BY-LAWS COLD SPRING HOME AND SCHOOL ASSOCIATION

I. Name of Organization; Membership

candidate for a position, a ballot and voting form will not be sent to the general membership.

- (C) The newly elected Executive Officers shall assume their duties at the June meeting; however, the outgoing Treasurer will continue to keep the accounting books until the books can be closed. Each Executive Officer shall serve a two-year term, with the exception of the Principal.
 - If an officer cannot fulfill the two-year term, the nomination/election procedure will ensue;
 - ii. If at any time there are no nominees for a position, the current Executive Officer can remain in the position for a consecutive two year term; and
 - iii. An Executive Officer, once nominated and elected, can serve in a new position once their current term has expired.

IV. Duties of the Executive Committee

(A) The Co-Presidents shall:

Preside at all meetings;

Coordinate the work of the Officers and Committees;

Perform such duties as may be assigned by the CSHSA; and

Assist the Vice-President with the organization and membership of the Volunteer Committees.

(B) The Vice-President shall:

Act as aide to the Co-Presidents;

Perform duties of the Co-Presidents in the absence of those officers;

Act as liaison to all CSHSA Committees and the Executive Officers;

Oversee fundraising Committees;

Carry out such other responsibilities as directed; and

Assist the Co-Presidents with the organization and membership of the Volunteer Committees.

(C) The Secretary shall:

Record and distribute minutes of all general and Executive Committee meetings;

Post a copy of the minutes in a central location;

Take roll of the members present, making sure there is a quorum;

Be responsible for all CSHSA correspondence;

Create an agenda prior to each Executive and General Meeting, with direction from each member of the Board; and ☐ Carry out all other responsibilities as directed.

(D) The Co-Treasurers shall:

Receive all monies of the CSHSA;

Keep accurate records of receipts and disbursements authorized by the CSHSA;

Prepare a monthly report to the CSHSA and post a copy in a central location; and

Have the ledger and checkbook available at each CSHSA meeting.

The CSHSA may choose to hire, at their expense, a professional accountant to conduct an examination and review the records on an as-needed basis. The outgoing and incoming

preparation for the start of the new school year in September.

- (E) Other members of the Executive Committee include the Principal, and one volunteer professional staff member, whose responsibility is to represent the district administration and teachers and staff, respectively.
- (F) The CSHSA Executive Board will present an annual budget to the general membersh

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