

By-Laws for Penn Valley Elementary School HSA

Article 1 – Name

The name of the parent organization shall be the Penn Valley Elementary School Home and School Association hereto abbreviated as Penn Valley Elementary HSA

Article II – Purpose

The Penn Valley Elementary HSA is organized for the purpose of supporting and benefiting District students and staff in connection with District-related activities including but not limited to District or school events, Student Organizations, School-Sponsored Activities, or any other opportunities offered to students by the District or Penn Valley Elementary School.

The Penn Valley Elementary HSA does not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, or disability.

Article III – Members

Section 1. Membership is limited to parents or adults responsible for the child attending Penn Valley Elementary School, its principal and members of its professional and supportive staff.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV - Officers and Elections

Section 1. Officers. The officers shall be a president(s), vice president(s), secretary(s), treasurer(s), homeroom parent coordinator, fifth grade class committee chairperson and ISC representative and past-president.

a. President(s). The president(s) shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President(s). The vice president(s) shall assist the president and carry out the president's duties in his or her absence or inability to serve.

c. Secretary(s). The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary shall be the Newsletter Editor(Panther Press) gathering information about events and announcements and publishing an electronic newsletter weekly for all Penn Valley Elementary School families.

d. Treasurer(s). The treasurers shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and payout funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other

times of the year when requested by the executive board, and make a full report at the end of the year.

e. Homeroom Parent Coordinator. The homeroom parent coordinator acts as a liaison between the classroom teachers and parent volunteers to disseminate information, (Eg. organize class parties and activities)

f. Interschool Council Representative. The ISC representative will attend School District Interschool Council meetings as a representative of Penn Valley Elementary School and will act as a Liaison between the Penn Valley HSA and the ISC.

g. Past-President. The past-president shall assist the board in transitioning for one year's activities to the next.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office without a vote of the Executive Board. Each person elected shall hold only one office at a time. Officers must attend 70% of Executive Board meetings.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V - Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the second Wednesday of each month during the school year at 9AM, or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that may arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and through phone calls.

Section 3. Quorum. The quorum shall be five members of the organization.

Article VI - Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Section 5. Conflict of Interest Policy. If a Board member has reasons to believe he or she may have a conflict of interest, he or she must disclose the potential conflict to the Board and explain the basis for, and any financial ramifications of, the possible conflict. The Board shall then discuss and vote to determine whether a conflict exists. The Board member presenting the conflict shall leave the meeting during the discussion of such possible conflict and not participate in the vote on the possible conflict.

If after due diligence, which includes discussion at a Board meeting of alternatives to the transaction giving rise to a conflict of interest, the Board determines that there is not a more advantageous arrangement for the Board's purposes, the Board may vote to waive the conflict, and the interested Board member shall not participate in either the discussion of alternatives or any vote on a conflict waiver. The Board discussion of the rationale for the conflict waiver and the vote thereupon shall be fully set forth in the minutes of the Board meeting.

Article VII - Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fifth Grade Class Committee and committees for each calendar event/activity as decided by the board.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII - Finances

Section 1. A tentative budget shall be drafted in the spring for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, tax and bank account information. The Treasurer shall communicate with the accountant (if needed).

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of \$1000. Authorized signers shall be a treasurer and president (if eligible by the bank account).

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Board.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school. **Assets shall be distributed for one or more exempt purposes within the meaning of Section 501©(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. This prohibits the use of any surplus funds for private incurrence to any person in the event of a sale of dissolution of the institution.**

Section 7. The organization must conform with the requirements of section 508 (e) of the Code due to the valid provisions of Pennsylvania state law which require the organization to act or refrain from acting so as not to subject the foundation to the taxes imposed by sections 4941 (relating to taxes on self-dealing), 4942 (relating to taxes on failure to distribute income), 4943 (relating to taxes on excess business holdings), 4944 (relating to taxes on investments which jeopardize charitable purpose), and 4945 (relating to taxable expenditures).

Article IX - Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article X - Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XI – Additional Required Conditions

Penn Valley Elementary HSA recognizes and accepts that it is prohibited from imposing conditions of membership which serve to exclude students from participation in District or school events, Student Organizations, School-Sponsored Activities, or any other opportunities offered to students by the District or its schools.

Penn Valley Elementary HSA recognizes that it may not require at any time parents and/or students to financially contribute to the group for any reason other than reasonable and customary dues.

Penn Valley Elementary HSA recognizes and accepts that it is prohibited from using the District's name or logo without a license or express permission granted in writing by the Superintendent.