

Bylaws of the Hallowell Home and School Association

Article I: Title

The title of this organization is the Hallowell Elementary School Home and School Association.

Article II: Purpose

To reinforce and establish programs associated with Hallowell Elementary School and the Hatboro - Horsham School District so to further enhance the educational, financial, and social well-being of the school community.

Article III: Membership

Section 1. Membership of the HSA shall consist of parents, guardians and school staff who have paid their annual membership dues.

Section 2. Annual dues shall be determined each year by the Executive Board and Committee Chairpersons at the annual Budget Planning Meeting held prior to the start of the school year. Financial assistance may be available to families wanting to join but unable to afford the dues. Funds collected from the drive will be added to the HSA budget and given a line entry as "Membership Dues." Monies collected will be used for that current school year.

Article IV: Basic Policies

Section 1. This association shall be nonsectarian and nonpartisan.

Section 2. This association is a school, community-oriented, organization, which shall not provide financial gain for any one person or group. The HSA can support an individual or group of members who are involved in fundraising or other activities, as long as Hallowell receives an agreed upon percentage of the profit. The decision to support the individual or group will be voted upon at a general monthly meeting.

Section 3. This association will meet on a monthly basis during the school year, unless otherwise changed by the HSA, or by the Executive Board. Written notice shall be given of date and time to all membership at least one week prior to meeting. HSA meeting dates are posted on the school district calendar.

Section 4. This association has the right to provide input and or adaptations to the educational policies affecting the entire student body. The HSA shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 5. This association shall be allowed to sponsor a public forum. The HSA shall not endorse a candidate for public office.

Section 6. A current, updated copy of the Hallowell HSA Bylaws and Monthly Minutes shall be posted on the HSA Bulletin Board, located in the lobby of the school. In addition, approved monthly minutes will be posted on the school district website.

Section 7. Donations accepted by the HSA do not imply endorsement of a particular commercial enterprise.

Section 8. The fiscal year for the HSA will be July 1st through June 30th.

Article V: Officers and their Elections

Section 1.

- a. The officers of the association shall be a president (or co-presidents), a vice president (or co-vice presidents), a secretary (or co-secretaries) and a treasurer (or co-treasurers). These officers shall make up the executive board.
- b. Officers shall be elected annually by ballot in the month of April.
- c. Officers shall assume their official duties at the close of the monthly meeting at the end of the school year in which the successors are elected.
- d. A person shall be eligible to serve a maximum of three consecutive terms for the same office. A term is equivalent to a school year.

Section 2.

- a. There shall be an election committee consisting of at least three HSA members, who are not accepting a nomination for office, appointed by the executive board. This committee shall be formed at the February meeting.
- b. The election committee will: confirm acceptance of nomination; verify eligibility for the office; post nominations; prepare ballot; count ballots; post results. Nominations are made at the general membership meeting and must be seconded. Write-in nominations from paid HSA members, close 10 days after the meeting and must have two signatures on them. A report shall be given at the March meeting, where nominations may be accepted from the floor or within 10 days of the meeting and must contain a minimum of two signatures from paid HSA members.
- c. If necessary, the Election Committee will draft a ballot 10 days after the March meeting.
- d. Election vote will take place in person at the April general membership meeting; every HSA member present can vote. Please note that only one vote per membership (family) will be counted.

- e. Only the appointees of the election committee shall have access to and count the votes.
- f. Counting and reporting results to the general membership will occur immediately (within 24hrs) after the election at the April meeting.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a co-officer, if applicable. If necessary, the election process will be activated and completed within four weeks and the person elected by a majority vote of the general membership will fill the unexpired vacancy.

In case a vacancy occurs in the office of the president, the vice-president shall fill the unexpired vacancy. If the vice-president declines to fill the vacancy, the election process will be activated and completed within four weeks and the person elected by a majority vote of the general membership will fill the unexpired vacancy.

Article VI: Duties of the Officers

Section 1. The president will: preside at all meetings of the association; perform other duties as prescribed in the bylaws or assigned to him/her by the association or by the executive board; coordinate the work of the officers and committees in order that the stated purpose of the HSA may be promoted. If necessary, the president can call an executive board meeting prior to the general membership monthly meeting.

Section 2. The vice president will: act as an aide to the president; perform the duties of the president in the absence or inability of that officer to serve; be expected to perform any other duties assigned by the president and/or executive board.

Section 3. The secretary will: accurately record the minutes of all meetings of the association; keep file copies of the monthly minutes and all other important correspondences; provide a copy of the minutes to any executive board member upon request; post monthly minutes on the HSA bulletin board & forward to the principal or designee for posting on the website; write any letters requested by the president or vice-president; perform other duties as delegated. Documentation pertaining to the association or its business will be maintained on file for a five-year period.

Section 4. The treasurer will: receive all monies of the association; keep an accurate record of receipts and expenditures; pay out local funds in accordance with the approved budget; pay out expenditures voted on by the general membership and executive board; deposit all profits made during the school year. Profits can be used for the current school year or put towards the next year's budget; any extra monies available may be used for special purchases as decided upon by the executive board and general membership. A treasurer's report will be presented at every general membership meeting and at other times when requested by the executive board.

The treasurer's account shall be examined annually by an audit committee of not less than two members of the HSA. The auditing committee will be appointed by the executive board. Once satisfied that the treasurer's records are accurate to date, a statement of fact shall be written and delivered at the first monthly meeting of the following school year.

An incoming treasurer will receive all records of accounts kept by the outgoing treasurer after the newly-elected officers assume their duties at the close of the last monthly meeting at the end of the school year. A completed audit of accounts will be forwarded to the incoming treasurer as soon as that report is completed.

Article VII: General Procedures

Section 1. All officers will deliver to their successors all official material(s) at the last monthly meeting for the school year and/or by the end of the school year.

Section 2. The privilege of holding office, chairing a committee, introducing motions, debating and voting shall be limited to paid members of the association. Length of committee chairmanship will vary upon the individual's ability to fulfill the required commitments. However, if the Executive Board receives interest from a member in chairing a committee and the present chairperson / co-chairperson has had three consecutive years in that role a third co-chairperson can be added. Co-chairs are to be limited to three people. This group of three can work together for up to two years. After that time frame, the Executive Board and co-chairpersons shall meet to decide upon transition of chairmanship or continuation of co-chairpersons. This decision will be based upon each individual's ability to fulfill the required commitments. In addition, the Executive Board strongly encourages and supports co-chairmanship for a minimum of one year when a committee is transitioning their chair.

Section 3. Standing and special committees shall be created by the Executive Board, as deemed necessary, to promote the identified purpose and to carry out the work of the association.

Section 4. When requested by the Executive Board, the chairperson of any committee(s) shall present a plan of work to the Executive Board for approval. Main committee work can begin once the Executive Board has given its approval. Any monies collected shall be turned over to the treasurer by the chairperson as soon as possible. The Executive Board can identify specific HSA events that require the Treasurer or designee to be present and that person shall be responsible for collecting and counting of monies received. All counts will be a two-person count and signed off accordingly. Receipts shall be obtained from the treasurer and retained by the committee chairperson in the committee file. All committee chairs will be asked for a year end summary; this summary can be submitted anytime after event has been completed. All summaries must be received by the last general membership meeting of the year.

Section 5. When necessary, a special committee can be created and appointed for a specific purpose. This committee will dissolve when the work is completed and the final report has been received.

Section 6. The president shall be an ex-officio member of all committees.

Section 7. A committee may be appointed to submit a revised set of bylaws as a substitute and/or supplement. This process will occur after a majority vote at a monthly meeting of the association.

Section 8. The bylaws may be amended at any monthly meeting of the HSA by a majority vote of the members present provided notice of the amendment has been given no less than 10 days prior to the meeting.

Article VIII: Financial Policies.

Section 1. A receipt shall be given for all monetary transactions. An accurate account of receipts and expenditures shall be maintained and presented at each of the HSA monthly meetings. Committee chairperson is responsible for submitting all receipts / invoices from their activity (ies); this allows chairperson to work within their allotted budget.

Section 2. A copy of the bank checking account and money market account statement shall be available, along with the treasurer's report at each HSA meeting.

Section 3. A minimum of two HSA members shall be appointed by the executive board to audit the financial records. The records shall be audited during the summer months. Results of the audit will be presented at the first HSA meeting of the new school year.

Section 4. Any checks written by the treasurer in an amount exceeding \$300.00 shall be co-signed by the president of the HSA.

Section 5.

a. Emergency requests for up to \$50.00 may be approved by the president or the vice president in his or her absence. The term emergency request means a non-budget item that requires immediate attention.

b. The approval of the majority of the executive board is needed for emergency requests of \$51.00 to \$100.00.

c. Any emergency requests of more than \$100.00 must be approved by members of the HSA at a regular monthly meeting.

d. Other requests for HSA funds that are not in the budget may be presented at a regular monthly meeting for approval.

Section 6. All financial records of the last five years shall be kept in an HSA file in the school office. A copy of the previous year's statements shall be kept with the treasurer as a reference.

Article IX: Executive Board Duties

Section 1.

a. To facilitate necessary association business. Motions can be put to the general membership at a monthly meeting, even in the absence of a committee chairperson.

b. To oversee the work of all standing committees. This will include an ongoing approval process; chairperson is to report at monthly meetings. In the event the chairperson cannot attend the monthly meeting, a report will be given to the vice-president and he/she will keep the membership up to date.

c. To prepare and submit to the association for approval an annual fiscal budget.

d. To approve routine bills within the limits of the budget with the agreement of the general membership by a majority vote.

Section 2. Business decisions of a major importance or major change shall be discussed and voted on during monthly business meetings. Emergency decisions require a 2/3 vote of the executive board.

Section 3. In the event this organization shall be dissolved, the remaining executive board will decide the disbursement of any remaining assets with the approval of the general membership.

Article X: Parliamentary Authority

Robert's Rules of Order Revised shall govern this association in all cases to which they are applicable and in which they are not in conflict with these bylaws.

Revised May 29, 2007 by a Committee of Eight:

Sharon Bruno	Donna Mroz
Beth Janyszek	Isabel Portelli
Connie Johnson	Cathy Sonntag
Rita Moffat	Diane Waeltz