



General Constitution & Bylaws
of
Rolling Hills School & Community Association, Inc.
Approved May 2018

CONSTITUTION

ARTICLE I: Name

The name of the organization shall be Rolling Hills School and Community Association (hereinafter referred to as "RH-SCA").

ARTICLE II: Purpose

The purpose of RH-SCA is to support, enrich, and enhance the functions of the Rolling Hills School in fulfilling its mission in the community which is to provide a comprehensive, well rounded education to the children it serves.

ARTICLE III: Membership Definition & Responsibilities

1. Membership in RH-SCA shall be open to parents/guardians, faculty and staff of Rolling Hills students.
2. No donation is required for membership.
3. A monetary donation may be made at any time.

ARTICLE IV: Fundraising Intent

All monies collected, donated or received through fundraising efforts are to be used to support the functions of Rolling Hills School in fulfilling its purpose.

ARTICLE V: Officers & Terms

1. The RH-SCA Officers shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.
2. The term of these officer positions shall be one year.
 - a. The term shall begin July 1st and end on June 30th annually.
3. Each RH-SCA Officer shall be a parent/guardian of a student at Rolling Hills School.

ARTICLE VI: Constitutional Amendments

The Constitution may be amended by a two-thirds vote of those members present at any regular RH-SCA meeting provided that such proposed amendment shall have been presented in writing at the last regular meeting.



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BYLAWS

1. DUTIES OF THE OFFICERS

1.1 President

- a. Prepare agenda, with input from other RH-SCA officers, for general meetings.
- b. Coordinate, attend, and chair all RH-SCA meetings.
- c. Appoint coordinators for functions and committees as needed.
- d. Oversee and participate in all RH-SCA functions and activities.
- e. Keep and maintain accurate files on all business activities.
 1. At the end of office term, present files to the incoming President.
- f. Serve as primary liaison with the school administration.
- g. Represent RH-SCA at functions and the annual Back to School Night.
- h. Attend Executive SCA (hereinafter "ESCA") meetings.
- i. May, with Treasurer or Vice President, sign checks for all expenditures and monies.
 1. Two signatures are required.
- j. Shall, with input from other RH-SCA officers, prepare a proposed budget by August which shall be presented and voted upon during the first RH-SCA meeting of the school year.
- k. Schedule a transition meeting of all outgoing/incoming board members at the end of the term.
- l. Obtain training and support from ESCA members as needed.
- m. May report RH-SCA board issues to ESCA members as a source to settle conflict, assist in mediation, and obtain additional training and guidance as needed.

1.2 Vice President

- a. Assume Presidential responsibilities as needed if the President is absent.
- b. Coordinate the progress of all activities and programs.
- c. Participate in all RH-SCA functions and activities.
- d. Attend all RH-SCA general meetings.
- e. Attend ESCA meetings.
- f. May, with the President or Treasurer, sign all checks for expenditures and monies.
 1. Two signatures are required.
- g. Shall, in conjunction with other RH-SCA officers, prepare a proposed budget by August which shall be presented and voted upon during the September RH-SCA meeting.
- h. Obtain training and support from ESCA members as needed.
- i. May report RH-SCA board issues to ESCA members as a source to settle conflict and assist in mediation.



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1.3 Recording Secretary

- a. Shall attend and record the minutes for all meetings.
- b. Distribute last month's meeting minutes at the next general meeting for member approval.
- c. Participate in all RH-SCA functions and activities.
- d. Keep a complete record of all minutes.
- e. At the end of office term, present documents to the incoming Recording Secretary.
- f. Shall, in conjunction with other RH-SCA officers, prepare a proposed budget by August which shall be presented and voted upon during the September SCA meeting.
- g. May attend ESCA meetings.
- h. Obtain training and support from ESCA members as needed.
- i. May report RH-SCA board issues to ESCA members as a source to settle conflict and assist in mediation.
- j. May chair any RH-SCA meeting in the absence of President and Vice President.

1.4 Corresponding Secretary

- a. Handle all correspondence in a timely manner.
 1. Correspondence may include: invitations, thank you notes, good will cards, email, social media outlets
- b. Attend all RH-SCA general meetings.
- c. Participate in all RH-SCA functions.
- d. Shall, in conjunction with other RH-SCA officers, prepare a proposed budget by August which shall be presented and voted upon during the September RH-SCA meeting.
- e. May attend ESCA meetings.
- f. May handle notifications for elections, special meetings, and other events.
- g. Obtain training and support from ESCA members as needed.
- h. May report RH-SCA board issues to ESCA members as a source to settle conflict, assist in mediation, and obtain additional training or guidance.

1.5 Treasurer

- a. Maintain and report all RH-SCA financial records on a monthly basis.
- b. Oversee the collection and deposit of all monies relating to any function.
 - b.1 Must be aware of Committee contact person(s) responsible for collecting money.
 - b.2 Must obtain proper documentation from Committee to include check request, disbursement, cash log forms and deposit slips within 24 hours of the next business day after the event.



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- b.3. Must be responsible for updating fellow board members regarding contact persons for all cashier transactions during an event.
- b.4. Must ensure that there are two persons designated for all reporting transactions resulting from any event with monetary transactions.
- c. Keep and maintain a balanced bank account on a monthly basis.
 - c.1. At the end of the term of office, present all records to the incoming RH-SCA Treasurer.
- d. Prepare checks for reimbursement and/or expenditures.
 - d.1. Forty-eight (48) hours notification needed for expenditures accompanied by a receipt.
- e. Participate in all RH-SCA functions and activities.
- f. Shall, with the President or Vice President, sign checks for all expenditures and monies.
- g. Two signatures are required.
- h. Shall, in conjunction with other RH-SCA officers, prepare a proposed budget by August which shall be presented and voted upon during the first RH-SCA meeting of the school year.
- i. Attend all RH-SCA meetings.
- j. Apply for licenses and complete appropriate state forms when necessary.
- k. May attend ESCA meetings.
- l. Obtain training and support from ESCA members as needed.
- m. May report RH-SCA board issues to ESCA members as a source to settle conflict, assist in mediation and obtain additional training or guidance.

2. INTERNET COMMUNICATION

The RH-SCA Board shall establish an email account and pass the account along each year. Email accounts shall be kept current to reflect current enrollment.

3. CONFIDENTIALITY OF PERSONAL INFORMATION

- 3.1 Any RH-SCA Board Member or Committee Chair given access to personal information from its RH-SCA members (via email or written documentation) for the SCA shall not use this information for personal use. This information shall only be used for SCA related functions as determined by the RH-SCA Board.
- 3.2 Use of personal information for unrelated SCA functions shall constitute immediate removal from RH-SCA Board or Committee Chair position.

4. MEMBERSHIP IN OTHER ORGANIZATIONS

- 4.1 The RH-SCA is required to be a member of the Vernon Township Executive SCA (ESCA) and pay annual membership fees.



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4.2 The RH-SCA, Inc., as an entity, is prohibited from joining any other organizations.

5. COORDINATORS, COMMITTEES, SPECIAL PROGRAMS, etc.

- 5.1 There may be an Advisory Committee for RH-SCA consisting of RH-SCA officers, teacher representative(s), and building administrators (a.k.a. "Principals").
- 5.2 One spokesperson from each RH-SCA (as appointed by RH-SCA Officer Board) may be scheduled on the agenda of the monthly Board of Education meeting for the purpose of addressing issues of concern from each school, if any.
- 5.3 A Special Outreach Program may be established to assist families in need during crisis situations without using RH-SCA funds. If the need should arise for financial assistance during this crisis time, a special fundraiser may be established with a majority vote at a regularly scheduled or special RH-SCA meeting.
- 5.4 Coordinators, Committees and Special Programs may be established by and accountable to RH-SCA officers as the need arises.

6. MEETINGS

6.1 When, Where and Who

- 6.1.a. Meetings shall be held on the first Wednesday of every month unless circumstances arise that indicate a change is necessary.
- 6.1.b. All meetings shall take place at Rolling Hills School unless otherwise designated by RH-SCA Board Officers.
- 6.1.c. Meetings shall be held during the school day unless a two-thirds majority vote of the Officers should designate a different time.
- 6.1.d. Teacher RH-SCA members shall have release time for the purpose of attending general meetings.

6.2 Agenda

- 6.2a. Any RH-SCA member may submit any items for the meeting agenda to the RH-SCA Recording Secretary.
- 6.2b. Proposed agenda items should be submitted for at least one week prior to the meeting.
- 6.2c. President prepares an agenda for general meetings with input provided by all other RH-SCA Board Officers.

6.3 Recording Minutes

All minutes and recordings of all meetings will be done solely by the RH-SCA Recording Secretary or appointed representative in the absence of the said Recording Secretary.

6.4 Special Meetings

- 6.4a Any special RH-SCA meeting shall be requested in written form (such as email) to the RH-SCA President, RH-SCA Corresponding or Recording Secretary.



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- 6.4b Two (2) or more RH-SCA Officers shall approve or otherwise respond to the special meeting request within forty-eight (48) hours of the written (email) notice.

7. TERMS OF OFFICE

- 7.1 It is permissible to serve two (2) consecutive terms or more if duly elected to a second term.
- 7.2 It is permissible to serve a third (3rd) term if no other candidate comes forward at election time.
- 7.3 Absence from three (3) meetings may constitute a removal of office, if such action is approved by RH-SCA Officers.
- 7.4. When an Officer vacancy occurs, special appointments shall be made by the approval of RH-SCA members.
- 7.5 At any meeting, the majority of RH-SCA members may call for a vote to remove a RH-Officer, if the person is not fulfilling the duties stated in the Bylaws.
- 7.6 The financial management of funds of the RH-SCA is the responsibility of the RH-SCA Board.
- 7.7 A budget shall be prepared annually by the RH-SCA Board, with consideration of the RH-SCA Principal's suggestions, in regards to the items in income and expenses expected to be incurred for the following school year.
- 7.8 The RH-SCA Board must be represented at a minimum by
Either President or Vice President
+ Treasurer
+ either Corresponding Secretary or Recording Secretary.
- 7.8a. In the event that less than 3 officer positions are filled by current RH-SCA members, the remaining officer(s) may create an awareness to other SCA members in other district schools to obtain interested officers.
- 7.8b. If after seeking officers from other district SCA parents and being unable to fill all vacancies to meet the 3 officer minimum, then the RH-SCA must suspend all activities until such time the minimum of 3 officer positions are filled.
- 7.8c. The RH-SCA members shall be informed of the minimum officer requirement for an effective board.
- 7.8.c1: Official notification of the minimum officer requirement shall be included on the RH-SCA nomination form distributed to all RH-SCA members annually.
- 7.9 Resignations**
- 7.9a. In the event of any resignation prior to the end of an annual term, a written notification must be submitted from the resignee to the fellow RH-SCA Board Members and ESCA Board via the Recording Secretary.
- 7.9b. The resignation shall be read at the next regularly scheduled meeting.



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7.9c. Upon receipt of the resignation letter, the Rolling Hills Board shall determine how to fill a vacancy by consulting Bylaws Terms of Office Section 7.4 or to immediately seek nominations for an interim officer following the Election Process in Bylaws Section 9.

8. FINANCIAL MANAGEMENT

8.1 **Recordkeeping:** The RH-SCA shall keep permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of RH-SCA.

8.1a These records shall be open for inspection by any RH-SCA member.

8.2 Any expenses not included on the RH-SCA budget for the current school year shall be discussed in relation to available monies.

8.3 A vote shall be taken to approve such items not included on the current year RH-SCA budget.

8.4 **Audit / Tax Responsibility**

8.4a. RH-SCA Treasurer is required to submit all financial records as requested by the ESCA-Treasurer to the ESCA Treasurer by July 15 annually.

8.4b. An audit of the books of the combined SCA groups shall be done annually by a certified public accountant if total gross receipts exceed \$100,000.

8.4c. A combined tax return shall be completed at the time to be filed with the Federal and State Government.

8.5 **Bonding**

The Treasurer, President, Vice President and such other persons as designated shall be bonded in the amount to be determined by ESCA.

8.6 **Dissolution of Individual School and Community Association:**

Upon dissolution of RH-SCA, all monies and assets of the Association shall be turned over the Executive Officers of the combined Vernon Township School and Community Association (Executive Officers are defined as: Presidents, Vice Presidents and School Principals of each Vernon Township School). The monies and assets shall be dispersed as seen appropriate by the majority vote of the combined Vernon Township Executive Officers.

8.7 **Fundraising**

8.7a. There shall be no more than two main fundraisers. The first fundraiser shall be during the fall season and a second in the spring season.

8.7b. Fundraising start dates shall be coordinated between all schools represented on the ESCA Board.

8.7.b.1 RH-SCA shall establish fundraising start dates by August and shared with all ESCA members.



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8.7.b.2 ESCA Members shall review dates for SCA fundraisers and prepare discussion for September ESCA meeting.

8.7c. RH-SCA Board Officers shall provide all RH-SCA Members with a proposed schedule of fundraising events to include start and finish dates during the annual Back to School Night Event.

9. ELECTION PROCESS

9.1 Electoral Candidates

All RH-SCA members are eligible and encouraged to run for an elected office based upon the guidelines established herein.

9.1.a Eligible nominees may include all parents and guardians of a student who will attend Rolling Hills during the school year in which the elected officials will perform their duties.

9.1.b Ineligible nominees may include: an officer who has been removed by any SCA board and/or ESCA and/or any persons who have been deemed to be violating the established ESCA/SCA Code of Conduct.

9.2 Schedule

A timeline for all steps in process shall be established during the January ESCA meeting based on information contained herein.

9.3 Seek Nominees

9.3.a. By first Monday in April, email all RH-SCA members about impending election and request members to state interest in holding office by completing the nomination form.

9.3.b. Members shall return their completed nomination form by the 3rd Monday in April.

9.4 Nominee Responses

9.4.a. In the event of no candidate nominations:

1. After the third Monday in April, an email shall be sent out advising positions available and shall be filled on a first come, first served basis after the election date.
2. a RH-SCA member may be nominated and written on the ballot on election day.

9.4.b. If responses provide more than one nominee:

an email to RH-SCA members with information regarding the slate of candidates by 4th Monday in April

9.5 Ballots

9.5.a. Ballots shall be distributed at the May RH-SCA meeting for members to complete.

9.5.b. Absentee ballots

9.5.b.1 Absentee ballots shall be available by request.



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- 9.5.b.2 All absentee ballots are to be returned and kept in Rolling Hills office in a non-SCA collection box in a secure area until tabulation and then delivered directly to the Election Committee Chair on voting day.
- 9.5.b.3 There shall be no exceptions.
- 9.6. **Election Date**
 - 9.6.a. RH-SCA Corresponding Secretary shall distribute email notification to all RH-SCA members of impending election
 - 9.6.b. Email distribution shall precede election by 5 days
 - 9.6.c. Election Day: All elections shall be held during the May RH-SCA meeting.
- 9.7. **Tabulation of Ballots**
 - 9.7.a. Election to any officer position shall be determined by the tabulation of ballots received by the RH-SCA Election Committee.
 - 9.7.b. Ballot tabulation shall be done by two Election Committee Members who are not currently seeking office.
 - 9.7.c. Ballots shall remain confidential until election during the May RH-SCA meeting.
- 9.8. **Tie Results**
 - 9.8.a. In the event of a tie between 2 candidates with 3 candidates running, voting shall be recast between the two candidates who are tied.
 - 9.8.b. If a tie between 2 candidates occurs, names are placed in a hat and pulled by RH Principal.
- 9.9. **Official Announcement:**

New officers shall be announced at June RH-SCA meeting for recording in meeting minutes.
- 9.10. **Vacant Officer Positions:**

If any board position remains open, elected officers will operate RH-SCA, as they see fit, in lieu of another election process.

10. AMENDMENTS

- 10.1 Any RH Member may propose amendments to the Bylaws.
 - 10.1.a. Proposed amendments shall be submitted in writing to the RH-SCA Recording Secretary.
 - 10.1.b. Proposed amendments shall be signed by at least three (3) RH-SCA members.
 - 10.1.c. The RH-SCA Recording Secretary shall read the proposed amendment in an open meeting under the heading of "New Business" then submitted to ESCA upon approval.
 - 10.1.d. The proposed amendment shall become part of these Bylaws if, at the next open meeting following the first reading by the RH-SCA Recording Secretary, it is accepted by the majority of those present.



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11. CODE OF CONDUCT

11.1. All RH-SCA members are expected to comply with the ESCA/SCA Code of Conduct.

11.1.a In the event of alleged action of misconduct:

11.1.a.1 All evidence and pertinent discussion regarding the misconduct of an RH-SCA member shall be made apparent to the RH-SCA Recording Secretary.

11.1.a.2. The RH-SCA Recording Secretary shall inform all RH-SCA members including the Principal, coordinate a meeting to review submitted information.

b. Each RH-SCA member shall be responsible to review all circumstances which may have caused the misconduct.

c. After review, at any meeting, RH-SCA members may propose a course of action to maintain the integrity of the ESCA/SCA.

d. After review, at any meeting, RH-SCA members may call for a vote to remove an officer if the officer is not fulfilling the duties of their elected or appointed position as stated in the Bylaws.

e. After review, at any meeting, the RH-SCA membership may call for a vote to prohibit the removed officer from holding any officer position within any individual SCA or ESCA for a determined period of time.

12. RULES OF ORDER

Robert's Rules of Order will be used as the official guide for RH-SCA.

12.a. Order of Business

The order of business for all general meetings shall be as follows:

- 1) Meeting called to order
- 2) Flag Salute
- 3) Reading and approval of minutes
- 4) Treasurer's Report
- 5) Special Reports
- 6) Old Business
- 7) New Business
- 8) Questions
- 9) Adjournment
- 10) Program (optional)