

BYLAWS

Howard Gardner School Parent Forum

ARTICLE I - NAME

The name of this organization is the Howard Gardner School Parent Forum, Scranton PA.

ARTICLE II - PURPOSE

The mission of the Howard Gardner School Parent Forum (HGS-PF), is to support Howard Gardner MI Charter School by enhancing the student experience and the spirit of pride within the school in a way that complements and enriches the learning environment.

ARTICLE III - BASIC POLICIES

The following are the basic policies of the Howard Gardner School Parent Forum (HGS-PF).

- a. The organization shall be nonprofit, noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any reason not appropriately related to the promotion of the purpose of the organization.
- c. The organization shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part

ARTICLE III - BASIC POLICIES continued

of its activities to attempting to influence legislation by propaganda or otherwise.

- d. No part of the net earnings of the organization shall insure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501 (c) (3).
- e. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code or the corresponding section of any future federal tax code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts or obligations of the organization , the remaining assets shall be distributed to one or more nonprofit funds, foundations, and organizations which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE IV - MEMBERSHIP AND DUES

Section 1.

- a) A regular class of membership is automatically conferred upon all parents, legal guardians, and foster parents of children enrolled at Howard Gardner MI Charter School. Only one vote may be cast by a regular member per enrolled child. The physical legal guardian(s) will cast the family vote.
- b) Grandparents of children enrolled at Howard Gardner MI Charter School shall be admitted but with an associate membership class. Associate members may attend and speak at meetings, but they may not hold office, make motions, or vote. They may remain

ARTICLE IV - MEMBERSHIP AND DUES continued

associate members at the pleasure of the enrolled child's physical legal guardian.

Section 2.

Membership shall terminate automatically at such time as no children (as defined in Section 1.a) or grandchildren of a member remain enrolled in Howard Gardner MI Charter School. For these purposes a child shall include any natural born children or grandchildren as well as any child for which a member is a legal guardian.

Section 3.

There are no dues required of Howard Gardner School Parent Forum members.

Section 4.

The privilege of making motions and voting in HGS-PF shall be limited to the regular class members of HGS-PF.

ARTICLE V - OFFICERS AND THEIR ELECTORS

Section 1.

Each officer shall be a regular class member of the organization (HGS-PF).

Section 2.

- a. The officers of this organization shall be a president, a vice president, a secretary, a treasurer, a volunteer coordinator, and a fundraising coordinator unless amended by executive motion.
- b. These officers shall serve as the executive board for the membership of HGS-PF, each with an equally weighted vote.
- c. A motion by any executive board member is said to have passed with a 2/3 majority vote. Further, in the event of a tie the motion is considered to have failed. In the event of a true impasse, commencing upon a third failed vote on a singular issue, the issue is to be brought to

ARTICLE V - OFFICERS AND THEIR ELECTORS continued

a general vote at the next regular meeting. The general vote will require a simple majority for passage of the motion.

- d. These officers are responsible for the day to day operating decisions of HGS-PF unless otherwise noted.
- e. Offices whose terms are expiring presently will be disclosed annually at the regular meeting held in March.
- f. Nominees will be accepted for these offices annually at the April regular meeting.
- g. Election by ballot will take place annually at the regular meeting in May. If there is but one nominee for any office, upon motion from the floor, the election may be by voice. Election to the executive board is considered passed by simple majority vote.
- h. Officers, shall assume their official duties at the close of the regular meeting in May and shall serve for a term of two (2) years with the exception of treasurer and volunteer coordinator or until their successors are elected and assume their duties.
- i. The office of president and secretary will be elected in even numbered years while the offices of vice president and fundraising coordinator will be elected in odd numbered years.
- j. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.
- k. The offices of both the treasurer and the volunteer coordinator are unelected positions. They are appointed by and serve at the pleasure of a majority of the executive board, without term. A no confidence vote resulting in removal of a member from office may be held upon motion from the floor.
- l. Outgoing officers agree to be available for the transition of new officers during the months of May and June and to turn over all

ARTICLE V - OFFICERS AND THEIR ELECTORS continued

official documents, records, and property of HGS-PF within fourteen (14) days of their term end.

Section 3.

Upon acceptance of any officer resignation, the executive board may appoint a replacement to serve out said officer's unexpired term by a 2/3 vote. In the event of a tie, the motion is considered to have failed. In the event of a true impasse, commencing upon a third failed vote, the issue is to be brought to a general vote at the next regular meeting.

ARTICLE VI - DUTIES OF OFFICERS

Section 1.

The President shall:

- a. preside at all regular and executive meetings of this organization (HGS-PF);
- b. be a member ex-officio of all committees;
- c. perform such other duties as may be assigned her/his by the organization (HGS-PF);
- d. coordinate the work of the officers and committees in order that the purpose may be promoted;
- e. coordinate the work of the organization (HGS-PF) with the principal via regular meetings and communication.

Section 2.

The Vice-President shall:

- a. act as aid to the president, and shall in her/his designated order perform the duties of the president in the absence or inability of that officer to serve;
- b. have a copy of the current bylaws and the current edition of *Roberts Rule of Order Newly Revised*;

ARTICLE VI - DUTIES OF OFFICERS continued

- c. attend regular and executive meetings of this organization (HGS-PF) throughout the year.

Section 3.

The Secretary shall:

- a. record the minutes of all regular and executive meetings of this organization (HGS-PF) and provide these minutes to the executive board for approval within fourteen (14) days;
- b. minutes must include date, location, time meeting commences and adjourns, a listing of all officers present by name, the number of regular members present, and a record of all discussions, motions, and votes taken;
- c. provide a PDF file of these minutes upon their approval by the executive board to the IT Manager of Howard Gardner MI Charter School for publication to the school website before the date of the following meeting;
- d. prepare copies of the meeting agenda for distribution to members at all regular meetings;
- e. prepare and conduct correspondence of the organization (HGS-PF) as directed;
- f. empty the organization (HGS-PF) mailbox in the Howard Gardner MI Charter School mailroom regularly and distribute the contents to appropriate officers or committee members;
- g. keep a file containing a copy of all approved meeting minutes for the organization (HGS-PF);
- h. attend regular and executive meetings of this organization (HGS-PF) throughout the year.

Section 4.

The Treasurer shall:

ARTICLE VI - DUTIES OF OFFICERS continued

- a. receive all monies of the organization (HGS-PF) and keep an accurate record of receipts and expenditures;
- b. place all monies in a depository approved by the executive board;
- c. pay out funds in accordance with the budget as approved by the membership and authorized by a majority of the executive board;
- d. present a financial report to the executive board prior to every regular meeting of the organization (HGS-PF) and an annual report to coincide with the September regular meeting;
- e. present a summary of income and expenses for the proceeding period at each regular meeting of the organization (HGS-PF);
- f. provide any and all checkbooks, bank statements, and financial records to the executive board or any appointed auditor or accountant within fourteen (14) days of request;
- g. be responsible for completion and filing of appropriate forms and documents by all legal authorities including but not limited to the United States Internal Revenue Service and the State of Pennsylvania no later than the date established by regulations;
- h. keep a file containing seven (7) years of financial documentation including bank statements, invoices and receipts related to all expenditures, donation records, financial reports and all legal regulatory filings;
- i. maintain and empty the organization (HGS-PF) Post Office Box regularly and distribute the contents to appropriate officers or committee members;
- j. attend regular and executive meetings of this organization (HGS-PF) throughout the year.

ARTICLE VI - DUTIES OF OFFICERS continued

Section 5.

The Volunteer Coordinator shall:

- a. draft and distribute a volunteer survey to members in early September to obtain contact information and areas of volunteer interest to use throughout the course of the year;
- b. ensure each classroom, specials teacher, and the guidance department at Howard Gardner MI Charter School has two or more members designated as

"classroom parents" who have obtained the volunteer clearances legally required by the state of Pennsylvania;

- c. reach out to and place organization members in committee leader and volunteer roles throughout the year for each major HGS-PF event and assist event chairpersons in obtaining needed volunteers and their contact information;
- d. be accessible throughout the year to Howard Gardner MI Charter School teachers and staff to assist them with any volunteer needs;
- e. protect the personal data of member volunteers and use unwavering discretion in the dissemination of necessary information to facilitate volunteer activity;
- f. attend regular and executive meetings of this organization (HGS-PF) throughout the year.

Section 6.

The Fundraising Coordinator shall:

- a. work with both the executive board of the organization (HGS-PF) and Howard Gardner MI Charter School administration to plan key fundraising dates;

ARTICLE VI - DUTIES OF OFFICERS continued

- b. provide and maintain a written calendar of annual targeted fundraising activities with input and approval of HGS-PF officers;
- c. innovate and execute fundraising activities as approved by the executive board of the organization (HGS-PF);
- d. serve as chairperson for the annual BINGO fundraiser in each year that the event is authorized by the executive board of HGS-PF, requiring continuous work throughout the year;
- e. attend regular and executive meeting of this organization (HGS-PF) throughout the year.

ARTICLE VII - MEETINGS

Section 1.

Regularly scheduled meetings of this organization (HGS-PF) shall be held a minimum of seven (7) times during each school year. Dates of meeting shall be determined by the executive board and announced at the first regular meeting of the year. Executive meetings will be held as needed and agreed upon by officers.

Section 2.

The September meeting shall be the annual meeting at which time annual reports shall be given.

ARTICLE VIII - EXECUTIVE BOARD

Section 1.

This organization (HGS-PF) shall establish an executive board.

Section 2.

The executive board shall consist of the officers of this organization (HGS-PF).

Section 3.

The executive board shall:

ARTICLE VIII - EXECUTIVE BOARD continued

- a. transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the membership of this organization (HGS-PF);
- b. authorize and create committees as needed;
- c. approve plans of work, budgets, and expenses of the committees including prior approval of the events of this organization (HGS-PF);
- d. present reports and recommendations to the regular meeting;
- e. approve expenses within the limits of the budget;

Section 4.

Regular meetings of the executive board shall be held throughout the year as organization business requires.

Section 5.

The executive board shall consider the removal of any officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the board members present and voting shall be necessary for the removal of an officer, prior notice having been given.

ARTICLE IX - COMMITTEES

Section 1.

Committees may be created by the executive board or the membership as the need arises.

Section 2.

Only active members of this organization (HGS-PF) shall be eligible to serve on a committee.

Section 3.

The chairperson of each committee shall present a written plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

ARTICLE X - FISCAL YEAR

The fiscal year of this association (HGS-PF) shall begin on July one (1) and end on the following June thirtieth (30).

ARTICLE XI - PARLIAMENTARY PROCEDURE

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern this organization (HGS-PF).

- a. These bylaws may be amended at any regular meeting of this organization (HGS-PF) by a two-thirds (2/3) vote of the members present and voting, provided that notice of proposed amendment shall have been given at a previous regular meeting and or notice of proposed amendment has been advertised via regular communication channels to all members thirty (30) days in advance of the regular meeting at which the amendment is to be considered.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of this organization (HGS-PF) or by two-thirds (2/3) vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of the amendment.