

# Vernfield Home and School Association Bylaws

## Article I: NAME

1. The name of the organization shall be the Vernfield Elementary Home and School Association (hereinafter the “Home and School” or “HSA”)
2. The Home and School shall be subject to the guidelines of the Souderton Area School District for educational activities and fundraising.
3. These by-laws and all successive amendments are to be kept in the school office and should be accessible to all Home and School members.

## Article II: OBJECTIVES

1. The objectives of the Home and School shall be:
  - a. To promote the welfare of the students in the home, school and community
  - b. To improve the quality of the elementary school experience for the students
  - c. To inform the parents/guardians of educational methods and standards and to support the educational programs in the school
  - d. To promote cooperation and fellowship among parents and staff in order to develop such united efforts as will secure for every child the highest advantages in academic, emotional and social education.
2. The Home and School is organized and shall be operated exclusively for charitable and educational purposes as defined in Section 501 (c)(2) of the Internal Revenue Code of 1986 as amended (or the corresponding provision of any future United States Internal Revenue Law) (hereinafter “501 (c)(2)”) )
3. The Home and School shall not carry out any activities not permitted to be carried on by an organization exempt from federal Income Tax under 501 (c)(2).
4. No Home and School member shall make any statement or commitment that will bind the Home and School unless directed by the Executive Board.

## Article III: MEMBERSHIP

1. All parents and/or guardians of students attending Vernfield Elementary School, as well as all staff members at Vernfield Elementary School, interested in the objectives of the Home and School and willing to abide by these by-laws may become members of the Home and School.
2. Home and School members are not required to pay any dues.
3. All Home and School members are eligible and encouraged to attend and participate in all Home and School Meetings. Participation in the meetings must be in the best interest of the objectives of the Home and School.
4. All Home and School members are eligible to vote, hold elected office, and serve as members of any committee.

Article IV: OFFICERS

1. The following shall be the Officers of the Home and School:
  - a. President
  - b. 1<sup>st</sup> Vice President (Fundraising)
  - c. 2<sup>nd</sup> Vice President (Communications)
  - d. Secretary
  - e. 1<sup>st</sup> Treasurer
  - f. 2<sup>nd</sup> Treasurer
2. All Officers shall serve a term of 24 months beginning at the June Executive Board meeting
3. There will be a limit of one term in the same office, unless that Officer is running unopposed for a subsequent term
4. The duties of the President are:
  - a. To develop an agenda and preside at all Home and School meetings
  - b. To be a spokesperson for the Home and School in its public relations with the community
  - c. To be a member ex-officio of all committees
  - d. To coordinate the efforts of the Home and School officers and committees in order that objectives of the Home and School may be promoted
  - e. To nominate for approval to the Executive Board, replacements for any offices which become vacant before the term of office is expired
  - f. To be a signer on the HSA bank accounts
5. The duties of the 1<sup>st</sup> Vice President (Fundraising) are:
  - a. To oversee the Fundraising programs of the Home and School including serving as a member ex-officio of all fundraising committees
  - b. To facilitate communication of all Fundraising programs to the Vernfield Elementary School community
  - c. To audit the Home and School financial records each June
  - d. To serve as an aide to the President
  - e. To perform the duties of the President in the absence of that officer
  - f. To assume the office of President if the current President must leave office.
6. The duties of the 2<sup>nd</sup> Vice President (Communications) are:
  - a. To oversee regular updates to the Vernfield Home and School webpage
  - b. To coordinate the use of photographs from Home and School events to be used on the Vernfield Home and School webpage
  - c. To facilitate email communication of Home and School events to the Vernfield Elementary School community.
7. The duties of the Secretary are:
  - a. To record the minutes of all Home and School meetings
  - b. To present the minutes of previous meetings to be approved or amended by the Executive Team

- c. To provide minutes of previous meetings to the 2<sup>nd</sup> Vice President to be placed on the Home and School Association webpage
8. The duties of the 1<sup>st</sup> Treasurer are:
  - a. To be a signer on the HSA bank accounts
  - b. To disburse funds in order to pay expenses
  - c. To receive, verify and deposit funds from all Committee Chairs and fundraising
  - d. To keep accurate records of all expenditures and deposits of the HSA
9. The duties of the 2<sup>nd</sup> Treasurer are:
  - a. To prepare and update the cash flow statements for all committees each month
  - b. To monitor checking and savings account statements each month and report balances to the general membership each month
  - c. To file tax statements for the HSA on a yearly basis

#### Article V: EXECUTIVE BOARD

1. The Executive Board shall consist of the Officers of the Home and School as defined herein, and the school principal.
2. The following are the duties of the Executive Board
  - a. To formulate an operating budget
  - b. To transact the business of the Home and School
  - c. To approve or disapprove the plans of work for the various committees
  - d. To direct expenditures of funds within the limits of the budget
3. Meetings of the Executive Board shall be held at their discretion

#### Article VI: MEETINGS

1. Monthly meetings for all members will be established and published by the Executive Board. The President may call for special meetings, as necessary. Due notice will be given for special meetings or meeting changes
2. A quorum shall be defined as the minimum number of officers and members of the Home and School who must be present for valid transaction of business
3. The membership present at any given meeting shall constitute a quorum
4. If voting is necessary, a majority rules, except for any proposed amendment of these by-laws, which requires approval by two-thirds majority. In case of a tie, the PRESIDENT shall cast the deciding vote

#### Article VII: ELECTIONS

1. Self-nominations for all elected positions will be solicited prior to the March Home and School meeting.
2. The names of nominees for each office will be presented to the membership at the March Home and School meeting.

3. Officers shall be elected by ballot of a majority of the members present at the March Home and School meeting. Results will be tallied and announced the same evening.
4. Incoming officers shall meet with outgoing officers at an Executive Board meeting in June and will assume the duties of those offices at that time.