

# **BY-LAWS**

## **PENNFIELD**

### **HOME AND SCHOOL ASSOCIATION**

*Approved: October 2018*

# **BY-LAWS**

## **PENNFIELD HOME AND SCHOOL ASSOCIATION**

### **ARTICLE I: NAME**

The name of this Association shall be Pennfield Home and School Association.

### **ARTICLE II: OBJECTIVES**

**Section 1** To promote the welfare of Pennfield students in the school, home and community.

**Section 2** To provide a forum for the free exchange of ideas between home and school. Parents may exchange ideas and promote an ongoing relationships between schools, administration, board members and community in order to secure the highest educational advantages for each student.

### **ARTICLE III: BASIC POLICIES**

**Section 1** The Pennfield Home and School Association is a chapter of the North Penn School District Coordinating Council, Inc., established pursuant to the Pennsylvania Non-Profit Corporation Law, Section 5511. To the extent the provisions of this chapter's By-Laws conflict with the dissolution, purpose, or financial reporting requirements set forth in the Coordinating Council By-Laws, the provisions of the Coordinating Council By-Laws shall prevail.

**Section 2** The Association shall be non-profit.

**Section 3** The name of the Association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest.

**Section 4** The name and/or the treasury of the Association shall not be committed to any action without the approval of the Association.

**Section 5** In the event of the dissolution of the Association, the assets of this Association shall be forwarded to the organization at Pennfield School replacing this Association; or, in the event there is not replacement organization, the assets shall be transferred to the Pennfield Activity Fund, its replacement, or the Pennfield Student Council.

In the event none of these organizations are in existence, the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall

be disposed of by the Court of common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE IV: REPRESENTATIVES**

**Section 1** Parents or guardians of Pennfield students and faculty members interested in attainment of Article II of these By-Laws shall be eligible for participation in this Association.

**Section 2** The school representative shall consist of the Principal, the Assistant Principal, and the staff members interested in serving on the Association.

**ARTICLE V: OFFICERS AND DUTIES**

**Section 1** The Officers of the Association shall be President and Vice-President (or Co-Presidents), Secretary, Volunteer Coordinator(s), Communications Officer and Treasurer, elected annually.

- Section 2**
- a. The President or Co-Presidents of this Association shall have one year of participation, as an officer or board member of this Association or any other North Penn School District Home & School Association, prior to serving in this position. If the previous board membership requirement cannot be met, this requirement can be waived by a majority vote of the members present.
  - b. The President or Co-President shall preside at all meetings of this Association. The President or Co-Presidents shall be (a) member(s) ex-officio of all committees.

**Section 3** The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence of, or at the request of, the President.

**Section 4** The Secretary shall record the minutes of all meetings of the Association and shall present them at the subsequent meeting. The Secretary shall conduct such other correspondence as directed by the President.

**Section 5** The Volunteer Coordinator(s) shall coordinate with Pennfield Middle School staff to secure parent/guardian volunteers for school events and activities as requested. The Volunteer Coordinator(s) shall serve as a communications liaison between school staff and parent/guardian volunteers.”

**Section 6** The Communications Officer shall keep the Pennfield Middle School Home & School website updated. The communications officer shall also update all Pennfield Middle School Home & School social media accounts.

**Section 7** The Treasurer shall have custody of all funds of the Association, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements approved by the Association. The Treasurer shall be responsible

for the maintenance of such books of accounts and records, which are subject to an audit at the request of the President or a majority vote by the Executive Board Members. The Treasurer shall complete a financial summary statement to the North Penn School District Coordinating Council, Inc., as directed, on a biannual basis.

**Section 8** By a majority vote of Executive Board, members may approve up to \$500 if emergency funds are requested prior to the next Home & School meeting.

## **ARTICLE VI NOMINATIONS AND ELECTION OF OFFICIALS**

- Section 1**
- a. Nominations shall be made by a Nominating Committee appointed by the President. The Nominating Committee shall present at the March/April meeting of the Association, at least one (1) nominee for each office. The consent of each nominee must be secured prior to presenting the list of nominees.
  - b. Names of nominees shall be presented in March/April plus posted on the school website under the Home & School Association page.
  - c. Election of officers shall be held in May.
  - d. The new officers shall assume their official positions and duties in May, or at the close of the last meeting of the school year.
  - e. Officers are elected for a term of one year.

**Section 2** If a vacancy occurs in the office of President, the Vice-President shall become the President until the end of the term. If a vacancy occurs in the office of Co-President, the other Co-President shall become the President until the end of the term. All other vacancies shall be filled by appointment by the President or Co-Presidents for the balance of the term with a quorum majority vote for approval by the Association.

## **ARTICLE VII PENNFIELD HOME AND SCHOOL ASSOCIATION**

- Section 1** **Duties of the Association:**
- a. Promote the objectives of the Association.
  - b. Transact all necessary business.
  - c. Create committees as necessary.
  - d. Approve the plans of work of the committees.
  - e. Approve all expenditures.

- Section 2** **Meetings and Quorum:**
- a. Meetings shall be decided upon, at least 3 times a year during the school year in accordance with the school calendar. There will be no scheduled meeting in December or June.
  - b. Board Meetings may be held, as needed, and as often as necessary.
  - c. Any number of Association members present shall constitute a quorum.

- d. When voting on an issue, the majority vote of the Association members present shall carry.

**ARTICLE VIII    COMMITTEES**

**Section 1**            The Association shall establish committees on a yearly basis. The duties shall provide the purpose, formation, guidelines, direction and dissolution of said committees under the guidance of the officers.

**Section 2**            Standing committees and their associated duties may include:

- a. Fundraiser Coordinator: Suggest, research and present fundraising throughout the year.
- b. Coordinating Council Representative(s): Attend monthly meetings and give report to the Home and School Association.
- c. Membership: Coordinate membership drives and member lists.

**Section 3**            Ad hoc Committees shall consist of any special activities the Association shall decide to undertake.

**ARTICLE IX        AMENDMENTS**

- a. The Association's By-Laws may be amended at any regular meeting of the Association by simple majority vote of the members present, provided notice of the proposed amendment(s) and its contents have been made available to members at a previous meeting.
- b. The Association's By-Laws must be reviewed and approved as described above every two (2) years.
- c. A hard-copy of the Association's By-Laws must be submitted annually to the Coordinating Council Treasurer.

**ARTICLE X         AMENDMENT ONE**

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) or the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE XI        AMENDMENT (CONTINUED)**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for

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public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**APPROVED BY:** Pennfield Home & School Association

**DATED:** October 10, 2018

**SIGNED:** \_\_\_\_\_