



## KEITH VALLEY HOME AND SCHOOL ASSOCIATION BYLAWS

### Article 1: Name

The name of the organization is the Keith Valley Home and School Association ("KVHSA").

### Article 2: Purpose

The purpose of the KVHSA is to create a positive atmosphere for learning through a cooperative effort with administrators, teachers and parents/guardians by providing financial assistance through fundraising, organizing social functions and recruiting a volunteer network.

### Article 3: Basic Policies

- 3.1 The KVHSA shall be governed and qualified by the basic policies set forth in this article.
- 3.2 The KVHSA shall be non-commercial, non-profit and non-partisan. It shall not endorse a commercial enterprise or political candidate. The name of the KVHSA or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any political interest or for any other purpose than the regular activities of the KVHSA.
- 3.3 The KVHSA shall not, directly or indirectly, participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- 3.4 This KVHSA shall seek neither to direct the administrative activities of the school nor control its policies.
- 3.5 In the event of dissolution of the KVHSA, the Executive Board (as defined in Article 8) will decide upon the disbursement of any remaining assets in accordance with the exempt purpose specified in Section 501(c)3 of the Internal Revenue Code of 1986 as from time to time amended.

#### **Article 4: Parliamentary Authority**

Robert's Rules of Order shall govern the KVHSA in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **Article 5: Amendments**

The bylaws of the KVHSA may be amended at any regular meeting of the KVHSA by a two-thirds vote of the members present and providing notice of the proposed amendment shall have been given at the previous general meeting.

#### **Article 6: Bylaw Revisions**

- 6.1 The bylaws may be adopted after a thirty day advertisement period after the September meeting.
- 6.2 These bylaws are eligible to be revised every two years from the date of the last revision.
- 6.3 A committee, consisting of three-fifths of all existing elected officers and at least three other KVHSA members in good standing, is required to revise the bylaws.

#### **Article 7: Membership**

- 7.1 Members of the KVHSA shall consist of any parent or guardian of a current student at Keith Valley Middle School, principals, teachers and administrators employed at the school.
- 7.2 Dues will be established by the Executive Board. A member must have paid his/her dues to be considered to be a member in good standing with voting rights.
- 7.3 A membership drive fundraiser will be held at the beginning of the school year.

#### **Article 8: Executive Board**

- 8.1 The Executive Board of the KVHSA shall consist of the elected officers of the association and the KV principal.
- 8.2 The duties of the Executive Board shall be to:
  - a. Transact business between KVHSA meetings in preparation for the general meeting.
  - b. Create standing rules and policies for the KVHSA.
  - c. Create and maintain or dissolve committees.
  - d. Approve the plans of work by committees.
  - e. Provide financial records and reports to the Hatboro-Horsham School District upon request from the district.
  - f. Approve routine bills within the limits of the budget.
  - g. Approve unbudgeted expenditures under \$500 without the approval of the general membership.
  - h. Prepare and submit an annual budget for the next fiscal year (July 1 - June 30) to the association for approval at the September KVHSA meeting.
    1. Attend executive meetings as needed prior to the regular monthly meetings.
  - J. Oversee the nomination and election process for new officers.
  - k. Annually, read and review these bylaws collectively by the incoming Executive Board.

## **Article 9: Officers and Elections**

- 9.1 Definition of Officers and Terms of Office:
- a. The officers of the **KVHSA** shall include the school principal, a president, a vice president, a recording-corresponding secretary, a cash/banking treasurer, a general ledger/ financial reporting treasurer and a website administrator. These officers shall make up the Executive Board.
  - b. Two persons who wish to share responsibilities of the president or vice president positions may run as co-officers.
  - c. Each member of the Executive Board, with the exception of the school principal shall have one vote. The school principal has no voting power or authority.
  - d. Officers shall assume their duties at the beginning of the fiscal year and shall serve for a term of one year.
  - e. A person shall not be eligible to serve more than two consecutive terms in the same office, unless no candidate has accepted a nomination for that office at the start of the first general meeting of the fiscal year. The term of office, including extension, shall be no longer than three consecutive years.
  - f. A person shall not be eligible to serve more than three consecutive years on the KVHSA board. A person can be reelected to the Executive Board following at least a one-year leave from the Executive Board.
  - g. A majority of the officers shall be parents of Keith Valley Middle School students not employed by the Hatboro-Horsham School District.
- 9.2 Elections are to be held in April.
- 9.3 Removal of an officer by the Executive Board can be executed including, but not limited to the following infractions: misappropriation of funds; conduct not in keeping with the standards as defined by the School District of Hatboro-Horsham; misrepresentation of the **KVHSA**; not performing duties as specified by these bylaws.
- 9.4 Nominations will be announced at the March KVHSA meeting. Nominations may be made by any KVHSA member in good standing. Each office will be explained in detail at this meeting.
- a. A flyer/e-blast will be sent home in February seeking nominees for executive officers along with their respective responsibilities.
  - b. The Executive Board will communicate with the principals of the elementary schools requesting a flyer/e-blast seeking nominations of 5<sup>th</sup> grade parents be sent home with the expectation that the individual will become a KVHSA member in good standing.
  - c. Notification seeking nominations will be posted on the KVHSA website.
  - d. The Executive Board shall report at the March meeting on the status of the nominations. After the Executive Board presents its report, nominations will be accepted from the floor as long as the nominee consents. Consent of each candidate must be obtained before a name can be placed on a ballot.
  - e. Nominees receiving a majority of votes shall be elected at the April meeting. In order to vote you must be a member, in good standing, of the KVHSA and attend the April meeting.
- 9.5 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. In the case that a vacancy occurs in the office of president, the vice president shall serve as president.

## **Article 10: Duties of Officers**

- 10.01 A president shall preside at all meetings of the KVHSA and of the Executive Board; shall oversee the work of the officers; in conjunction with the vice president, help coordinate and monitor activities of the chairpersons and their respective KVHSA committee or event; shall communicate and meet regularly with the principal; and shall perform all duties pertaining to the office as prescribed in the bylaws or assigned to him/her by the Executive Board. A president shall send advance notice of upcoming KVHSA meetings.
- 10.02 A vice president shall serve as an assistant to the president and shall perform the duties of the president in his/her absence; shall coordinate and monitor activities of the chairpersons and their respective KVHSA committee or event; and shall perform all duties pertaining to the office as prescribed by the bylaws or assigned him/her by the Executive Board. All outgoing correspondence regarding committees and/or events must be approved by the principal and a vice president prior to dissemination.
- 10.03 The Recording-Corresponding Secretary shall record the minutes of all meetings of the association and of the Executive Board; shall perform such other duties as may be delegated to him/her and keep copies of all communications pertaining to the association or its business. He/she shall also transcribe official correspondence required by the KVHSA.
- 10.04 The Treasurers shall follow the accounting procedures as noted in the Summary of Treasurers' Control Procedures. (Exhibit 1).
- 10.5 The Web Administrator shall update the KVHSA website with pertinent information.
- 10.6 All officers shall be accessible and respond to all inquiries made by the Executive Board in a timely manner.
- 10.7 Any officer who misses three consecutive meetings, which includes regular and executive meetings, without probable cause shall be considered to have tendered their resignation as an officer.
- 10.8 All officers shall deliver to their successors all official materials by the end of the fiscal year.

## **Article 11: Meetings**

- I 1.01 Regular meetings of this association shall be held in conjunction with the school year district calendar. The principal has the discretion to change the date due to calendar conflicts.
- 11.2 Executive Board meetings will be held at the discretion of the Executive Board. Special meetings may be called provided a three day notice has been given.
- 11.3 A quorum for the transaction of business shall be comprised of three-fifths of all elected officers and at least three other KVHSA members in good standing in attendance. If three members in good standing are not in attendance, and meeting notification was advertised prior to the meeting, then business can be conducted by three-fifths of allelected officers.
- 11.4 The privilege of introducing motions, debating and voting shall be limited to members in good standing.

## **Article 12: Committees**

- 12.0 I If requested, the chairperson of a committee will present a plan of work to the Executive Board. No committee work shall be undertaken without the consent of a president and a vice president. The term of the chairperson shall be one year, subject to reappointment by the Executive Board.
- 12.2 The committee chairperson or his/her designated committee member is required to attend the regular business meeting prior to the event or report the status to the vice president in charge of their committee.
- 12.3 At the completion of the **KVHSA** sponsored activity or event, the committee chairperson shall complete a written report describing the committee's work and any budget requirements.



## EXHIBIT I

### KEITH VALLEY HOME AND SCHOOL ASSOCIATION SUMMARY OF TREASURER'S CONTROL PROCEDURES

The accounting duties are segregated between two co-treasurers. One co-treasurer handles all cash and banking transactions while the other co-treasurer is responsible for the general ledger and financial reporting functions. Neither co-treasurer has authority or access to perform their counterparts' duties.

Each year the KV HSA Board ("Board") prepares a budget of revenues and expenses. This budget is presented to the KV HSA Membership ("Membership") for review and approval. KV HSA Committee Chairs ("Committee Chairs") are given the budgeted revenue and expenses for their event. The Committee Chairs are aware that they may not spend in excess of their budgeted amount.

The Board reviews actual and budgeted cash receipts and disbursements on a monthly basis.

During the year, teachers and administrators occasionally make requests of the KV HSA to fund items/events not included in the budget. Requests must be in writing and signed by the requestor. Before being submitted to the HSA for consideration these requests must receive the written approval of the school principal. The requestor (or their representative) should then present the request to the HSA at their next monthly meeting. Expenditures under \$500 can be approved by the HSA Executive Board alone. Expenditures of \$500 or more must be presented to the HSA membership for approval.

#### **CASH and BANKING**

##### **On-Line Bank Account Access**

The cash and banking treasurer has on-line bank account access. The general ledger and financial reporting treasurer does not have on-line bank account access.

## **RECEIPTS**

It is the responsibility of Committee Chairs to ensure that any money collected at an HSA function is counted and turned over to the cash and banking co-treasurer, accompanied by an HSA Deposit Form (attached). The cash and banking co-treasurer verifies the amount received, prepares a deposit ticket, and deposits amounts received in the HSA bank account.

## **DISBURSEMENTS**

Check signing is limited to the cash and banking treasurer and the two co-presidents, the general ledger and financial reporting treasurer does not have check signing authority. A current signature card is on file at the bank. Checks under \$500 require only one signature. Checks of \$500 or more require two signatures. The cash and banking treasurer maintains custody of the check book at all times. When two signatures are required, the cash and banking treasurer will sign the check and obtain the signature of one of the co-presidents.

Prior to payment, all disbursements are reviewed by a member of the Board. All reimbursement requests for budgeted/approved HSA activities must be accompanied by a formal Check Request Form (attached), signed by the Committee Chair or a Board member and supported by current receipts. Upon review of the properly completed Check Request Form, the cash and banking treasurer prepares and signs the requested check. Checks are issued within one week of receiving a properly completed Check Request Form. In the event the cash and banking treasurer is also a committee chair, a vice president must co-sign any check requests for that committee.

## **CASH BOXES**

In the event a cash box is required for an event (i.e. School Store, Fun Night ticket sales) the Committee Chair fills out a Cash Box Request Form (attached) detailing the amount of money and denominations needed. This form is submitted to the cash and banking treasurer one week prior to the event. In the presence of the cash and banking treasurer, the Committee Chair counts the money and signs the Cash Box Request Form, verifying the amount of money received and the date it was received. After the event, the Committee Chair will deduct the start-up money from the money brought in from the event and submit it back to the cash and banking treasurer with a separate deposit slip.

## **GENERAL LEDGER and FINANCIAL REPORTING**

### **GENERAL LEDGER**

The general ledger and financial reporting treasurer records all KV HSA transactions using QuickBooks software. The cash and banking treasurer does not have access to the general ledger software.

At the end of each month, the cash and banking treasurer gives the general ledger and financial reporting treasurer all the Deposit and Check Request Forms for input to QuickBooks. Once data is entered into QuickBooks the general ledger and financial reporting treasurer prepares the bank reconciliation within QuickBooks. (Note: The bank statement is mailed directly to the general ledger and financial reporting treasurer).

### **FINANCIAL REPORTING**

The general ledger and financial reporting treasurer prepares the bank reconciliation using the reconciliation function within QuickBooks. Once the cash account has been reconciled to the bank statement, the general ledger and financial reporting treasurer prepares monthly revenue and expense reports. These reports include annual budget data for comparison purposes. These reports are distributed to the Board and are presented at the next KV HSA meeting for Membership approval. It is also noted in the minutes the date through which the bank statement has been reconciled.

The Board and Members review the financial reports prior to approval.



**DEPOSIT SLIP**  
(2012-2013)

COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_

Cash Detail

\$1x _____ = \$ _____	<b>Total CASH:</b> \$ _____
\$5x _____ = \$ _____	<b>COINS:</b> \$ _____
\$10 x _____ = \$ _____	<b>CHECKS:</b> \$ _____
	# of Checks: (     )
\$20 x _____ = \$ _____	<b>TOTAL DEPOSIT:</b> \$ _____
\$ _____ x _____ = \$ _____	

**CHAIRPERSON APPROVAL:** \_\_\_\_\_

**PLEASE READ INSTRUCTIONS!**

At the end of your event, please count the # of each denomination, total each denomination and then total all cash. Coins do not need to be counted unless you prefer. The bank has a coin counter. Please note the number of checks and the total amount of the checks. Then, total the entire deposit. If there is a discrepancy, you will be contacted. Please make sure the Chairperson has signed the deposit. The deposit can be put in the safe located in the office or dropped off at my house. Please make arrangements if you intend to drop the money at my house. Deposits need to be completed within a week of the event. Please call or email me with any questions!!

Thank you,

Pam Tuckey, Co-Treasurer  
215-828-3427 (cell)  
215-542-1171 (home)  
pamdtuckey@aol.com

<u>For BSA Purposes Only</u>	
Date Received:	_____ - _____
Date Deposited:	_____ - _____





HSA CHECK REQUEST FORM  
(2012-2013)

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

COMMITTEE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

CHAIRPERSON APPROVAL \_\_\_\_\_

PLEASE READ INSTRUCTIONS!

Please staple all receipts/invoices to this request, have the chairperson sign the request and return to the Treasurer's Check Request folder in the file box located in the main office. Check Requests without receipts/invoice or the Chairperson's signature will be returned. Check requests need to be submitted within **2 weeks** of the completed event. Committee checks will be returned to the Check Pickup folder in the file box unless other arrangements have been made. School faculty/staff checks will be placed in their respective mailboxes. All checks for vendor payments will be forwarded directly to the vendor unless otherwise requested. Please call/email me with questions!

Thank you,

Pam Tuckey, Co-Treasurer  
215-828-3427 (cell)  
215-542-1171 (home)  
pamdockey@aol.com

For HSA Purposes Only

Date Paid: \_\_\_\_ - \_\_\_\_

Check No.: \_\_\_\_\_



## CASH BOX REQUEST

(2012-2013)

Please make request for cash box at least one week prior to the event. Place completed form in Treasurer's folder located in HSA bin in the main office. Please email or call me letting me know the request is there. I will contact you to make delivery arrangements. Upon receipt of the box verify the amount of cash and confirm with your signature.

Thank You,

Pam Tuckey, Co-Treasurer KVHSA  
 215-828-3427 (cell)  
 215-542-11715 (home)  
 pamdtuckey@aol.com

**For HSA Purposes Only**

Date Request. Recd.: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Date Delivered: \_\_\_\_\_

Check No.: \_\_\_\_\_

Date Cash Deposited  
 Back to Account: \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**COMMITTEE:** \_\_\_\_\_

**REQUESTER'S NAME:** \_\_\_\_\_

**REQUESTER'S EMAIL/PHONE:** \_\_\_\_\_

**AMOUNT NEEDED:** \_\_\_\_ - \_\_\_\_

**CASH DETAIL:**

CURRENCY	TOTAL
<input checked="" type="checkbox"/> \$20.00	\$
<input checked="" type="checkbox"/> \$10.00	\$
<input checked="" type="checkbox"/> \$5.00	\$
<input checked="" type="checkbox"/> \$1.00	\$
<input checked="" type="checkbox"/> \$100.00	\$
rolls <input checked="" type="checkbox"/> \$0.25 (1 roll = \$10.00)	\$
rolls <input checked="" type="checkbox"/> \$0.10 (1 roll = \$5.00)	\$
rolls <input checked="" type="checkbox"/> \$0.05 (1 roll = \$2.00)	\$
rolls <input checked="" type="checkbox"/> \$0.01 (1 roll = \$0.50)	\$
<b>TOTAL</b>	\$

**CHAIRPERSON APPROVAL** \_\_\_\_\_

**RECEIVED BY** \_\_\_\_\_

**Date** \_\_\_\_\_