

**CONSTITUTION
SPENCERVILLE ADVENTIST ACADEMY
HOME AND SCHOOL ASSOCIATION**

Amended August 2018/Approved Oct 2019

ARTICLE I – NAME

This organization shall be called the Spencerville Adventist Academy Home and School Association.

ARTICLE II – PURPOSE

The purpose of the Association shall be:

A. To promote the welfare of children and youth in the home, school, church and community through prayerful and systematic study.

B. To strengthen and support open communication between parents and teachers so that they may cooperate intelligently in the Christian education of children and youth.

C. To encourage parent contribution of time, talent, and financial support for educational and special programs directly benefiting the children of Spencerville Adventist Academy.

D. To develop between faculty and parents united efforts that will provide for all children and youth, the highest advantages of physical, mental, and social and spiritual education.

ARTICLE III – BASIC POLICIES

The purpose of the Association shall be to facilitate collaboration between Parents, teachers, and the general church members, and to support social and fundraising endeavors through programs, committees, and projects.

This Association shall support the philosophy of, and participate in, the projects of the SAA School and abide by the principles of the Seventh-day Adventist Church.

ARTICLE IV – FISCAL YEAR

The organization's fiscal year shall be twelve (12) months beginning July 1.

ARTICLE IV – MEMBERSHIP AT LARGE

The parents or guardians of the students, principal, staff, and faculty are members of the SAA H & S Association.

ARTICLE V – ASSOCIATION OFFICERS

Section I – Association Officers

- a) The President
- b) The Vice-President (Lower Grades)
- c) The Vice-President (Middle Grades)
- d) The Vice-President (Upper Grades)
- e) The Treasurer
- f) The Assistant Treasurer
- g) The Secretary
- h) The Public Relations Coordinator

- i) The Assistant Public Relations Coordinator
- j) Governance officer
- k) The Home Room Parent Coordinator
- l) Elementary Room Parent Representative
- m) High School Room Parent Representative
- n) The Immediate Past President
- o) The Principal of SAA or faculty representative designed by the principal
- p) Coordinators of the Association's service committees

Section 2 – Term of Service and Selection Process

- The term of service shall be July 1 to June 30.
- The officers of the Association shall be chosen for their belief in loyalty to the principles of Christian education, judgment, and tact. They should have a willingness to follow the philosophy of the Seventh-day Adventist Church.
- Selection of a nominating committee:
 - The Home and School President will ensure that a call for volunteers to serve as Home and School officers is placed in the weekly newsletter published by SAA ideally 30-45 days prior to the Annual business meeting. The President will then provide this list of volunteers to the nominating committee.
 - At a meeting of the Association officers, two officers should be selected from the current officers and approved by a majority vote of the Association officers. The current officers who are nominated and agree to serve shall be the chair and secretary of the H&S nominating committee.
 - Then a committee of no less than seven members shall be selected by the Association officers whose children represent a variety of grade levels.

After a published call for volunteers, the nominating committee, in

- consultation with the principal, pastor, and a representative room teacher, shall propose the following Association officers. No one may nominate someone without first obtaining their permission.

- a) The President
- b) The Vice-President (Lower Grades)
- c) The Vice-President (Middle Grades)
- d) The Vice-President (Upper Grades)
- e) The Treasurer
- f) The Assistant Treasurer
- g) The Secretary
- h) The Public Relations Coordinator
- i) The Assistant Public Relations Coordinator
- j) Governance Officer
- k) The Home Room Parent Coordinator
- l) The Assistant Home Room Parent Coordinator
- m) Elementary Room Parent Representative
- n) High School Room Parent Representative

- If a member of the nominating committee is nominated as an Association officer, he or she must not be present when the nominating committee has the discussion and vote.
- The entire list of proposed officers and members of the Association for the following year must be published at least 15 days before the annual business meeting and shall be submitted for final approval to the SAA Home and School Association at its annual business meeting before the end of the current school year.
- Any vacancies occurring during the school year shall be filled by a majority vote of the Association officers.

ARTICLE VI – EXECUTIVE OFFICERS

The executive officers of this Association shall be president, three vice-presidents, secretary, treasurer, assistant treasurer, public relations coordinator, assistant public relations coordinator, home room parent coordinator, and assistant home room parent coordinators.

ARTICLE VI – RESPONSIBILITY OF THE EXECUTIVE OFFICERS

The **PRESIDENT** shall:

A. Preside at all meetings of the Association and the executive officers; A VP shall perform the duties of the president in the absence or disability of that officer;

B. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Association or the executive officers, providing these do not conflict with the bylaws herein;

C. Coordinate the work of the officers and committees of the Association in order that the objectives may be promoted;

D. Be a member ex-officio of all committees, except the nominating committee;

E. Serve as a Home and School officer for one year after term of office in the capacity of immediate past president (this does not preclude the individual from running or serving in another elected office);

F. Establish with the treasurer and the SAA Business Manager the Association's checking account and Investments with the SAA Principal and the SAA Business Manager being signatories;

G. Be a member of the Seventh-day Adventist Church;

H. Serve as an ex-officio member of the SAA school board;

The **VICE-PRESIDENTS** shall:

A. Act as an aide to the president, and shall perform the duties of the president in the absence or disability of that officer;

B. Be a member ex-officio of standing committees as appointed by the President or a majority vote of the committee;

C. With a majority vote of the Association officers will fill the office of the president in the event that the office is vacated;

D. Be a member of the Seventh-day Adventist Church;

The SECRETARY shall:

A. Record the minutes of all meetings of the Association;

B. E-mail the minutes within two (2) weeks of the previous meeting to all association members;

C. Be responsible for the maintenance of all records electronically; and conveyance of these records to subsequent officers;

D. All Committee reports shall be filed with the secretary to be included in the official electronic records;

The TREASURER shall:

A. Establish with the President and the SAA Business Manager the Association's checking account and Investments with the SAA Principal and SAA Business Manager being signatories (having physical custody of the funds for deposits and disbursements) The SAA Business Manager will not be involved in any decision making for how H&S manages their funds.

B. Prepare all deposits and submit to the SAA Business Manager, who has custody of all Association funds. Send all approved disbursements to the SAA Business Manager to be processed. Disbursements from the Associations funds will only be made when the Treasurer approves via email or a written form with proper documentation/approval. Keep detailed record of all deposits/disbursements in the Association's accounting system.

C. Keep a full and accurate account of receipts and expenditures; Any Home and School financial activity.

D. Make disbursements in accordance with the approved budget as authorized by the Association or the executive officers;

E. Prepare a financial statement when requested by the executive officers of the Association to be distributed along with the secretary's minutes prior to the next meeting;

F. Make a full report at the May business meeting;

G. Not authorize paying any bill over \$500.00 without a majority vote by the executive officers;

H. Be a member ex-officio of the Fundraising Committee;

I. Make available all records to the SAA Business Manager and to the members of the audit team (employed by the General Conference Auditing Service). The Associations' records will be included in the annual audit of Spencerville Adventist Academy.

J. Be a member of the Seventh-day Adventist Church.

The ASSISTANT TREASURER shall:

A. Act as an aide to the treasurer, and shall perform the duties of the treasurer in the absence or disability of that officer to act;

B. Be a member ex-officio of the Social Committee;

C. Automatically assume the office of the treasurer in the event that the office is vacated;

D. Be the treasurer-elect;

E. Coordinate purchases for committee events;

F. Be responsible for coordinating inventory control, including the management of food, supplies, decorations, games and all property of the Association. In coordination with home and school officers, prepare a statement reflecting the inventory status for the committee upon request, including a year-end statement of inventory status in May of each year.

G. Be a member of the Seventh-day Adventist Church.

The PUBLIC RELATIONS COORDINATOR shall:

A. Be responsible for the advertising of all activities and programs of the Association and prepare and publish notice of all events in various local church bulletins, the Buzz, and other relevant publications., Prepare posters, flyers, etc.;

B. Be a member ex-officio of the Social Committee;

D. Perform such other duties as may be delegated.

The ASSISTANT PUBLIC RELATIONS COORDINATOR shall:

A. Act as an aide to the public relations coordinator, and shall perform the duties of the public relations coordinator in the absence or disability of that officer to act;

B. Be a member ex-officio of the Social Committee;

C. Automatically assume the office of the public relations coordinator in the event that the office is vacated;

D. Be the public relations coordinator-elect;

E. Perform such other duties as may be delegated.

The Governance Officer shall:

- A. Assist with the development and review of governing documents, policies and procedures in compliance with legislation, constitutional and regulatory requirements and current best practice.
- B. Update and support the Home and School Association Officers regarding governance and procedural matters.

The HOME ROOM PARENT COORDINATOR shall:

- A. Manage the Room Parent Network. He/She along with the Assistant room parent coordinators will coordinate the recruitment of the room parents;
- B. Hold one (1) room parent meeting annually;
- C. Assist headroom parents in the development of the annual classroom survey;
- D. Communicate H&S needs to the Room Parent Network to obtain assistance from the parents;
- E. Oversee fund-raisers for individual classroom funds;
- F. Coordinate New Family Ambassador Program.

Elementary Room Parent Representative shall:

- A) Act as an aide to the elementary room parents
- B) Represent the needs of the elementary families in the Association Meetings
- C) Assist the Public Relation officers with promoting Social and Fundraising activities

High School Room Parent Representative shall:

- A) Act as an aide to the high school room parents
- B) Coordinate with the with SA President to support social and spiritual activities
- C) Represent the needs of the high school families in the Association Meetings
- D) Assist the Public Relation officers with promoting Social and Fundraising activities

ARTICLE VIII – COMMITTEES

Each Committee will have a designated member of the Association officers as head, and a minimum of 3 members chosen from the general Association.

A. Event Committees:

At the first association meeting of the year, event committees shall be formed to support the social and fundraising events for the school year. It shall be the duty of the Association to plan a minimum of three (3) social events and two (2) fundraising programs; and a minimum of three (3) events to support and improve moral of the teachers during the school year

B. Room Parent Network Committee:

This committee should be chaired by the Home & School Room Parent Coordinator, and will include assistant coordinators for the Room Parent Network.

It shall be the duty of this committee to assign each room at least two (2) room parents and to help those teachers who desire assistance with various activities.

The Room Parent Network will consist of a lead room parent and up to two (2) (but not less than one (1)) assistant room parent for each class.

The network shall search for ways to enhance communication in support of the Home and School Executive Committee's goals.

Executive Committee's goals.

The network shall alert parents to SAA's building and maintenance projects for school improvement.

The network shall enhance communication between interclass projects as defined by the teachers, and help obtain parent assistance as available.

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ARTICLE IX – MEETINGS

A minimum of two general meetings of the Association shall be held annually, one of which will constitute the annual business meeting of the organization in the spring. At that time, members may be asked to approve amendments to the bylaws, vote on the slate of H&S officers, and review allocations of that year's funds. Additional meetings may be scheduled.

Meetings of the Association officers shall be held monthly during the school year. Special meetings may be called by the president or the executive officers.

ARTICLE X – FUNDS

The funds raised by the Association are to be used for the regular annual events of the Association and for other projects that may be approved by the Association. The officers will recommend the expenditure of funds at any business meeting of the general Association. Approval by majority vote of the Association members present at the meeting if the amount is greater than \$1000 of the previous year for repeat events or if a new event is greater than 10% of the starting operating budget. The Association officers shall transfer the remaining balance of no less than 50% of the Beginning Balance to the next year's Association at the end of the school year.

ARTICLE IX – AMENDMENTS

These bylaws may be amended at any meeting of the Association by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall be given in writing to the full membership at least 30 days prior to the meeting at which the vote on the amendment will be taken.