

2025-2026 Bylaws of the Bedford Hills Elementary School Association (BHESA)

Article I. Name

The name of this organization shall be the **Bedford Hills Elementary School Association**, hereafter referred to as **BHESA**.

Article II. Articles of Organization

The organization exists as an unincorporated association of its members. Its articles of organization comprise these by-laws, as from time to time amended.

Article III. Purpose

Section 1: The primary purpose of BHESA, an association of parents, faculty, and staff in the Bedford Hills Elementary School, is to assist in the completion of the mission of the Bedford Hills Elementary School. This mission is as follows:

“The mission of the Bedford Hills Elementary School is to work in partnership with the community and home to ensure that all students’ strengths and needs are recognized. Our goal is to provide our students equal access to a wide spectrum of educational opportunities in a safe, nurturing environment, empowering children to become independent, enthusiastic learners who understand, respect and celebrate their own and others uniqueness.”

BHESA shall arrange, coordinate, and execute all activities relating to the interface between the parents and faculty/staff of the Bedford Hills Elementary School.

Section 2: BHESA shall perform such functions as are prescribed by regulation of the school board and state law. Such duties shall include, but are not limited to:

Promoting the welfare of our children during their elementary education.

Promoting understanding between parents and teachers/staff.

Promoting goodwill between the community and the school.

Providing parent volunteers, when requested by the school.

Presenting academic activities which enrich the students.

Enhancing the facilities of the school.

Promoting community and school spirit.

Conducting fundraising activities to meet the objectives of the organization.

Article IV. Basic Policies

Section 1: BHESA shall be noncommercial, nonsectarian, and nonpartisan.

Section 2: BHESA may cooperate with other organizations and agencies concerned with child welfare, but persons representing BHESA in such matters shall make no commitment that binds the organization except by authorization of the Steering committee.

Section 3: The name of this organization or the names of any member in their official capacities shall not be used in connection with any commercial concern, or with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of BHESA.

Section 4: This organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing

of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

- Section 5: BHESA is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 6: BHESA shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
- Section 7: Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- Section 8: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV, Section 5, hereof.
- Section 9: Notwithstanding any other provision of these by-laws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 10: Any communications that are distributed to the general Bedford Hills Elementary School parent population via backpack (e.g. by Flier) may only be distributed on Tuesdays or Thursdays. Each communication must say **BHESA** either in a header or a footer on the document. **In addition, all such communications must be approved by the Principal prior to their distribution.**

Finally, the School also requests that such fliers be placed in the teachers mailboxes by 11:00 on Tuesdays and Thursdays, and that a copy be submitted to the main office to be kept on file.

Article V. Members

- Section 1: The Principal, teachers, and staff who are employed within Bedford Hills Elementary School and the parents or guardians of students in Bedford Hills Elementary School are members of BHESA, subject only to compliance with the provisions of the bylaws. Membership in BHESA shall be available without regard to race, color, creed, or national origin.
- Section 2: The membership year shall coincide with the academic year.
- Section 3: BHESA shall conduct an annual enrollment where all members are encouraged to pay dues as prescribed by the Steering Committee.
- Section 4: All members of BHESA are permitted to one vote in matters of election, as well as all other matters requiring the use of a vote, with one exception as outlined in Article IX, (7).

Article VI. Definition and Description of the Steering Committee and Other Officers

Section 1:

1. The Steering Committee (SC) shall consist of five members of BHESA, duly elected by the BHESA membership. Membership on the SC shall be for a two year term, and positions on the SC overlap, to allow for continuity of leadership. Elections for openings on the SC will be held each May.
2. For the purposes of organization, the 5 members of the SC shall decide among themselves who will fill the following leadership offices of BHESA: President, Vice-President, President-Elect, Financial Chairperson, and Committee Chairperson. Each of these positions shall be for a one year term, and adjusted as necessary each May. If willing, the immediate Past President

may serve the SC in an advisory role. These titles shall be understood to have only organizational value only. Each member of the SC shall have an equal vote and an equal say in all matters affecting BHESA.

Section 2: The general duties of the SC shall be:

1. To transact necessary business in the intervals between BHESA meetings and such other business as may be referred to it by the Membership.
2. To create standing and special committees.
3. To review and decide to approve or deny the recommendations of the standing and special committees.
4. To annually review the bylaws to determine if any revisions are necessary.
5. To meet prior to the May BHESA meeting to plan a preliminary budget for the following fiscal year.
6. To set an agenda, run the meetings and act as a liaison between the Principal and the organization.

Section 3: Special meetings of the SC may be called by a majority of the members of the SC. A majority of the members of the SC shall constitute a quorum.

Section 5: A vacancy occurring in any office shall be filled for the unexpired term, by a person elected by a majority vote of the remaining members of the Steering Committee.

Section 6: Officers may be removed from office by a majority vote of the Steering Committee.

Section 7: In addition to the members of the SC, a Secretary and a Treasurer will be duly elected from the BHESA membership each May. These positions are for a one year term only.

Section 8: The SC may, at its discretion, allocate funds up to the amount of \$250 for special funding requests. Permission to allocate such funds shall be based on a majority vote of the steering committee.

Article VII. Duties of the Officers

Section 1: The President/Steering Committee shall: LAURA GORMAN, SONIA KOWAL, KAITLIN SALKO, CHRISTA KOLLARUS, SARAH BOLLAND

1. Preside at all meetings of the Steering Committee, as well as at all BHESA meetings in attendance.
2. Review monthly bank statements with the Treasurer.
3. The President/Steering Committee shall select a nominating committee in February of each year.
4. Coordinate the work of the officers and the committees.
5. Approve the weekly newsletter
6. Seek approval for any proposed fundraising activity from the Principal. All fundraising activities conducted by BHESA must be approved by the Principal.
7. Oversee the annual BHESA fundraising events.

Section 2: The Vice-President shall:

1. Perform the duties of the President in a temporary absence.
2. Perform other duties as may be assigned by the President.
3. Promote the objectives of BHESA.
4. Update weekly newsletter.
5. Coordinate the work of the officers and the committees.
(removed)

Section 3: The President-Elect shall:

1. Observe and assist the President in order to learn the responsibilities of the position, in order to assume them the following year.
2. Place all standing committee announcements in the Bulletin, website and social media.

Section 4: 3. Attend PTA meetings in absence of the president
The Financial Chairperson shall: Co-President shall ???

1. Oversee the annual BHESA fundraising events. Remove
2. Screen the various fundraising opportunities and bring up to SC for approval.
3. Correspond with and negotiate contracts with vendors associated with fundraising. We should delete or reword this?
4. Report fundraising results at BHESA meetings.
5. Be responsible for turning over all monies collected to the Treasurer. Removed added to treasurer
6. Seek approval for any proposed fundraising activity from the Principal. All fundraising activities conducted by BHESA must be approved by the Principal. Removed and added to president
7. Collect all dues and give to the treasurer.

Section 5: The Committee Chairperson shall:

1. Serve as a liaison between the chairpersons of the various BHESA committees and the SC.
2. Maintain a record of all Chairpersons, members, telephone numbers and e-mails of all members of the various BHESA committees.
3. Maintain/update BHESA bylaws

Section 6: The Secretary shall: (1 Year Term) ERIN BOYLE

1. Keep an accurate record of all meetings of BHESA.
2. Present the minutes of previous BHESA meetings to the BHESA membership for approval at each BHESA meeting.
3. Post the minutes of the BHESA meetings for the public to view.
4. Provide a copy of the minutes to the Bedford Hills Elementary School Webmaster for posting on our school website.

5. Have a copy of the most current bylaws available at all meetings of BHESA for immediate review as necessary.
6. Keep a record of attendance at each BHESA meeting, and provide this record at the start of each meeting to the President, to determine the presence of a quorum.
7. Correspond in a timely fashion to members of BHESA as occasions warrant, as well as to all vendors, outside organizations, etc, as occasions warrant.

Section 7: The Treasurer shall: (1 Year Term) HEATHER DWORAKOWSKI

1. Receive all money of the organization, events and fundraisers.
2. Keep an accurate record of receipts and expenditures.
3. Pay funds as authorized by the organization in accordance with the budget.
4. Present a financial statement at every meeting of BHESA.
5. Make a final report at their last meeting of their term.
6. Review monthly bank statements with the President.

Section 8: The Past-President shall (if willing): LYDIA ZOCCALI

1. Act as an advisor to the president, Steering Committee, and membership.
4. Recruit candidates for offices.

Section 9: All officers shall deliver to their successors all official materials before the end of the school year.

Article VIII: Officers and Their Election

Section 1: Members of the Steering Committee, Secretary, and Treasurer shall be elected by ballot annually in the month of May. Members of the Steering Committee shall serve for two years, while the tenure of office for secretary and treasurer is one year. If there is but one nominee for any office, upon a motion from the floor, the election may be by a show of hands.

Section 2: Upon election of the Steering Committee, the members of the Steering Committee shall among themselves decide on who shall preside as President, Vice-President, President-Elect, etc., as outlined in Article VI (1) (2) .

Section 3: The Treasurer shall serve through the first fall meeting of the next academic year (Usually September) to present the year end summary report, and to assist in the handing over of the budget for the upcoming year. The incoming Treasurer's duties also begin with the first fall meeting.

Section 4: The outgoing Secretary's duties shall be completed with the typing and distribution of the minutes from the last BHESA meeting in June, and any remaining monthly duties as described in Article VI, section 4. The incoming Secretary's duties shall begin on July 1st.

Section 5: A person shall not be eligible to serve more than two consecutive terms in the same office, unless otherwise approved by BHESA.

Section 6:

1. A Nominating committee, selected by the President each April and chaired by the Vice-President, shall coordinate the nomination of one or more eligible persons for each office, and report it's nominees at the general BHESA meeting in May.
2. At the same time as the nominating committee begins its work, at the April BHESA meeting, an opportunity shall be given for nominations from the floor. Prior to the April meeting, a flier will be distributed requesting interested parties to consider running for positions.
3. Only those who have signified their consent to serve if elected shall be nominated or elected to such office.

Section 7:

1. A vacancy occurring anytime during the academic year in the Steering Committee shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the Steering Committee.
2. In case of a vacancy occurring anytime during the academic year in the office of the President, the Vice-President shall serve as interim President until another candidate is found and elected by BHESA.

Article IX: Meetings

- Section 1: BHESA general membership meetings will be held monthly with specific dates and times to be determined by the Steering Committee at the annual meeting held in May. Ten day notice shall be given of a change in meeting day to the membership via postings, web page and/or e-mail. An agenda of each upcoming meeting shall be printed in the BHESA Bulletin prior to each meeting.
- Section 2: Special meetings may be called by the Steering Committee, 24 hours notice having been given, via webpage and/or e-mail.
- Section 3: 12 Members of BHESA shall constitute a quorum for the purposes of voting on any issue during a monthly meeting. The Secretary will compile and maintain an attendance list for the purpose of determining the presence of a quorum as per Article VI, (4) (6). While a general meeting, including committee reports, and the reading and approval of the minutes, may proceed with less than 12 members present, **under no circumstances will any other business requiring a vote take place without the presence of a quorum.**
- Section 4: The presence of a quorum being met, the President will call the meeting to order. A reading of the minutes from the previous meeting by the Secretary will follow the opening statements of the President. Roberts Rules of Order, Newly Revised, shall govern the order of BHESA meetings in all cases where they are applicable and in which they are not in conflict with these bylaws. General guidelines are as follows:

Motion is made.

Motion is seconded.

Motion is discussed.

President restates the motion and calls first for the affirmative, and then for the negative vote.

- Section 5: Upon completion of the reading of the minutes, the President will make a motion to have them accepted as read, seconded, discussed, and accepted. Upon completion of the reading of the minutes, the meeting will continue according to an agenda prepared by the Steering Committee, and distributed at that time.
- Section 6: The privilege of introducing motions and voting shall be limited to members in attendance, **with the exception outlined in Article IX, Section 7**. Each member is entitled to one vote. Motions will carry based on a simple majority of affirmative responses received from all members in attendance.
- Section 7: In matters involving the allocation of BHESA funds, not allocated in the current BHESA budget, and in excess of \$1,500.00, a **special vote** of the membership shall be undertaken by means of a special ballot distributed via backpack to each home, and distributed to each teacher and staff member. A notice of this impending vote, with explanation, shall be posted on the Community Bulletin Board, as well as on the school website 10 days prior to the sending of the ballot. In addition, the ballot will include a clear explanation of the issue being voted on. The motion on the ballot will carry based on a simple majority of affirmative responses received from all ballots returned.
- Section 8: In situations requiring the use of a **special vote**, outlined in Article IX, section (7), each teacher and staff member, and each parent in the household is entitled to one vote. In addition, names must be placed on the ballot in order to have it counted.

Article X. Standing and Special Committees

- Section 1: A standing committee is any ongoing committee of the organization. A special committee is a committee that is created for a limited purpose.
- Section 2: The Steering committee may create such standing committees and special committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term for each chairperson shall be one year, and the chairpersons of each

committee shall be selected each May. In the event that more than one individual wishes to chair a particular committee, a system for co-chairing those committees shall be established.

Section 3: The chairperson of each standing committee shall present a plan of work to the committee chairperson of the Standing Committee for approval. No committee work shall be undertaken without the consent of the Steering Committee.

Section 4: The power to form special committees and appoint or elect their members rests with Steering Committee.

Section 5: The President is a member ex-officio of all committees except for the nominating committee.

Section 6: The current standing committees of BHESA are as follows:

- a. **Steering committee**
- b. **Board of Education Liaison**
- c. **Bulletin**
- d. **Hospitality**
- e. **Public Relations**
- f. **School Pictures**
- g. **School Pride**
- h. **Class Parents**
- i. **Community Action**
- j. **Enrichment**
- k. **ESL Liaison**
- l. **Library Volunteers**
- m. **Wellness Committee**
- n. **Yearbook**
- o. **Bylaws**
- p. **Webmaster**

Section 7: The current special committees of BHESA are as follows:

- a. **After School Program**
- b. **Family Fun Night**
- c. **School Store**
- d. **Gift Wrap**
- e. **Spring Fling**
- f. **Book Fair**
- g. **Staff Appreciation**

Article XI. Amendments

Section 1: Changes to these bylaws may be proposed at any general meeting of BHESA and voted on the following meeting. Changes to these bylaws may be made by two-thirds majority vote of the members present at that next meeting, provided a quorum is present pursuant to Article IX, sections (3) and (4). Notification that a request for changes in these bylaws will be placed in the bulletin and on the website at least 10 days prior to the second meeting outlined above.

Section 2: A committee may be appointed to submit a revised set of the bylaws for consideration. The adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Revised: June 2008