

# **BYLAWS OF RONALD REAGAN HOME AND SCHOOL ASSOCIATION INC.**

## **ARTICLE I: NAME**

The name of this Association is Ronald Reagan Home and School Association Inc. (hereinafter the "Association").

## **ARTICLE II: ARTICLES OF INCORPORATION**

The Association exists as a Wisconsin corporation. In the event of any conflict between these bylaws and the Articles of Incorporation, the Articles of Incorporation shall govern.

## **ARTICLE III: PURPOSES AND OBJECTIVES**

**Section 1. Purpose.** This Association is organized exclusively for one or more of the purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, (hereinafter the "Code").

**Section 2. Objectives.** The specific objectives of this non-commercial, non-sectarian, non-partisan Association shall be:

- To promote and facilitate relations and cooperation between home and the Ronald Reagan Elementary School, located in New Berlin, Wisconsin, (hereinafter the "School"), by providing for the delivery and holding of, but not limited to, lectures, exhibitions, public meetings, programs, classes and conferences designed to advance the cause of education and the welfare of children.
- To gather, receive and disseminate handbooks, parenting materials, educational literature and other information as may be deemed useful in strengthening bonds between home, School and community.
- To promote parental participation in the implementation of programs, activities and procedures of the School.
- To exercise and support the interest and policies of the School in the community and to engage in such activities which inure to the benefit of the School.
- The Association's fiscal year will run July 1<sup>st</sup> through June 30<sup>th</sup>.

## **ARTICLE IV: OFFICERS**

**Section 1. Association and Executive Board Officers.** The officers of this Association shall be a President, a Vice-President, a Recording Secretary, a Treasurer, and such other officers as may be determined and appointed by the officers of the Association from time to time (individually and collective, the "Officers"). Together with the Immediate Past President, the Officers shall constitute the Executive Board of the Association (hereinafter the "Executive Board").

**Section 2. Term.** The slate of Officers shall be elected by the members present at the regular April meeting of the Association for a term of one year. Elected Officers shall assume their term of office the June following and shall serve until their successors are elected and installed. In the event there is only one candidate for any office of the Association, the Secretary shall cast the elective ballot of the Association for such nominee. The Officers shall not be eligible for the same office for more than two consecutive years unless approved by an Association vote.

**Section 3. Resignation.** Any Officer may resign at any time by giving written notice of such resignation to the President or the Secretary. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by such Officer, and the acceptance of such resignation shall not be necessary to make it effective.

**Section 4. Vacancy.** Vacancies of an Officer's position shall be filled by appointment by a majority of the Executive Board.

**Section 5. Possession of Property.** All Officers shall, on expiration of their terms, surrender all property in their possession belonging to their respective officers to the President.

**Section 6. Private Inurement.** No part of the net earnings of the Association shall inure to the benefit of or be distributable to its members, 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 and objectives set forth in Article III hereof.

**Section 7. Lobbying.** No substantial part of the Association's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in any way, including publishing or distribution of statements, any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these bylaws, this Association shall not engage in any activities or exercise any powers that are not in furtherance of the purposes of the Association.

**Section 8. Dissolution.** In the event of the dissolution of the Association, assets shall be distributed for one or more exempt purposes specified in Section 501(c)(3) of the Code.

## **ARTICLE V: DUTIES OF OFFICERS**

**Section 1. President.** The President (or at least 3 officers) shall preside at all the meetings of the Association and the Executive Board, present new business, act as custodian of all Association records in collaboration with the Recording Secretary, recruit committee chairpersons, act as liaison between the Principal and the Association, deliver all records in their possession to successor by fiscal year end, submit written report detailing responsibility and recommendations to the future board by fiscal year end including cosignatory power on all financial accounts, serve as ex-officio member of all committees, execute all papers, instruments and documents on behalf of the Association and have cosignatory powers on all accounts of the Treasurer. The President shall not vote upon questions before the Association, except in the need of a tiebreaker. The President will have the discretionary right to take part in the debate on any question under consideration before the Association, call special meetings as deemed necessary or as required, appoint committees as deemed necessary or as required, represent the Association at any meeting at which representation is requested or is considered advisable and shall do and perform such other duties as may be prescribed in these bylaws or assigned to him or her by the Association or the Executive Board.

**Section 2. Vice President.** The Vice President shall attend all Association and Executive Board meetings and, at the request of the President, or in the event of his or her absence or disability, assume and perform the duties and possess and exercise the powers of the President. The Vice President shall assume such other duties and possess and exercise the powers of the President. He Vice President shall assume such other duties as may be assigned to him or her by the Association or the Executive Board. All Committee Chairs shall report to the Executive Board via the Vice President.

**Section 3. Recording Secretary.** The Recording Secretary shall attend all meetings of the Association and the Executive Board, provide and maintain a sign in sheet and accurate minutes of the actions of the Association and the Executive Board and send a copy of such minutes to each member of the Executive Board not more than four (4) days after each general meeting, minutes should be posted within one (1) week of each general meeting.

Executive Board meeting minutes are to be distributed to Board members within five (5) days of each Executive Board meeting. The Recording Secretary will deliver, not less than forty-eight (48) hours before each regular meeting thereof, an agenda for posting setting forth all known items of business to be considered at the meeting and maintain a record of such distributed notices. The Recording Secretary will maintain a copy (hard or electronic) of all Association communication. The Recording Secretary shall maintain the Association bulletin board, preserve all papers, letters and transactions of the Association, including a copy of the current bylaws, together with the President. He or she shall execute such papers, documents or instruments as authorized by the Executive Board and deliver to his or her successor within one (1) month after the election of said successor, all Association and Executive Board documents within his or her possession.

**Section 4. Treasurer.** The Treasurer shall attend all Association and Executive Board meetings, be the financial officer of the Association, and shall collect, receive and have of all funds of the Association, establish and maintain the books of financial accounts of the Association, be the custodian of all monies belonging to the Association from whatever source derived, including detail for monies held for other groups within the School. The Treasurer shall deposit any monies in the depository of the HSA as directed, provide for the expenditure of Association funds as authorized by the Association, the Executive Board or written order of the President. The Treasurer shall furnish a detailed statement as to the financial standing of the Association including monies received and disbursed, monthly, at each regular meeting of the Association and Executive Board, and at such other times as requested by the Executive Board. The Treasurer shall advise and assist in the preparation of the annual budget of the Association, provide cashboxes and change for Association-sponsored events as requested, recommend and implement policy or procedural changes for the Association. The Outgoing Treasurer is to deliver to his or her successor within one (1) month after the end of the fiscal year, all money, vouchers, books and papers of the Association in his or her custody. Once a year, within one (1) month after the end of the fiscal year, there shall be a verification performed by a professional third party hired by the Association, or two non-Executive Board members of the Association before any items are passed onto his or her successor.

**Section 5. Immediate Past Officers.** The Immediate Past President shall attend Exec Board meetings for one year in a non-voting, advisory capacity. All Immediate Past Officers shall attend Exec Board meetings for one year in a non-voting, advisory capacity to the current exec board as needed.

**Section 6.** All Executive Board Members are required to attend monthly Executive Board meetings, general Association meetings, and all other meetings at which representation is requested or is considered advisable and shall perform such duties as may be prescribed in these bylaws or assigned to him or her by the Association or the Executive Board.

## **ARTICLE VI: EXECUTIVE BOARD**

**Section 1. Officers.** The Executive Board of the Association shall consist of the Officers of the Association and the Immediate Past President.

**Section 2. Meetings.** The Executive Board shall meet regularly on a monthly basis. Special meetings of the Executive Board shall be held whenever called by the President, or a majority of the Executive Board, at such time and place as may be specified in the respective notice thereof, with exceptions as deemed necessary by the Executive Board.

**Section 3. Quorum.** At all meetings of the Executive Board, the presence of the majority of the Board members shall be necessary and sufficient to constitute a quorum for the transaction of business. If a quorum is not present for a meeting, the members in attendance may adjourn to a later date, upon which notice is to be given to members as to time and place of the adjourned meeting. If a quorum is present, only the affirmative votes of a majority of the whole number of the Executive Board shall control official action. Any action taken by the Executive Board may be taken without a meeting if agreed to in writing by all members before the action is taken and if a record of such action is indicated in the minutes.

**Section 4. Authority.** The Executive Board shall have the authority to act on behalf of the Association and to perform such other duties as may be prescribed by the bylaws. The Executive Board shall be responsible to inform the Association of its activities at regularly scheduled meetings. The Executive Board, by majority vote of all Officers, may approve unbudgeted expenditures up to a maximum of \$500. The Association must be

informed of details of such action at the next general meeting.

**Section 5. *Removal.*** Any Officer of the Executive Board may be removed from office by the affirmative vote of all the Officers at any regular or special meeting called for that purpose, for non-feasance, malfeasance, or misfeasance, for conduct detrimental to the interests of the Association, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purposes. Any Officer proposed to be removed shall be entitled to at least five (5) days notice in writing of the meeting of the Executive Board at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Officers at such meeting.

**Section 6. *Gifts.*** The Executive Board shall determine the scope and amount of gifts presented by the Association to staff of the School. The Executive Board is authorized to purchase gifts in amounts not to exceed fifty (\$50.00) dollars in acknowledgement of occasions of a celebratory or bereaved nature. Gifts for individuals or purposes other than those specified or gifts exceeding the amount stated herein shall be subject to the discretion of the Executive Board.

## **ARTICLE VII: MEETINGS**

**Section 1. *Regular Meetings.*** The association shall hold regular monthly meetings, with exceptions as deemed necessary by the Executive Board, open to all members. At such times, pertinent business of the Association shall be considered and discussed. The Executive Board shall contribute to the agenda for the regular Association meetings. Other matters may be brought to the attention of the Association for discussion at the discretion of the Officers. Although meetings shall be open to the public, the privilege of holding office, making motions, debating and voting shall be limited to members in good standing. The President (or Vice President in the President's absence) shall preside at all meetings.

**Section 2.** A member in good standing is defined as a member who is not currently indebted to the Association.

**Section 3. *Special Meetings.*** Special meetings of the Association shall be held whenever called by the President, at such time and place as may be specified in the respective notice thereof. Special meetings may be called by the Executive Board.

**Section 4. *Parliamentary Authority.*** Robert's Rules of Order, Revised shall govern the conduct and procedure of all meetings of the Association and the Executive Board, unless otherwise stated in these bylaws.

**Section 5.** Voting is limited to members physically present at meeting where vote occurs.

**Section 6.** Voting is closed upon initial collection of ballots from members present. Late ballots will not be accepted.

## **ARTICLE VIII: STANDING AND SPECIAL COMMITTEES**

**Section 1. *Standing Committees.*** There shall be such Standing Committees designated by the President, with the approval of the elected Officers, as may be required to further the objectives and interests of the Association.

**Section 2. *Chairperson.*** The Chairperson of each Standing Committee shall serve for a term not to exceed two (2) years unless approved by an Association vote. All Standing Committees must be chaired by a member of the Association in good standing and have as its membership, without discrimination, any current member of the Association. The Committee Chairperson shall present the committee plans to the Executive Board and no work shall be undertaken without the approval of the Executive Board.

**Section 3. *Authority.*** The Standing Committee Chairperson shall not enter into any contract or incur any indebtedness or financial obligation of any kind, except under the authority of the Executive Board.

**Section 4. *Budget.*** The Executive Board shall determine the budget available for each Standing Committee. Requests for additional resources or funds must be made to the Executive Board. All expenditures shall be reviewed and approved by the Treasurer prior to disbursement. Annually, a total budget will be passed by the Association at a general meeting with all individual line items published the month previous to the Association vote.

**Section 5. *Special Committees.*** The President shall have the authority to appoint Special Committees as may be necessary to carry out the purposes of the Association not normally within the province of any Standing Committee. The Chairperson of the Special Committee shall report to the Executive Board advising as to the objectives and activities of the Committee. Upon completion of its stated purpose, the Special Committee shall be dissolved but the Chairperson shall be required to present a final report as requested by the Executive Board.

## **ARTICLE IX: MEMBERSHIP**

**Section 1. *Members.*** Any person who is a parent, guardian, has other custodial charge of a student currently enrolled in the School, or is a faculty member, subscribes to the objectives and purposes of the Association as set forth herein may be deemed a member of the Association.

**Section 2. *Enrollment.*** There is no requirement for enrollment. Any person who is a parent, guardian, has other custodial charge of a student currently enrolled in the School, or is a faculty member, is automatically enrolled as eligible to participate and hold office in the Association.

**Section 3. *Authority.*** The association shall not be bound, in any way, by an action or statement on the part of an individual member. However, the Association may, by majority vote at a properly convened meeting to delegate authority to an individual member to act for the Association. Absent this specific authorization, no individual Association member may exercise the authority of the Association.

**Section 4. *Voting.*** Each member of the Association in good standing shall be eligible to participate in meetings of the Association, serve in elective or appointive positions and shall be entitled to one (1) vote.

**Section 5. *Eligibility.*** No person may be denied membership in the Association based on race, ethnicity, nationality, gender or for failure to satisfy the dues requirement based on financial difficulty.

**Section 6. *Quorum.*** Those members present at a properly called regular or special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the Association. A majority of votes entitled to be cast by the members, in person at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by law or the Articles of Incorporation.

## **ARTICLE X: AMENDMENTS**

**Section 1. *By Members.*** These bylaws may be altered, amended or repealed at any regular meeting of the Association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

**Section 2. *By Committee.*** A committee may be appointed by the President to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be governed by Article IX hereof.

**Section 3.** These bylaws are subject to annual review for amendment and/or approval by the Association by the fiscal year end.

We, the undersigned, are the Officers of the Executive Board of this Association, and consent to and hereby adopt the foregoing bylaws, as the bylaws of this Association.

**Jen Sadowski, President**  
**Amy Woelfel, Vice President**  
**Patty Molinski, Secretary**  
**Valerie Kemstra, Treasurer**

Bylaws originally adopted on 1/15/2007

Revision 1 approved and adopted on 4/9/2008, *Annual Association Review*

Revision 2 approved and adopted on 11/25/2008, *501(c) Application Review*

Revision 3 approved and adopted on 4/9/2009, *Annual Association Review*

Approved and adopted on 3/18/2010, *Annual Association Review*

Approved and adopted on 3/7/2011, *Annual Association Review*

Revision 4 approved and adopted on 4/19/2012, *Annual Association Review*

Approved and adopted on 3/20/2013, *Annual Association Review*

Approved and adopted on 2/27/2014, *Annual Association Review*

Revision 5 approved and adopted on 4/23/2015, *Annual Association Review*

Revision 6 approved and adopted on 3/23/2016, *Annual Association Review, New Charitable License*