

BYLAWS OF SCHWENKSVILLE ELEMENTARY HOME AND SCHOOL

ARTICLE I: NAME, DESCRIPTION & PURPOSE

Section 1: NAME - The name of this organization shall be the Schwenksville Elementary Home & School. The Home & School Association is located at Schwenksville Elementary, 55 Second Street, Schwenksville, PA 19473.

Section 2: DESCRIPTION – The Home & School Association is a non-profit organization made up of parents, guardians, and school personnel that exists for charitable and educational purposes.

Section 3: PURPOSE – The purpose of the Home & School Association is to enhance and support the educational experience at Schwenksville Elementary, to cultivate a closer connection between home and school by encouraging involvement and communication with parents, and to provide opportunities that promote the social, emotional, physical and educational development of all students.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents/guardians or other adults standing in loco parentis, as well as to the principal and teachers, of [our school]. There are no membership dues. Members have voting privileges and the right to introduce motions at meetings.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. Officer positions can be shared. The school principal (or his/her designee) is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is two years, beginning at the last regularly scheduled Home & School meeting of the current school year. No officer shall serve more than three consecutive terms in the same office, except in the event that no one else fills the position and a suitable candidate is not available.

Section 3: QUALIFICATIONS – Any Home and School member in good standing may become an officer.

ARTICLE IV: ELECTION OF OFFICERS

Section 1: NOMINATING COMMITTEE – A Nominating Committee may be established by the President. The committee shall include at least three members who have experience volunteering for the Home & School Association. The committee will select a candidate for each office and present the slate at a meeting held one month prior to the election.

Section 2: SOLICITATION OF NOMINATIONS -- The nominating committee shall solicit nominations from the general membership and publish these nominations at least 14 days before the meeting where officers will be elected.

Section 3: ELECTION – A slate of candidates consisting of all those names received by the Nominating Committee, as well as those obtained from the floor at the election meeting, shall be presented for the general membership to be voted upon. The election shall be the plurality

of the membership present at the meeting. No absentee votes will be accepted. If there are no qualified nominees for a particular office, the position shall be filled by any member appointed by the Executive Board.

Section 4: VACANCIES -- In case a vacancy occurs in the office of President, the Vice President shall assume the duties of President. In case of a vacancy in the office of Vice President, Secretary or Treasurer, the unexpired term shall be filled by a plurality vote of the Home & School present at the next regularly scheduled meeting.

Section 5: REMOVAL FROM OFFICE – Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting, where previous notice has been given to the officer.

ARTICLE V: DUTIES

EXECUTIVE BOARD: Shall consist of all officers of the Home & School, develop the Home & School annual budget, establish and oversee committees, establish fundraising programs, approve by majority vote any unbudgeted expenditures of \$100 or less, transact necessary business in intervals between regular Home & School meetings, shall provide full job descriptions for their successors, and shall attend the Home & School Coordinating Council monthly meetings or send a designee.

PRESIDENT: Preside at general meetings and Executive Board meetings, shall call additional meetings as needed, may appoint a tax accountant to prepare a tax return annually, shall oversee all communication materials and manage any social media pages or accounts, shall keep the principal informed of organization business, shall be an ex-officio member of all committees.

VICE PRESIDENT: Shall act as an aide to the President, shall preside at all meetings in the absence of the president, shall become acquainted with all duties of the President and be prepared to assume said duties when and if required, shall fulfill any other duties as assigned by the President.

SECRETARY: May keep an accurate record of all meetings, may type and distribute meeting minutes at the regular monthly meeting, may record attendance and votes, may assist with written correspondence between the Home & School and other audiences, and may work with school personnel to maintain and update Home & School website information with current information.

TREASURER: Serve as custodian of the Home & School's finances by receiving and disbursing all money under the direction and jurisdiction of the limits set forth in Article VIII, shall keep all funds on deposit with the bank designated by the Executive Board, shall prepare a budget by the final meeting of the school year, shall present and distribute copies of an accurate account of the books at each meeting, shall keep a record of all receipts and disbursements, shall prepare the necessary documentation and work with the tax accountant selected by the President to complete an annual tax return.

ARTICLE VI: COMMITTEES

Section 1: FORMATION -- Committees may be formed as the Executive Board sees fit, and volunteers for these committees may be sought through information included in principal's reports, social media or any means deemed appropriate by the Executive Board.

Section 2: COMMITTEE CHAIRS – Committee Chairs may volunteer or be nominated by the Executive Board and must be members of the Home & School.

Section 3: DUTIES – Committee Chairs are responsible for coordinating volunteers and delegating tasks to ensure successful events. The chair shall report to the Executive Board concerning all planned activities (date of event, theme of event, steps that need to be taken, as well as anticipated purchase of supplies and expenditure of money).

ARTICLE VII: MEETINGS

Section 1: GENERAL MEETINGS – General Home & School meetings shall be held to conduct business of the Home & School during the school year with the date and time to be set by the President. Meetings shall be advertised through the school district activities (printed) calendar, flyers sent home with students, website notifications, emails sent home by principals, and/or social media.

- a. Any changes made to meeting dates, times or locations must be advertised as soon as possible via the methods listed above.
- b. If schools are closed for inclement weather or any other reason, scheduled meetings will be rescheduled or canceled.

Section 2: SPECIAL MEETINGS – Special meetings may be called by the President, any two members of the Executive Board, or any five general members submitting a written request to the Secretary. Notice to members of the special meeting shall be given 10 days in advance. Meetings of the Executive Board may be called by the President or a majority of the board so long as reasonable prior notice has been given.

Section 3: QUORUM – In order to conduct business, at least one non-Board member must be present.

Section 4: VOTING – Any and all meetings shall be governed by majority vote. Each member in attendance at a Home & School meeting is eligible to vote. Absentee and proxy votes are not allowed.

ARTICLE VIII: FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year begins July 1st and ends June 30th of the following year.

Section 2: BUDGET – A budget for the ensuing year shall be prepared by the Budget Committee. The proposed budget shall be presented by the Treasurer at the last regular meeting of the preceding school year and shall reflect reasonable goals and indicate how funds are being utilized, not beyond what is required for ongoing operation. It will be voted on for approval the first regular meeting of the new school year.

Section 3: REPORTING – All financial activity shall be recorded and submitted annual for an annual tax return. The Home & School should arrange for an independent review of its financial records each year.

Section 4: ENDING BALANCE – The amount of unencumbered money to be carried over to the next school year shall not exceed [15 percent] of the current year’s profits.

Section 5: DISBURSEMENTS – Each committee chair shall review and verify all disbursements for his/her respective committees and submit said disbursements to the President for approval. Every disbursement over [\$100] that is not included in the annual budget must be raised for discussion at the next regularly scheduled business meeting and approved by majority vote. This may be changed to immediate action allocation by a majority vote of Executive Board. Any expense included in the approved annual budget may be disbursed by the Treasurer without general membership vote upon Executive Board approval. A receipt is required to accompany a Reimbursement Request form in order for funds to be disbursed.

Section 6: CONTRACTS – Authority to sign contracts is limited to the President or the President’s designee.

ARTICLE IX: POLICIES AND PROCEDURES

Section 1: CONFLICT OF INTEREST – No part of the net earnings of the Home & School Association should benefit or be distributed to its members, officers or other private persons.

Section 2: NEUTRALITY – The Home & School Association shall be non-commercial, non-profit and non-partisan. It shall not endorse a commercial enterprise or political position. The name of the Home & School shall not be used in connection with a commercial or political concern for any other purpose than the regular activities of the Home & School. The Home & School shall not directly participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for political office, or devote any more than an insubstantial part of its activities in trying to influence legislation.

ARTICLE X: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any Home & School member. Amendments presented at a Home & School meeting shall be considered for voting at a subsequent meeting. Any amendments must be shared with the Home and School Coordinating Council before being adopted. Two-thirds approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE XI: DISSOLUTION

In the event of dissolution of the Home & School Association, any funds remaining shall be donated to Schwenksville Elementary.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert’s Rules of Order (Newly Revised) shall govern the Home & School Association in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

These laws were adopted on (7/1/18)
Amended date: 3/22/18