

**OSTER ELEMENTARY SCHOOL HOME AND SCHOOL CLUB
INC. BY-LAWS
Amended as of April 5 April 5, 2012**

PREAMBLE

The Oster Elementary School Home and School Club Inc. located in San Jose, California has been formed in order to provide a structured organization whereby school personnel, parents and interested members of the community may come together for the purpose of preservation and enhancement of our children's educational environment. Specifically, our goals are to improve school facilities and programs; to provide for better communication between parents and faculty; and to coordinate the efforts of our Community to achieve higher levels of educational performance.

This organization is non-sectarian and non-partisan. No commercial enterprise or candidate for political office shall be developed or endorsed by it. Finally, this Organization shall not seek to control or direct the operational activities or policies of the school.

**ARTICLE I
MEMBERSHIP**

SECTION 1. All school personnel, parents and/or guardians of children enrolled or interested members of the community of Edwin A. Oster Elementary School are defined as members of this organization.

SECTION 2. A copy of these by-laws shall be made available online.

**ARTICLE II
OFFICERS AND DUTIES**

SECTION 1. Officers:

- (A) The elected and appointed officers of this organization shall be known as the Executive Board
 - 1. The Elected Officers shall be:
President, Vice-President, Treasurer, Secretary, Auditor
- (B) President shall appoint the Coordinators and Hosts as necessary and subject to the approval of the Executive Board.
- (C) The Principal of Oster and the Principal of D.H.O.H. shall appoint all faculty representatives.
- (D) Officers shall be installed and assume the duties of their respective offices at the last regular meeting of the Executive Board during the school year.

SECTION 2. Duties:

(A) The President shall:

1. preside at all meetings of the organization and of the Executive Board; 2. shall attend all Union School District Board meetings; and,
3. send out all notices of the organization's meetings

(B) The Vice-President shall:

1. act as aide to the President;
2. in the absence of the President, the Vice-President shall assume the President's duties;
3. oversee the formations of all committees;
4. meet with committee to establish goals and guidelines for that committee, and decide on further meeting dates with that committee; and,
5. work as liaison between the committee and the Executive Board.

(C) The Secretary shall:

1. keep an accurate record of the proceedings of all meetings;
2. be prepared to read, on call, the minutes of any previous meeting; 3. have available unapproved copies of the minutes of the latest meeting no longer than one week after said meeting; and posted to the website; 4. have access to a copy of Roberts Rules of Order Revised; and,
5. conduct all necessary correspondence of the organization, i.e. Thank You letters, etc.

(D) The Treasurer shall:

1. receive all moneys for the organization and shall deposit them on a weekly basis in the name of the organization in a bank approved by the Executive Board;
2. be holding agent for moneys collected for Science Camp, Field Trips, Pennies for Patients, Student Store, Library fees, and other funds required by the school not to be spent by the Home & School Club;
3. keep an accurate record of all receipts and disbursements;
4. present a statement of account at every regular meeting, and any time that this statement may be requested by the Executive Board;
5. make a full annual report to the organization;
6. post the annual budget at Back to School night; and,
7. contact and provide necessary documents to tax preparer.

(E) The Auditor shall:

1. audit the books of the Home and School Club and the Scrip accounts twice yearly as of July 31st and January 31st; and,
2. render a written report to the organization no later than October 1st and no later than April 1st of each year.

(F) The Deaf and Hard of Hearing Representative shall:

1. act as a liaison between the Home and School Club and the DHOH faculty.

SECTION 2. Duties (continued):

(G) The Faculty Representative shall:

1. act as a liaison between the Home and School Club and the Oster Elementary faculty.

SECTION 3. Removal of Officers:

(A) When an officer fails to attend three (3) consecutive meetings of the organization and/or Executive Board without adequate excuse, the Executive Board may declare his/her office vacant by a two-thirds (2/3) vote of the Executive Board.

(B) Failure by any officer to carry out his/her duties as assigned here shall be cause for removal from office by a two-thirds (2/3) vote of the Executive Board.

(C) Failure by any officer to follow the by-laws of this organization shall be cause for removal from office by a two-thirds (2/3) vote of the Executive Board.

SECTION 4. Each officer, upon the expiration of his/her term of office, shall turn over to his/her successor, without delay, all records, books, funds, and any other material pertaining to the office.

SECTION 5. Warrants (Checks):

(A) Warrants (checks) shall be paid only upon two (2) signatures from either the President, Treasurer or Vice-President if the amount is over \$500.

(B) Scrip Warrants (checks) shall be paid only upon two (2) signatures from both the Treasurer and Scrip Coordinator(s) if the amount is over \$500.

ARTICLE III
EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of officers of the organization and shall be a parent/guardian of an Oster student. Faculty members shall not be eligible for an elective office excepting faculty members who are also parents of a child attending Oster school.

Individuals may hold up to two positions on the Executive Board. Exceptions to this are the President may not hold additional positions, and treasurer and auditor may not hold any other positions involving the collection or expenditure of funds. An individual holding two such offices will be limited to one vote.

SECTION 2. The Executive Board shall:

1. transact necessary business between organization meetings, and such other business as may be referred to it by the organization;

2. create such standing committees as are deemed necessary to carry on the work of the organization;
3. fill all vacancies in office, including that of President;
4. be subject to the orders of the organization;
5. have none of its acts conflict with the actions taken by the organization; and,
6. approve all non-budgeted expenditures by a two-thirds (2/3) vote of the Executive Board.

SECTION 3. The Executive Boards should meet at least three (3) times during the school year. Special meetings of the Executive Boards may be called by the President. A meeting must be called upon the request of three (3) Executive Board members (with 72 hours notice).

Section 6. Special Meetings

Special meetings of the board may be called by the president or upon the request of three executive board members. Notices of such meeting shall be given at least five days in advance to all board members and other persons whose attendance is required. All special meetings shall be set on a date and time that is fair and impartial to all.

SECTION 4. Two- thirds (2/3) of the Executive Board members shall constitute a quorum. Vote may be conducted in person, via email or other electronic means so long as a quorum participates in such vote.

SECTION 5. Votes of all members, as defined in Article 1, Section 1, shall be counted at Home & School Club meetings. .

SECTION 6. At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these by-laws and shall be responsible for making a thorough study of them.

ARTICLE IV **STANDING COMMITTEES**

SECTION 1. There shall be such standing committees created by the Executive Board as may be required to carry on the work of the organization.

SECTION 2. The Committee Chairperson shall:

1. if the event activity is not budgeted, submit a budget for approval prior to commencing activities related to the event ;
2. upon completion of the activity, or in the case of resignation, turn over to his/her successor without delay all records, books, funds and other material

pertaining to the activity or event.

ARTICLE V **MEETINGS**

SECTION 1. Regular business meetings of the organization shall be held on a day to be determined by the existing Home & School Club Board, unless otherwise ordered by the membership of the organization or the Executive Board.

SECTION 2. All members who wish to volunteer for board positions must notify the Home and School Club before the April meeting. A slate of candidates for office will be presented at the April business meeting and will also be published in the Osterizer and posted in the school office.

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ARTICLE V Meetings (continued):

SECTION 3. Election of officers will take place at the May Home and School Club meeting.

SECTION 4. A Board meeting in June shall consist of incoming and outgoing Board members for the purpose of establishing the calendar for the upcoming year. There shall be an open invitation for all Home & School club members to attend this meeting to propose activities for the upcoming year.

SECTION 5. A budget meeting is to occur before the September meeting.

ARTICLE VI **ORDER OF BUSINESS**

The recommended order of business shall be:

1. Call to Order
2. Minutes of Previous Meeting
3. Treasurer's Report
4. President's Report
5. Principal's Report
6. School Site Council Report
7. Comments from the Community
8. Old Business
9. New Business
10. Teacher's Requests
11. Adjournment

ARTICLE VII
TEACHER'S REQUEST POLICY

SECTION 1. Teachers who have a request should write their requests and contact their Home & School Club liaison or present the request in person at the monthly Home & School Club meeting.

SECTION 2. After a request has been submitted, the Home & School Club will discuss and vote on the matter at the next meeting. If the request has been made in person, a decision will be made after the teacher leaves.

SECTION 3. In the event that a request comes up that requires a decision prior to the next Home & School Club meeting, the approval of (2/3) vote of the Executive Board is needed.

SECTION 4. After the Home & School Club reaches a decision; the liaison will contact the teacher of staff member.

ARTICLE VIII
AMENDMENTS

These by-laws may be amended by a two-thirds (2/3) vote at any meeting provided notice has been given at a previous regular meeting.

ARTICLE IX
RULES OF ORDER

Roberts Rules of Order Revised shall be the authority on all points not covered by the by-laws.

ARTICLE X
DISSOLVE/DISBANDING OF THE HOME & SCHOOL CLUB

If the Oster Home & School Club, Inc. (H&SC) wishes to dissolve/disband it must proceed in the following manner:

The H&SC can be dissolved/disbanded after 30 days' notice to the membership. A vote shall be taken at a membership meeting and must have a two-thirds yea vote of those present at the meeting.

Upon dissolution/disbandment, after paying or adequately providing for the debts and obligations of this H&SC, the remaining assets shall be distributed to Edwin Oster Elementary, for the benefit of the students, under the direction of the Principal and with the oversight of the School Site Council (SCC). If Edwin Oster Elementary ceases to exist, the remaining assets shall be distributed to the Union School District.

AMENDMENT CHANGES

12/2/08

Changed name to **Oster Elementary School Home and School Club Inc.**

10/7/10

ARTICLE I
SECTION 2

Deleted: copy of the bylaws is available at

ARTICLE II
SECTION 1 (A)

Deleted: The Appointed Coordinators shall be: Scrip Coordinator and Hospitality Host

SECTION 1 (B)

Changed the following from "President shall appoint the Scrip Coordinator and Hospitality Host subject to the approval of the Executive Board." to "President shall appoint Coordinators and Hosts as necessary and subject to the approval of the Executive Board.

SECTION 1 (D)

Deleted: Officers shall serve a term of one (1) year.

SECTION 2 (E)

Item 1

Changed "audit the books of the Home and School Club and the Scrip accounts twice yearly, March 1st and November 1st; and," to "audit the books of the Home and School twice yearly as of July 31st and January 31st; and"

Item 2

Changed "render a written report to the organization no later than February 1st and no later than October 1st of each year" to "render a written report to the organization no later than October 1st and no later than April 1st of each year"

Item 3

Deleted

ARTICLE III

SECTION 3

Changed the 24 hours notice to 72 hours

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9-2-10 changes continued

ARTICLE IV

SECTION 2

Removed the word "Vice-President" and replaced it with "Committee Chairperson"

Changed "submit a budget plan for his/her activity one month prior to the event" to "In the event activity is not budgeted, submit a budget for approval prior to commencing activities related to event"

ARTICLE VI

Deleted Scrip Report requirement

ARTICLE VII

SECTION 3

Changed "the approval of four (4) Board of Director members is needed" to "two-thirds (2/3) vote of the Executive Board"

4-5-12

Added:

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