



**Home and School Association
By-Laws
Revised August 2010**

ORGANIZATION NAME

The name of this organization shall be Collegium Charter School Home and School Association (herein after referred to as ~~CCSHSA~~).

MISSION STATEMENT

CCSHSA will promote communication, cooperation, understanding and active participation between parents/guardians and the school, and will provide materials and services that enrich the educational experience and aid in the academic, physical, social and emotional development of the students now as well as in the future.

MEMBERSHIP

All parents/guardians of students registered at CCS and all administrators, faculty and staff employed at CCS shall be members of the CCSHSA. ~~Voting~~ members are defined as CCSHSA members who are in attendance at a CCSHSA general meeting during which time a vote may be taken to approve or deny a given CCSHSA issue.

MEETINGS

Regular meetings of the general CCSHSA membership shall be held four times per year on the third Thursday of the month. The meeting months are September, November, February and May. The meeting time is 5:00pm. If the third Thursday falls on a holiday or school is closed, the meeting date and time will be scheduled and announced via the CCS website and Newsletter. Regular meeting times and dates are subject to change only by majority vote taken at a CCSHSA general meeting.

Special meetings may be called by the CCSHSA President or President Elect or by a majority of the members of the CCSHSA Officers.

POLICIES

The CCSHSA shall be non-partisan, non-commercial, and non-sectarian. It shall strive to cooperate with the CCS Board of Trustees, administration, teachers and staff, but shall make no attempt to direct the policy of administrative activities of same. The collective funds of the CCSHSA will be spent to benefit CCS and CCS students.

AMENDMENTS

CCSHSA Policies and Procedures may be amended at any regular meeting and will be passed only by a majority vote of the members present provided that at least seven days notice is given to members informing them that this vote will take place. Copies of the proposed revised document will be made available on the CCS website and in the main office(s).

ORGANIZATIONAL STRUCTURE: OFFICERS AND THEIR ELECTION

- The elected positions of the CCSHSA are President, Secretary, and Treasurer.
- Non-elected officers may include teacher representatives, parent representatives, Administration representatives and a CCS Board of Trustees representative.
- Nominations for office should be received by the May general meeting and can be named by the CCSHSA general membership. Prior to the vote, officers of the CCSHSA will contact each nominee for verification and approval to list their name as a candidate.
- Additional nominations will be accepted from the floor only in the event the person being nominated is present and provides verbal consent.
- Election shall be in the form of written ballot by vote of the voting membership. The candidate receiving the highest number of votes shall be declared elected. In the event there is only one (1) nominee for an office, the vote will be acceptable by verbal agreement.
- A person appointed by CCSHSA officers and announcement to the general membership shall fill a vacancy occurring in any office for the remaining term.

DUTIES OF CCSHSA OFFICERS

- All officers shall perform the duties described in this document and other duties assigned throughout their term of office.
- All officers shall deliver to their successors all official material at the conclusion of their term. If there is no named successor at that time, all materials are to be given to the President. If there is no named President, material should be turned in to the school.
- Officers of the CCSHSA shall assume the duties of their respective office at the final general meeting of the school year or immediately upon their election to office.
- Officers will be involved in creating the annual CCSHSA budget, which is to approved on or before the final CCSHSA meeting of the school year. The annual budget is submitted to the CCS Foundation no later than June 30th.

- Expenditures (not to exceed \$100) not defined within the framework of the CCSHSA budget, may be approved by a minimum of two officers without approval of the general membership.
- The CCSHSA officers have general supervision of CCSHSA affairs and shall be members ex-officio of all CCSHSA committees.

PRESIDENT

The President is the lead office of the CCSHSA. This position may be shared. The President shall prepare the general meeting agenda in cooperation with the other CCSHSA officers and Committee Chairs when appropriate. The President presides at and facilitates all slated meetings of the CCSHSA. The President will approve all minutes submitted by the Secretary prior to publication.

SECRETARY

This person is responsible for recording minutes of all general and special meetings of the CCSHSA and submitting typewritten copy of the minutes to the President for review and approval. Once approved, the Secretary will then submit them to the Administration for publication. The Secretary shall also conduct necessary correspondence for the CCSHSA, obtaining approval of all public correspondence from the Director of Administrative Services prior to distribution.

TREASURER

Responsible for the budget process; receives all monies of the CCSHSA; keeps an accurate record of receipts and expenditures; pay out funds in accordance with the approved budget as authorized by the CCSHSA organization. The Treasurer and selected CCS Administrative personnel will be authorized signers on the account. Two signatures are required on the checks issued above \$300, and one signature must be the CCSHSA Treasurer. The Treasurer shall present a financial statement at every meeting of the general membership and at other times as requested by the CCSHSA Officers. The Treasurer may seek professional assistance with the approval of CCSHSA Officers in order to comply with any financial accounting requirements.

The CCSHSA fiscal year is July through June. The Treasurer's account shall be audited as part of the school's general audit and at any time by the CCSHSA officers or a committee appointed by the President consisting of not less than three (3) members, or upon request of the President.

DUTIES OF NON-ELECTED OFFICERS

BOARD REPRESENTATIVE

This position will be appointed by the CCS Board of Trustees and the CCSHSA President will be notified of the appointed individual(s) each year. If more than one representative is appointed they may rotate attendance at the CCSHSA regular meetings. This officer position serves as the liaison between the CCS Board and the CCSHSA.

CCS ADMINISTRATION

CCS Administration shall advise the CCSHSA Officers and the CCSHSA throughout the year with regard to the CCS Charter and any other school policy/procedure as necessary on all proposed CCSHSA activities. If the Administration cannot attend a CCSHSA meeting, they shall appoint a faculty member to act as their representative. CCSHSA public correspondence is to be given directly to the Director of Administrative Services to coordinate with the Administration as necessary for approval prior to distribution to the CCS community.

COMMITTEES AND CHAIRS

- Committees will be organized as needed at the discretion of the CCSHSA Officers and through the vote of the general membership.
- Committees shall present any and all plans to all CCSHSA Officers and CCSHSA members for approval prior to taking action or committing funds.
- Committee Chairs are responsible for contacting volunteers that have signed up to work on their committee and effectively communicating with them throughout the school year on all needs and activities pertaining to the committee.
- All committees shall submit a verbal report at each general meeting and submit a written report to the Secretary for inclusion in the minutes. If, for any reason, a committee chair or designated representative will not be present at a CCSHSA meeting, the chair of that committee must contact the CCSHSA President or President Elect prior to that meeting to provide them a written or verbal report.
- All correspondence generated by CCSHSA shall be approved by the Director of Administrative services and a copy delivered to the CCSHSA President prior to distribution to the CCS community.
- The CCSHSA President and the Director of Administrative Services must approve all dates of CCSHSA events to avoid potential conflicts.
- All appropriate committees shall submit event information to the Director of Administrative Service for publication in the weekly CCS newsletter and website.

- Each committee chair will keep clear and accurate records of its operations for each school year. At the end of their term, these records will be handed over to the new committee chair or the CCSHSA President.

DUTIES OF THE GENERAL CCSHSA MEMBERSHIP

The duties of the membership shall be to:

- Approve the budget.
- Recruit, nominate and elect officers.
- Approve expenditures outside the budget in excess of one hundred dollars (\$100.00).
- Approve changes to the By-Laws of the CCSHSA.
- Accept general meeting minutes as recorded by the Secretary prior to publication.

CCSHSA COMMITTEE DUTIES

BOOK FAIR COMMITTEE

This committee shall be responsible for organizing and running the annual Book Fairs held in the fall and spring in conjunction with the CCS librarian.

FUNDRAISING COMMITTEE

This committee is responsible for selecting the fundraisers to support the CCSHSA budget. These fundraisers will be organized, implemented and managed by this committee. The primary fundraiser will be held in the fall shortly after school opens. This money will be used to support the CCSHSA budget for the year and the profit made should represent approximately 50% of the monies needed for CCSHSA. At least one other major fundraiser should be planned for the spring to assist in funding the CCSHSA budget and provide carry over funds for the following year. Additional fundraisers will be needed throughout the year, and this committee should work with other CCSHSA committees (such as the Teacher Appreciation Committee) to collectively determine when fund raising could be incorporated into these committeesplanned events.

This committee is responsible for promoting all fundraisers and providing ongoing communication about financial goals and purchases to be made for the school with these funds.

TEACHER APPRECIATION WEEK COMMITTEE

This committee shall provide refreshments and tokens of appreciation for Collegium faculty and staff during Teacher Appreciation Week.

SCHOOL STORE COMMITTEE

This committee is responsible to seek, select, purchase and sell products in the school store. They maintain the inventory and the record keeping of the store. They communicate the items, price lists, and store hours to the CCS community. They obtain the volunteers necessary to run the store during the posted operating hours. The school store committee shall work within a budget assigned to them by the CCSHSA. This budget shall be determined annually and approved with the general budget. The school store committee is responsible for submitting invoices to the CCSHSA treasurer.

SCIENCE FAIR COMMITTEE

This committee will be co-chaired by a faculty member and a parent representative. Together they will create, organize, and implement the CCS Science Fair. All communications regarding science project submissions are written and distributed by this committee. Rules and regulations regarding the type of acceptable science projects are created in conjunction with the CCS administration. Science Fair viewing and judging are scheduled and coordinated by this committee accordingly. All science fair needs are addressed by this committee; including set-up, program printing, volunteer coordination, etc. Other committees may be solicited to help as needed.

UNIFORM RESALE COMMITTEE

This committee is responsible for the coordination of receiving donations of outgrown uniforms, laundering the donated items, maintaining inventory, and coordinating sale events. The uniform resale process is communicated to all CCS families. The committee receives all clothing from participating families and prepares accordingly for the sales. Information regarding the date and time of the events is distributed to all CCS families in a timely manner. Uniform resale events should be coordinated with school gatherings or events when possible. Proceeds from the uniform resale benefit the Uniform Scholarship Fund.