

CONCORD-CARLISLE HIGH SCHOOL PARENTS ASSOCIATION BY-LAWS

November 18, 2014

ARTICLE I. NAME

The name of this organization shall be the Concord-Carlisle High School Parents Association, Inc., (“CCHSPA”). The principal location of the CCHSPA shall be Concord-Carlisle High School, 500 Walden Street, Concord, MA 01742.

ARTICLE II. PURPOSE AND OBJECTIVES

The objectives of the CCHSPA shall be:

To provide a framework for promoting educational excellence and general well-being of the students of the Concord-Carlisle High School (“CCHS”),

To provide the means for parents, guardians, teachers, school administrators and staff, students and school committee members to discuss philosophy, goals, objectives and programs at CCHS and encourage appropriate parental and community involvement at CCHS,

To sponsor and financially support programs and activities directed to the needs of the CCHS community through fundraising efforts,

To cooperate with other organizations and agencies active in the welfare of youth as deemed appropriate, and,

To encourage participation in the volunteer programs CCHS.

ARTICLE III. LIMITATIONS ON ACTIVITIES

The CCHSPA shall be non-profit, non-commercial, non-sectarian, and non-partisan.

The CCHSPA is organized exclusively for educational purposes as specified in Section 501(c)(3) of the Internal Revenue Code and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986.

The CCHS PA shall not endorse any commercial enterprises or political candidates. Its name shall not be used in connection with commercial concerns, partisan interests, political campaigns, or for any purpose other than the regular work of the CCHSPA.

No part of the net earnings of the CCHSPA shall inure to the benefit of any member or officer of the CCHSPA or any private individual (except that reasonable compensation may be paid for services rendered to or for the CCHSPA) and no member or officer shall be entitled to share in the distribution of any of the CCHSPA's assets upon dissolution of the CCHSPA.

ARTICLE IV. MEMBERSHIP AND DUES

Membership shall be open to any parent or guardian of any student of CCHS.

Dues shall be payable annually in September for the fiscal year in an amount to be established from time to time by the Executive Board.

ARTICLE V. ANNUAL APPEAL

An annual donation, at the discretion of the CCHSPA, may be solicited each fall from each CCHS family. The Treasurer in accordance with the by-laws shall disperse this money as well as any other funds collected and received by the CCHSPA.

ARTICLE VI. ORGANIZATION AND EXECUTIVE BOARD

Section A. Organization

1. The Officers of the Executive Board of the CCHSPA shall be a President, one or more Vice Presidents, a Treasurer and a Secretary. Each shall be a parent or guardian of a student currently enrolled in CCHS. No person may simultaneously hold more than one office on the Executive Board. Furthermore, no person may hold more than one position within the organization with the responsibility for the depositing or disbursing of funds.
2. The affairs of the CCHSPA shall be directed by an Executive Board to be composed of the Officers listed above, and any additional officers that may be presented by the Nominating Committee and approved by a majority of the membership at the Annual Meeting.
3. The Executive Board shall begin serving July 1st for a period of one year.
4. No current member of the Concord Carlisle Regional School Committee shall be eligible to hold office in the CCHSPA.
5. At the end of her/his term, each officer shall meet with her/his successor to assure continuity in the role and function of the office.

The Executive Board is authorized to handle the rare item that might arise between scheduled CCHSPA meetings (including expenditures up to \$300) and require an immediate decision.

Section B. Executive Board Duties and Responsibilities

The Executive Board shall:

Create standing committees as deemed necessary to promote the purposes and carry on the work of the CCHSPA,

Create special committees as deemed necessary from time to time to serve a special purpose,

Appoint all committee chairmen,

Appoint the Nominating Committee,

Receive and evaluate committee reports on a regular basis,

Set member dues,

Approve the expenditure of all funds,

Prepare and submit for adoption a budget for the year,

Transact necessary business in the intervals between CCHSPA meetings and such other business as may be referred to it,

Present a status report at the regular meetings of the association, and

Meet on a regular basis.

A quorum of the Executive Board shall be the President or a Vice President and two other elected officers.

There shall be at least two business meetings of the CCHSPA annually that are open to the full membership. The President may call an additional meeting and shall call a meeting upon the written request of five members of the CCHSPA. These meetings shall be open to all members and publicized on the CCHSPA website or via a CCHS email or website based announcement at least five (5) days prior to the meeting. The Executive Board may meet in closed sessions as appropriate.

ARTICLE VII. OFFICERS AND THEIR DUTIES

Section A. Duties of the President

* Serves as Chief Executive Officer of the CCHS PA

- * Ensures that the objectives of the organization are carried out according to the By-Laws
- * Establishes times for and presides over CCHSPA meetings and Executive Board meetings
- * Prepares a written agenda for those meetings
- * Signs all contracts or other legal documents authorized by the Executive Board
- * Has the power to sign or endorse checks singly or together with the Treasurer
- * Acts as a spokesperson and is a resource for the exchange of information between school and parents
- * Presents a monthly report on the activities of the CCHSPA to the members
- * Oversees and coordinates the work of the officers and committee work via Executive Board members
- * Attends monthly Superintendent/Parent Teacher Group Presidents' meetings or ensures that CCHSPA is represented
- * In the absence or disability of the Treasurer, the President shall sign or endorse checks, drafts and notes.

Section B. Duties of the Vice President(s)

- * Has option to assume Presidency in following year
- * Works with President to facilitate smooth operation of CCHSPA
- * Attends monthly Executive Board meetings and CCHSPA general meetings
- * Performs the Duties of the President in the President's absence or inability to act
- * Assists with overseeing work and reporting of all committees
- * Assists with overseeing all aspects of programming and socials for CCHSPA members
- * Promotes parent participation in the CCHSPA
- * Performs other such duties as may be assigned by the President or the Executive Board

Section C. Duties of the Secretary

- * Records and publishes the minutes of all CCHSSPA meetings
- * Forwards record of minutes to all Executive Board members
- * Maintains a current file of monthly agendas, minutes and yearly committee reports and CCHSPA By-Laws
- * Handles CCHSPA correspondence, including thank-you notes when appropriate
- * Attends monthly Executive Board meetings and CCHSPA general meetings
- * Performs other such duties as may be assigned by the President or the Executive Board

Section D. Duties of the Treasurer

- * Responsible for accounts payable and accounts receivable for the CCHSPA

- * Keeps accurate records of receipts and expenditures
- * Disburses funds of the CCHSPA in accordance with the decisions of the Executive Board, the adopted annual budget and By-Laws
- * Prepares and distributes monthly financial reports for each CCHSPA Executive Board meeting
- * Has the power to sign or endorse checks singly or together with the President
- * Presents an annual financial report
- * Responsible for timely and accurate preparation and submission of required tax filings
- * Makes accounting books available to the CCHSPA Executive Board for inspection
- * Attends monthly Executive Board meetings and CCHSPA general meetings
- * Prepares annual CCHSPA budget for upcoming year and submits it upon Executive Board approval for the review of members at least (5) days prior to the Annual Meeting
- * Performs other such duties as may be assigned by the President or the Executive Board

ARTICLE VIII. COMMITTEES

Section A. Standing Committees

The Executive Board may create Standing committees as necessary to promote the objectives of and carry on the work for the CCHSPA. The Executive Board shall appoint the committee chairmen. The committee chairmen will appoint the members of each committee. Such committees shall conduct their affairs in the same manner as the officers of the CCHSPA as described in articles III and III of these By-Laws. No committee work shall be undertaken without the consent of the Executive Board.

The term of each committee chair shall be one year or until the selection of a successor. The chair of each Standing Committee shall present a plan of work for approval if requested by the Executive Board. The chairperson of each Standing Committee shall report regularly to the Executive Board on the work of the committee. A final report shall be submitted to the Board within thirty (30) days of the end of the chairperson's term of office.

Section B. Special Committees

The Executive Board may also appoint any ad hoc committees throughout the year as it deems necessary.

ARTICLE IX. NOMINATING COMMITTEE

Section A. Duties of the Nominating Committee

- * Present to the members at the Annual Meeting a slate of nominations for officers and Executive Board
- * Recommend to the Executive Board appointment of committee chairmen as the Executive Board may deem necessary
- * Recommend to the Executive Board replacements for officers when vacancies occur

The Nominating Committee shall solicit candidates for the Executive Board and committee chairs, both from the CCHSPA and from parents of students entering CCHS the following year. The nominees shall be as generally representative of the community served by CCHS as possible, and consideration shall be given to insuring some continuity of Executive Board membership.

Section B. Nominating Committee Formation, Term of Office and Vacancies

The Nominating Committee shall serve a one-year term and consist of five (5) members. All members shall be appointed by the Executive Board. One (1) member shall be the immediate past president of the CCHSPA or a current officer not standing for re-election to the Executive Board, and at least two (2) members shall not be members of the Executive Board.

Vacancies occurring in the Nominating Committee shall be filled by the Executive Board. Persons seeking election as President of the Executive Board may not serve on the Nominating Committee.

ARTICLE X. ELECTIONS, TERMS, VACANCIES, RESIGNATIONS AND REMOVALS

Section A. Elections

CCHSPA members shall elect the Executive Board in May of each year at a general membership meeting of the CCHSPA, the Annual Meeting.

The following election procedures shall be followed. The report of the Nominating Committee of its nominations for the Executive Board shall be publicized at least five (5) days prior to the date of the elections. The slate of nominations shall be presented by the Nominating Committee to the membership at the Annual Meeting. Further nominations made be made from the floor by any member of the CCHSPA provided the consent of the nominee shall have been secured. The election shall be by ballot when there is more than one candidate; when there is but one nominee for any board position, the Secretary may be instructed to cast the ballot for the nominee. A simple majority vote of the members voting shall constitute an election. Absentee or proxy voting shall not be permitted.

Section B. Term of Office

Executive Board members and officers shall serve for a minimum of one year and a maximum of two consecutive years in any one position, and a maximum of four consecutive years in a combination of positions. Exemptions beyond these stated term limits must be considered on a

case-by-case basis and be approved by a CCHSPA Executive Board vote. The terms will begin each July 1st. The immediate Past President may serve in an advisory capacity to the Executive Board without voting privileges.

Upon the expiration of the term of office, or in case of resignation, each officer shall turn over to the President or forward electronically, without delay, all records, books and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

Section C. Vacancies

Whenever a vacancy occurs prior to the completion of an elected term, a replacement for the remainder of the term shall be appointed by a majority vote of the Executive Board.

Section D. Resignations

Any Executive Board member or officer may resign at any time by written resignation filed with the President or Secretary. Such resignations shall be effective upon receipt, unless specified to be effective at some other time, and acceptance thereof shall not be necessary to make it effective unless it so states.

Section E. Removal from Office

Whenever an elected officer or appointed committee chair is considered to be failing attend to his/her duties, they may be relieved of their position by a two-thirds vote of the Executive Board.

ARTICLE XI. MEETINGS

Section A. General Meetings

The meetings of the CCHSPA shall be open to the general membership and the dates of all meetings shall be publicized in advance. Frequency and dates of general meetings shall be determined by the Executive Board. The CCHSPA Executive Board shall meet monthly.

Section B. Annual Meeting

There will be an annual business meeting, the ("Annual Meeting"), each year, usually in May. The time and place will be determined by the Executive Board. The purpose of the Annual Meeting will be the election of officers, appointment of committee chairs and approval of the budget. Also, the Annual meeting will provide an opportunity to amend the By-Laws and change dues, as well as to conduct any other business as specified by the Executive Board. Notice of the time, date and

place of the meeting shall be given in writing or in electronic format, via the CCHSPA's regular communication outlets, not less than five (5) days before the date of such meeting.

ARTICLE XII. FISCAL YEAR

The fiscal year of the CCHSPA shall begin on July 1 and end on the following June 30.

ARTICLE XIII. FINANCES

Section A. Balances

A minimum balance as determined necessary by the Executive Board shall be kept in the CCHSPA account at all times.

Section B. Budget

The Treasurer shall prepare a preliminary budget for the next school year based upon information provided by the Executive Board, committee chairs and membership at large. The budget as recommended by the Executive Board, shall be presented and voted upon at the Annual Meeting.

Section C. Authorization

Only the Executive Board may authorize expenditure of the CCHSPA funds, and only the President or Treasurer shall be authorized to sign checks.

Non-budgeted expenditures equal to or less than \$300 shall be approved by the President or Treasurer. Non-budgeted expenditures greater than \$300 shall be approved by the Executive Board. A simple majority vote of the Executive Board members present and voting is required to approve of and disburse funds. Any non-budgeted individual allocation of monies of \$2,500 or more shall be voted upon at a CCHSPA meeting, and only if there has been written or electronic notification of the proposed allocation to the membership at least five (5) days prior to that meeting.

The funds of the CCHSPA shall be deposited with the bank or banks approved by the Executive Board.

The Executive Board must approve all fund raising projects. Each project chairperson shall be accountable for any funds collected. All funds shall be submitted to the Treasurer within two weeks after collection.

No officer or member of the CCHSPA shall contract for or incur any debt or enter into any agreement or otherwise represent the CCHSPA except by authorization of the Executive Board.

ARTICLE XIV. DISSOLUTION AND DISTRIBUTION

Upon the liquidation or dissolution of the CCHSPA, after payment of all of the liabilities of the CCHSPA or due provision therefore, all of the assets of the CCCHSPA shall be distributed to CCHS or to one or more non-profit, public, charitable or educational organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code such as the Executive Board may designate.

ARTICLE XV. AMENDMENTS AND REVISION TO THE BY-LAWS

The procedure for amending these By-Laws shall be as follows:

- A. Written notice of proposed amendments to the By-Laws shall be sent to the membership at least five (5) days prior to the meeting at which the proposed amendments are to be considered.
- B. Approval of the proposed amendments must be by a two-thirds vote of the members present and voting at the meeting.
- C. The By-Laws may only be amended if at least four (4) members of the Executive Board are present.

The President shall appoint a committee to review the By-Laws every three years. Recommendations of the committee shall be reported to the Executive Board. Action on these recommendations requires the same procedure as outlined for amendments to the By-Laws.

ARTICLE XV. CONDUCTING BUSINESS

Each voting member shall have one vote. A simple majority vote of the members present and voting shall decide all issues. Amendments to the By-Laws and removal of officers shall be carried out as stated herein.

The latest edition of Robert's Rules of Order Newly Revised shall be the authority for all questions of procedure not otherwise provided for in these By-Laws.