

BY-LAWS OF THE GRAYSTONE HOME & SCHOOL CLUB

ARTICLE I – NAME

The name of this organization shall be the Graystone Home & School Club.

ARTICLE II – PURPOSE

The purpose of this organization shall be:

- a. Primarily to promote the general welfare of children and youth, school, staff, and community;
- b. To secure for each child the highest advantages in physical, mental, and social education;
- c. To promote cooperation between parents and teachers;
- d. To cooperate with or sponsor motion approved organizations interested in child welfare;
- e. To assist the school administration in obtaining necessary facilities and equipment;
- f. To conduct money raising projects to finance the activities of this organization;
- g. To encourage active participation of its members in order to sustain the activities of the organization;
- h. To promote the cooperation of its members, the children, the community and general public in securing the purposes of this organization for the benefit of all.

ARTICLE III – POLICIES

Section 1 This organization is a non-profit Club and does not contemplate the distribution of gains, profits or dividends to the members thereof.

Section 2 This organization shall not seek to direct the administrative activities of the school.

Section 3 This organization shall be non-commercial, non-sectarian and non-partisan and shall endorse no candidate or commercial enterprise.

Section 4 All monies collected, except those for operating expenses, shall be used for projects which benefit members of the student body.

Section 5 Money expended by the Home & School Club will be issued on checks which must bear the Signature of at least two of the following Club officers: President, or one of the Co-Presidents, Vice President, Treasurer, Secretary.

ARTICLE IV – MEMBERSHIP AND MEETINGS

Section 1 Membership is open to parents, grandparents, and guardians of Graystone students, as well as Graystone staff members and interested community members.

Section 2 The annual membership fee will be established at the first Home & School Club meeting of each school year. Dues will be charged per family, ~~husband and wife each being~~ each parent is a voting member.

Section 3 Members are entitled to place a motion before the chair, to vote on motions or at elections, to hold any elective office, or to serve on any committee.

Section 4 Non-members are welcome at meetings and can enter in all discussions.

Section 5 Home & School Club meetings shall be held on a monthly basis during the school year. All meetings will be announced through regular school notice.

Section 6 Special meetings of the Home & School Club may be called by the President/Co-President or by a petition of at least fifteen members, and all members of the organization must receive notification through normal channels.

Section 7 A quorum shall consist of fifteen members of the Home & School Club.

ARTICLE V – OFFICERS

Section 1 The officers of the Club shall be a President (or Co-Presidents), a Vice President, a Secretary, a Treasurer, and a Parliamentarian, all of whom shall be elected by the membership at large.

Section 2 The President (or Co-Presidents) shall preside at all meetings of the Club and of the Executive Board; shall appoint the chairmen of the committees except the nominating committee; shall be a member ex-officio of all committees except the nominating committee; shall appoint an Organizational representative to act in liaison for all youth groups sponsored by this organization.

Section 3 The Vice President shall act as an aide to the President/Co-Presidents and in the absence of the President/Co-Presidents, shall perform duties of the President/Co-Presidents. The Vice President

will assume the duties of the President/Co-Presidents in the event of a vacancy in that office. The Vice President is in charge of overseeing the membership drive, awarding volunteer recognition certificates and organizing hospitality for meetings.

Section 4 The Secretary shall keep an accurate record of the proceedings of all meetings of the organization and of the Executive Board; shall be prepared to refer to minutes of previous meetings; shall prepare a summary of all unfinished business for the use of the President/Co-Presidents; and shall notify officers of their election and chairmen of their appointments. These records should be kept for 3 years. The Secretary is also in charge of thank you notes (i.e. membership drive, guest speakers, etc.) and acknowledging staff birthdays.

Section 5 The Treasurer shall receive all monies for the Club and deposit them in the Club's bank account; shall pay routine bills covering those items explicitly defined in the budget, and other bills that can be supported by the Treasury balance when approved by the membership; shall keep an accurate record of receipts and disbursements; shall present a written report at the Club's monthly meetings; and shall prepare at the end of the fiscal year a written report.

Section 6 The Parliamentarian shall attend all meetings of the Club and of the Executive Board and shall give necessary advice in parliamentary procedure when requested.

Section 7 Officers shall serve for a term of one year or until their successors are elected. No officer shall be eligible for the same office for more than two consecutive years. Officers shall assume their duties at the beginning of the fiscal year, with the final meeting of the fiscal year being attended by both the old and new officers.

Section 8 When an officer fails to attend three consecutive meetings without adequate excuse, or is not fulfilling the responsibilities of the office as proscribed in the By-laws, the Executive Board may, by a two-thirds affirmative vote declare the office vacant.

ARTICLE VI – EXECUTIVE BOARD AND BUDGET

Section 1 The Executive Board shall consist of the officers of the Club, the principal of the school, and two staff representatives selected by the staff. Each of the above people shall have one vote, and be members of the Home & School Club.

Section 2 The Executive Board shall fix the hour and place of meetings, make recommendations to the Club, and perform other duties as are specified in these By-laws. The Board shall be subject to the order of the Club, and none of its acts shall conflict with action taken by the Club.

Section 3 The Executive Board shall be responsible for preparing an annual budget, including suggested projects for the school year. The budget shall be distributed to the families of Graystone students through normal school channels at least one week prior to the first meeting of the school year, and shall be submitted for approval by a majority of those present.

Section 4 An amendment to the budget for the current fiscal year may be adopted by a majority vote at any regular monthly meeting of the Club provided the expenditure does not exceed the amount of \$500. An amendment for an expenditure that will exceed \$500 per item must be announced to the general membership through normal school channels at least 14 days prior to voting.

ARTICLE VII – COMMITTEES

Section 1 The standing committees shall be established and recruited by the board each year. Examples are Pumpkin Bust, Spring Celebration, Heritage Day, Sports Day, and Teacher Appreciation.

Section 2 Other committees may be formed as deemed necessary to conduct the activities of the Club, and will report to the appropriate coordinator.

Section 3 The committee chairpersons, except the Nominating Chairperson and Auditor, shall be appointed by the President/Co-Presidents subject to the approval of the Executive Board. Their terms of office shall continue until their successors are appointed.

Section 4 If requested, an Auditor shall be appointed by the board and approved by the members to audit the books and financial records of the Club. The Club shall use an independent 3rd party to review its financials and prepare the required annual tax returns and documentation.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1

a. Nominations for office shall be made by a nominating committee which shall be elected by the Club at the February meeting. The committee shall serve until the annual election meeting.

- b. The nominating committee shall be composed of up to five members. The principal of the school shall serve in an advisory capacity if not an elected member of the committee. The committee shall elect its own chairman.
 - c. The Principal and Executive Board shall assume the responsibilities of the nominating committee if no one volunteers to serve on the nominating committee.
 - d. The nominating committee shall report at the next meeting of the Club in March, at which time nominations may be made from the floor. The consent of each candidate must be obtained before his or her name is placed in nomination.
- Section 2 Elections shall be held by ballot at the April or May meeting of the Club, under the guidance of the Nominating Committee. In the case of a single person running for an office, a voice or hand vote may be taken.
- Section 3 During the school year, a vacancy in any of the officer positions other than the President/ Co-President shall be filled by a majority vote at the next regular monthly meeting of the Club.

ARTICLE X – PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the authority on all points not covered by these By-laws.

ARTICLE XI – UNENCUMBERED FUNDS

If dissolution of the organization occurs, the unencumbered assets will be utilized, prior to dissolution, to obtain educational equipment, supplies, or other material usable by Graystone School at the discretion of the school principal.

ARTICLE XII – AMENDMENTS TO THE BYLAWS

Amendments to the bylaws can be proposed in writing by any member for discussion during regular or special meetings, to be voted on at the next scheduled meeting. The proposed amendments must be announced to the general membership through normal school channels at least 14 days prior to voting.

Amended and approved (vote planned for the March 6, 2012 meeting), by the Graystone Home & School Club general membership and Executive Board.

Patty Dworkin, Co-President

Stacy Pimental, Co-President

Anne-Marie Nijssen, Vice President

Jeanette Yates, Treasurer

Pam Doherty, Secretary

Holly Case, Parliamentarin

Priscilla Spencer, Principal

Liz Marino, Teacher

Rita Maczka, School Secretary