

# Hatboro Horsham High School Home and School Association - Bylaws

## Article I: Name

The name of this Association is the Hatboro-Horsham High School Home and School Association.

## Article II: Purpose

The purpose of the Hatboro-Horsham High School Home and School Association shall be:

- a. To promote a positive and healthy learning environment through a united effort with Administrators, Teachers and Parents.
- b. To raise funds for senior recognitions and post prom by providing financial assistance for Scholarships and the Post Prom.
- c. To provide an open forum for discussion between parents and the administration.

## Article III: Basic Policies

Section 1. The policies shall be developed through conferences, committees and shall be governed and qualified by the basic policies set forth in this Article.

Section 2. This association shall be non-commercial, nonsectarian and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the association or names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work on the association.

Section 3. This association shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. This association shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 5. This association may cooperate with other organizations and agencies active in child welfare, provided its representative makes no commitments that will bind the group he/she represents.

Section 6. In the event this organization shall be dissolved, the Executive Board will decide upon the disbursement of any remaining assets.

## **Article IV: Membership and Dues**

Section 1. Membership is for all faculty, administration, parents and guardians of students enrolled in Hatboro-Horsham High School who have paid their dues. The dues shall be determined each year by the Executive Board.

Section 2. Dues are to be levied and collected at a family rate to be determined at the last meeting of the association.

Section 3. Only members of this unit shall be eligible to participate in its business meetings or to serve in any of its elective or appointed positions.

Section 4. Each member is entitled to one vote.

## **Article V: Officers and Their Election**

Section 1.

a. The officers of the Association shall be a President, Vice-President, Secretary, and Treasurer.

b. Officers shall be elected by ballot or show of hands annually prior to May 31.

c. Officers shall assume their official duties on the first Monday in July, and shall serve for a term of one year, and/or until their successors are elected.

d. No officers shall be eligible to serve in the same office for more than two consecutive terms unless a successor is not elected.

Section 2.

a. Nominations for officers shall be made by a nominating committee of at least 2 members selected from the Executive Board.

b. An email blast will be sent home in March asking for nominees for Executive Office. The Nominating Committee's job will then be to contact all individuals who agree to run for office. All those individuals who agree to run for office will appear on the ballot. Two persons who wish to share the responsibility of one office may run as co-officers. These two co-officers will have one vote on the Executive Board.

c. The committee shall give their report to the Executive Board for their approval.

d. Nominees will be publicized in April on the HSA Web site.

- e. Following the acceptance of the report of the nominating committee, elections will be held at the last meeting. A member need not be present at this meeting to be nominated, if the nominee's written consent to serve is presented.

Section 3. A vacancy occurring in office shall be filled by a person elected by a vote of the remaining members of the Executive Board, notice of such an election having been given. In the case that a vacancy occurs in the office of the President, the Vice-President shall serve as President.

## **Article VI: Duties of Officers**

Section 1. The President shall preside at all meetings of the Association and of the Executive Board; shall be an ex-officio member of all committees except the nominating committee; and shall perform all other duties usually pertaining to the office.

Section 2. The Vice-President shall act as an aide to the President and shall, in his/her designated order, perform the duties of the President in the absence or inability of the officer to serve.

Section 3. The Secretary shall record all minutes of each regular and executive board meeting. A permanent record of these proceedings shall be kept for future reference. A report of these minutes shall be presented at each regular and executive board meeting.

Section 4. The Treasurer shall collect all monies, pay all expenses and keep accurate books of account, and shall perform such other duties as may be delegated to this officer. The accounts of the Treasurer shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the annual report is correct, sign a statement of said fact at the end of the annual report. The auditing committee shall be appointed by the regular Executive Board prior to the first regular meeting. Treasurer and President alone have the authority to sign checks.

## **Article VII: Association Meetings**

Section 1. The regular meetings of this association shall be held 5 times a year (every other month) between September 1 and May 31. Prior notice shall be given of the date and time. Special meetings may be called by the Executive Board or by any ten members in good standing.

Section 2. The privilege of holding office, making motions, debating and voting shall be limited to paid members of the association.

Section 3. Three officers shall constitute a quorum for the transaction of business in any meeting of the Executive Board.

## **Article VIII: Executive Board**

### Section 1

- (a) The Executive Board shall consist of the four elected Officers of this association. The past president shall serve as a member-at-large. The members of the Executive Board shall serve a term of one year and/or until their successors are elected or appointed.
- (b) A majority of the Executive Board must be present and voting to conduct business.

### Section 2 The duties of the Executive Board shall be to:

- (a) Transact any and all business of the council
- (b) Appoint committees
- (c) Study and recommend
  1. Programs of interest to members of the association
  2. Actions on any problems that arise concerning the community and its high school
  3. Fundraising ideas for Post Prom
- (d) Appoint an auditing committee to audit the Treasurer's accounts
- (e) Prepare and submit to the Association for approval a budget for the fiscal year
- (f) Select a nominating committee

Section 3. Meetings of the Executive Board may be called by the President or by request of three members of the Board.

## **Article IX: Special Committees**

Section 1. Special committees shall be created by the Executive Board as may be required to promote the objects and interests of this association. The chairmen of the Committees shall be selected by the Executive Board and must be members of the association.

Section 2. No committee work shall be undertaken without the consent of the Executive Board.

Section 3. Any special committee essential to carrying out any function of the association shall be created by the Executive Board and its activities are subject to the approval of the Executive Board.

### **Article X: Parliamentary Authority**

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

### **Article XI: Articles of Organization**

The Bylaws of this organization shall be deemed to be part of its articles of organization.

### **Article XII: Amendments**

Section 1. These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been given.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the Association or by a two-thirds vote of the Executive Board.

Approved September 2013