

SCIENCE LEADERSHIP ACADEMY HOME AND SCHOOL ASSOCIATION BY-LAWS

[Last amended: December 18, 2019]

ARTICLE I. Name

The name of the organization shall be Science Leadership Academy Home and School Association.

ARTICLE II. Objectives

The purpose of the Association shall be:

- a. To advocate for and develop community awareness around the needs of our school.
- b. To ensure an environment in which student and staff needs can be supported by the community at large.
- c. To promote cooperation and communication between home and school.
- d. To ensure accountability of school and district personnel on behalf of all SLA students and advocate for accountability and equitable educational opportunities for all children in the School District of Philadelphia.

ARTICLE III. Policies

Section 1. This Association shall be a 501(c)(3) entity and further decisions regarding membership will be at the discretion of the board.

Section 2 The Association shall maintain records in a locked cabinet designated by the principal of SLA, located at 1482 Green Street, Philadelphia, PA 19130.

Section 3 The Association shall establish a central location wherein all board-related communications and confidential documents are stored with shared access for members of the board. This location (i.e.: Google Drive, Dropbox, etc) will be determined on a yearly basis.

ARTICLE IV. Association Membership and Dues Donations

Section 1 Membership in this Association shall be open to every parent/guardian of children attending Science Leadership Academy High School and all faculty and staff members of the school.

Section 2 Membership is free to all members however a membership “dues donation” will be requested in order to support and sustain the vital work of the Association. Currently the dues donation is set at \$25. This fee should be revisited and voted upon yearly at the Planning Meeting (see Article VIII).

Section 3 A membership form will be disseminated to members of the school community for the purpose of obtaining contact information, gauging volunteer interest and to suggest a “dues donation” amount for the fiscal year.

ARTICLE V. Board and Membership Term Limits

Section 1. The board shall be comprised of:

- Officers**
(Voting members)
President
First Vice President
Second Vice President
Recording Secretary
Corresponding Secretary
First Treasurer
Second Treasurer

- Board Members**
(Voting members)
At Large Board Members: Up to four (4)
Class Representatives from each grade: One (1) per grade, Four (4) total

- ADVISORS**
(Non-voting members)
The Principal
Faculty Advisor: One (1)
Financial Advisor: One (1)
Alumni Parent Advisor: One (1)

Section 2. No more than one (1) person can occupy a Board Member (At-Large-Members and Class Representative) or Advisors position.

Section 3 All officers shall have at least one (1) student in the school for the full term of his/her office.

Section 4 The term of office for Officers of the Board shall be two (2) years. Board Members (At-Large and Class Representatives) shall serve a one (1) year term. Advisor roles must be occupied yearly by the current Principal with no term limit. Faculty and Financial Advisors have no term limits. The Alumni Parent Advisor has a one (1) year term limit. No Officer shall serve for more than two (2) successive terms in the same office.

Section 5 The Treasurer cannot be an employee of the School District of Philadelphia.

ARTICLE VI. Board Eligibility and Terms

Section 1. All Association members shall be eligible to serve as a Board Member of the Association.

- Section 2. The Office of President must be occupied by a parent/guardian who has previously served at least one (1) year in good standing on the Board. If no previous Board Member is willing to serve as the President, then the nominees to the office must have served as a member of the Home and School Association for two (2) years.
- Section 3. Members of the Board shall be nominated, elected and shall perform their duties according to the By-laws.

ARTICLE VII. Standing Rules and Procedures for Board Elections

1. A Nominating Committee shall be formed annually to facilitate the election process.
2. The Nominating Committee shall consist of three (3) members appointed by the President with the approval of the Board, at least one (1) to be a member of the board, and shall not include the President. No member of the Nominating Committee shall also be a candidate for office.
 - a. This committee is to be formed by January.
 - b. The nominating committee shall elect its own chairman at its first meeting.
 - c. The committee shall contact the Board and Principal for suggestions of officers, shall make a general call for nominations to the membership specifying criteria for candidates, shall examine nominee qualifications as stated in the By-laws, shall advise prospective candidates of the duties of office, and verify their availability to serve.
 - d. The committee shall nominate one (1) slate of officers.
 - e. At the April General Meeting, the President shall present the slate and call for additional nominations from the floor. All names submitted will be reviewed by the nominating committee.
 - f. If more than one person is running for a particular office, the committee shall prepare a fact sheet on the candidates. This is sent to the entire membership two (2) weeks prior to the election.
 - g. The Nominating Committee shall create a listing of the nominees by office and publish them in a public space where all members can access it, such as the HSA website and the parent newsletter.
 - h. The Nominating Committee shall create an electronic survey accessible to all members which will enable them to cast their vote online and write in names if they are not satisfied with the slate of candidates.
 - i. Votes are tallied by the Nominating Committee, and the results are announced. The person with the most votes for each office shall be elected.
 - J. A person can run for only one (1) office in the general election.
 - k. Co-leadership for any of the offices will be considered on a case-by-case basis.

ARTICLE VIII. Meetings

Section 1. Meetings of the Association shall consist of the following categories and duties:

Board Meetings

(Open to Board Members only)

- **Summer Planning Session**
 - Set dues donation amount
 - Select monthly dates for HSA meetings
 - Review By-laws and need for amendment
 - Identify Chairs to oversee HSA Activities
 - Identify Chairs for each Committee
 - Develop the calendar for upcoming year
 - Outline new initiatives, goals, needs, etc.

- **Special Sessions**
 - Discuss time sensitive issues requiring a vote
 - Discuss confidential issues requiring a closed meeting session
 - Discuss business that requires direct communication between regularly scheduled HSA General Meetings

HSA General Meetings

(Open to entire membership)

These meetings shall occur once a month during the entire school year beginning in September. The general business of the Association will be conducted at these meetings to include officers, committee and principal's reports as well as updates on the health and welfare of the school and the organization.

Section 2. There shall be at least nine (9) HSA General Meetings in any school year on a monthly basis.

Section 3. Any of the members of the Board may petition the President to call a special meeting of the Board, giving not less than three (3) days written notice to all members of the Board.

Section 4. The President may call a special meeting of either the general membership or the Board, giving no less than three (3) days written notice to the membership.

ARTICLE IX. Standing Committees and Expectations

Section 1. The Standing Committees shall be comprised of:

Communications
Advocacy
Environment
SAC (School Advisory Committee)
Nominating
Development & Outreach

Section 2. Expectations of the Standing Committees shall be as follows:

- **Communications**
Assist with the creation of content for the website and social media. Write acknowledgments for donations and volunteer participation and assist with general communication efforts.
- **Advocacy**
Work to ensure that all children in the School District of Philadelphia have equitable educational opportunities.
- **Environment**
Work to ensure all students have a healthy and safe school environment, conducive to learning and growth.
- **Nominating**
Oversee the election process of the HSA leadership.
- **Development & Outreach**
Oversee the coordination and execution of the HSA's fundraising initiatives to include, but not be limited to:

EduCon

Fall Fundraiser

Fuel The Rocket (annual appeal)

Spring Social and Silent Auction

School Store

Section 2. Opportunities for leadership and volunteer participation exist within the Association's Standing Committee for any member of the Association. Current members of the board can assume a leadership role as a committee chair or volunteer on a committee.

Section 3. Ad hoc or special committees can be formed as the need arises. Formation is determined by the President and approved by the Board.

ARTICLE X. Amendments

After the annual review of the By-laws by the 2nd Vice President, a recommendation to amend them will be made at the first HSA General Meeting. The amended By-laws will be shared with Board members giving them at least three (3) weeks for review. At the following HSA General Meeting, all Board Members will be required to vote on the proposed amendment. Members who are not available to attend must respond electronically prior to the meeting.

ARTICLE XI. Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the procedure of this Association in all cases in which they are applicable and in which they are not inconsistent with the Bylaws.

> (<https://www.amazon.com/Roberts-Rules-Order-Revised-Paperback/dp/030682020X>)

By-laws

1. Fifty percent (50%) of the Board shall constitute a quorum at the Board meetings.
2. Elections shall be executed by web ballot and made available to all members of the Association. The voting period will be at least seven (7) days.
3. In the event of any vacancy among the Officers, Members At Large or Class Representatives between elections, said vacancy may be filled by the President with the approval of the Board.
4. If any Board Member is absent from three (3) consecutive meetings or 50% of the total meetings, such office(s) may be declared vacant by a majority vote of the Board.
5. All officers shall assume their duties immediately following installation at the last HSA General Meeting of the school year.
6. The fiscal year shall coincide with the school year.
7. The By-laws may be amended by a recommendation of the Board followed by a majority vote of the members present and voting at any regular meeting of the association, provided notice of the proposed amendment(s) and its content have been included in a written notice given three (3) weeks in advance of the meeting.

Duties of Officers

The President shall:

- a. Preside at all meetings of the Association and of the Board.
- b. Be an ex officio member, but not chairperson, of all committees except the Nominating Committee.
- c. Appoint chairpersons of all committees except the Nominating Committee, subject to the approval of the Board.
- d. Attend the HSA General Meetings, Planning Sessions and Special Sessions; in an emergency the President shall appoint an alternate.
- e. Appoint the chairs of all activities of the HSA. These may include, but are not limited to, chairs of:
 - Back to School Nights**
 - Interview Weekends**
 - New Family Night**
 - Parent/Teacher Conferences**
 - Open House**
- f. Sign checks with the Treasurer or payment of expenditures included in the approved budget. Any expenses over \$100 not included in the budget must be approved by the Board.

- g. Provide all members with notice and agenda of Board and General Meetings.
- h. Notify Board members in writing of Board meetings.

The First Vice President shall:

- a. Preside over meetings in the absence of the President.
- b. Assist the President with matters affecting the Association with the assistance of the Second Vice President.
- c. In the event that the President is unable, or no longer available, to carry out the duties of the office, the First Vice President shall assume the powers and duties of the President.
- d. The First Vice President shall oversee the Development Committee.

The Second Vice President shall:

- a. Responsible for governance oversight, ensuring all members are aware of the By-laws and such bylaws are the guiding principles for the SLA HSA.
- b. Provide newly elected board members with the most updated By-laws and a roster of all board members and their contact information.
- c. Recruit volunteers and solicit members to volunteer for various events (using a communication platform such as Volunteer Spot).
- d. Lead an annual review of the By-laws and recommend changes to the Board by October 31st. When needed, an ad hoc committee may be formed to assist in the review and recommendations.

The Recording Secretary shall:

- a. Take attendance of all members present at every HSA General Meeting and record attendance in the roster of Board Members.
- b. Transcribe correct minutes of all meetings and store them as a non-editable file in the HSA shared Google folder. These minutes should also be made available and archived on the HSA website. A link to each previous meeting minutes should be included on the HSA newsletter.
- c. Update Board calendar and Board Committee Chairs List.

The Corresponding Secretary shall:

- a. Procure the most updated parent/guardian list of addresses from Roster Chair and make sure it is updated throughout the year.
- b. Maintain "Newsletter" e-mail list and issue communications to families as requested by the President and/or coordinated with the Board.

- c. Maintain Association social media accounts and oversee the website with Communication committee support.
- d. Oversee the Communications committee and attend Committee meetings to provide guidance.

The First Treasurers shall:

- a. Have charge of all funds.
- b. Receive dues from the membership chairman.
- c. Pay all bills with approval and countersignature of the President or one of the other Board Members in the absence of the President. In the event of an extenuating circumstance where two signers are not available and a check must be written immediately, approval from the board must be sought in writing. Two thirds of the board can give consent to proceed with a single signature.
- d. Keep an accurate record of receipts and expenditures.
- e. Present a statement of finances at each meeting and give the Recording Secretary a copy.
- f. Keep efficient and accurate records so they may be audited at the end of each year.
- g. Keep in compliance with all tax laws.

The Second Treasurers shall:

Support the First Treasurers in all duties of the office and gain understanding necessary to transition to that office in the future.

Duties of Board Members

The At Large Members shall:

Provide additional assistance and oversight to the Board.

The Class Representatives shall:

Provide assistance and support to the Board including communication to their respective grade advisors.

The Advisors shall:

Offer perspectives from the constituent group represented by each Advisor and offer best practices on the subjects for which they have expertise.