

Revised and Adopted: May 12, 2022

Section 1.01

Section 3.04

Section 5.03: Doyle families are encouraged to participate as DHSA Members. Information will be provided at the start of each school year concerning the goals of DHSA, volunteer opportunities, and how monies are budgeted.

Section 6.01: The Executive Board Officers of DHSA shall consist of a minimum of 6 elected officers, including a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Assistant Treasurer. Each office may have co-officers, but it is not required. Non-elected Executive Board Officers will include the Principal and may include Teacher/Staff Representative(s). Non-elected Executive Board Officers shall be non-voting members.

Section 6.02: Duties of Officers

- A. The _____ shall:
 - a. Have the responsibility and authority, with the right to delegation, for overseeing the operations of DHSA.
 - b. Represent DHSA in discussions with district and school officials.
 - c. Be the official liaison and spokesperson between the HSA and any other body and shall have the right to delegate this authority when warranted.
 - d. Preside at general membership meetings and Executive Board meetings.

D. The shall:

- a. Notify Executive Board Officers of upcoming meetings.
- b. Prepare and distribute an agenda for all meetings, take attendance, keep minutes and publish meeting minutes, within one week, to the Doyle Elementary website.
- c. Prepare letters and other correspondence for DHSA as required.
- d. Monitor DHSA email account.

E. The shall:

- a. Pay all bills documented by a written receipt from committee chairpersons and the Executive Board Officers.
- b. Keep an accurate record of the receipts, expenditures, and related financial matters.
- c. Present a statement of accounts at each Executive Board and general membership meetings of DHSA.

Prepare and submit reports of September 1d-a

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Section 7.01: The Executive Board Officers shall be given the opportunity to nominate

Section 8.05: In the event of a vacancy in the Presidency between annual elections, the Vice President shall assume the Presidency.

- A. In the event of a vacancy of any other officer position between annual elections, the President shall appoint an officer to that position with the majority vote of the Executive Board Officers.

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Section 11.03

Adopted this 12th day of May 2022.

By the Doyle Home and School Association

Attested by:

Jessica Schmidt - DHSA Co-President

Clorece Kulp - DHSA Co-President

Lauren Huevo - DHSA Co-Vice President

Jennifer Salisbury - DHSA Co-Vice President

Kathleen Fantaskey - Principal