

# **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 goals 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 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 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 (as defined in Article V, Section 1 below). 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: The HSA does not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex or disability.

#### **ARTICLE IV: MEMBERSHIP AND MEETINGS**

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.

Section 2: There shall be regular general business meetings of the HSA, usually once a month throughout the school year, at a time and place determined by the Executive Board. The dates, times and places of the general meetings shall be set and made known to the elementary school principals at the beginning of the school year, and to members of the general public throughout the year by way of List Serv, the schools' websites or other means deemed appropriate by the Executive Board. In addition to general business meetings, special meetings may be called as needed by members of the Executive Board at any time.

#### **ARTICLE V: OFFICERS AND THEIR ELECTIONS**

Section 1: The officers of the HSA shall be: President, Vice-President for the Lower Elementary School, Vice-President for the Upper Elementary School, Recording Secretary, Treasurer and Assistant Treasurer (collectively, the "Executive Board"). It is acceptable that each Vice President have an elected co-chair, should the prospective co-chairs be properly nominated and voted upon. Officers shall be elected by June of each year. It is expected that elected officers complete a full term of one year on the Executive Board if elected to office.

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 general business 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, Section 1) 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.

Section 5: In the event of a mid-term vacancy, the vacant office 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, a Vice President shall automatically succeed the President.

Section 6: Officers and members of the Executive Board can be removed from office without cause by a two-thirds vote at a regular meeting where previous notice has been given.

#### **ARTICLE VI: DUTIES OF OFFICERS**

Section 1: PRESIDENT: The President shall preside at all meetings of the Executive Board and at general business meetings, 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 general business meeting and will distribute it to the Executive Board for review prior to the general business meeting. If possible, the President should present a tentative HSA calendar for the next school year by the May general business meeting; alternatively, the Executive Board may devise and approve a tentative calendar for the upcoming school year during the summer before that same school year.

Section 2: VICE PRESIDENTS: The Vice-Presidents, and Co-Vice Presidents, as applicable, for each school shall act as aides to the President. As needed, they will meet monthly with the President and building Principals, prior to the monthly HSA meeting. The Vice-Presidents and/or Co-Vice-Presidents 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. In the event of a vacancy in the office of President, it will be the responsibility of the Vice Presidents to meet and determine which of them will become President until the next regular election.

Section 3: SECRETARY: The Recording Secretary shall keep a correct record of all general business meetings of the HSA. These records shall be distributed to all Executive board members. 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: TREASURER: 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 general 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 30<sup>th</sup> shall be considered year end for all accounting purposes. The Treasurer will follow the District's rules as promulgated in the Administrative Regulation for Booster Clubs and Parent Organizations.

Section 5: ASSISTANT TREASURER: The Assistant Treasurer shall aide the Treasurer as assigned by the Treasurer. The Assistant Treasurer shall co-sign checks as necessary and determined by the bylaws. The Assistant Treasurer shall represent the Treasurer and fulfill the duties of Treasurer in the event of the Treasurer's absence from any HSA meeting. The Assistant Treasurer shall have access to the record of receipts and expenditures, and access to all bank materials, and shall provide a check and balance on the financial aspect of the HSA.

Section 6: PAST PRESIDENT: The office of Past President shall be held by the person who held the office of President during the previous term of office. The Past President is not required to be a member of the HSA (i.e., the Past President is not required to have a child in the Lower Elementary School or the Upper Elementary School at the time the office of Past President is held). The Past President shall be a member of the Executive Board, but shall not have voting rights. The Past President is expected to attend all meetings of the HSA, in order that the group shall profit from her/his wisdom and experience.

Section 7: 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 8: 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.

Section 9: LIAISON TO THE DISTRICT: At least once a year, the Executive Board shall designate a liaison for purposes of communications with the administrative liaison designated by the New Hope-Solebury School District. This appointed liaison may be, but is not required to be, the President or Treasurer.

## **ARTICLE VII: EXECUTIVE BOARD**

Section 1: The Executive Board shall consist of the officers of the has as outlined in Article V, Section 1. 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 approve the plans of work of the Standing Committees; (b) to facilitate reporting the activities of the Standing Committees to the general membership of the HSA; (c) to appoint annually an auditor or an auditing committee to audit the Treasurer's accounts; (d) to appoint a nominating committee as necessary.

Section 3: Regular meetings of the Executive Board shall be held during the school year as deemed necessary by the members of the Executive Board. A majority shall constitute a quorum. The

appropriate Vice-President (LES or UES), and Co-Vice-Presidents, as applicable, shall meet monthly, as needed, prior to the general business meeting, with the elementary school principals. Special meetings of the Executive Board may be called by any member of the Executive Board. The Principals of each school are to be invited to each HSA general business meeting, and are welcome to attend any Executive Board meeting.

## **ARTICLE VIII: COMMITTEES**

Section 1: Committees shall be created by the Executive Board as may be required to promote the objectives and interests of the HSA. The chair(s), and co-chair(s), of the committees shall be approved by the Executive Board each year. There are no term limits.

Section 2: The chairpersons and/or co-chairs of all 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: Past or current committees are listed below. These and/or other committees not named below may be active or inactive in any given school year, as deemed necessary and appropriate by the Executive Board.

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

Assemblies -- 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.

Box Tops -- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Brick Walkway -- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Campbell's Labels -- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Card Art-- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Communications -- To publish an article within the LES Principal's *Communicator*, and update the HSA bulletin boards on a regular basis. They are also responsible for submitting articles and notice of

event(s), when appropriate, to the local newspapers. They are further responsible for monitoring the non-HSA-related elementary school parents Facebook page and posting notice of event(s) as necessary.

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

Half-day Events-- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Holiday Shoppe -- To manage all aspects of this event under the approval of the Executive Board.

Hospitality -- To coordinate HSA hospitality events.

K-5 School Events-- To manage all aspects of these ongoing fundraisers under the approval of the Executive Board.

KidStuff Books-- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Major Sales Fundraisers (i.e., Sally Foster) -- To coordinate the HSA's major sales fundraisers, under the approval of the Executive Board.

MS/ES Cooperative Events -- To coordinate with the Middle School in managing these events under the approval of the Executive Board.

Newcomers -- To manage the annual Newcomers Reception and welcome new parents to the district, providing information regarding the school and the HSA.

Pizza Bingo -- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Playground -- To coordinate and manage all aspects of the parent playground volunteer program at the LES, under the approval of the Executive Board.

Shopping Receipts -- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Teacher Appreciation Lunch -- To manage all aspects of these events under the approval of the Executive Board.

Trenton Thunder-- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Trunk or Treat -- To manage all aspects of this event under the approval of the Executive Board.

Yearbook -- This committee is responsible for the yearly LES yearbook.

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

Science Fair -- To manage all aspects of this event under the approval of the Executive Board.

Spirit Wear -- To manage all aspects of this ongoing fundraiser under the approval of the Executive Board.

Teacher Grants -- To develop, execute and manage a formal Teacher Grant program under the approval of the Executive Board.

#### **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 \$250, for those items previously unbudgeted, will meet the following guidelines: (a) All requests will be submitted in writing and will be directed to 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 Executive Board, the request will be placed on the next month's meeting agenda 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 monthly business 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.

Section 2: In the event that the By-Laws are amended, a copy of the new version of same shall be forwarded to the HSA's applicable District administrative liaison within 30 days of amendment.

### **ARTICLE XIV: DISSOLUTION**

Section 1: The HSA may disband on its own accord by submitting a written request to the designated administrative liaison for the District. The HSA may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Section 2: 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, in accordance with the District's own policies in this regard.

### **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**

**By Laws Amendment Proposed: December 7, 2011**