

NEW HOPE - SOLEBURY ELEMENTARY SCHOOL

HOME and SCHOOL ASSOCIATION

BYLAWS

ARTICLE I: NAME

Section 1 - The name of this association shall be the Home and School Association of the New Hope-Solebury Elementary Schools. The schools are The Lower Elementary School (LES), located in Solebury, Pennsylvania, and the Upper Elementary School (UES), located in New Hope, Pennsylvania. It will be further referred to as the HSA, a local and independent association with no organized affiliations.

ARTICLE II: GOALS

Section 1 - To promote the welfare of New Hope-Solebury LES and UES students in home, school and the community. To bring into close relationship the community, the home and the school, that parents and teachers may cooperate intelligently in the education of all students. To promote cooperation between parents, administrators, board directors and teachers in activities which would enhance the educational quality of our schools.

ARTICLE III: BASIC POLICIES

Section 1: The objective of the HSA shall be promoted through programs and services directed toward parents, teachers, and the general public: shall be developed through conferences, committees and projects; and shall be governed and qualified by the basic policies set forth in this Article.

Section 2: The HSA shall be non-commercial, non-profit, and non-partisan. It shall not endorse a commercial enterprise or a political candidate. The name of the HSA or names of any members in their official capabilities 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 HSA.

Section 3: The HSA shall not directly participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for office, or devote more than an insubstantial part of its activities in attempting to influence legislation.

Section 4: The HSA shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 5: The HSA may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided the HSA representatives make no commitments binding on the HSA without first obtaining approval from the Executive Board. Each agreed commitment shall be reevaluated annually.

Section 6: Any activities not specifically prohibited by these By-Laws may be undertaken by the HSA if it can be reasonably believed the activity is within the broad intent of the HSA objectives.

Section 7: In the event of dissolution of the HSA, the assets of the organization shall be either turned over to the New Hope-Solebury School District for use on school projects or to a successor organization whose basic purposes are the same as those of the HSA in accordance with the exempt purposes specified in Section 501 (C) (3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE IV: MEMBERSHIP

Section 1: Any person with children registered in the New Hope-Solebury Elementary Schools, interested in the objectives of the HSA and who is willing to uphold its basic policies and subscribe to its By-Laws is deemed a VOTING member of the HSA.

ARTICLE V: OFFICERS AND THEIR ELECTIONS

Section 1: The officers of the HSA shall be: President, Vice-President for the Lower Elementary School, Co-Vice President for the Lower Elementary School, Vice-President for the Upper Elementary School, Co-Vice President for the Upper Elementary School, Recording Secretary, Treasurer and Assistant Treasurer. Officers shall be elected by June of each year. Their terms shall be for 2 years.

Section 2: Nominations for officers shall be made by a Nominating Committee of at least three members. The Nominating Committee shall be appointed by the Executive Board upon recommendation by the President. The Nominating Committee shall submit a recommended slate of officers to the Executive Board at the May meeting with at least one candidate for each office.

Section 3. Following the Nominating Committee's report, the Executive Board will schedule a general election meeting for HSA members. The Nominating Committee will present the recommended slate of officers to the HSA members at this time. All HSA voting members, (per article IV, Sec 2), may vote for candidates.

Section 4: School Board members, their spouses, as well as employees and spouses of the New Hope-Solebury School District, may not be elected to an Executive Board position. This does not include EDR Contract recipients.

Section 5: Following an election, a vacancy shall be filled by a person elected by the Executive Board, for the remaining term, provided due notice of the election is given to all members of the Executive Board. In case a vacancy occurs in the office of the President, the Vice President shall automatically succeed the President.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Executive Board, shall be a member ex-officio of all committees except the nominating committee and shall perform all other duties typically pertaining to the office. The President shall approve all expenditures. The President shall create an agenda for each month's business meeting and will submit it for List Serv distribution 7 days prior to the monthly business meeting.

Section 2: The Vice-Presidents and Co-Vice Presidents for each school shall act as aides to the President. They will meet monthly with the President and building Principals, prior to the monthly HSA meeting. The Vice-Presidents and/or Co-Vice-Presidents shall also co-sign all presidential expenditures for their school, and will report on a regular basis to the Executive Board on Committee activities for their school. Prior to the first HSA meeting for the school year they shall meet to determine who will perform the duties of President in the President's absence, and who shall report to the Executive Board on Committee activities for their school.

Section 3: The Recording Secretary shall keep a correct record of all business meetings of the HSA. These records shall be distributed to all HSA board members, displayed on the HSA bulletin boards and in the teacher's room within two weeks of said meeting. They will also be distributed via List Serv and posted on the HSA page of the district's website. The Recording Secretary will also perform other duties as may be delegated by the President.

Section 4: The Treasurer shall receive all monies of the HSA; shall disburse funds as authorized by the President and the HSA when necessary; and shall keep an accurate record of receipts and expenditures. The Treasurer shall present a statement of account at every business meeting of the HSA and at other times when requested by the Executive Board. The Treasurer's accounts shall be made available by July 31st each year to be examined annually by an auditor or auditing committee as appointed by the Executive Board so that they may balance, review records, invoices and bank documents and note any discrepancies. June 30th shall be considered year end for all accounting purposes.

Section 5: All officers shall perform the duties outlined in these By-Laws and other duties as assigned from time to time, and shall deliver to their successors all official material after the meeting at which their successors are elected.

Section 6: The officers shall present a proposed budget for the following school year at the May business meeting. The budget will be voted on at the June business meeting.

ARTICLE VII: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers of the HSA and the Principals of the two elementary schools – LES and UES. The members of the Executive Board shall serve until their successors are elected or appointed.

Section 2: The duties of the Executive Board shall be: (a) to transact necessary business as may be referred to it by the HSA Board; (b) to approve the plans of work of the Standing Committees; (c) to facilitate reporting the activities of the Standing Committees to the general membership of the HSA; (d) to appoint an auditor or an auditing committee, at least two weeks before the last annual meeting, to audit the Treasurer's accounts; (e) to appoint a nominating committee the first quarter of the even calendar years.

Section 3: Regular meetings of the HSA Board shall be held monthly during the school year, unless otherwise provided by the Executive Board. A majority shall constitute a quorum. The President and appropriate Vice-President and Co-Vice-Presidents (LES or UES) shall meet monthly, prior to the monthly HSA meeting, with both elementary school principals. The Officers of the HSA shall meet regularly each month, prior to the regularly scheduled monthly HSA meeting. Special meetings of the Executive Board may be called by any member of the Executive Board.

ARTICLE VIII: STANDING COMMITTEES

Section 1: Committees shall be created by the HSA Board as may be required to promote the objectives and interests of the HSA. The chair(s), and co-chair(s), of the standing committees shall be appointed by the HSA Executive Board each year. The coordinators of the Standing Committees shall be appointed by the Executive Board in odd years. If more than one parent wishes to be a committee chair, a vote will be taken at the next HSA meeting. Their term shall be for two years, except for Classroom Volunteer Representatives who will have a one year term. The committees are divided into two groups; those with chairs for both schools, LES & UES, and those with an overall focus on Grades K-5. There are no term limits.

Section 2: The chairperson(s) and/or co-chairs for all standing committees should be attending HSA meetings on a regular basis. The chairpersons and/or co-chairs of all Standing Committees shall present plans of work to the Executive Board for approval. They are also required to provide timely summaries of all activities (general and financial) after each activity undertaken by the committee. All committees will operate under the same standards and procedures reported by the previous chair. All changes are subject to full board approval and voted on by the Executive Board. All pertinent information on activities shall be delivered to the committee's newly appointed chairperson(s) and/or co-chairs after the meeting at which the successor(s) are appointed.

Section 3: The Standing Committees are as follows:

Committees with Chairs for LES & UES (or just one school as appropriate)

Band Booster Club (3-5 only)

Birthday Bookmark

Classroom Volunteers

Communications

Enhancement

Family Fun Night

Hospitality

Major Sales Fundraiser (i.e. Sally Foster)

Playground

School & Community

Volunteer Coordinator

Ways & Means

Committees with an Overall Focus Grades K-5

Major Family Event Fundraiser (i.e. Oktoberfest/Country Fair)

Market Day Coordinator

Spirit Wear

Teacher Grant

Web Site Coordinator

Yearbook

DESCRIPTION OF DUTIES OF STANDING COMMITTEES:

The Following Committees will have a Committee Chair for both the Lower Elementary School (LES) and/or The Upper Elementary School (UES). The Chairpersons will be responsible for coordinating efforts, communicating activities and working together on schedules and activities:

◆ Band Booster Club – This committee operates to provide administrative and financial support for the 3-5 band program working with the Band Director.

◆ Birthday Bookmark - To coordinate the donation of books to the NHS Elementary School libraries through the HSA's birthday book program.

◆ Communications – To publish an HSA article within the LES principals' *Communicator* and the "to be named" principal's newsletter for the UES and update the HSA bulletin boards on a regular basis. They will also be responsible for submitting articles and notice of event(s), when appropriate, to the local newspapers.

◆ Enhancement – To work with the appointed teacher representatives in selecting assemblies for students at NHS Elementary Schools. An assembly agenda for the school year, detailing HSA funds, must be submitted to the Executive Board. They will also provide, after each assembly, a parent letter outlining the assembly, leading questions for discussion and if available, a tie in to the grade level curriculum.

◆ Family Fun Night - To coordinate regular family focused/community building events for Elementary Schools. Activities to include (but are not limited to): Roller Skating, Trenton Thunder, and Pizza Bingo.

◆ Hospitality – To coordinate HSA hospitality events. Examples of these events are the Back to School Teacher Lunch, Teacher Appreciation Week, Newcomers, and American Education Week. This committee is also responsible for welcoming new parents to the district; providing information regarding school and the HSA and providing input to the Volunteer Coordinator regarding potential volunteers.

◆ Major Sales Fundraiser – To coordinate the HSA’s major sales fundraiser, under the approval of the Executive Board. (i.e. Sally Foster)

◆ School & Community - To develop and execute a program of charitable and community outreach activities for the elementary schools.

◆ Volunteer Coordination - To recruit volunteers to fill positions for all fund-raising activities, administrative requests and in-school needs. The Volunteer Coordinator shall be responsible for overseeing communication with the Classroom Volunteer Representatives. The Volunteer Coordinating Committee will also be responsible for the Recess Volunteer Program and participate in developing a “curriculum” for outside recesses, and for coordinate volunteers from their assigned classrooms. (One representative from each grade level will be designated as the Primary Grade Level Coordinator.)

◆ Ways & Means - To act as liaison between chairpersons of all non-major fundraisers and the HSA. Examples of these fundraisers are: Kid Stuff Coupon Books, Grocery Receipts, Box Tops, and the Brick Walkway. In addition, to review and present other fundraising opportunities.

The Following Committees will remain focused on grades K-5. They will have one Committee Chair who can choose to add assistant chairs to focus efforts on each school as needed.

◆ Major Family Event Fundraiser - To coordinate the HSA's major family oriented fund-raiser, under approval of the Executive Board. (i.e. Country Fair, Oktoberfest)

◆ Market Day Coordinator – To coordinate this monthly fundraiser for the HSA.

◆ Spirit Wear – To coordinate the ongoing purchase, development and selling of NHS elementary school Spirit Wear under the approval of the Executive Board.

◆ Teacher Grant – To develop, execute and manage a formal Teacher Grant program.

◆ Web Site Coordinator(s): Responsible for creating and maintaining a web page(s) for the HSA. This would be a link off of the main NHSD website.

◆ Yearbook – This committee is responsible for all aspects of the yearly K-5 yearbook.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern all meetings and will be the authority on all questions of Parliamentary procedures, except where they may conflict with the bylaws, in which case, these bylaws control.

ARTICLE X: HSA EMPLOYEES

Section 1 - Any employee considered for services by the HSA is subject to the following requirements: (a) Employee shall provide a current resume; (b) Employee shall provide references from three former employers; (c) As required by Act 34 of 1985, any employee hired shall be subject to an Applicant Background Check. The cost of the background check shall be the responsibility of the HSA.

ARTICLE XI: EXPENDITURES

Section 1 - All requests for expenditures over \$200, for those items previously unbudgeted, will meet the following guidelines: (a) All requests will be submitted in writing and will be directed to the Principal (when appropriate) and the President of the HSA; (b) The subject (object) for which monies are requested shall benefit the majority of grades K-5 or have a long range benefit to the school or surrounding community; (c) If approved by the Principal and Executive Officers of the HSA, the request will be placed on the next month's agenda of the HSA meeting and published in the minutes following that meeting; (d) A vote will be taken the following month pending availability of funds and immediacy of need.

ARTICLE XII: ARTICLES OF ORGANIZATION

The By-Laws of the HSA shall be deemed to be part of its Articles of Organization.

ARTICLE XIII: AMENDMENTS

Section 1: The By-Laws may be amended at an HSA Board meeting by a two-thirds vote of the members present provided that the proposed amendment(s) has been distributed in written form to all members at least thirty days prior to the meeting.

Home and School Association

NEW HOPE – SOLEBURY ELEMENTARY SCHOOLS

By Law Amendment Proposed: October 4, 2004

By Law Amendment Proposed: November 7, 2004

By Law Amendment Proposed: March 9, 2005

By Law Amendment Proposed: November 2, 2005

By Law Amendment Proposed: January 4, 2006

By Law Amendment Proposed: April 5, 2006

By Laws Voted Upon: November 3, 2004

By Laws Voted Upon: December 1, 2004

By Laws Voted Upon: April 13, 2005

By Laws Voted Upon: December 7, 2005

By Laws Voted Upon: February 1, 2006

By Laws Voted Upon: May 3, 2006

By Laws Voted Upon: June 6, 2008