

**BY-LAWS (AND GUIDELINES) OF THE
COMMUNITY SCHOOL ASSOCIATION OF MEDFIELD**

ARTICLE I

The name of this organization shall be Community School Association (CSA).

ARTICLE II

PURPOSE

The purpose of this organization shall be to promote a strong working relationship and communication between parents, teachers, students and the community for the enrichment of our educational system.

ARTICLE III

MEMBERSHIP

Members of the CSA are those persons who are a parent/guardian of a child in the Medfield Public Schools for grade Kindergarten through eight. All teachers and principals shall be non-voting members.

Dues. Dues are optional contributions. Dues for the following year shall be recommended by the town-wide board and voted on annually at the last meeting of the current school-year.

ARTICLE IV

LOCAL SCHOOL BOARDS

1. GENERAL- Each individual school building shall have a local CSA board.
2. COMPOSITION. Each local school board shall be comprised of the officers and committee chairpersons of their respective boards.
3. MEETINGS. Each local school board shall meet at least four times annually and shall hold other meetings as may be considered necessary for the transaction of its business. The executive board may call a special meeting and conduct business between regularly scheduled meetings.

GUIDELINE. Meeting times and dates shall be agreed upon with the said school principal. These dates will be given to the town-wide coordinator by early June. Meetings that conflict with other school events will be noted and adjusted when possible.

A room request form shall be completed and submitted to the Superintendent's office at the end of the current school year.

4. VOTING. Each member of the local school board shall have one vote, which may be exercised in person or by written proxy. Telephone voting may not be performed as a means of approving funds greater than \$250.00.

5. NOTICE. The members will be notified of all meeting dates at the start of each school year.
6. QUORUM. The presence of 3 of the 5 executive board members shall constitute a quorum for the transaction of business at any meeting, and once a quorum has been established, the business of the meeting shall continue to its conclusion even if a quorum is no longer present.

ARTICLE V

LOCAL SCHOOL BOARD OFFICERS

1. GENERAL. Each local school board shall have the following officers: Two Co-Presidents, One Vice President, One Secretary, and one Treasurer. This shall constitute the Executive CSA Board. All incoming Executive CSA board members shall be elected by the membership at the last meeting of the year and shall hold office for a period of at least one year, but not more than two consecutive terms, a term being two years, in the same office at the same school.

When deemed necessary by a local school board, a Co-Secretary or Co-Treasurer may be added to the Executive CSA Board. The Co-Secretary or Co-Treasurer will have the same term limits as other Executive CSA Board members.

2. CO-PRESIDENTS. The Co-Presidents of each local CSA board shall be the chief presiding office and shall be, ex officio, a member of all committees of the respective school board. The Co-President shall make appointments to fill vacancies that may occur during the school year.

GUIDELINE: The agenda for each meeting will be determined by the Co-Presidents and the individual school principal. An agenda item is determined by request of a CSA member or school need.

GUILDELINE-AGENDA: The Co-President shall review the approval process at the start of each meeting. All financial requests shall be presented making note of the total amounts and available funds. The Principal and each person requesting funds shall leave the room for the vote. Each item is them voted on and the amount granted adjusted as deemed necessary.

GUIDELINE-FUNDING REQUEST: Any teacher, principal, parent and member of the CSA may request funds from the CSA provided it meets the said purpose of the CSA.

A "Funding Request Form" is completed and submitted to the Co-President. A factual presentation is added to the agenda.

3. VICE PRESIDENT. The Vice President of each local CSA board shall assume the duties of the Co-President in the Co-Presidents' absence.

4. **SECRETARY.** The Secretary will act as custodian of all records and reports of each local CSA board and shall be responsible for the keeping and reporting of adequate records of all meetings.

GUIDELINE: Written or e-mail record of each meeting will be completed by the seventh day following the meeting and distributed to the Town-Wide Coordinator, School Committee, and the Superintendent of Schools.

The Secretary will submit a summary of Activities and Accomplishments to the Town-Wide Coordinator prior to the end of the school year.

5. **TREASURER:** The treasurer shall be the chief financial officer and shall have general charge of the financial affairs and the care and custody of the funds of each local CSA board. The treasurer shall keep a true and accurate record of receipts and expenditures. The treasurer shall be present at all meetings and shall present a report of finances at that time.

GUIDELINE. The Treasurer shall prepare a year end statement of income and expense to be submitted to the Town-Wide Treasurer for the purpose of tax reporting.

ARTICLE VI

LOCAL CSA BOARD COMMITTEES

1. **GENERAL.** Committees of each local CSA board shall be appointed by the Co-Presidents of each local school board and shall not serve as the chairperson of the same committee for more than two consecutive terms.
2. **WAYS AND MEANS.** The Ways and Means committees and coordinators shall plan and present any fundraising activity for their respective school. The CSA shall not support selling by individual entrepreneurs (i.e. Tupperware, make-up, toys, etc.)

GUIDELINE. Any new fundraiser not previously organized at the respective school, shall complete a Fundraising Request Form and submit it to the Superintendent of Schools for approval prior to the event.

3. **SPECIAL COMMITTEES.** All other committees may be appointed by each local CSA board Co-President as needed.

ARTICLE VIII

TOWNWIDE COORDINATORS

1. **GENERAL.** The Town-Wide coordinators shall be a Program Coordinator, a Secretary and a Financial Coordinator. All Town-wide coordinators shall be members elected by the membership at a meeting and shall hold office for a period of two years but not more than two consecutive terms. Each coordinator shall be responsible for keeping and reporting adequate records of all meetings.

2. PROGRAM COORDINATOR. The Program Coordinator shall preside over all Annual, Special, and Joint board meetings and shall coordinate all Town wide CSA programs and activities with the Joint Board approval.
3. SECRETARY COORDINATOR. The Secretary coordinator shall act as coordinator of all membership records and reports.
4. FINANCIAL COORDINATOR. The Financial Coordinator shall be the chief financial officer and shall establish a central depository for all membership dues and funds from town-wide events. The Treasurer has the authority to disburse from the central treasury the payment of all reasonable, proper and necessary expenditures. Proper tax filing to maintain a tax exempt status shall be the responsibility of the Financial Coordinator.

ARTICLE IX (ARTICLE IX IS DELETED, THIS IS PREVIOUSLY X)
ANNUAL AND SPECIAL MEETINGS

1. ANNUAL MEETING. The annual meeting for the local and townwide CSA membership shall be held in the month of May at a date to be determined at a Joint Board meeting for the election of officers and for the transaction of such other business as may properly come before it.
2. SPECIAL MEETING. A special meeting of the CSA membership may be called by the Co-Presidents of the local CSA boards whenever requested to do so in writing by at least 15 members of the CSA.
3. VOTING. Each member shall be entitled to one vote which may be exercised in person or by written proxy. Except where otherwise specifically provided in the By-Laws, the vote of a majority of the members in attendance at any meeting at which a quorum is present shall be necessary for the transaction of business.
4. NOTICE. Notice of the annual and special meetings shall be given in the school newsletter at least seven days prior to the date of the meeting.
5. QUORUM. The presence of 20 members shall constitute a quorum for a special meeting for the transaction of business and once a quorum has been established, the business of the meeting shall continue to its conclusion even if the quorum is no longer present.

ARTICLE X

BASIC POLICIES

The CSA shall be a non-commercial, non-profit, non-sectarian, and non-partisan association. No officer or member of the CSA shall receive any profit derived from the conducting of business and affairs of the association. Meetings of CSA shall be conducted at all times consistent with the rules and regulations governing non-profit

organizations set forth in the Internal Revenue Code, consistent with the provisions of Section 501 c 3 of the Internal Revenue Code of 1954 as from time to time amended.

The association shall not directly or indirectly participate 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 legislation.

The use of any personal contact information, including but not limited to, e-mail addresses, phone numbers and mailing addresses, shall be used by CSA members and committees for the express purpose of communicating CSA related information in a timely and efficient manner. At no time shall personal contact information be used for any other reason.

ARTICLE XI

The By-Laws may be amended by a two-thirds vote of those present at any Annual or Special meeting of the membership.