



Bylaws of the Home & School Association of Solebury School

Article I: Name

The name of the Association shall be Home & School Association of Solebury School.

Article II: Purpose

The Home & School Association (the "Association") is a volunteer organization, which is an affiliate of Solebury School (the "School"), and which adheres to policies set forth by Solebury School and its Board of Trustees. The Association operates at the discretion of the Head of School.

The purpose of the Association is to provide the families of Solebury School with opportunities to support the faculty, staff, students, and mission of the School. It nurtures a positive and welcoming climate, promotes a sense of community and pride in the School, and helps the school administration meet its current and future needs through coordinated fundraising and other volunteer activities.

Article III: Membership

The membership is composed of parents/guardians of currently enrolled students of Solebury School and the Treasurer, if that individual is not a parent/guardian of a currently enrolled student of Solebury School. All parents/guardians of currently enrolled students at the School are members of the Association. There are no dues. Each member shall have one vote when deciding on Association matters concerning policy or finance. Voting may take place in person by a show of hands. A written or electronic vote is also permissible at the request of the Home and School President or Head of School. The Head of School; Assistant Head of School, Advancement and External Affairs; and the Parent Relations Manager are ex-officio members. The Parent Relations Manager, who is an employee of the School, is the primary liaison between the School and the Association.

Article IV: Officers

Section 1 – Officers. The officers shall be President, Vice President, Secretary, and Treasurer. In addition to the specific duties outlined below, the officers will serve as advisors to the Head of School, offering information and assistance to promote Solebury School in a positive way with both internal and external constituencies.

With the exception of the Treasurer, officers will be nominated by the Association beginning in February. The nominations are reviewed by the Head of School or their designate and a recommended slate is submitted to the executive committee for feedback and approval, typically prior to the Association's end-of-school meeting.

1a. President. The President shall preside at all Association meetings, and executive committee meetings, and is an ex-officio member of all committees. The President shall organize all meetings and Association programs. The President is also an ex-officio, non-voting member of the Advancement Committee of the School.

1b. Vice President. The Vice President shall assist the President and assumes the duties of the office of the President in the absence of the President.

1c. Secretary. The Secretary shall record and distribute the minutes of executive and general Association meetings to the executive committee and Association respectively.

1d. Treasurer. The Treasurer shall receive all funds and disburse them with the approval of the executive committee and the Head of School or his/her designate. The Treasurer shall report on financial status and related activities at each meeting. This position is filled by a member of the Solebury School business office, as appointed by the Director of Finance.

Section 2 – Terms of Office. Officers are nominated for a one-year renewable term and each officer shall hold only one office at a time. The term of office runs from the first day of summer vacation preceding the elected academic year to the end of the elected academic year. In the unlikely event that a slate of officers for the following year has not been approved and the school year ends, the Head of School may extend the tenure of the previous year's officers on a temporary basis, with a new slate to be approved before the start of the next school year.

Section 3 – Vacancies. If there is a vacancy in the office of President, the Vice President will become the interim President. At the next regularly scheduled executive committee meeting, a new Vice President will be appointed. If there is a vacancy in any other office, the executive committee will fill that vacancy by appointing a new officer at their next meeting.

Section 4 – Removal from Office. Officers may be removed from office with or without cause by a majority vote of the executive committee, or with or without cause by the Head of the School.

Article V: Executive Committee

Section 1 – Membership. The executive committee shall consist of the Association officers; Head of School; Assistant Head of School, Advancement and External Affairs; and the Parent Relations Manager.

Section 2 – Duties. The executive committee shall transact the business of the Association between the Association's meetings. All activities of the Association not otherwise delegated shall be under the direction of the executive committee.

Section 3 – Quorum. A simple majority of executive committee members constitutes a quorum.

Article VI: Meetings

Section 1 – Regular Meetings. The Association will hold general membership meetings throughout the School year as set by the executive committee. All general meeting minutes shall be distributed within two weeks of the meeting. All minutes of the Association shall be kept on file at the School by the Parent Relations Manager.

Section 2 – Quorum. The quorum shall be 10 members of the Association (including members of the executive committee).

Article VII: Committees

Section 1 – Membership. The committees may consist of members, with the president acting as ex officio of all committees.

Section 2 – Standing Committees. The following committees shall be held by the organization: Auction, Hospitality, Beautification, Helping Hands, Athletic Boosters, Friends of the Theater, and Friends of the Visual Arts.

2a. Committee Chairs. Committee chairs shall be appointed by the executive committee and will assume responsibility for the activities and programs conducted by their respective committees.

Section 3 – Additional Committees. The executive committee, together with the Parent Relations Manager and Assistant Head of School, Advancement and External Affairs, shall, from time to time, have the authority to propose additional standing committees and/or ad hoc committees as the needs of the School change. Any proposed standing committees or ad hoc committees must be approved by the Head of School.

Article VIII: Finances

Section 1 – Fundraising. The Home & School Association raises funds for the School in several ways. If funds raised by the Home & School Association meet the criteria for charitable contributions, they are tax deductible for the donor, because the donor made his or her gift to a 501(c)(3) tax exempt, charitable organization, i.e. the School. Any monies raised and accumulated by the Association are recorded and tracked by the School's Office of Finance and Operations. The Association's funds are held as restricted funds ("Home and School") in an account, over which the School has ultimate authority.

All fundraising and school improvement plans proposed by the Association must be coordinated with and approved by the Head of School or their delegate.

A primary source of income for the Home & School Association is the annual auction. Each year, after the auction proceeds are accounted for, the executive committee, working with recommendations from the School, will endorse the use of auction proceeds for the sole purpose of benefiting Solebury School and with the goal of serving as many members of the

community as possible. A minimum of 15% of the auction net proceeds will go to the annual fund with an additional \$10,000 allocated to the Association's general grantmaking fund, with any remainder allocated to individual projects to enhance instruction, facilities, or student activities during the year. Any funds remaining will be carried into the following fiscal year.

Section 2 – Expense Approvals. All checks must be signed according to the School's policy, which requires two signatures from any combination of the Head of School, Associate Head of School, and/or Director of Finance. Any project or expenditure of the Association over \$500 must be approved by the Head of School. Any project or expenditure of the Association under \$500 must be approved by the executive committee. Financial reports and copies of expenditures shall be kept on file at the School.

Section 3 – Grantmaking. The Association accepts applications for support from faculty and staff seeking funding for one-time or pilot programs that will benefit the school community. Funding requests must first be approved by the Head of School or their delegate and the Director of Finance and Operations to ensure that the School's budget will support it. Requests are then discussed by the executive committee before being recommended for funding by motion of a simple majority vote of members in attendance at the next general Association meeting.

Article IX: Parliamentary Authority

Roberts' Rule of Order Revised shall govern this Association in all cases to which they are applicable. Unless otherwise stated elsewhere in these bylaws, motions concerning general Association business will be favored by a simple majority vote of those in attendance.

Article X: Amendments

These bylaws may be amended by a two-thirds vote of the members voting at two successive meetings, provided that a notice, not less than two weeks prior to the second meeting and containing the wording of the proposed amendment or amendments, has been delivered to each member.

Members of the Association may vote on amendments to the bylaws by indicating their votes via electronic means coordinated by the secretary prior to the second meeting.

All amendments to these bylaws must be approved by the Head of School before going into effect.

Article XI: Compensation and Conflicts of Interest

Section 1 – Compensation.

1a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

1b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

1c. Voting members of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, are permitted to provide information to any committee regarding compensation.

Section 2 – Conflicts of Interest. Officers and members have an undivided duty to further the interests of the School in connection with the activities of the Home & School Association. Officers and members shall avoid acts and situations that may give rise to an actual or perceived conflict of interest. They, their family members, and outside organizations with which they may be associated shall not use professional relationships related to the School or knowledge received through their service for personal gain or advantage in a way that is unfair to or not in the best interests of the School. If any member encounters a conflict of interest (real or perceived), such member must disclose that conflict to the Head of School.