

# Walton Farm Elementary School Walton Farm Home and School Association Bylaws

Version: 12

Date: 4.6.2018

This version reviewed, edited and changes proposed by Jennifer Diffley and Christine Chen, Co-Presidents, Annie Scanlan, Vice President, and Catherine Shields, General Association Member at the time of review.

## NAME

1) The name of this association shall be Walton Farm Home and School Association. Hereafter referred to as the "Association".

## OBJECTIVES

- 1) To promote the welfare of children both in the school and in the community.
- 2) To provide for all Walton Farm children.
- 3) To develop a united effort between parents, teachers, and educators.
- 4) To raise funds which can provide educational enrichment, socialization, and/or additions to the physical facilities beyond those which are provided by the School District.

## BASIC POLICIES

- 1) Walton Farm Home and School Association is a chapter of the North Penn School District Coordinating Council, Inc., established pursuant to the Pennsylvania Non-Profit Corporation Law, Section 5511.
- 2) This Association shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the Association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the Association.
- 3) This Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to the Association that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. This Association agrees to bind by the section of the Internal Revenue Code related to Coordinating Council which stipulates:
  - a) We agree that we will not issue tax-exempt bonds, be involved in low-income, elderly or disabled housing OR USE PROFESSIONAL FUNDRAISERS OR TELEMARKETERS FOR FUNDRAISING PURPOSES
  - b) We agree that our organization will not conduct BINGO or pull-tab games

c) We agree that proceeds from other games of chance will be insignificant compared to our overall fundraising revenues (limited to 5% or less of total gross receipts OF ALL COORDINATING COUNCIL MEMBER ORGANIZATIONS/SUBSIDIARY GROUPS)

4) The program of this Association shall be educational and motivational and shall be developed through meetings, committees, and projects.

5) This Association shall seek neither to direct the administration or activities of the school nor to control its policies.

6) This Association may cooperate with other organizations and agencies active in child welfare, such as conference groups providing its representative makes no commitments that bind the group without its consent.

7) This Association may raise money for activities and equipment for enriching the school program.

8) No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable

compensation for services rendered and to make payments and distributions in

furtherance of the purposes set forth in the purpose clause hereof. 9) No substantial

part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not

participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the Association shall not

carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue

Code, or corresponding section of any future federal tax code, or (b) by an

organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

10) The principal of Walton Farm Elementary School shall review and approve all activities and events of the Association.

11) Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal

Revenue Code, or corresponding section of any future federal tax code, or shall be

distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of

Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or

organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **MEMBERSHIP AND DUES**

1 Membership in the Association shall be open at any time to any parent, guardian, teacher and/or educator associated with Walton Farm Elementary School.

2 An annual enrollment of members will be conducted at the start of the school year and new members may be accepted at any time during the fiscal school year.

3 The Executive Board shall determine the necessity and/or amount of the voluntary dues for a family membership. This can change at any time throughout the course of the academic year.

## **FINANCE**

1. The fiscal year of the Association will begin July 1st and end June 30th of the following year.

2. An annual budget of estimated income and expenses shall be prepared by the incoming executive board and put forth for an approval vote at the September Association meeting.

3. Requests for funds that are included in the approved budget shall not require additional approvals.

4. Requests for funds that are not included in the approved budget (and are less than \$200) will be considered by the Executive Board for approval.

5. Requests for funds that are not included in the approved budget (and are \$200 or more) will be put forth for an approval vote at the monthly Association meeting before funds can be released.

## **EXECUTIVE BOARD**

### **1 Composition**

The executive board shall consist of President, Vice President, Secretary, Bookkeeping Treasurer, and Collections Treasurer.

(a) Any position may be equally shared by two persons, creating "co" positions. "Co" positions must be presented on the ballot as such in the interest of full disclosure to the voting body of candidates for which they may vote.

(b) When two people share responsibilities of an office, they will mutually agree on how these duties will be divided between them and give a written list of how duties will be divided to Executive Board. Hereafter, references to any position shall pertain to co position holder(s).

(c) At least one or both "co" presidents must have served for at least one (1) year on the Executive Board.

(d) Board members may wish to have a member of the general association "shadow" them to have a better understanding and learn the responsibilities of their position. This shadowing does not guarantee an immediate transition to the position for which they are seeking. The general association member must go through the nominations and elections process and the position is open to anyone from the general membership eligible to hold the position.

## 2) Length of Service

Election of officers will be for a one-year term; with no person to hold the same office for more than three (3) consecutive years unless that person runs uncontested. Additionally, a “co” position holder may run for the same position in the “co” position if “co” positions are to be held. In both an uncontested running and a person running for the same position in the “co” capacity, the nominations committee must approve.

## 3) Vacancy:

If a vacancy occurs in the office of President, the Vice President shall fill the vacancy until a special election can be held. A vacancy occurring in any other office shall be filled for the remaining term by a majority vote of the Executive Officers or duties fulfilled by existing members of the Executive Board.

## 4) Duties of the Executive Board shall be as follows:

- (a) To provide leadership and vision.
- (b) To conduct necessary business between Association meetings. If necessary, the Executive Board shall meet prior to the general membership meeting or at any time between general membership meetings.
- (c) To assist and support committee chairpersons and members.
- (d) To monitor the Association finances and to authorize non-budgeted expenses up to \$200.00, per request.

***The following duties and responsibilities to be assigned to Executive Board members upon first meeting of new board, effective July 1 of each fiscal year. Assignments are to be noted as part of written record and reported to Association at meeting in September (all items in purple below).***

- (f) The board member who is on the bylaw review committee as well as the secretary are to maintain the signed and electronic versions of the bylaws and, at end of term, forward them to the next President. Ensure a current, signed copy is posted on the Walton Farm website.
- (g) Throughout year, particularly at the end of one school year and the beginning of the next, coordinate with teachers, principal, Executive Board and all committee chairs to ensure that all parties are aware of every event/fundraiser/donation solicitations from each grade level and special interest groups, in order to maintain an even distribution of requests made to families. Communicate this information to Executive Board at working meetings and to incoming Secretary if position holder is to change on July 1st based on election results.
- (h) Create\Maintain the H&S e-mail account and distribution list.
- (i) Correspondence for the Association business, including publicity for Association events as provided by committee/or event chairperson, or Vice President. If information is not provided by chairperson, it is up to the discretion of the person creating the correspondence what, if any, information is included in

correspondence. This also applies to Facebook posts—chairperson or committee member is expected to create post for approval by administrator.

(j) Board member to follow up with website coordinator (if not board member) to be sure minutes, flyers and forms are posted and website is kept current and relevant. Ideally, secretary would perform this duty but creation of website coordinator position is also a possibility.

(k) Send periodic email blasts based upon principal-approved information received from Vice President(s), committee or event chairs

(l) Create Keep and Return packet by working in conjunction with President(s), Vice President(s), Secretary(ies), and School administration

(m) At least one board member shall be present at all Home & School sponsored events.

(n) Notify the general membership of meetings via paper flyer and/or Facebook post and/or creating email announcement to be sent by board member responsible for email announcements.

o) Secretary or President, whomever is on bylaw committee: Maintain the signed and electronic versions of the bylaws and, at end of term, forward them to the next President. Ensure a current, signed copy is posted on the Walton Farm website

p) Board member to follow up with website coordinator to be sure minutes, flyers and forms are posted and website is kept current and relevant.

#### **4 The President shall:**

a) Preside at all meetings of this Association and serve as a member ex-officio of all committees with the exception of the nominating committee. Represent the Association at official functions or appoint a representative.

b) Schedule monthly meetings and other meetings as necessary, and to prepare agendas for each.

c) Prepare a calendar of events with the approval of the Executive Board for the following fiscal year to be submitted to the School District for printing on the District Calendar.

d) Submit rental agreements and solicitation forms to the Principal's Administrative Assistant for forwarding and coordinating with School District office for district facilities.

e) Via signature, review and approval, enter into all contracts requiring payment or use of facilities not under purview of district. Contracts not signed by President are considered invalid and can be nullified, as can contracts not utilizing vendors noted in Chairperson Guide for all events.

e) Call work sessions of the Executive Board, as needed.

- f) Offer input and support to all standing committees.
- g) Co-sign checks with another authorized signer. Authorized signers will be determined at the budget meeting on or after July 1 when the new board is installed for the following fiscal year.
- h) Ensure that two signatures are obtained by executive board members after changes to the bylaws are approved by the association.
- i) President or Co-Presidents to have final approval, along with school principal, for calendar of events.
- j) Initiate and monitor the examination of the financial accounts of the Bookkeeping Treasurer annually by person appointed with Executive Board approval.
- (k) Ensure that the financial accounts are examined between the end of the fiscal year (June 30th) and the start of the follow school year to include the examination of the accounts payable and accounts receivable and ensure the results of the examination are received in writing.
- l) Work with the Executive Board to fulfill gaps or improve processes cited in the report, as applicable.
- p) p) Archive the financial report.
- q) Serve on Finance Committee per Article X, item 1 (Ad-hoc Committees)
- r) Review the minutes prior to posting.

**5. The Vice President shall:**

- (a) Act as an aide to the President.
- (b) Co-sign checks, as applicable.
- (c) Perform the duties of the President in the absence of or at the request of the President.
- (d) Recruit all committee, fundraiser and event chairpersons, coordinate committee chairpersons and provide them with the details and procedures of their committee the event or fundraiser, the Association, school, and district policies. (e.g. Chairperson Guide)
- (e) Maintain an accurate list of chairpersons for all committees and provide this list to executive board at working meetings and to continually update list with any co-position holder.
- (f) Ensure chair of event is confirming clearances of all volunteers or take responsibility of confirming clearances with all event volunteers upon receipt of list of volunteers with chairs of events as required by district policy or state law.
- (g) Run events and fundraisers if no volunteer can be found, or cancel if cancellation approved/supported by Executive Board majority and principal.

- (h) Create or make certain chair of events has created flyers for events and coordinate distribution with Backpack Wednesday chair.
- (i) Offer input and support to all standing committees.
- (j) Work in concert with co-Vice President, if applicable, to ensure that events and fundraisers are running according to schedule based on calendar
- k) Be responsible for providing committee heads by means of Chairpersons' Guide, with procedures for the use of the Association cash box.
  - l) Ensure that a person has been appointed to examine the Association's financial accounts maintained by the Bookkeeping Treasurer.
- m) Serve on Finance Committee per Article X, item 1 (Ad-hoc Committees)

**6. The Secretary shall:**

- a) Record the minutes of all meetings of the Association and present them at the proper time.
- b) Maintain agendas, minutes, and Principal Reports for the entire year of all Home and School meetings.
- c) Create and file meeting attendance logs for all Home and School Association meetings.
- d) Transfer copies of Home and School meeting minutes to the Home and School archives at the end of the fiscal year.
- e) Serve on Finance Committee per Article X, item 1 (Ad-hoc Committees)
- f) Be responsible for the purchase and delivery of gifts, cards, etc., as outlined in the annual report and as approved by the Executive Board.
- g) Act as chair or ad-hoc member of Backpack Wednesday Committee
- d) Maintain committee mailboxes in school office to ensure that they are up to date and clearly marked so that mail gets to appropriate person
- e) Coordinate and oversee all planning and execution of the End of the Year Dinner if dinner is to be hosted, as determined by Executive Board
- f) As needed, recruit, maintain list and remind volunteers monthly for refreshments at general membership meetings if refreshments are to be served.
- h) Serve on Finance Committee per Article X, item 1 (Ad-hoc Committees)
- i) **Archives (this falls under the role of Secretary and as such, is duplicated under job description of Secretary as well as end of document under Bylaws)**
  - a) All Home and School archives shall be maintained for a period of time not to exceed seven (7) years. Bylaws would be the exception. A current copy of Bylaws is to always exist in the archives.
    - i. Meeting Minutes: hard copies optional, electronic copies required, electronic copy in Facebook album required.
    - ii. Live Meeting Attendance Logs: hard copies required, electronic copies optional

iii. Bylaws: signed hard copy required, electronic copy required.

**8. The Bookkeeping/ Recording Treasurer shall:**

Receive all monies of the Association.

Keep an accurate record of all receipts, bank accounts, and expenditures.

Pay out funds in accordance with the approved policies and budget of the Association.

Review the results of the financial report with the Association at the September meeting.

Present a budget to Executive Board monthly (prior to H & S meeting). Present Treasurer's

report and budget presentation at every live meeting of the Association and whenever requested by the Executive Board.

Serve as chairperson of the Finance Committee, as outlined in Article X.

Make a Year-to-Date report at the last live membership meeting of each academic year.

Arrange for or prepare for all filings and reports for Coordinating Council on a semi-annual

basis, to be completed within 30 days after the end of each period (December 31st and June 30th).

As related to h, above, keep records in a financial reporting software program.

At date of publication (2018), Coordinating Council is requesting all reports given to their bookkeeper via Quickbooks for ease of creating and filing tax returns.

Ensure that all checks are co-signed by a President or a Vice President after being made "Payable to" a certain party. Two signatures are required on every check. Any check signer should be in position or on board for a minimum of 6 months prior to being granted check signing privileges. Checks must be disbursed within 14 days of request unless clarification is required.

Turn over required financial information to the person appointed to examine the books at the end of the fiscal year.

**9. The Collections Treasurer shall:**

Attend all events where money transactions take place or appoint a responsible representative (chair of event is appropriate).

Coordinate with chair of event (double check chairperson's data) to track monies collected and any cash expenditures made with monies collected at event (i.e. paying vendor, paying for food delivery, etc.)

c). Be responsible for depositing all monies collected from school events in the Association bank account in a timely manner.

d) Serve on Finance Committee per Article X, item 1 (Ad-hoc Committees)



e) Supply Cash boxes to the Chairperson of each event requiring cash with 48 hours prior notice by chairperson of event. If chairperson does not give 48-hours' notice, provision of cash box is at Collections Treasurer's discretion.

## **IX. COMMITTEES**

### **a) General**

- i. All chairpersons and committee members shall be obtained on a volunteer basis from the general membership.
- ii. A member of each committee shall attend the monthly general Association meeting prior to their event to give a report of committee activities.
- iii. Committee plans and budget are reported to the general membership prior to implementation. Extraordinary plans and expenditures are subject to approval by the general membership.
- iv. Each committee shall submit an annual report of its activities and proposed activities or events for the following school year in writing to the Vice President by the April Association meeting.

### **II. Standing Committees**

- i. Will be identified by the executive board and approved by the association at the budget meeting prior to each school year. Committees must be approved prior to the printing of the Keep and Return packet.
- ii. Examples include Compassion Committee, Volunteer Aides, Homeroom Parents and Coordinating Council Representatives.
  - a. Volunteer Aides
    - 1) All classroom, library and school available volunteering positions appearing on a page in the Keep and Return packet are to be appointed by the Volunteer coordinator and subject to approval from the Executive Board, the teacher to whom one is assigned, and/or principal. The Volunteer Coordinator may or may not be a member of the Executive Board. At the time of this revision (which will hold to the 2018-2019 school year) the Volunteer Coordinator has not been an Executive Board member for 8 years.
    - 2) Volunteers may not work on a regular basis in the classroom of a student for which they are a parent/guardian.
    - 3) The Volunteer Coordinator cannot be held liable for late forms, misplaced forms or a teacher request for a specific volunteer.
    - 4) Appointments are based on teacher requests, schedule availability for the position offered, suitability for the role, past record of success. Submitting a form does not guarantee you a specific appointment, nor any appointment.
    - 5) All volunteers used in the building on a regular, routine basis, having direct supervision/interaction with students MUST have valid clearances per state law and district regulations.

- 6) Volunteers for Home and School Association events fall under the purview of the Chairperson for each event. Chairpersons (if assigned by the time the Keep and Return packet goes to print) are listed next to the event in the Keep and Return packet. Chairpersons are also asked to acknowledge receipt and agree to protocols and policies found in the Chairperson Guide to give reports at Home and School meetings, have their contact information on flyers and other communication regarding the event. If you are interested in volunteering for an event, please reach out to the chairperson directly. The Executive Board does not assign volunteers to event; the chairperson handles volunteers. Sometimes there is crossover as often the Executive Board ends up being responsible for events.
- b. Coordinating Council Representative  
Coordinating Council meets quarterly. Meetings are open to the public. Each member organization must appoint a representative to attend meetings and act as a proxy for the Home & School organization in terms of questions/concerns to be addressed by Coordinating Council or a presenter at the meetings. The Coordinating Council representative is responsible for providing a report of the discussion/topics/agenda to the general membership at the next live or Facebook meeting of the Association.
- c. Homeroom Parents
  - 1) Homeroom Parents are assigned duties by the Homeroom Parent Coordinator
  - 2) Homeroom Parents can split duties if multiple parents request assignment. One parent will be chosen as the point of contact for the parents of the students in that classroom and ONLY that point of contact should communicate with the teacher about events/activities that fall under the scope of Homeroom Parent responsibilities.
  - 3) The Homeroom Parent Coordinator cannot be held liable for late forms, misplaced forms or a teacher request for a specific volunteer.
  - 4) Appointments are based on teacher requests, schedule availability for the position offered, suitability for the role, past record of success. Submitting a form does not guarantee you a specific appointment, nor any appointment.
- d. 6<sup>th</sup> grade committee
  - 1) This committee exists to fundraise for extra items and activities for 6<sup>th</sup> graders as they prepare to leave for the middle school.
  - 2) This committee agrees to appoint a liaison to work with the Home & School Executive Board in an attempt to not duplicate efforts and not to put an undue burden related to fundraising on our families.

- 3) The committee is requested to give the courtesy of discussing dates of events/activities with the H & S Executive Board in order to diminish conflicts for our families.
- 4) The committee cannot do fundraisers without the approval of the Executive Board in order not to compete with one another.
- 5) 6<sup>th</sup> grade committee is granted spirit day sales and food sales for all Home and School events with the exception of the spring Book Fair ice cream social. 6<sup>th</sup> grade committee agrees to continue to sell food even if their goals are met, with the exception of the spring Book Fair.
- 6) Any monies raised over the amount required per the budget approved in September must be dispersed to the general Home and School fund unless approved by The Home & School Executive Board, working in concert with the chairs of the 6<sup>th</sup> Grade Committee.

## **X. AD HOC COMMITTEES**

### **a) Finance Committee**

- i. A committee consisting of the elected board members, shall prepare the annual budget, consisting of estimated income and expenses, and a statement of financial position showing assets and liabilities.
- ii. The proposed annual budget and statement of financial position shall be presented at the live September Association meeting for review and approval.
- iii. The Bookkeeping Treasurer shall serve as Chairperson of this committee.

### **b) Social Media**

- 1) The Association has a Facebook page where we share school related information, Association events and activities, and various other posts. Its purpose is not just posting Home & School information, but to create a sense of community between our families.
- 2) The page is not a school/district page.
- 3) No students under 16 will be accepted to the Facebook membership.
- 4) The group is a closed group to protect the privacy of our families. New members must be approved and must answer questions showing that they have a connection to Walton Farm.
- 5) Please read the About section on the page. If the page is not for you, there are many other means of getting the information that is posted, such as Backpack Wednesday flyers, the school website, the school's Facebook page, and email communications, the frequency of which is every other week to monthly, depending upon content.
- 6) All posts must be approved by an administrator of the page.
- 7) The administrators of the page reserve the right to not approve a post, delete a thread or inappropriate comment.

- 8) The “About” section information was reviewed, as was the scope and purpose for the page, and approved by the district superintendent in June of 2018.

**b) Bylaws Committee**

i. Changes to the Bylaws may be suggested to the Executive Board by any Home and School Association member at any time.

Any proposed revisions to these Bylaws, whether by an officer of the Executive Board or a member of the general membership, must be presented to the general membership by a member of the Executive Board in a timely manner as determined by the Executive Board.

(For example, it may make sense to wait for the next Association meeting if it is relatively close to date of proposed change. The proposed change may be presented on Facebook and commentary open for a period of time prior to making an official proposal based upon the feasibility of the change being proposed. For the purpose of clarity, for example, if a member proposed a change to the IRS agreement or relationship with Coordinating Council, that would not be a possible change and, as such, would be presented but explained and declined.)

Approved, feasible revisions will be presented by a member of the Executive Board to the general membership via a Home & School meeting (either live or on social media), or via electronic communication (i.e. Facebook or email), must be posted for one month on a pinned Facebook post and the WF Website, voted on at the next live or Facebook meeting (if held one month or more after posting) of the Home & School Association and approved ***by a quorum of the Association.***

If a proposed bylaw change is not approved by the association, the proposed change must be tabled until the following academic year. This is an attempt to avoid a member trying to influence other members of the association to vote in a certain way if the quorum did not agree to the change after the process was complete the first time.

ii. A committee shall be appointed by the President and approved by the Executive Board to formally review every two years, and revise, if necessary, the Bylaws of this Association. The committee shall consist of a minimum of two board members and one member of the general association.

iii. Signed and dated copies of the updated Bylaws are to be forwarded to the North Penn Coordinating Council and the Home and School archives.

iv.. Most recent and accurate copy of signed bylaws must be presented to Coordinating Council each September.

v. Due to the nature of posting and therefore, electronic archives, no changes must be tracked nor presented with updated versions, per Coordinating Council review of our procedures in May of 2018.

vi. To the extent the provisions of this chapter's Bylaws conflict with the dissolution, purpose, or financial reporting requirements set forth in the Coordinating Council Bylaws, the provisions of the Coordinating Council Bylaws shall prevail.

### **VIII. VOTING (this information repeated as it relates to multiple topics in this document)**

b) In order to vote on any issue at General Membership meetings, there shall be at least five (5) members present, including at least three of the executive officers.

c) In the event a decision must be made prior to the next General Membership meeting, the President shall call for a vote of the Executive Board, where majority vote rules. Any decision must be discussed at the next General Meeting.

d) Absentee ballots can be used for any election of officers.

1) Absentee ballots must be created by the Nominations Committee and must contain the names of all persons interested in becoming a member of the Association.

### **I. Archives (this falls under the role of Secretary and as such, is duplicated under job description of Secretary)**

a. All Home and School archives shall be maintained for a period of time not to exceed seven (7) years. Bylaws would be the exception. A current copy of Bylaws is to always exist in the archives.

i. Meeting Minutes: hard copies optional, electronic copies required, electronic copy in Facebook album required.

ii. Live Meeting Attendance Logs: hard copies required, electronic copies optional

iii. Bylaws: signed hard copy required, electronic copy required.

### **c) NOMINATING COMMITTEE**

**The Nominating Committee** shall:

a) Advise all Association members of the pending election one (1) month prior to the election and request, by letter, any names to be entered into nomination.

b) Publish a list of nominees at least one (1) week (or the closest Backpack Wednesday packet distribution more than, but no less than one week) prior to the election.

c) Share report(s) of activity leading up to the election and a report at the election.

d) Count the ballots on Election Day while witnessed by the Teacher Representative or a staff member standing in for the Teacher Representative as appointed by the Teacher Representative.

### **I. Nominees**

a) The nominees shall have expressed a willingness to serve prior to their names being placed in nomination.

b) Co-position holders must have clearly stated that they are willing to share the duties with the other person and will be placed on the ballot as a “co” team. Other candidates can run for the position singularly, even if one pair of candidates chooses to work together.

b) Following the Nominating Committee report at the election, nominees will be announced.

c) Should there be questions regarding the qualifications of a nominee, they must be asked during the window of 1 month to one week prior to the election. These questions may be asked during the report of the Nominations Committee at the meetings, on the Facebook page, or in person leading up to the election. Questions regarding qualifications/attempts to disqualify will not be answered from the floor at the election.

d) See below for information regarding absentee ballots.

### **I. Election**

a) The election of officers will take place immediately following announcement of nominations at the March meeting.

b) If only one nominee is presented for an office, the Recording Secretary shall be instructed to cast a unanimous vote for the nominee. If more than one nominee is presented for an office, unless more than one nominee is the result of the seeking of co-position holders, the election shall be by ballot, where a majority vote will rule. In the case of a tie, another vote will be held. If a tie still occurs, the Executive Board will make a decision on who is the best fit. The two candidates, because they did not initially put their name on the ballot, may not decide on the floor to share the duties as “co” position holders.

c) Nominees do not have to be present to be elected.

d) Only ONE member per household may vote.

e) Absentee ballots

1. Absentee ballots will be given by Nominations Committee members to one member of each household, upon request.

2. Each absentee ballot will be signed by the committee member distributing the form. Upon receipt of the completed form, the office staff will date and time stamp the form. A member of the Nominations Committee will sign the form upon their receipt of it and time/date stamp it.

3. Duplicate forms will NOT be accepted.

4. Only ONE member per household may vote. Staff and teachers are eligible to vote, as they are members of the Association.
5. Emailed absentee ballots are acceptable, until noon on the day of the election, as the forms do not have to be anonymous.

**e. Installation and Vacancies**

- a) The elected officers shall be installed by the outgoing President or school principal, and assume their duties on July 1<sup>st</sup>, the start of the new fiscal year.
- b) If a vacancy occurs in the office of President, the Vice President shall fill the vacancy until a special election can be held. A vacancy occurring in any other office shall be filled for the remaining term by a majority vote of the Executive Officers or duties fulfilled by Executive Officers.

**VIII. VOTING**

- b) In order to vote on *any issue* at General Membership meetings, there shall be at least five (5) members present, including at least three of the executive officers.
- c) In the event a decision must be made prior to the next General Membership meeting, the President shall call for a vote of the Executive Board, where majority vote rules. Any decision must be discussed at the next General Meeting.