

BYLAWS
OF THE
GLENWOOD LANDING
SCHOOL COMMUNITY ASSOCIATION
www.glenwoodlandingsca.org

Adopted October 10, 2003
Amended February 15, 2006
Amended April 13, 2007
Amended April 15, 2015

Glenwood Landing Elementary School
60 Cody Avenue
Glen Head, NY 11545
(516) 705-0445
www.northshore.k12.ny.us

ARTICLE I
Name of Organization

The name of this organization shall be the Glenwood Landing School Community Association (hereinafter referred to as the SCA or Association).

ARTICLE II
Mission Statement

The SCA is organized for the purpose of supporting and enhancing the educational experiences of the School's students by providing an organization through which the parents, school, and teachers can work cooperatively and to provide financial support for programs funded outside of the annual school budget.

ARTICLE III
Policies

Section 1. Membership is open to parents, guardians of children, faculty and staff of the Glenwood Landing Elementary School. Any individual desiring to participate in the business of the Association must pay dues to the SCA for each membership year. Payment of these dues constitutes membership in good standing.

Section 2. The programs of this Association shall be established at the beginning of the school year and shall be in the areas of child/parent education, health, social and media education.

Section 3. This Association shall be non-commercial, non-sectarian, and non-partisan. Membership shall be made available without regard to race, color, creed, national origin, gender or gender orientation.

Section 4. The name of the Association 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 purposes not appropriately related to the promotion of the objectives of the Association.

Section 5. The Association shall work with the school to provide quality education for all children, and shall seek to participate in the decision-making processes establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education authorities.

Section 6. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered or goods delivered and to make payments and distributions in furtherance of the purposes set forth in Article III of these bylaws.

Section 7. Student behavior at all SCA sponsored events shall be governed by the North Shore District Code of Conduct and policies of the Glenwood Landing School and North

Shore School District as may be promulgated from time to time. Violations of such policies may result in the student being prohibited from attending all future SCA functions and/or disciplinary action by the administration of the Glenwood Landing School and/or the North Shore School District.

Section 8. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on:

- by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or
- by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 9. This Association may engage with other organizations and agencies which promote the welfare and education of children.

Section 10. This Association shall keep such permanent books and accounts and records as shall be sufficient to establish items of gross income, receipts and disbursements, as well as the number of its members and dues collected. These books and records shall be examined annually, prior to the end of April, by a standing committee established for this purpose.

ARTICLE IV Membership and Dues

Section 1. The Association shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 2. Each household in the Association shall pay annual dues. Participation by members in good standing shall be encouraged.

Section 3. Annual dues shall be \$10.00 per enrolled student.

ARTICLE V Officers and Their Terms

Section 1. The officers of this Association shall be:

- Co-presidents [hereafter all references to the president in these bylaws shall refer to the co-presidents].
- Vice-president of Fundraising
- Vice-president of Programs and Projects
- Vice-president of Communications

- Corresponding secretary
- Recording secretary
- Treasurer
- Volunteer Coordinator

Section 2. The privilege of holding office shall be limited to members in good standing.

Section 3.

a. Candidates for office shall be proposed by a nominating committee, which shall consist of seven (7) voting members, who shall be class parents. Such committee shall be formed in March. The members of the nominating committee shall select the chairperson(s) of such committee at the first meeting.

b. The committee shall be comprised of:

(i) Volunteers from the class parents, one class parent per grade. Volunteers in excess of the requisite number of seven (7) shall serve as alternate members of the nominating committee. The order of such alternate status shall be determined by lot.

(ii) If fewer than seven (7) individuals from the class parents volunteer to serve on the nominating committee, the remaining vacancies may be filled by individuals from the general membership.

(iii) The executive board shall select one outgoing executive board member to serve as an advisor to the nominating committee in a non-voting capacity. The individual selected shall attend the first meeting of the nominating committee for the purpose of reviewing the procedures and responsibilities of the committee. Meetings may be established and conducted via email, telephone or other electronic format. Thereafter, the individual selected shall attend meetings of the nominating committee only at the request of the nominating committee chairperson(s).

c. The nominating committee shall nominate one person for each office to be filled.

d. A member of the nominating committee shall resign from the committee if he or she becomes a nominee for any office. The chairperson(s) of the nominating committee shall fill the vacancy created by such resignation by the appointment of an alternate member in accordance with Section (b) above.

e. The consent of each candidate must be obtained before his or her name is placed on the slate.

f. The nominating committee shall present its slate [list of nominees] the meeting of the Association held during the month of April. No additional nominations from the floor shall be permitted.

g. The corresponding secretary shall conspicuously post the list of nominees immediately following the April meeting of the Association.

h. The nominating committee shall deliver to the corresponding secretary a written ballot presenting the slate to be voted upon by the general membership. The written ballot shall be distributed to the general membership promptly upon its delivery to the corresponding secretary.

i. In the event the slate of nominees is not approved by a plurality of votes cast by the general membership, the nominating committee shall present a revised slate to the general membership to be voted upon using the procedures specified in this Article V, Section 3.

Section 4. The officers shall be installed at the meeting of the Association held during the month of May. The newly installed officers shall work with their respective outgoing counterparts for the remainder of the school year in order to facilitate the transfer of responsibilities of each office. The newly installed officers shall fully assume the responsibilities of their respective offices on July 1st of each year.

Section 5.

a. The following officer's terms shall coincide and be elected biannually; the officers listed in (i) and (ii) below shall be elected on alternate years:

(i) 1 co-president, vice-president of programs and projects, treasurer and recording secretary

(ii) 1 co president, vice-president of fundraising, vice-president of communications and corresponding secretary

b. The following shall be elected annually:

(i) volunteer coordinator

c. All officers, other than the volunteer coordinator, shall serve a term of two years. The volunteer coordinator shall serve a term of one year.

d. No person shall serve more than one term in the same office, unless proposed by a nominating committee and voted in by the general membership.

Section 6. Should vacancies occur in an office during a term, the remaining executive board shall appoint interim replacements, who shall serve until the next regular election. The nominating committee shall propose candidates along with the rest of their scheduled slate. Upon election, these candidates will serve the balance of the vacated term. Should the entire board

resign during a term, the Principal of Glenwood Landing shall promptly appoint a nominating committee and such committee shall hold a special meeting to nominate an entire new slate of officers. A special election shall be voted on by the general membership within fourteen (14) days of the entire board's resignation.

Section 7.

- a. Any deliberate violation of these bylaws may constitute just cause for removal from office.
- b. Removal from office is subject to a vote by the general membership as set forth in Article X, Section 7 of the these bylaws.

ARTICLE VI
Duties of Officers

Section 1. All officers shall:

- a. Meet the fiduciary duties of careful and prudent judgment and adherence to the Association's missions and policies.
- b. Perform the duties outlined in these bylaws and other such duties as may be delegated.
- c. Turn over to the president or successors all pertinent records, books and materials and return to the treasurer all funds without delay upon the expiration of the term of office, or in case of resignation.
- d. Keep a current copy of the Association's bylaws and have a working knowledge of their content.
- e. Be expected to attend all meetings of the executive board. Three consecutive unjustified absences may constitute grounds for removal from office.
- f. The co-presidents and vice-presidents of fundraising and programs shall have no authority to sign checks or act in any manner as the treasurer.

Section 2. The co-presidents shall, jointly and severally:

- a. Preside at all meetings of the Association and the executive board.
- b. Prepare for publication the agenda for each meeting of the Association.
- c. Have general charge and supervision of the business and affairs of the Association and perform duties usually incident to the office of president of a not-for-profit association.

d. Sign and execute all contracts, agreements, or other obligations in the name of the Association.

e. Oversee the Association's insurance policies.

f. Be a member ex-officio of all committees, including standing ad hoc committees, except the nominating committee.

g. Attend monthly meetings of superintendent and presidents of all SCA/PTO groups within the school district

h. Appoint the committee chairpersons, including standing and ad hoc committees, in cooperation with the executive board in accordance with Article VII, Section 4 of these bylaws.

i. Coordinate the work of the officers and the committees of the Association in order that the objectives of the Association may be promoted.

j. Be familiar with the basic tenets of Robert's Rules of Order.

Section 3. The vice-president of fundraising shall:

a. Attend all meetings of the Association and the executive board.

b. Act as an aide to the president.

c. Perform the duties of president in the absence of that officer, at the discretion of the president.

d. Meet and consult with fundraising committee chairs as needed.

e. Oversee existing and ad hoc fundraising efforts that support the objectives of the Association.

f. Review the monthly bank reconciliation of the Association.

g. Provide a Plan of Work and fundraising area budget for the

Treasurer.

h. Assist SCA volunteers as needed.

i. Perform other such duties as may be delegated.

Section 4. The vice-president of programs and projects shall:

a. Attend all meetings of the Association and the executive board.

b. Act as an aide to the president.

- c. Perform the duties of president in the absence of that officer, at the discretion of the president.
- d. Meet and consult with programs and projects committee chairs as needed.
- e. Oversee existing and ad hoc programs and projects efforts that support the objectives of the Association.
- f. Review the monthly bank reconciliation of the Association.
- g. Provide a Plan of Work and programs and projects area budget for the Treasurer.
- h. Assist SCA volunteers as needed.
- i. Perform other such duties as may be delegated.

Section 5. The vice-president of communications shall:

- a. Attend all meetings of the Association and the executive board.
- b. Meet and consult with committee chairs as needed.
- c. Provide a Plan of Work and area budget for the Treasurer.
- d. Oversee the Association website and send out SCA monthly (and non-monthly as needed) e-communications.
- e. Oversee communications throughout the year.
- f. Oversee SCA bulletin board updates, publicity/community relations and hospitality.
- g. Assist SCA volunteers as needed.
- h. Perform other such duties as may be delegated.

Section 6. The recording secretary shall:

- a. Record the minutes of all meetings of the Association and the executive board.
- b. Maintain a permanent file of the minutes, committee reports, membership lists and records pertaining to the work of the Association.
- c. Maintain the official documents of the Association, including the bylaws and the rules of parliamentary authority.

- d. Perform such other duties as may be delegated.

- Section 7. The corresponding secretary shall:
- a. Conduct the correspondence of the Association under the direction of the president.
 - b. Maintain a file of all correspondence pertaining to the work of the Association.
 - c. Distribute the agenda to the general membership one week prior to the Association meetings.
 - d. Perform other such duties as may be delegated.

- Section 8. The treasurer shall:
- a. Have custody of all the funds of the Association.
 - b. Balance and reconcile all accounts of the Association, work with the accounting professional retained by the Association as may be necessary to maintain such accounts, and to comply with any reporting requirements of the Internal Revenue Service or similar governmental agencies.
 - c. Present a statement of account at every meeting of the Association and at other times when requested by the executive board. These statements and reports shall be reviewed and distributed to those present at the meetings.
 - d. Present a complete annual report at the annual meeting of the Association.
 - e. Make disbursements as authorized by the president, executive board, or Association in accordance with the budget and in support of the objectives of the Association.
 - f. Make the financial records and statement available for review by the auditing committee at their annual review in accordance with Article III, Section 10 of these bylaws.
 - g. Pay the annual dues to the North Shore Coordinating Council and any other district-wide association in which this Association is represented.

- Section 9. The volunteer coordinator shall:
- a. Create class parent and grade chair volunteer applications and oversee the application review/selection process.
 - b. Through communication with the executive board, identify volunteer opportunities.

- c. Identify, track and manage a corps of volunteers for the benefit of the Association.
- d. Communicate the needs of the Association to volunteers, and assemble committees as needed.
- e. Set up a database to track volunteers, their interests and availability.
- f. Conduct outreach initiatives to expand volunteerism in support of the Association.
- g. Require class parents to attend all general meetings of the Association and to take attendance at each such meetings.

ARTICLE VII Committees

Section 1. There shall be such standing committees created by the executive board as may be required to promote the objectives and interests of the Association.

Section 2. Ad hoc committees may be established by the executive board to oversee non-continuing projects or as circumstances warrant.

Section 3.

a. The executive board shall oversee all committee work. The chairpersons of all committees shall follow up with prior committee chairs to confirm the present year plans and present such plans for projected activities to the executive board. No committee work shall be undertaken without the approval of the executive board.

b. All requests for expenditures and fundraising by all committees must be made to the executive board prior to presentation to the general membership.

Section 4.

a. Candidates for chairpersons of standing and ad hoc committees shall be selected from among the general membership of the Association, not including members of the executive board.

b. In the event that there are no volunteers from among the general membership of the Association for these positions, executive board members may serve as chairpersons.

c. The president in cooperation with the executive board shall appoint committee chairpersons, with the exception of the nominating committee.

- d. The term for each chairperson shall be for one year.

ARTICLE VIII Executive Board

Section 1. The executive board shall consist of the officers of the Association and the principal of the school as a non-voting member.

Section 2. The executive board shall:

- a. Transact necessary business in the intervals between regular Association meetings and such other business as may be referred to it by the Association.
- b. Hold regular meetings at the call of the president or a majority of the executive board. At least five days notice shall be given.
- c. Hold special meetings of the executive board, which may be called by the president or upon request of a majority of the executive board. At least three days notice shall be given.
- d. Approve the plans of work for all standing and ad hoc committees.
- e. Present a report at the regular meetings of the Association.
- f. Prepare the annual operating budget and financial plan.
- g. Select an executive board member to represent the school at district-wide meetings.

Section 3.

- a. A quorum shall be required to conduct any meeting of the executive board.
- b. Five (5) voting members of the executive board shall constitute a quorum.
- c. Adoption of a motion at a meeting of the executive board shall require a majority vote of the quorum.
- d. One more than half of those members of the quorum present shall constitute a majority.

ARTICLE IX Expenditures

Section 1. The executive board may authorize committees to utilize funds for necessary expenditures as specified within the guidelines of the annual budget, which shall be subject to change during the year at the discretion of the executive board

Section 2. Any changes to expenditures in the annual budget exceeding \$5,000 must be voted upon by the general membership in accordance with Article X, Section 7 of these bylaws.

ARTICLE X Meetings

Section 1.

- a. A quorum shall be required to conduct any meeting of the Association.
- b. Ten (10) members of the Association, whether from the executive board or the general membership shall constitute a quorum.

Section 2.

- a. Regular meetings of this Association shall be held at least four times a year, at dates established at the beginning of the year and listed on the North Shore School District calendar.
- b. Under extraordinary circumstances, scheduled meetings may be canceled or postponed by action of the executive board.

Section 3.

- a. The president and/or a majority of the executive board may call special meetings.
- b. Special meetings may also be called upon written request of 10% of the general membership in good standing.
- c. At least five days notice of a special meeting shall be given.
- d. Special meetings shall be scheduled at the earliest possible date within the constraints of the Glenwood Landing Elementary School calendar.

Section 4. The annual meeting of the Association shall be the last meeting of the school year.

Section 5. Each household shall be represented by one vote.

Section 6.

- a. Adoption of a motion at a meeting of the general membership of the Association shall require a majority vote.
- b. One more than half of those members present, in good standing,

constitutes a majority.

Section 7.

a. Adoption of a motion of Major Consequence at a meeting of the Association shall require a plurality of votes cast by the general membership. A plurality vote shall be defined as whichever result or vote receives the largest number of votes.

b. Votes of Major Consequence shall be cast as written ballots or may be voted on electronically via the SCA website or via email. Only ballots by a member of the Association in good standing shall be counted.

c. Motions of Major Consequence shall be defined as:

(i) Adoption of the annual budget or any changes to expenditures in the annual budget in excess of \$5,000.00.

(ii) Adoption of bylaw revisions or amendments

(iii) Removal from office of an executive board member

(iv) Election to office

d. Notice of a vote of Major Consequence shall be distributed to all members of good standing at least one week prior to the scheduled vote.

ARTICLE XI

Amendment and Bylaw Revisions

Section 1. These bylaws may be amended or revised at any meeting of the Association in accordance with Article X, Section 7 of these bylaws.

Section 2. An ad hoc committee shall be appointed to make revision recommendations, in accordance with Article VII, Section 4 of these bylaws.

Section 3. All revised bylaws and amendments shall become effective immediately upon approval as provided in Section 1 of this Article.

Section 4. These bylaws shall be reviewed in their entirety at a minimum of every three (3) years from the date of the last-approved line-by-line review hereof, and shall be revised, as necessary, and re-approved.

ARTICLE XII
Parliamentary Authority

Section 1. The rules of parliamentary procedure, in Robert's *Rules of Order*, shall govern this Association in all cases where they are applicable and are not inconsistent with these bylaws.