

**SCIENCE LEADERSHIP ACADEMY MIDDLE SCHOOL (SLA-MS)
HOME AND SCHOOL ASSOCIATION (HSA) BYLAWS**

ARTICLE I. Name

The name of the organization shall be Science Leadership Academy Middle School Home and School Association (SLA-MS HSA).

ARTICLE II. Objectives

The purpose of the Association shall be:

- a. To promote engagement with parents and guardians by being a vehicle for learning about project-based schools and other unique qualities of SLA-MS, thus serving as partners in students' learning and growth.
- b. To promote communication, cooperation and networking between home and school.
- c. To help build a stronger SLA-MS community by deepening the partnerships between families, students, teachers, and staff and utilizing the resources that exist in our community.

ARTICLE III. Policies

Section 1. This association shall be a dues-paying member of the Philadelphia Home and School Council.

Section 2. The Association shall maintain records in an area designated by the principal of SLA-MS and available to the officers of SLA-MS HSA.

Section 3. The policies set forth in these bylaws (meeting schedule, officer terms, etc.) may be adapted due to emergency situations (i.e. pandemic school closings, etc.)

ARTICLE IV. Membership and Dues

Section 1. Membership in this association shall be open to every parent or guardian of students attending Science Leadership Academy Middle School and to all faculty members of the school.

Section 2. Parents and guardians shall pay annual dues in an amount approved by the Board. No family will be denied membership to the Association if they are unable to pay the annual dues. There will be a process for families to discreetly express their need for exemption of dues.

Section 3. Once dues are paid, membership in the Association is immediate and covers the current academic year.

ARTICLE V. Officers

Section 1. There shall be 8 officers: a President, a Vice President, a Secretary, a Treasurer, and four parent class representatives [One for each grade: 5th, 6th, 7th and 8th] as well as one teacher representative. All officers have voting privileges except the teacher representative. Note: The 7th and 8th grade class representative positions were added for the 2021-22 election.

Section 2. Any member shall be eligible to serve as an officer of the Association, subject to the rules stated in the Bylaws.

Section 3. Officers shall be elected and shall perform their duties according to these bylaws.

ARTICLE VI. Board

Section 1. The Board shall transact the business of the association between general meetings.

Section 2. The Board shall consist of all duly elected (or appointed) officers and the teacher representative (or their proxy), as set forth in the bylaws. Parent advisory representatives are invited to Board meetings to participate in discussion, but do not have voting privileges.

ARTICLE VII. Meetings

Section 1. There shall be at least six (6) meetings each year for members to attend, offered in any combination: a general HSA meeting, a special program, or a social event.

Section 2. There shall be at least ten (10) Board meetings in a calendar year, preferably on a monthly basis. Board meetings are open to the general membership. Only Board members may vote.

Section 3. Any member of the Board may petition the President to call a special meeting of the Board, giving at least five days written notice to all members of the Board.

Section 4. The President may call a special meeting of either the general membership or the Board, giving at least two days written notice to all member.

ARTICLE VIII. Amendments

Bylaws may be amended following review and discussion of any proposed change by the HSA Board. Any changes require approval by a majority vote of the Board. Approved bylaws will then be shared with the general membership by posting the revised bylaws on the HSA website. Further, any member of HSA can approach an officer to request consideration and discussion for a change in bylaws. Any voting Board member can also request that the President add bylaw changes to a Board meeting agenda for consideration and vote by the full Board.

ARTICLE IX. Parliamentary Authority

Robert's Rules of Order Revised shall govern the procedure of this Association as long as they are consistent with these Bylaws.

Bylaws

1. Fifty percent (50%) of the Board shall constitute a quorum at Board meetings.
2. At a general meeting at which at least twenty-five percent (25%) of the members of the association are present, the general membership may overrule a decision of the Board by a 2/3 vote of the members present, provided the membership has been given five (5) days written notice of the decision to be reconsidered.
3. Election shall be by electronic ballot. Votes will be counted as one (1) per parent or guardian.
4. All officers shall have at least one (1) student in the school for the full term of their office.
5. The term of office for officers of the Board shall be one or two years (unless otherwise appointed to fill an office). Officers may serve up to two terms in any one role.
6. The Treasurer cannot be an employee of the School District of Philadelphia.
7. Each year the Board will appoint an Election Committee composed of four (4) members: Two (2) board members and two (2) non-board members. This committee shall be formed in March. School staff are not eligible to be on the Election Committee.
 - a. By April, the Election Committee shall announce and advertise open Board positions to parents and guardians across a wide variety of channels and forums. Those interested must submit their names to the Election Committee. Each candidate must submit a few paragraphs describing why they wish to run for a specific office and what they hope to achieve. This information will be shared with the general membership.
 - b. In May, the Election Committee will hold an impartial election using a secure electronic ballot. This process will be overseen by the Election committee to assure the integrity of the election, with oversight by the Principal.
 - c. A person can run for only one (1) office in the general election.
 - d. All officers shall assume their duties at the end of that school year. Formal installation shall take place at the last Board meeting of the school year, preferably in June.
 - e. In the event of any vacancy on the Board between elections, said vacancy may be filled by the President pending majority vote approval of the Board.

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- f. Committees may be formed as determined by the President and approved by a majority of the Board.
8. Board Members:
- a. Must attend fifty percent (50%) of the Board Meetings during any given term of service.
 - b. If any officer or member of the Board is absent from three (3) consecutive meetings, such officer(s) may be declared vacant by a majority vote of the Board, following notification to that officer/member by the President or Vice-President, followed by a Board vote.
 - c. Each spring the SLA-MS principal will poll teachers to determine who is interested in serving as the teacher representative on the HSA board. The principal will submit those names to the HSA board, who will vote to select a teacher representative (who may assign a proxy to cover board meetings as needed).
 - c. The Principal is a board member (but has no voting privileges)
 - d. The Community Partnership Coordinator is a board member (but has no voting privileges)

Duties of Officers

The President shall:

- a. Preside at all meetings of the Association and of the Board.
- b. Attend the Home and School Council general meetings or assign a delegate representative.
- c. Along with the Treasurer, have authority to sign checks or pay expenditures included in the approved budget. Any expenses over \$100 (not included in the budget) must be approved by a majority vote of the Board (conducted either in person or via email correspondence).
- d. Provide all members with notice and agenda of Board and General Meetings as well as maintain a general planning calendar for the academic year.
- e. Notify Board members in writing (text or emails) of Board meetings.
- f. Manage meeting minutes (either by handling personally or assigning to others, either as a rotational duty or by other methods).
- g. Review and certify all meeting minutes submitted by the minutes-taker.
- h. Work with Principal and Teacher Representatives to recruit Parent Advisory Representatives from each of the 16 SLA-MS advisories.
- i. Review bylaws annually and recommend changes to the Board by Dec. 31 (and as needed).

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- j. Responsible for governance and orientation of new board members (elected or assigned).

The Vice President shall:

- a. Preside over meetings in the absence of the President.
- b. Assist the President with matters affecting the Association.
- c. In the event that the President is unable or unavailable to carry out the duties of the office, the Vice President shall assume the powers and duties of the President.
- d. Shall oversee all fundraising and community building, except for those specifically designated to other board members during the term of office.
- e. Recruit volunteers and solicit members to volunteer for various events.
- f. Work in close partnership with the SLAMS Assistant Community Partnership Coordinator to support parent engagement for school activities and events (i.e. mini-courses, etc.).

The Treasurer shall:

- a. Have charge of all funds. As noted earlier, any expenses over \$100 (not included in the budget) must be approved by a majority vote of the Board.
- b. Receive and handle records of all paid members.
- c. Pay all bills with approval or countersignature of the President (or one other voting Board Member in the absence of the President).
- d. Keep an accurate record of receipts and expenditures.
- e. Present a statement of finances at each meeting and provide a copy for Board minutes.
- f. Keep records in such order that they may be audited at the end of each year.
- g. The fiscal year shall coincide with the school year.

The Secretary shall:

- a. Obtain training (via SLA-MS technology leader or current site owners) to maintain and support the HSA website and other SLA-MS HSA social media sites.
- b. Promote and post Board-approved communications via routine communications channels, including the weekly SLA-MS Advisory Memo, HSA's parent Google group, and other efforts (fliers, etc.)

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- c. Send a final approved copy of Board minutes and signed attendance list to Philadelphia Home and School Council in a timely manner.
- d. Mark attendance at general HSA meetings and submit that list to the School District / Office of Family and Community Engagement (FACE), along with any meeting minutes.
- e. Work with President and Vice President to collect/update email lists and contact information for all HSA members.
- g. Maintain good working relations with SLAMS Assistant Community Partnership lead (who manages the weekly SLAMS advisory memo that is sent to all families).