

# **Westford School H.O.P.E (Heart of Public Education) Committee Bylaws**

Draft

## **Article 1. Name**

The name of this organization is Westford H.O.P.E. Inc.

## **Article 2. Purpose**

H.O.P.E. is an organization in which parents and educators work together to enrich and enhance the academic experience of the children of Westford by supporting curriculum-based activities, athletics and fine arts.

## **Article 3: Office**

The registered office of the corporation shall be located at Westford Elementary School, 146 Brookside Road, Westford, VT.

## **Article 4. Policies**

Section 1. All funds earned through H.O.P.E. by fundraising, donations or grant writing shall be used to enrich, support or promote the academic, social or emotional well being of Westford School students.

Section 2. Any individual, club or organization requesting funds from H.O.P.E. must submit their request in writing to the President at least two business days prior to the next regularly scheduled meeting so that a presentation and discussion of said request may occur at a regularly scheduled meeting. The individual making the request, or a representative of the club or organization making a request, must be present at the meeting where the request is presented. After presentation of the proposal, a vote of the membership will be taken to determine the outcome of the funding request.

Section 3. All requests for funds will be reviewed by the H.O.P.E. membership based on cost, number of students predicted to benefit from the item of request, and longevity and usage of the item/service.

## **Article 5. Membership**

Section 1. The membership of H.O.P.E. shall consist of all interested parents/guardians of Westford School students, and all educators and staff of the Westford School.

Section 2. A parent/guardian or Westford school educator must be considered a “member in good standing” in order to have voting rights at any given H.O.P.E. meeting. This is achieved by having attended at least 2 consecutive H.O.P.E. meetings or by having attended at least half of the H.O.P.E. meetings in the previous school year.

Section 3. Proxies. At all meetings of members, a member may not vote by proxy.

### Section 4. Quorum Requirements

At least three executive committee members must be present to hold a meeting.

Section 5. All meetings shall follow Robert’s Rules of Order as outlined below:

1. Member states motion. “I move...”
2. Another member seconds the motion.
3. President asks for discussion.
4. Members discuss motion, ask questions and seek clarifications.
5. An amendment may be made to the original motion.  
“I move to amend by adding, deleting, changing, etc.”
6. President asks for a second.
7. President asks for discussion.
8. President calls a vote.
9. Vote is taken.
10. President announces results of vote.

**Article 6. Officers and Their Election**

Section 1. The elected officers of H.O.P.E. shall be president, vice president, secretary, and treasurer.

Section 2. Beginning in June of 2010, officers shall be elected by a majority voice or ballot vote at a an annual organizational meeting to be held on the first Monday in the month of June at 6:00 PM. Until June 7, 2010, the current officers shall remain in place.

Section 3. Officers shall serve for a term of one year. The office of President and Vice-President may be held for no more than two consecutive years.

Section 4. The members at the annual organizational meeting shall nominate officers from among the H.O.P.E. membership. The consent of each candidate shall be obtained prior to having his/her name placed in nomination.

Section 5. A vacancy occurring in any office shall be filled for the expired term by a person elected by a majority of members present at a designated meeting.

**Article 7. Executive Committee**

Section 1. The executive committee members of H.O.P.E. shall be the president, vice-president, secretary, treasurer, and principal. The president shall serve as chairperson of the committee.

Section 2. The executive committee shall transact necessary business in person, by phone, or email between meetings of H.O.P.E. and other business as may be referred to it.

Section 3. The executive committee may, at a regular H.O.P.E. meeting, create committees as are deemed necessary to promote the mission and to carry on the work of H.O.P.E.

Section 4. The Executive Committee may, at a regular H.O.P.E. meeting, assign duties to the Officers of H.O.P.E. in accordance with the articles of these by-laws.

## **Article 8. Duties of Officers**

### **Section 1. President**

- Preside at all meetings of the H.O.P.E. committee and the executive committee.
- Serve as the primary contact of H.O.P.E.
- Keep and update the bylaws of H.O.P.E.
- Prepare an agenda to be distributed via email and posted on the H.O.P.E. web site one week prior to each regular meeting.

Agenda to follow an established order of business:

1. Call to order.
2. Approval of minutes.
3. Principal's report.
4. Officer's reports including treasurer.
5. Reports of standing committees.
6. Reports of special committees.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

- Have general supervision over the affairs of H.O.P.E.
- Serve as the liaison to the principal.
- Have an authorized signature on all H.O.P.E. bank accounts.
- Perform other duties as may be prescribed in these bylaws, or as assigned by the H.O.P.E. committee.

### **Section 2. Vice-President**

- Perform the duties of the president in the absence or inability of that officer to act.
- Attend all meetings of H.O.P.E. and the executive committee.
- Serve as the liaison to all standing committees.
- Perform other duties as assigned by the H.O.P.E. committee

### **Section 3. Secretary**

- Attend all meetings of H.O.P.E. and the executive committee.
- Keep an accurate record of the proceedings of all meetings of H.O.P.E. and the executive committee.
- Submit a summary of each meeting for distribution to members and publication on the school's website.
- Be prepared to refer to minutes of previous meetings.
- Attend to correspondence.
- Maintain a current list of members of H.O.P.E.
- Perform other duties as assigned by the H.O.P.E. committee.
- Maintain H.O.P.E.'s page of the Westford School website or designate a person to do so.

### **Section 4. Treasurer**

- Attend all meetings of H.O.P.E. and the executive committee.
- Prepare and present the annual budget to the membership for their approval at a designated meeting.
- Receive and deposit in the name of H.O.P.E. all monies of H.O.P.E.
- Have an authorized signature on all H.O.P.E. bank accounts.
- Keep an accurate record of receipts and expenditures.
- Pay out funds as authorized by H.O.P.E.
- Present a financial statement at each business meeting of H.O.P.E. and at other times when requested by the organization.
- Keep the membership informed of expenditures as they relate to the budget adopted.
- Make an annual financial report to H.O.P.E. which includes gross receipts and disbursements for the year.

## **Section 5. All Officers**

- On the expiration of his/her term or in the case of resignation shall turn over to their successor, without delay, all records, books, and other materials pertaining to the office or position.
- Upon the expiration of his/her term, or in the case of resignation shall turn over to the treasurer, without delay, all funds and outstanding bills pertaining to the office or position.
- In the event an officer fails to perform appointed duties in a competent manner or as prescribed in the bylaws, or fails to attend three consecutive meetings without adequate excuse, the board may declare his/her office vacant with majority vote.

## **Article 8. Contracts, Loans, Checks, and Deposits**

Section 1. *Contracts*: The executive committee may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of H.O.P.E., and such authority may be general or confined to specific business.

Section 2. *Loans*: No loans shall be contracted on behalf of H.O.P.E. and no evidences of indebtedness shall be issued in its name.

Section 3. *Checks, Drafts, or Orders*: All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness shall be signed by the President or Treasurer of H.O.P.E.

Section 4. *Deposits*: All funds of H.O.P.E. not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the executive committee shall select.

## **Article 9. Meetings**

Section 1. Regular full membership meetings shall be held each calendar month of the school year unless otherwise ordered by the executive committee. The meeting date and time will be decided by executive committee members on a yearly basis.

Section 2. The executive committee may call special meetings. All H.O.P.E. meetings, including committee meetings, will be held at Westford Elementary School and will be warned at least 48 hours in advance on the H.O.P.E. page of the Westford School web site.

Section 3. The president will prepare the agenda for the general meeting. Anyone wishing to be on the agenda should contact the President no later than 10 days prior to the meeting. Agenda items/issues presented at the general membership meetings shall be decided by a simple majority vote.

## **Article 10. Standing Committees**

Section 1. There may be committees created by the executive board as required to carry out the work of H.O.P.E.

Section 2. Committee Chairpersons must be nominated and voted to the position by simple majority vote. The term of office for chairpersons shall be one year.

Section 3. Committee chairs shall keep H.O.P.E. informed of their committee's progress at regular H.O.P.E. meetings. If they are not able to attend, they are expected to provide a written or oral report to the vice-president prior to the meeting.

Section 4. Reports shall be compiled annually by all chairpersons and filed with the vice-president.

## **Article 11. Amendments**

These bylaws may be amended at any general meeting of H.O.P.E. by a majority vote of the members present, provided notice of the proposed amendment(s) was given to the President in writing at least 10 days prior to the meeting.

## **Article 12. Dissolution or Sale of Assets**

A two-thirds vote of the membership shall be required to sell or mortgage assets of the corporation not in the regular course of business or to dissolve the corporation. 11B V.S.A. § 12.02& 14.02. Upon dissolution of the corporation, any assets remaining after payment of or provision for its debts and liabilities shall, consistent with the purposes of the organization, be paid over to Westford Elementary School under the provisions of Section 501(c)(3) of the U.S. Internal Revenue Code or corresponding provisions of subsequently enacted federal law. No part of the net assets or net earnings of the corporation shall inure to the benefit of or be paid or distributed to an officer, director, member, employee, or donor of the organization.