

**BROOKE ELEMENTARY SCHOOL - HOME & SCHOOL ASSOCIATION  
CONSTITUTION AND BYLAWS**

**ARTICLE 1 – NAME**

Section 1: The name of this organization shall be the Brooke Elementary Home and School Association.

**ARTICLE II – OBJECTIVES**

Section 1: To enhance communication between families, teachers, and administration at Brooke Elementary School.

Section 2: To facilitate efforts to provide adequate social, physical, and educational materials and programs and to meet and enhance the students’ educational experience at Brooke Elementary and the coordination of events to raise funds for the school.

Section 3: To provide support to the teachers through efforts within the confines of the Home and School Association Bylaws.

Section 4: To raise and maintain community interests in the educational processes. To strengthen existing and build new relationships within the Brooke community - including the students, parents/guardians, and faculty.

**ARTICLE III – POLICIES**

Section 1: This Association shall be non-commercial, non-profit, non-partisan, and non-sectarian in nature.

Section 2: The Association shall support the administrative activities or policies of the school.

Section 3: The business of the Association shall be conducted on a fiscal year basis, which ends July 31 of each year.

**ARTICLE IV – MEMBERSHIP**

Section 1: Parents or guardians who opt into the Home & School directory and who have a child currently attending Brooke Elementary School (to include Brooke Elementary families attending Spring-Ford Cyber Learning Academy), the teachers, and administration who are interested in the stated objectives of the Organization.

Section 2: Membership allows for participation in meetings, voting rights, volunteer opportunities with activities sponsored by the organization, ability to chair committees, and hold a seat on the executive board.

**ARTICLE V – EXECUTIVE BOARD**

**BROOKE ELEMENTARY SCHOOL - HOME & SCHOOL ASSOCIATION  
CONSTITUTION AND BYLAWS**

Section 1: The Executive Board shall consist of five (5) officers and the Principal. The officers are Co-President (2), Recording Secretary (1), Corresponding Secretary (1), and Treasurer (1).

Section 2: The duties of the Executive Board shall be transacting necessary business as well as supporting standing committees of the organization. Meetings shall be held throughout the year as called for by a Co-President or a quorum of the Board

**ARTICLE VI – THE ELECTION OF OFFICERS**

Section 1: The officers shall be elected as stated in Article 6.3. The offices of Co-President (1) and Corresponding Secretary to be filled in the odd numbered years starting in 2019. The offices of Co-President (2) and Treasurer to be filled in even numbered years starting in 2020. The office of Recording Secretary to be filled every year starting in 2020. The new officers shall assume their official duties June 1st following the election and work in conjunction with existing officers through July 31 (fiscal year end). All officers must be a parent or guardians of a student currently attending Brooke Elementary School (to include Brooke Elementary families attending Spring-Ford Cyber Learning Academy).

Section 2: A vacancy occurring in the office of Co-President, Recording Secretary, Corresponding Secretary and/or Treasurer shall be filled by the Executive board at its next meeting after the vacancy occurs. These officers shall fill the unexpired term.

Section 3: In March of each election year, a nominating committee shall be formed, consisting of three (3) members of the Association appointed by the Co-Presidents. The nominating committee shall offer at least one (1) candidate for each office. A communication will be shared with families asking for nominees for officers. Additional nominations may be made from the membership, in writing, to the Chairperson of the nominating committee. Only persons who have been contacted for their consent by the nominating committee may be named to the slate. Ballots will be shared to the General Membership in April and must be returned one (1) week prior to the May Home and School meeting. In the event that only one person is nominated for each of the open positions, voting will occur at the May Home and School meeting.

**ARTICLE VII – DUTIES OF THE OFFICERS**

Section 1: Co-Presidents – The Co-Presidents shall jointly preside at all meetings of the Association and shall jointly preside over all committee chairs, except in the nominating committee.

Section 2: Recording Secretary – The Recording Secretary shall keep a correct record of all meetings and be responsible for any meeting agendas and minutes.

**BROOKE ELEMENTARY SCHOOL - HOME & SCHOOL ASSOCIATION  
CONSTITUTION AND BYLAWS**

- Section 3: Corresponding Secretary – The Corresponding Secretary shall be responsible for any written and electronic correspondence of the Association, including social media and updates to the Home and School website.
- Section 4: Treasurer – The Treasurer shall be responsible for handling Brooke Elementary Home and School Association financial transactions and providing financial reports at each Executive Board Meeting and General Membership Meeting. The Treasurer shall keep an accurate record of all receipts and expenditures and shall pay out money in accordance with budget guidelines. A budget meeting will be held during the summer with the executive board and a budget will be presented for the following school year.
- Section 5: A copy of the final fiscal year statements will be sent to the Spring-Ford Superintendent’s Office as has been requested. These statements will be sent by September 1. Any other information requested will be provided in a timely manner. Review by a Certified Public Accountant will be made yearly.
- Sections 6: All officers and chairpersons must deliver all records, materials, or anything pertaining to their particular office promptly to the new Co-President when he/she takes office.
- Section 7: Executive Board members will be present at events and participate as volunteers during events as needed.

**ARTICLE VIII – MEETINGS**

- Section 1: The meetings of the Executive Board and General Membership shall be held at a mutually agreed upon time consistently throughout the year and advertised on the district and Brooke Elementary calendars. All meetings shall be open to all Brooke families. Any member who attends may vote.
- Section 2: Special meetings of the Executive Board may be called at the discretion of the Co-Presidents. The right to vote at these special Executive Board meetings will be limited to the officers of the Association and chairpersons of any committees.
- Section 3: By vote of the Executive Board, any monthly meeting may be cancelled or changed as deemed necessary.

**ARTICLE IX – STANDING COMMITTEES**

- Section 1: There shall be standing committees such as, but not limited to: Refunding, Outreach, Yearbook, School Store, Teacher and Staff Appreciation, Book Fair, Beautification, Fall Fest, Spirit Sticks, Holiday Shop, Basket Raffle, Color Me Fun Run, Spirit Wear, Spirit Nights; and such others as may be required to facilitate the work of the Association. The Executive Board may create and delete committees as deemed necessary.

**BROOKE ELEMENTARY SCHOOL - HOME & SCHOOL ASSOCIATION  
CONSTITUTION AND BYLAWS**

Section 2: Each committee shall consist of at least one (1) member, a chairperson, appointed by the Executive Board Officers. All committee chairpersons will be accountable to the Co-Presidents and the Executive Board at each Executive and General Membership meeting and/or Special Executive meetings. In order to avoid a conflict of interest, the chairperson of a fundraiser can not be someone who profits off of the fundraiser.

**ARTICLE X – AMENDMENTS**

Section 1: These By-Laws may be amended by the Executive Board.

Section 2: A review of the By-Laws shall be made every year during the summer transition/budget meeting.

Section 3: A verbal motion of acceptance will be taken at the next General Membership meeting.

**ARTICLE XI – PARLIAMENTARY AUTHORITY**

Section 1: The rules contained in the Robert's Rules of Order, Revised, shall govern the Association in all cases to which they are acceptable.

**ARTICLE XII**

Section 1: The foregoing By-Laws shall become effective immediately after adoption of the Executive Board and General Membership in regular business session

<b>Bylaw Review and Amendment History</b>		
<b>Review Date</b>	<b>Approvers</b>	<b>Summary of changes</b>