



BY-LAWS OF THE GRAYSTONE HOME & SCHOOL CLUB

DRAFT – To Be Voted On At The September HSC Monthly Meeting

ARTICLE I – NAME^[L]_[SEP]

The name of this organization is the Graystone Home & School Club (HSC). It is the Home & School Club of Graystone Elementary School in the San Jose Unified School District, Santa Clara County. The HSC is located at 6982 Shearwater Drive, San Jose, California 95120 and is a designated 501c3 organization (Tax ID #94-2429760).

ARTICLE II – PURPOSE^[L]_[SEP]

The purpose of this organization shall include:

- To promote the general welfare of children and youth, school, staff, and community; ^[L]_[SEP]
- To secure for each child the highest advantages in physical, mental, and social education; ^[L]_[SEP]
- To promote cooperation between parents and teachers; ^[L]_[SEP]
- To cooperate with or sponsor motion approved organizations interested in child welfare; ^[L]_[SEP]
- To assist the school administration in obtaining necessary facilities and equipment; ^[L]_[SEP]
- To conduct money raising projects to finance the activities of this organization; ^[L]_[SEP]
- To encourage active participation of its members in order to sustain the activities of the organization;
- To promote the cooperation of its members, the children, the community and general public in securing the purposes of this organization for the benefit of all.

ARTICLE III – POLICIES^[L]_[SEP]

The basic policies of this organization are as follows:

- This organization is a non-profit Club and does not contemplate the distribution of gains, profits or dividends to the members thereof. ^[L]_[SEP]
- This organization shall not seek to direct the administrative activities of the school.
- This organization shall be non-commercial, non-sectarian and non-partisan and shall endorse no candidate or commercial enterprise.
- This organization funds education-related programs.
- All monies collected, except those for operating expenses, shall be used for programs/activities that directly benefit the school, students, staff and community. All such programs/activities will be approved by the HSC Board.
- All Third-Party Contracts shall be signed by a Graystone Home & School Club Officer.

- Payment to vendors for HSC-related activities must be paid for via check or credit card and have proof of payment. No cash payments will be made to vendors, unless completed by the Graystone HSC President (Co-Presidents) or Treasurer.
- No money will be spent beyond the approved budget without the approval of the HSC Executive Board.
- Volunteer Expenses for HSC-related activities must be submitted using the Reimbursement Form posted on <http://www.GraystoneHSC.org> with proof of payment.
- Money expended by the HSC will be issued on checks that must bear the Signature of at least two of the following Club officers: President, or one of the Co-Presidents, Vice President, Treasurer, and Secretary.
- Teacher Expenses via the HSC Classroom Fund Program must adhere to the Graystone HSC Policies (posted on <http://www.GraystoneHSC.org>); all purchases submitted for reimbursement must comply with San Jose Unified School District policy and have proof of payment.
- Upon termination of the charter of this organization, any money in the treasury would revert to either the school, or to the organization that would be set up to take the place of the Graystone Home & School Club. Disposition of this money would be determined by the Board and the Principal.

ARTICLE IV – MEMBERSHIP AND MEETINGS^[1]_{SEP}

There are two classes of membership: General membership and faculty membership. Membership is open to parents, grandparents, and guardians of Graystone Elementary students, as well as Graystone staff members and interested community members. To become a member, a Graystone HSC membership form along with any level of donation must be submitted.

There shall not be any discrimination based on race, gender, religion, political views, nationality, sexual orientation or disability.

The annual membership levels will be established at the end of the previous school year and based on the total number of students for the upcoming school year to reach a total approved HSC budget. Each parent within the same family is a voting member. The annual membership drive will begin in August and end in September (exact dates will be announced through regular school notices and on the Graystone HSC Website at <http://www.GraystoneHSC.org>). Donations are accepted throughout the year.

Members are entitled to place a motion before the chair, to vote on motions or at elections, to hold any elective office, or to serve on any committee. Memberships are for the term of one school year. Members are entitled to vote for the following^[1]_{SEP}

- The election of Executive Officers of the Graystone Home and School Club. ^[1]_{SEP} Matters of importance as determined by the Graystone HSC Executive Board should be submitted to a vote of the members as set forth in the Graystone HSC By-Laws. Such other matters as may be required by these By-Laws or California Law.
- Each member and/or each parent per family shall be entitled to one (1) vote on those matters submitted to a vote of the members. Only those persons who qualify as members will be entitled to act as officers of the Home and School Club or exercise the rights of members under these By-Laws.
- Members can vote at the HSC Meetings.

All HSC Classroom Representatives should be an HSC Member.

Non-members are welcome to meetings and can enter in all discussions.

Graystone Home & School Club meetings shall be held on a monthly basis during the school year. All meetings will be announced through regular school notices and on the Graystone HSC Website at <http://www.GraystoneHSC.org>.

Special meetings of the Graystone Home & School Club may be called by the President/Co-President or by a petition of at least 15 HSC members, and all members of the organization must receive notification through normal communication channels, such as a letter, e-mail, text message.

A quorum shall consist of 15 members of the Graystone Home & School Club.

In order for a meeting to take place, the following requirements must be met to satisfy a quorum:

1. Either the Graystone HSC President or the Vice President must be present;^[1] and
2. Either the Graystone Elementary School Principal or a Teacher representing the Principal must be present; and
3. At least half of the Graystone HSC Board must be present.
4. Vote is passed by a simple majority.

Action by Graystone HSC Executive Board Without Meeting:

Any action permitted to be taken by the HSC Executive Board may be taken without a meeting, if all Executive Board of Directors consent in writing to such action. Written communication through electronic means will be considered an acceptable method of consent.

ARTICLE V – BOARD OF DIRECTORS (OFFICERS)^[1]

The Executive Board of Directors (Officers) (also called Executive Board Member) of the Graystone Home & School Club shall be a President (or Co-Presidents), a Vice President, a Secretary, a Treasurer, and a Parliamentarian, all of whom shall be elected by the membership at large.

The Board of Directors shall consist of the Executive Board of Directors (Officers) of the Graystone Home & School Club, the principal of the school and one staff representative selected by the staff.

Executive Board of Directors (Officers) shall serve for a term of one year. No officer shall be eligible for the same office for more than four consecutive years, unless it is voted for and approved by the Executive Board of Directors. Officers shall assume their duties on July 1 or sooner (as arranged by the HSC Board) until the end of June in the next year, which is the HSC Fiscal Year of July 1 to June 30, with the final meeting of the Graystone school year being attended by both the old and new officers. In the case where someone steps into a role mid-year and serves a partial term, this time served will not count towards term limits.

The Graystone Home & School Club Executive Board of Directors:

- Shall have the authority to manage the affairs of the HSC, and all powers and actions of the HSC will be exercised by or under the direction of the Board. By way of example, the Board will have authority to manage the affairs, funds and property of the HSC.
- Shall create a committee, as it deems necessary.
- Shall approve any unbudgeted expenditures of the Home & School Club greater than \$500. Unbudgeted expenditures of under \$500 shall be approved by the Graystone HSC President/Co-President.^[1]

Executive Board of Directors (Officers) Roles and Responsibilities:

President and Executive Board Member

The President (or Co-Presidents) shall preside at all meetings of the HSC, will set the Graystone Home & School Club goals, budget and calendar for the year and will review and update the HSC By-Laws as needed.

Vice President and Executive Board Member

The Vice President shall act as an aide to the President/Co-Presidents and in the absence of the President/Co-Presidents, shall perform duties of the President/Co-Presidents. The Vice President is in charge of overseeing the Membership Drive.

Secretary and Executive Board Member

The Secretary shall keep an accurate record of the proceedings of all meetings of the organization and of the Graystone HSC Board of Directors.

Treasurer and Executive Board Member

The Treasurer shall oversee all monies for the Graystone Home & School and shall present a report at the Graystone HSC monthly meetings.

Parliamentarian and Executive Board Member

The Parliamentarian shall attend all meetings of the Graystone Home & School Club and of the Board and shall give necessary advice in parliamentary procedure when requested using Robert's Rules of Order as a guide.

Graystone School Site Council (SSC):

Any HSC Officer can also be on the Graystone School Site Council during their HSC Officer term.

Resignation of Graystone HSC Executive Board Members:

In the event of a resignation of a Board member, which must be in writing and presented to the Graystone HSC Board, the position may be filled by a majority vote of the remaining members of the Board.

Removal of Graystone HSC Executive Board Members:

Any Graystone HSC Board of Directors may be removed “for cause” by a vote of two-thirds of the remaining Board of Directors. “For cause” shall include, but not be limited to, the following:

- The Board member missed three consecutive Board meetings;
- Conflict of interest that reasonably prevents or limits such member from objectively fulfilling their obligations and duties; or
- The Board member fails to reasonably support the purposes and objectives of the Graystone Home & School Club.

ARTICLE VI – BOARD OF DIRECTORS AND BUDGET^[1]_[SEP]

The Board of Directors shall consist of the Officers of the Graystone Home & School Club, the Principal of the school and one Staff Representative selected by the staff. Each of the above people shall have one vote, and be members of the Graystone Home & School Club.

The Board of Directors shall fix the hour and place of meetings, make recommendations to the Home & School Club, and perform other duties as are specified in these By-Laws. The Board shall be subject to the order of the Home & School Club, and none of its acts shall conflict with action taken by the Home & School Club.

The Board of Directors shall be responsible for preparing an annual budget, including suggested programs/activities/projects for the school year. The preliminary budget shall be distributed and approved at the last HSC monthly meeting of the previous year (May). The Fiscal Year is July 1 to June 30. The new (incoming) HSC executive board shall meet prior to the new school year starting (June-August) and reserve the right to make discretionary changes to the budget based on changes in enrollment and changes in the feasibility to entertain events or other activities, with the approval of the entire board. A final budget for the current school year shall be distributed at the first HSC meeting (September).

Any amendments to the budget for the current year may be adopted by a majority vote at any regular monthly meeting of the Graystone Home & School Club, provided the expenditure exceeds the amount of \$500. Any expenditure that exceeds the budget amount by less than \$500 is approved by the President.

Any member of the Board may request to view details of the financial records of the organization.

ARTICLE VII – INSURANCE AND LIABILITY

Insurance:

The Graystone Home & School Club has the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Executive Officers/Directors and other agents to cover any liability asserted against or incurred by any Executive Officer/Director or agent in such capacity or arising from the Executive Officer/Director’s or agent’s status as such.

No Personal Liability:

No Board Member of the Graystone Home & School Club will be personally liable for the debts, liabilities or obligations of the Graystone HSC.^[1]_[SEP]

Covered Persons Not Liable:

No Board Member of the Graystone Home & School Club (collectively, the “Covered Persons”) will be liable to the Graystone HSC or any other person who has an interest in or claim against the Graystone HSC for any loss, damage or claim incurred by reason of any act or omission performed or omitted by such Covered Person in good faith on behalf of the Graystone HSC and in a manner reasonably believed to be within the scope of the authority conferred on such Covered Person by these By-Laws, the Graystone HSC’s Articles of Incorporation, or applicable law.

ARTICLE VIII – COMMITTEES^[1]_[SEP]

The standing committees shall be established and recruited by the Board of Directors each year. Examples are Family Picnic, Pumpkin Bust, Bingo Night, Spring Celebration, Heritage Day, Sports Day and Teacher Appreciation.

Other committees may be formed as deemed necessary to conduct the programs/activities/projects of the Graystone HSC, and will report to the HSC Board of Directors.^[1]_[SEP]

The committee chairpersons, except the Nominating Chairperson and Auditor, shall be appointed by the Graystone HSC President/Co-Presidents and/or Vice President subject to the approval of the HSC Board of Directors.

If requested, an Auditor shall be appointed by the HSC Board of Directors and approved by the members to audit the books and financial records of the HSC. The HSC shall use an independent third-party to review its financials and prepare the required annual tax returns and documentation.

ARTICLE IX – SOCIAL MEDIA

The Graystone HSC values open communication and welcomes the dialogue with our constituents via Instagram, FaceBook, Shutterfly, both existing and future, that social media has made possible. Instagram and FaceBook are the HSC’s public-facing sites, offering its audience the latest information on HSC activities/events/services. Shutterfly is a private, secure members-only site for sharing Graystone photos and HSC activities/events/services. All HSC-Shutterfly Members are verified by an HSC Representative/Volunteer in order to be added to the HSC-Shutterfly site.

We ask all participants on all social media platforms to be constructive and respectful of one another as well as show proper consideration for privacy. We do not post any material or content that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any other person or entity.

Sharing photos online is a common practice on social media sites. The HSC will be mindful of children privacy when selecting photos for Instagram and FaceBook, including seeking permission from the parent(s) before posting their photos on Instagram and FaceBook. Any Graystone Parent may request to remove photos of their child on the HSC Instagram, FaceBook and Shutterfly sites.

ARTICLE X – NOMINATIONS AND ELECTIONS

Nominations for office shall be made by a Nominating Committee that shall be elected by the HSC at the February meeting. The committee shall serve until the annual election meeting.

The Nominating Committee shall be composed of up to five HSC members. The Principal of the school shall serve in an advisory capacity if not an elected member of the committee. The committee shall elect the chairman.

The Principal and HSC Executive Board of Directors shall assume the responsibilities of the nominating committee if no one volunteers to serve on the Nominating Committee.

The Nominating Committee shall report at the next meeting of the HSC in March, at which time nominations may be made from the floor. The consent of each candidate must be obtained before his or her name is placed in nomination.

Elections shall be held by ballot at the April or May meeting of the HSC, under the guidance of the Nominating Committee. In the case of a single person running for an office, a voice or hand vote may be taken. Incoming HSC Executive Board Officers will be officially installed at the May meeting. Each Board member serves office from July 1 through to the following end of June.

ARTICLE XI – PARLIAMENTARY AUTHORITY^{1}_{SEP}

Roberts Rules of Order shall be the authority on all points not covered by these By-Laws.

ARTICLE XII – UNENCUMBERED FUNDS^{1}_{SEP}

If dissolution of the Graystone Home & School Club organization occurs, the unencumbered assets will be utilized, prior to dissolution, to obtain educational equipment, supplies, or other material usable by Graystone Elementary School at the discretion of the Graystone HSC Executive Board of Directors and the Principal.

ARTICLE XIII – AMENDMENTS TO THE BY-LAWS^{1}_{SEP} (OPERATING GUIDELINES)

These By-Laws will be reviewed every year and updated as necessary.

Amendments to the By-Laws can be proposed in writing by any member for discussion during regular or special meetings, to be voted on at the next scheduled meeting. The proposed amendments must be announced to the general membership through normal school communications at least 14 days prior to voting.

A Web Link and/or Copies of the proposed By-Laws amendments will be made available to all members prior to the scheduled vote.

2017-2018 Graystone Home & School Club By-Laws approved and adopted by the Board of Directors on _____, 2017.

Amy Shumway, Graystone Principal _____

TBD, Graystone Teacher _____

Katie Ciciarelli, Co-President _____

Stefanie Bellucci, Co-President _____

Naomi Easson, Vice President _____

Juliet Ko, Treasurer _____

Becky Johanningsmeier, Secretary _____

Dafna Talmor, Parliamentarian _____