

BYLAWS

EAST PIKELAND ELEMENTARY SCHOOL

HOME & SCHOOL ASSOCIATION

ARTICLE I: NAME

The name of this association shall be the East Pikeland Home & School Association, 1191 Hares Hill Road, Phoenixville, Pennsylvania.

ARTICLE II: OBJECTIVE

- Section 1. To promote the welfare of children and youth in home, school, and community.
- Section 2. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child.
- Section 3. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education.

ARTICLE III: POLICIES

- Section 1. This association shall be noncommercial, nonsectarian, and non-partisan. It shall not endorse a commercial enterprise or candidate. 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, or for any other purpose than the regular work of the association.
- Section 2. This association shall seek neither to direct the administrative activities of the school nor to control its policies.
- Section 3. This association may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitment that bind the group he represents.
- Section 4. In the event of dissolution of this association, the assets of the organization shall be distributed to the succeeding organization or to an existing organization of the Phoenixville Area School District at the discretion of the General Membership.

#### ARTICLE IV: MEMBERSHIP & DUES

- Section 1. Any person interested in the objectives of the Home & School Association who is willing to uphold its basic policies and subscribe to its bylaws may become a member upon payment of dues. The annual dues shall be \$4.00 per family.
- Section 2. The record of the membership dues shall be kept by the membership chairperson.
- Section 3. An annual enrollment of members shall be conducted. Additional members shall be accepted at any time.
- Section 4. Voting privileges will be extended only to members in good standing.

#### ARTICLE V: OFFICERS AND THEIR ELECTION

- Section 1. a) The officers of this association shall be a president, a vice-president, a secretary, and a treasurer elected from the General Membership.
- b) Officers shall be elected by ballot annually in the spring. If there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the association for the nominee.
- c) Officers shall assume their official duties at the close of the last Executive Board Meeting of the year and shall serve for a term of one year.
- d) A person shall not be eligible to serve more than two consecutive terms in the same office.
- Section 2. a) There shall be a nominating committee consisting of three members appointed by the President and approved by the Executive Board. These members shall elect a chairperson who will make the report to the General Membership.
- b) The nominating committee shall endeavor to select more than one nominee for each office.
- c) Prior to the election of officers, an opportunity will be given for nominations from the General Membership.
- d) Only those who have consented to serve if elected shall be eligible for nomination either by the committee or from the General Membership.

Section 3. 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, notice of such election have been given. In case a vacancy occurs in the office of President, the Vice President shall assume the Office of President.

#### ARTICLE VI: DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings for the Association and of the Executive Board; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Association or by the Executive Board and shall coordinate the work of the officers and committees, in order that the objectives may be promoted.

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

Section 3. The Secretary shall record the minutes of all meetings of the association and of the Executive Board and shall perform such other duties as may be delegated to him/her.

Section 4. a) The Treasurer shall receive all monies of the association; shall keep an accurate record of receipts and expenditures; and shall present a financial statement at every meeting of the Executive Board and at other times when requested.

b) The Treasurer shall submit an annual report at the June meeting of the Executive Board.

c) The Treasurer's accounts shall be examined annually by an auditor an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Auditor/Auditing Committee shall be appointed by the Executive Board at the May meeting of the Executive Board.

d) The audited books must be turned over to the new Treasurer no later than July 15<sup>th</sup> of that election year.

Section 5. All officers shall:

- a) Perform the duties prescribed in the parliamentary authority in addition to those outline in these bylaws and those assigned from time to time.
- b) Deliver to their successors all official material at the close of the June Executive Board meeting.

ARTICLE VII: MEETINGS OF THE GENRERAL MEMBERSHIP

Section 1. Regular meetings of the association shall be held when deemed necessary by the Executive Board.

Section 2. Number of meetings to be held shall be decided by the Executive Board.

Section 3. The final meeting shall be in May.

Section 4. Ten members shall constitute a quorum for the transaction of business in any meeting of this association.

Section 5. The privilege of introducing motions, debating and voting shall be limited to members of the association whose current dues are paid.

ARTICLE VIII: EXECUTIVE BOARD

Section1. The Executive Board shall consist of the officers of the association, the chairpersons of standing committees and the principle of the school or a representative appointed by him/her. The chairperson of the standing committees shall be selected by the officers of the association. The members of the Executive Board shall serve for a term of one year.

Section 2. The duties of the Executive Board shall be:

- a) To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- b) To create standing committees.
- c) To approve the plans of work of the standing committees.
- d) To present a report at the regular meetings of the association.
- e) To appoint an Auditor or an Auditing Committee.

Section 3. Regular meetings of the Executive Board shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the Executive Board shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the board.

Section 4. Outgoing officers may act in an advisory capacity to the new Executive Board at the discretion of the board.

#### ARTICLE IX: STANDING & SPECIAL COMMITTEES

Section 1. Such standing committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the association. The term of the chairperson shall be one year.

Section 2. The power to form special committees and appoint their members is delegated by the association to the President. After selection by the President the names shall be approved by the Executive Board. Since a special committee is created and appointed for specific purpose, it automatically goes out of existence when its work is done and its final report received.

#### ARTICLE X: ARTICLES OR ORGANIZATION

Section 1. The bylaws of this association shall be deemed to be part of its articles of organization.

#### ARTICLE XI: PARLIAMENTARY AUTHORITY

Section 1. Roberts' Rules of Order Revised shall govern this association in all case to which they are applicable.

#### ARTICLE XII: AMENDMENTS & REVISIONS

Section 1. a) These bylaws may be amended or revised at any regular meeting of the association by a two-thirds vote of the members present and voting, provided notice of the proposed amendment or revision shall have been given at the previous meeting, or by written notification to the General Membership.

b) A committee may be appointed to submit amendments to, and/or, revisions of these bylaws only by a majority vote at a meeting of the association or by a two-thirds vote of the Executive Board.

ARTICLE XIII:      FEDERAL TAX CODE

Section 1.      East Pikeland Home and School Association is organized exclusively for educational and charitable purposes, within the meaning of section 501(c)(3) if the Internal Revenue code (or corresponding section of any future federal tax code.)

Section 2.    a) No part of the net earnings of the East Pikeland Home and School Association shall inure to the benefit of, or be distributable to its members trustees, directors, 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 Section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propoganda, 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 or in opposition to any candidate for public office.

                  b) Notwithstanding any other provision of these articles, East Pikeland Home and School Association 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.)

Section 3      Upon dissolution of East Pikeland Home and School Association assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, i.e. charitable, educational, religious or scientific, 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.

Approved by the General Membership

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Officer

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

\_\_\_\_\_

Officer

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