

***Brooke Elementary Home and School Association  
Constitution and By-Laws***

**ARTICLE 1 – NAME**

- 1.1 The name of this organization shall be the Brooke Elementary Home and School Association.

**ARTICLE II – OBJECTIVES**

- 2.1 To enhance communication between families, teachers, and administration at Brooke Elementary School.
- 2.2 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.
- 2.3 To provide support to the teachers through efforts within the confines of the Home and School Association By-Laws.
- 2.4 To raise and maintain community interests in the educative processes.

**ARTICLE III – POLICIES**

- 3.1 This Association shall be non-commercial, non-profit, non-partisan, and non-sectarian in nature.
- 3.2 The Association shall support the administrative activities or policies of the school.
- 3.3 The business of the Association shall be conducted on a fiscal year basis, which ends July 31 of each year.

**ARTICLE IV – MEMBERSHIP**

- 4.1 Any person over the age of 16 who is interested in Brooke Elementary School may become an active member of this Association upon willingness to participate in the objectives of this Association.
- 4.2 The immediate family of Brooke student(s) and Brooke staff are members of the Brooke Elementary Home & School Association.

**ARTICLE V – EXECUTIVE BOARD**

- 5.1 The Executive Board shall consist of five (5) officers and the Principal.

**ARTICLE VI – THE ELECTION OF OFFICERS**

- 6.1 The officers shall be elected as stated in Article 6.3. The offices of Co-President and Corresponding Secretary to be filled on the odd numbered years starting in 2009. The offices of Co-President and Treasurer to be filled on even numbered years starting in 2010. The office of Recording Secretary to be filled every year starting in 2009. The new officers shall assume their official duties June 1<sup>st</sup> following the election and work in conjunction with existing officers through July 31 (fiscal year end). All officers must be parents of children attending Brooke Elementary School or teachers of the same.

- 6.2 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.
- 6.3 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 letter will be sent home with the children 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. Voting ballots will be sent home 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.
- 6.4 Anyone running for election as an officer of the Association is required to be a member of the Association.

### **ARTICLE VII – DUTIES OF THE OFFICERS**

- 7.1 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.
- 7.2 Recording Secretary – The Recording Secretary shall keep a correct record of all meetings and be responsible for any written correspondence. Minutes of all meetings will be distributed in a timely manner. The Recording Secretary is also responsible for updating the Brooke Elementary Communication sign on Lewis Road.
- 7.3 Corresponding Secretary – The Corresponding Secretary shall be responsible for any written and electronic correspondence of the Association. The Corresponding Secretary will coordinate all flyers distributed by the Association.
- 7.4 Treasurer – The Treasurer shall be responsible for handling Brooke Elementary Home and School Association financial transactions and providing financial reports at each Executive Board 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.
- 7.5 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.
- 7.6 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.

### **ARTICLE VIII – MEETINGS**

- 8.1 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.
- 8.2 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.
- 8.3 By vote of the Executive Board, any monthly meeting may be cancelled or changed as deemed necessary.

## **ARTICLE IX – STANDING COMMITTEES**

- 9.1 There shall be standing committees such as: Refunding, Outreach, Yearbook, Hospitality, Fundraising, School Store, Teacher and Staff Appreciation, Book Fair, and Beautification; 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.
- 9.2 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.

## **ARTICLE X – AMENDMENTS**

- 10.1 These By-Laws may be amended by the Executive Board.
- 10.2 A review of the By-Laws shall be made every year.
- 10.3 A verbal motion of acceptance will be taken at the next General Membership meeting.

## **ARTICLE XI – PARLIAMENTARY AUTHORITY**

- 11.1 The rules contained in the Roberts Rules of Order, Revised, shall govern the Association in all cases to which they are acceptable.

## **ARTICLE XII**

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

Amended: April 3, 2009  
Approved: April 6, 2009