be appointed for a term of one year. Committee Chairpersons shall present to the Executive Board their plans and no work shall be undertaken without the approval of the Executive Board.

Section 3. In addition to the Standing Committees, the President may appoint special committees from time to time for the purpose of carrying out special duties not normally within the province of any Standing Committee. Chairpersons of special committees shall report to the Executive Board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

ARTICLE XI – FISCAL YEAR

The fiscal year of the Association shall begin on September 1st and end on the following August 31st.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order Revised shall govern the Association in all cases in which they are applicable and in which they are not in conflict with these Bylaws. In case of conflict these Bylaws shall govern.

ARTICLE XIII – AMENDMENTS

Section 1.

a. These Bylaws may be amended at any regular meeting of the Association by a majority vote of the members present, provided that notice of the proposed amendment shall have been given at the previous meeting or publicly announced with a minimum of thirty days’ notice.

b. “Public announcement” for these purposes shall mean publication in the Association’s monthly newsletter or notification to the Association membership by mail or school handout.

c. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the Association, or by a majority vote of the Executive Board. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

DATE OF ADOPTION: _____

SIGNATURES OF OFFICERS:

Karen Seltzer, President

Paula Whitman, Co-President

Meryl Mastbaum, First Vice President

Linda Caruso, First Vice President

Fran Medaglia, Second Vice President

Jane Ronis, Second Vice President

Susie Beil, Corresponding Secretary

Kate Callahan, Corresponding Secretary

Tracey November Feinberg, Recording Secretary

Jennifer Breen, Recording Secretary

Robin Serinsky, Treasurer