

Lakewood Creek Elementary Home and School Organization

Article I – Name

- A. The name of this Organization shall be Lakewood Creek Elementary Home and School Organization.

- B. The organization has tax-exempt status. This organization is organized with the common interest and purpose of the promotion of educational activities associated with the school.

Article II – Purpose

- A. This organization is organized for the purpose of supporting the education of the children at Lakewood Creek Elementary by fostering relationships among the school, parents, caregivers, and teachers.
- B. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
- C. The name of the Organization, or the names of any members in their official capacity, shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the Organization.
- D. The Organization shall not directly or indirectly participate or intervene in any way, including the publishing and distribution of statements, in any political campaign on behalf of or in opposition to any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article III – Organizational Structure

- A. The Executive Board shall consist of the six (6) elected officers and the principal of Lakewood Creek Elementary. The elected positions shall consist of the President, Vice-President, Vice-President of Committees, Treasurer, Recording Secretary, and the Corresponding Secretary.
- B. Committee Chairpersons.
- C. The Advisory Committee shall consist of the elected officers, the principal of Lakewood Creek, and the committee leads.
- D. Persons employed by Lakewood Creek Elementary, persons having children at Lakewood Creek Elementary, and community members within the Lakewood Creek attendance boundaries (upon approval of the Membership Committee) may become members of this Organization.

Article IV – Duties of Officers

- A. The President shall preside at all meetings of the Organization and appoint committees not otherwise specified, and be an ex-officio member of all committees, with the exception of the election committee. The President may vote when the voting is done by ballot. In other cases, the President may only cast a vote in order to break a tie.
- B. The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of the officer to serve. The Vice-President shall serve as membership chairman and carry out the duties specified by the President.
- C. The Vice-President of Committees shall act as program chairman and carry out the duties specified by the President.
- D. The Treasurer shall have custody of all funds of the Organization. The Treasurer shall also keep a full and accurate account of receipts and expenditures, and in accordance with budget adopted by the Organization, shall make disbursements as authorized by the President, Executive Board or the Organization. The Treasurer shall make available a financial statement at every meeting of the Organization and at other times, when requested by the Executive Board. The Treasurer shall be responsible for the maintenance of such books of account and records as to conform to the requirements of these bylaws.
- E. The recording secretary shall keep a correct record of all meetings of the Organization.
- F. The corresponding secretary shall conduct all correspondence of the Organization. He or she shall make available all communications that are received by the Organization at the next meeting.

Article V – Elections and Appointments

- A. Election Committee
 - 1. There shall be an election committee composed of at least three (3), but not more than five (5) members of the Advisory Committee, with the exception of any member running for office.
 - 2. The Executive Board, with the approval of the Advisory Committee, shall appoint the Election Committee.
 - 3. Only those persons who have signified their consent to serve, if elected, shall be nominated for/or elected to such office. No one may be eligible for election that has not served as a member of the HSO for at least three (3) months.

B. Officers

1. Officers shall be elected by ballot every two (2) years. The elections for the President, Vice-President of Committees, and Recording Secretary shall occur in odd number years. The elections for the Vice-President, Treasurer, and Corresponding Secretary shall occur in even number years.
2. Officers shall assume their official duties at the close of the last HSO meeting in May of the current school year. An officer may only serve for two (2) consecutive terms in the same position, but may vacate the position for at least one (1) term, then return to that position.
3. The Executive Board shall fill, by appointment, any elected vacancies that may occur until the next election when such shall be filled by election.

Article VI – Meetings and Quorums

- A. At least three (3) general meetings of the Organization shall be held during the school year. Dates of the meetings shall be determined by the Executive Board and announced.
- B. Officers shall be installed at the final HSO Board meeting of the current school year.
- C. Fifteen (15) members shall constitute a quorum for the transaction of all business at any general or special meeting of the Organization.
- D. New agenda items must be submitted to the President at least seven (7) business days prior to the monthly meeting.

Article VII – Rules of Order

Robert's Revised Rules of Order shall govern the general order of all business, when applicable and not in conflict with these bylaws.

Article VIII – Amendments

- A. These bylaws may be amended at any regular meeting of the Organization by two-thirds (2/3) vote of the members present and voting. Provided notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaw only by a majority vote at a meeting of the Organization, or by a two-thirds (2/3) vote of the Advisory Committee.
- C. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- D. A committee shall be appointed to review and submit any revisions of the bylaws.

Article IX – Dissolution

A petition to dissolve the Organization must be present by ten percent (10%) of the total membership, excluding the elected Executive Board members. The President shall appoint a committee to study the question. Upon receipt of their findings, the Advisory Committee shall vote whether or not to bring the question to the general membership. It shall require a two-thirds (2/3) majority vote of the Advisory Committee members.

If the question goes to the membership, a 30-day written notice shall be given to each member. Only those members, on the date the Advisory Committee received the petition, shall be entitled to vote on the question. Approval of dissolution of this Organization shall require the majority vote of the total membership.

Appendix A

CODE OF CONDUCT For Members of the Lakewood Creek HSO Executive Board and Advisory Committee

The HSO Executive Board (the “Board”) of Lakewood Creek Elementary School (the “Organization”) has adopted the following Code of Conduct for members of the Executive Board and Advisory Committee (this “Code”). This Code is intended to focus on areas of ethical risk. To provide guidance to help recognize and deal with ethical issues, provide mechanisms to report unethical conduct and help foster honest and ethical conduct. Each Executive Board member and Advisory Committee member must comply with the letter and spirit of this Code. This Code addresses each of you.

No code or policy can anticipate every situation that may arise. Accordingly, this Code is intended to serve as a source of guiding principles for the Executive Board and Advisory Committee. If any aspect of this Code is unclear to you, or if you have any questions or face dilemmas that are not addressed, you should confer with a member of the Executive Board.

The Organization reserves the right to amend or rescind this Code or any portion of it at any time and to adopt different policies and procedures at any time. In the event of any conflict or inconsistency between this Code and any other materials distributed by the Organization, this Code shall govern. If a law conflicts with a policy in this Code, you must comply with the law.

If you are in, or aware of, a situation that you believe may violate or lead to a violation of this Code, follow the guidelines described in Section 1 and 2 of this Code.

1. Encouraging the Reporting of any Illegal or Unethical Behavior

Executive Board and Advisory Committee should promote ethical behavior and take steps to create a working environment at the Organization that (a) encourages parents to talk to the school principal, board members, and other appropriate personnel when in doubt about the best course of action in a particular situation, (b) encourages parents to report violations of laws, rules, regulations or this Code to appropriate personnel and (c) fosters the understanding among the school that the Organization will not permit retaliation for reports made in good faith.

2. Failure to Comply: Compliance Procedures

Your failure to comply with the laws or regulations governing the Organization’s business, this Code or any other Organizational policy or requirement may result in disciplinary action including removal from the position, and, if warranted, legal proceedings.

We must all work to ensure prompt and consistent action against violations of this Code. However, in some situations, it is difficult to know right from wrong. Since we cannot anticipate every situation that will arise, it is important that we have a way to approach a new question or problem. These are the steps to keep in mind:

- Make sure you have the facts. In order to reach the right solutions, we must be as fully informed as possible.
- Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? This will enable you to focus on the specific question you are faced with, and the alternatives you have. Use your judgment and common sense.
- Usually parents should discuss problems with the principal. This is the basic guidance. In many cases, the principal will be more knowledgeable about the question, and will appreciate being brought into the decision-making process. Remember that it is the principal’s responsibility to help solve problems. In the case where it may not be appropriate to discuss a complaint or concern with the Organization.

- Always ask first, act later: If you are unsure of what to do in any situation, seek guidance before you act.

You may report violations in confidence and without fear of retaliation. If your situation requires that your identity be kept secret, your anonymity will be protected. The Organization does not permit retaliation or retribution of any kind against members for good faith reports of ethical violations.