

GAYMAN HOME AND SCHOOL ASSOCIATION NOMINATIONS

REVISED MAY 23, 2023

ARTICLE VI NOMINATIONS AND ELECTIONS NOMINATIONS:

1. 30 calendar days prior to Executive Board nominations: The Nomination Committee will be appointed by the current GHSA President. Two (2) Volunteers (Gayman parent/guardian and/or current Gayman staff) will be asked to serve on this committee as co-chairs. No person interested in becoming a candidate for any office or a current member of the GHSA Executive Board may serve on the Nominating Committee. This committee should include the Principal.
2. Fourteen calendar days after formation of the Nominating Committee: The Nomination Committee will accept nominations for the incoming GHSA Executive Board via email. Emails should contain the nominee's name and position for which they are being nominated. Nominations will be accepted via email to GHSANOMINATIONS@gmail.com unless otherwise specified.
3. Any nomination email received with more than one (1) Executive Board role will be returned for further clarification. Each candidate may only be nominated for one (1) GHSA Executive Board role.
4. Nominations will remain open for ten calendar days.

At the close of nominations:

1. The Nomination Committee will create the announcement of all nominees and their nominated Executive Board role for school wide release. The announcement may be sent via email, the Gayman Elementary website, or any other school communication tool, when available.
2. In the event of more than one (1) nominee per officer role, it will result in an anonymous ballot. The nomination committee will remain intact until the completion of the Executive Board roles having been voted on by current parents and/or guardians of a Gayman Elementary Student and Gayman staff.

Procedure for all GHSA nominees:

Requirements to be a nominee on the Executive Board:

1. President - Must have held a position on the GHSA Executive Board for one (1) year prior to being nominated for the role of President or have served one (1) year on any other elementary school Executive Board within the Central Bucks School District. If no one nominated meets this criteria, the current building Principal will appoint a current Executive Board member to fulfill the President role and the Executive Board will approve.
2. Vice President of Finance: The requirements to be a nominee for the VP of Finance role are that you are a parent or guardian of a current Gayman Elementary School Student and have a finance/accounting background and familiarity with budget/financial reporting packages (i.e., QuickBooks).
3. Vice President of Community, Vice President of School Enrichment, Vice President of Communications, and Vice President of Fundraising: The only requirement to be a nominee for the other Executive Board member roles are that you are a parent or guardian of a current Gayman Elementary School Student.

Following the Announcement of the GHSA Executive Board nominees:

1. Following the Nomination announcement, nominees may publicly discuss their nomination. At no time prior to the school wide announcement may a candidate discuss or promote the Executive Board role in which they are a nominee.
2. All nominees will be required to submit a statement (four hundred words or less) outlining the following:
 - a. Why are you the ideal person to fulfill the role for which you are nominated?
 - b. What strengths do you bring to the role for which you are nominated?
3. Nominee statements will be collected from all nominees, regardless of whether there are multiple candidates nominated for the role.
4. Nominee statements may be sent via email to parents and/or guardians of current Gayman students by the school secretary or will be posted on the Gayman Elementary website (if applicable).

ELECTIONS:

1. An election of each office will be held at the May General Board meeting starting with the President, followed by the Vice President of Community, Vice President of School Enrichment, Vice President of Communications, Vice President of Finance, and Vice President of Fundraising.
2. In the case of more than one candidate for an office, an anonymous ballot will be collected from everyone in attendance at the meeting. The President does not cast a vote. However, in the event of a tie, the President will ask for a second ballot and will cast a vote. An absentee ballot will also be in effect.
3. If a candidate is not elected to the first office for which they were nominated, the candidate may submit their name to any open office on the Executive Board that has not yet been voted on.
4. The Nomination Committee is responsible for counting the ballots. Ballots will be counted in a secure location in the school building. To remain a neutral party, the members of the Nomination Committee must vote by absentee ballot.

Absentee ballots:

1. The Nomination Committee is responsible for counting the ballots. Ballots will be counted in a secure location in the school building. To remain a neutral party, the members of the Nomination Committee must vote by absentee ballot.
2. Current Gayman parents and/or guardians and Gayman staff members may vote by absentee ballot if they are unable to attend the May meeting.

How to cast an absentee ballot:

1. To cast an absentee ballot, a current parent, guardian, or Gayman staff member must go to Gayman Elementary school's main office between the hours of 8:30 am and 4 pm, Monday through Friday one (1) week prior to the May meeting.
2. Once granted access to enter the school building, the building Principal's Confidential Secretary will require the parent, guardian, or staff member to provide them with their valid driver's license. Once confirmed, the parent, guardian or staff member's name will be recorded and a ballot will be handed out. The ballot must be filled out in the main office and deposited into the ballot box. At no time may a ballot leave the school property. No proxy votes will be accepted.

How to vote at the May meeting:

1. During the May meeting, if any Officer position has more than one candidate, an anonymous ballot will be in effect. All parents and guardians of a current Gayman student, and Gayman staff members will be given a ballot, except for the Gayman Home & School Association President. The President does not cast a vote. However in the case of a tie, the President will ask for a second anonymous ballot and will cast a vote.
2. If an absentee ballot has been cast, current parents and/or guardians and Gayman staff members may not submit a second ballot, unless a second election is in effect due to a tie.
3. All ballots will be deposited into a ballot box and counted by the Nomination Committee in a secure location in the school building.
4. There will be no campaigning allowed at the May meeting.

Once Elections are finalized:

1. The newly appointed Executive Board will assume their responsibilities at the end of the school year. However, the newly elected Executive Board will be expected to attend the last Executive Board meeting of the school year.

ARTICLE VII MEETINGS and CHAIRPERSONS

1. Regular general membership meetings shall be held three times per year. These meetings are open to all interested parents, guardians and Gayman staff.
2. The President shall appoint the chairperson of a standing committee or special committee.
3. Chairpersons shall be responsible for keeping a file of all activities, budgets, and procedures to be reported via the Event Approval Form which will be passed on to the subsequent chairpersons.
4. The President shall provide the chairpersons of all committees a blank event form and the event form for the event from previous years. The Chairperson shall present a completed event form to the coordinating President 30 days prior to the event, and no work shall be undertaken without the approval of the Executive Board.

5. An Executive Board member shall be a member of all committees except the Nominating Committee. The division of the committees to directly work shall be left to their decision.
6. The Vice President of Communications shall be responsible to keep a complete listing of the committees.

ARTICLE VIII FINANCES

1. Anytime an event has cash funds that exceed \$25.00, an Executive Board member and the Committee Chairperson or his/her designee must both count the funds. Each person shall sign the cash transmittal form which will then be turned over to the Vice President of Fundraising/ or VP of Finance, along with the monies.
2. No funds shall leave Gayman school except by the Vice President of Fundraising or VP of Finance for same day deposit. Only the Vice President of Fundraising or Vice President of Finance may take funds of the Association out of the school.
3. Receipts must be given to the Vice President of Finance for distribution of funds or reimbursement of funds one week following the event or no later than June 30 of the current school year. Receipts must be attached to a reimbursement form and given to the Committee Chair for approval. Once approved by the committee chair, the reimbursement form with receipts will be given to the President who in turn will approve and submit to the Vice President of Finance to be processed.
4. If the bank charges the Association for a check that is returned, the charges will be passed on to the person writing the check.
5. No amount exceeding \$500.00 can be spent that is not pre-approved by two-thirds of the members attending a general meeting or incorporated within a previously approved budget.
6. Two-thirds majority of members attending the May General Meeting before any monies for the new year can be spent must approve the Budget.
7. The Vice President of Finance's ledger and checkbook shall be available and a report distributed on each at every general and Executive Board meeting. The books should be audited annually.

8. The President, Vice President of Finance, and Vice President of Community must be officially added to the Gayman Elementary Home and School Association bank account. Two people, the Vice President of Finance, President, or Vice President of Community will sign all Gayman Home and School checks. In addition, the Vice President of Finance, President, and Vice President of Community will have access to any other account used to receive or distribute payments for school related programs and events (such as the Gayman Home and School Association VENMO account).
9. It shall be the policy of the Association on gifts to allocate funds for recognition, honor, or memory of individuals for a use within Gayman Elementary School in a way that most directly benefits the children of the school.
10. Upon dissolution of Gayman Home and School Association, 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 tax code such as a student fund to be used for the enrichment of educational programs at Gayman Elementary.

ARTICLE IX AMENDMENTS

1. These by-laws may be amended at a General Meeting by a two-thirds majority vote of the members in attendance.
2. Notice of the proposed amendment and of the upcoming vote must be made available to all, in writing, at the General Meeting prior to the vote.