

GWYN-NOR HOME & SCHOOL ASSOCIATION BY-LAWS
Adopted January 17, 2018, Revised May 2020, Accepted May 2020

ARTICLE I – NAME

The name of this Association will be the Gwyn-Nor Elementary Home & School Association (herein referred to as the “Association” or “HSA”).

The Association is a chapter of the North Penn School District Coordinating Council, Inc., (hereinafter “Coordinating Council”), established pursuant to the PA Non-Profit Corporation Law, section 5511 (15 ph.C’s. Section5511). To the extent the provisions of this Association’s by-laws (“By-laws”) conflict with the dissolution, purpose, or financial reporting requirements set forth in the Coordinating Council’s by-laws, the provisions of the Coordinating Council by-laws will prevail.

ARTICLE II - OBJECTIVES

Section 1: To promote the welfare of children in the home, school and community.

Section 2: To foster a close relationship between the home and the school so that parents, guardians, faculty, administration and staff may cooperate in the education of the children.

Section 3: To raise funds to provide educational enrichment along with activities and other items deemed to be beneficial to the school and the students, beyond those provided by the North Penn School District (“District”).

ARTICLE III – BASIC POLICIES

Section 1: The Association will be non-profit, non-sectarian and non-partisan and will not endorse any commercial enterprise or political candidate.

Section 2: The name of the Association or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest.

Section 3: No member of the Association shall make statements, sign agreements or make a commitment of support, financial or otherwise, to any institution beyond the next fiscal year without prior approval of the executive board, consisting of the President, Vice-President of Events, Vice President of Fundraising, Treasurer, Corresponding Secretary, Recording Secretary and Assistant Treasurer (“Executive Board”). No part of the net earnings of the Association will inure to the benefit of or be distributable to its members, trustees, officers or other private persons, except that the Association will be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of the Association will be the carrying on of propaganda or otherwise attempting to influence legislation. The organization will not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of

any candidate for public office. Notwithstanding any other provision of this document, the Association will 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 of 1986, as amended (the "Code") or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.

Section 4: Upon the dissolution of the Association, assets shall be forwarded to the organization replacing said Association at Gwyn-Nor Elementary School. If there is no such organization, the assets will be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code or will be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not disposed of will be disposed of by the Court of Common Pleas of Montgomery County, exclusively for such purposes or to such organization or organizations, as said court will determine, which are organized and operated exclusively for such purposes.

Section 5: This Association may cooperate with other organizations and agencies active in child welfare, such as conference groups or Coordinating Council, providing its representatives make no commitments that bind the Association without its consent.

Section 6: This Association shall seek neither to direct the administration or activities of the school nor to control its policies.

Section 7: The Association shall seek to support the goals, guidelines and policies of the District, as established by its School Board.

ARTICLE IV – MEMBERSHIP

Section 1: Parents or guardians of currently enrolled Gwyn-Nor Elementary School students and faculty members interested in the objectives of the Association and who are willing to abide by these By-Laws shall automatically be extended membership.

ARTICLE V – MEETINGS

Section 1: General Membership Meetings shall be held at least three (3) times during the school year with the date and time set by the Executive Board. The Executive Board must set the date/time of the General Membership Meeting in March for the purposes of approving any proposed by-law amendments/revisions and electing Executive Board Members (hereinafter "March General Membership Meeting.") An additional General Membership Meeting can be held in May for the purposes of approving the Budget for the following school year.

Section 2: Special General Membership Meetings may be called by the Executive Board with a minimum of two days notice.

Section 3: Each adult member of the Association in attendance at a General Membership Meeting represents one vote. Those who are Members of the Home and School

Association at least one month prior to a vote are eligible to vote. The Executive Board, with the exception of the President, is eligible to vote. The President will cast the deciding vote in the event of a tie. If there are co-presidents, the co-presidents will determine at the start of their term on July 1 who will be the deciding vote if a tie should occur.

Section 4: When 10 or more Association, Executive Board or Committee Chairperson members are present at a General Membership Meeting, it shall constitute a quorum. When a quorum has been attained, a majority of those present and voting in the affirmative or show of hands for counting constitutes passage of a motion. There will be no absentee voting. In the event a quorum has not been attained, the Executive Board has the discretion to postpone any votes needed at the General Membership Meeting.

Section 5: At the first meeting of the Association within the school year there will be a review of current by-laws and the approved budget for the year.

Section 6: Roberts Rules of Order (a summary of which is attached hereto as Exhibit A) shall apply to all general membership meetings.

ARTICLE VI – FINANCE

Section 1: The fiscal year shall begin each July 1 and end the following June 30.

Section 2: A proposed annual budget of estimated income and expenses for the following school year shall be prepared by the Treasurer and presented to the Executive Board for review prior to the May General Membership Meeting.

Section 3: Final approval of the proposed Budget for the following school year will take place at the May General Membership Meeting. The proposed Budget will be made available to all members via electronic communication at least one week prior to the May General Membership Meeting.

Section 4: Requests for funds that are not included in the approved budget that exceed \$100 shall be put forth for approval vote at a monthly Association meeting and receive a quorum vote before funds can be released.

Section 5: Request for funds that are not included in the approved budget but do not exceed \$100 shall be put forth to the Executive Board for majority vote before funds can be released.

Section 6: Any proposed change to the approved budget that exceeds \$100 shall be put forth for approval vote at a monthly Association meeting and receive a quorum vote before changes are made.

Section 7: Any proposed change to the approved budget that does not exceed \$100 shall be put forth to the Executive Board for majority vote before the changes are made.

Section 8: Any change(s) to a Budgeted line item greater than \$500 per line item must be approved by the Members by at a General Membership Meeting.

Section 9: Any change(s) to a Budgeted line item \$500 or less may be approved by the Executive Board. This approval must be done in writing via electronic approval or at an Executive Board Meeting.

Section 10: The individuals responsible for signing checks will be bonded by the North Penn School District.

Section 11: The Association will have a balanced budget with no less than \$2,500.00 carried over from the prior fiscal year to the new fiscal year.

Section 12: All financial procedures will follow the Coordinating Council Treasurers' guidelines and any guidelines as specified under section 501 (c) (3) of the internal revenue code, or corresponding section of any future federal tax code.

Section 13: Hold Accounts: Individuals, organizations, groups or clubs within Gwyn-Nor Elementary with a hold account must provide all documentation regarding financial information. When money is requested from hold accounts, a request in writing by the individual or the individuals representing the organization/group/club is required.

Section 14: Hold Account Creation: Individuals, organizations, groups or clubs may not open hold accounts using the Home and School Association bank account. The Association may approve the creation of hold accounts for individuals, organizations, groups or clubs but first must receive a request in writing and be approved by the Members at a General Membership Meeting.

Section 15: The Association's tax exempt number can only be used for the purpose of the Gwyn-Nor Home and School General Membership and may not be given out to individual groups for donations or tax exemption purposes.

Section 16: The Association may provide financial support to school-affiliated groups with a faculty advisor. Funding for individual groups will be determined and approved by the Executive Board at any time. Any group that is affiliated or sponsored or supported by the North Penn School District is not guaranteed funding from the Association. Parents/guardians of students participating in organizations that are affiliated or sponsored or supported by North Penn School District are responsible for any financial support required to participate in the organization.

Section 17: The Executive Board reserves the option to hire the services of a CPA to review all financial records by the end of the school year. If the Executive Board decides to have a CPA review, the budget has to reflect this option in order to cover the services provided. This should be determined before the beginning of the school year, during the Budget planning phase.

ARTICLE VII – EXECUTIVE BOARD

The officers of this Association shall be a President, Vice-President of Events, Vice President of Fundraising, Treasurer, Corresponding Secretary, Recording Secretary and Assistant Treasurer (“Officers”) (the Executive Board). Two individuals may share each of these positions and no one individual may hold more than one office. Each Officer shall serve without compensation for their services as an Executive Board member from the Association, Gwyn-Nor Elementary School or the District.

Section 1: The Executive Board shall:

- A. Serve a term of two years whenever possible, but no more than two consecutive years in any one position with an open election annually. unless the eligibility requirement for each officer is waived by a majority vote of the Association during elections at the May General Membership Meeting.
- B. Have the responsibility for the formation and dissolution of all Standing and Special Events Committees. All Committee appointments shall be on a volunteer basis.
- C. Offer input and support to all Committees, resolving any committee issues that may arise.
- D. Fill any vacancy in any Officer or Committee Chairperson position that arises during the fiscal year.
- E. Each Officer must have their current Volunteer Clearances on file with the District in order to serve on the Executive Board.
- F. Define the roles and responsibilities of any co-positions.
- G. If a vacancy occurs in the office of the President, the Vice President of Events will fill the vacancy until the end of the term at their option. If the Vice President of Events is unable to accept the position of President, then the Vice President of Fundraising will fill the vacancy until the end of the term at their option. If the Vice President of Events and Fundraising are unable to accept the position of President then the Executive Board will appoint a President from the existing Executive Board. The Association shall be notified in writing within three days of the appointment and also during the next General Home and School Meeting.
- H. All other vacancies on the Executive Board will be filled (for the balance of the term) by appointment by the Executive Board. The Association shall be notified in writing within three days of the appointment and also during the next General Home and School Meeting.
- I. Transact business between General Membership Meetings.
- J. Transact business to fulfill the duties of the Officers and Committee Coordinators.
- K. Work together to plan the agenda of the General Membership Meetings.
- L. Ensure that chairpersons are appointed for Home & School sponsored or supported activities/programs.
- M. Assign an Executive Board member to function as a liaison to each Association sponsored or supported activity/program. Liaisons will support the activity/program chairperson(s) or faculty liaison, keep informed of actions and intentions, and give reports at Executive Board meetings. Liaisons will also monitor expenses of said activity/program and ensure that these expenses are reasonable and customary.

The liaison should be in attendance of the activity/program to support the committee chairperson in any manner necessary. If the liaison is not available to attend, another Executive Board member will be designated to assume this role. At least one additional Executive Board member should be in attendance.

- N. Recruit, accept nominations and manage election of future Executive Board according to Article XII.
- O. Approve unbudgeted expenditures, not to exceed \$500.00 per budgeted line item.
- P. Compile a calendar of all Home and School activities/programs prior to the end of each school year for the following school year. The President shall lead the meeting to finalize the Home and School Calendar that will be submitted for publication in the North Penn School District calendar. This meeting shall take place in April for the following school year.
- Q. Review all expenditures and ensure that the procedures in Finance Article VI are being followed.

ARTICLE VIII – OFFICERS & THEIR DUTIES

President shall:

- 1. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
- 2. Preside at all meetings of this Association.
- 3. Prepare General Membership and Executive Board meeting agendas.
- 4. Meet with the Principal on a regular basis.
- 5. Coordinate the work of the Executive Board members and Standing Committee chairs so that the objectives of the Association are promoted.
- 6. Represent the Association at official functions or appoint a representative.
- 7. Submit all contracts including facility use and rental agreements to the Principal's Secretary for District approval.
- 8. Serve as Ex Officio member to all Committees, offering input and support to all Standing and Special Events Committees.
- 9. Prepare calendar of activities/programs for each school year.
- 10. Perform all other duties usually pertaining to that office.
- 11. Ensure that any communication sent by the Association is approved by the Gwyn-Nor Principal or Gwyn-Nor President.

Vice President of Events shall:

- 1. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
- 2. Act as an aide to the President.
- 3. Perform the duties of the President in that officer's absence.
- 4. Chair any special committees as needed.
- 5. Maintain a list of all Association sponsored programs/activities and list of chairs of those programs/activities.
- 6. Recruit chairs for Association sponsored programs/activities.

7. Maintain documents that provide descriptions of each Association sponsored program/activity, the responsibilities of the chair leading the activity and any documents/information gathered in the past pertinent to the completion of Association sponsored programs/activities.
8. Perform any other duties related to that position.

Vice President of Fundraising shall:

1. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
2. Perform the duties as delegated by the President.
3. Perform the duties of the President if the President and First Vice President are unavailable.
4. Maintain a list and description of all Association fundraising activities.
5. Oversee all fundraising activities and coordinate collection of all monies.
6. Perform any other duties related to that position.

Corresponding Secretary shall:

1. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
2. Be responsible for correspondence for the Association via various social media and communication platforms.
3. Coordinate digital communication with Digital Promotion Committee.
4. Perform any other duties related to that position.

Recording Secretary shall:

1. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
2. Record the minutes of all meetings and attendance. Any motions/votes must be clearly documented within the minutes.
3. Provide a draft copy of the monthly Association meeting minutes to the Website & Social Media Committee for posting on Home & School Website within two weeks of the Home and School Association meeting.
4. Maintain a file of all documents distributed at monthly Association meetings including, but not restricted to, the minutes of the prior months' meetings, the current Agenda, the current Treasurer's report and budget and any miscellaneous handouts.
5. Maintain a list of Executive Board and Committee Chairpersons' contact information to be made available solely to the Executive Board or Committee Chairpersons in furtherance of the purposes of these By-laws, on a confidential basis upon their request.
6. Perform any other duties related to that position.

Treasurer shall:

1. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
2. Receive all monies from activities/programs and fundraisers raised by the Association.
3. Keep an accurate record of all receipts, bank accounts, and expenditures.
4. Pay out funds within the approved Budget.
5. Pay out non-budgeted expenditures as approved by Executive Board or General Membership and in accordance with the By-laws.
6. Present a "Treasurer's report" at every General Membership Meeting and whenever requested by the Executive Board.
7. Prepare bi-yearly reports as required by Coordinating Council.
8. Present a proposed Budget to the Executive Board at the Executive Board
9. Annual Planning Meeting. Present to the Association a proposed Budget for the following school year at the May General Membership Meeting.
10. Prepare and submit Federal Tax Form 1099 as required by federal regulations.
11. Perform any other duties as related to the collection and distribution of Association monies.
12. Perform any other duties related to that position.

Assistant Treasurer shall:

1. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
2. Act as an aide to the Treasurer.
3. Perform the duties as delegated by the Treasurer.
4. Perform the duties of the Treasurer if the Treasurer is not unavailable.
5. Perform any other duties related to that position.

ARTICLE IX - CHAIRPERSONS OF STANDING COMMITTEES

Standing Committees meet regularly for the purpose of effecting the roles and responsibilities in support of Association activities.

Section 1: The Association has three Standing Committees:

1. Volunteer Committee
2. New Family/Kindergarten Committee
3. Digital Promotion Committee

Section 2: Each Special Events Committee shall appoint a Coordinator to act as the "project leader" and as a liaison to the Executive Board. Each Chairperson/Coordinator shall seek to follow Gwyn-Nor, District and By-Law policies. Each Chairperson must have their current Volunteer Clearances on file with the District in order to serve. Each Vendor hired by a Chairperson must have their current Clearances on file with the District in order to provide services.

Section 3: Association Officers will not chair a standing committee unless a volunteer cannot be found.

ARTICLE X – RESIGNATION AND REMOVAL OF EXECUTIVE BOARD OFFICER OR COMMITTEE CHAIRPERSON

Section 1: Any Officer or Chairperson may resign at any time by giving notice in writing to the Executive Board. Such resignation shall take effect at the date of receipt of such notice or at any later time as specified in such notice, and shall be announced at the next general Association meeting so that it may be recorded in the minutes.

Section 2: Any Executive Board member may be removed from office, with just cause, by a two-thirds vote at a general Association meeting provided there is a quorum present in accordance with Article V, Section 3. Any Chairperson may be removed, with just cause, by a two-thirds vote of the Executive Board.

ARTICLE XI – ASSOCIATION ACTIVITIES/PROGRAMS

Section 1: All Gwyn-Nor Home & School Association activities/programs may vary from year to year. Association activities/programs are chosen/set by the Executive Board the previous year. All activities/programs must be approved by the Gwyn-Nor Principal and follow North Penn School District regulations and any regulations of North Penn Coordinating Council.

Section 2: The Executive Board reserves the right to:

- A. Postpone or change the date of any Association activities/programs.
- B. Add any activities/program throughout the school year with approval of the Gwyn-Nor Principal.
- C. Cancel any activities/programs. The reasons for cancellations include, but are not limited to, lack of funds, lack of volunteers, and lack of interest from the General Membership, weather or change North Penn District policies/procedures.

Section 3: Activity/Program Chairs: Each Association activity/program will require at least one chairperson. Any activity/program may be chaired by two or more people who agree to work together as co-chairs. Each chair agrees to inform the designated Executive Board liaison of the progress of the activity/program.

A. The chairperson and the Executive Board liaison will present an “Action Plan” to the Executive Board for approval prior to the activity/program. The Action Plan should include information related to activity/program schedules, required facilities, required volunteers, expenses, participant cost, planned entertainment/activities, written/email communications needed and planned food/drink.

B. The Vice President of Events shall provide to the chair all past information and documentation about the activity/program. This is known as the “Event Folder.”

C. Each chair shall coordinate with the Treasurer regarding the financial needs including, but not limited to, the collection or disbursement of monies and any financial reimbursements. The chair shall work within the budget approved by the Association and work with the Executive Board liaison if more monies are needed. If monies are spent without Executive Board or Association approval, reimbursement may not be granted.

D. Each chair is responsible for maintaining a file, known as the Event Folder, detailing all aspects of each activities/programs including an evaluation and recommendation for future activities/programs, expense reimbursements, amount of volunteers needed, items needed, timeline and any other documents or information that will enable the future chair to plan a successful program/activity. This information should be given to the First Vice President of Programs within 14 days of completion of the program/activity.

E. The Chair must attend the activity/program. If unable, the Chair must notify the Executive Board liaison and insure that a substitute is present at the activity/program.

F. The Chair must employ the use of a Volunteer "Sign up" system for volunteers, insuring that there are a sufficient number of volunteers to assist with the activity/program. The Chair shall convey written thanks to the volunteers.

ARTICLE XII – PROCEDURES

Section 1: Any communication sent by the Association must be approved by the Gwyn-Nor Principal or Gwyn-Nor President.

Section 2: All activities/programs planned by the Association must be approved by the Gwyn-Nor Principal and be in compliance with North Penn School District Policy and the North Penn School District Coordinating Council Policy.

Section 3: Robert's Rules of Order Revised shall govern the Association in which they are applicable.

Section 4: Unless otherwise stated, all votes are approved in the affirmative by a "Majority Vote of the Quorum" which is defined as one (1) over one-half (1/2) of the quorum.

Section 5: Notice or information shall be disseminated to Members in either paper copy or electronic form. Electronic form shall include posting on the Gwyn-Nor Elementary website and/or via email communications.

Section 6: Only an Officer of the Association may sign any contracts binding the Association.

Section 7: All publicity and related written information intended for distribution to the Association or Gwyn-Nor families must have approval of the Association President and

Gwyn-Nor principal.

Section 8: The Association database, website and any other written communications are for the sole use of the Association.

ARTICLE XIII – NOMINATION AND ELECTION OF OFFICERS

Section 1: The election will take place at the March General Membership Meeting. Those who are members of the Association at least one month prior to the election are eligible to vote. The President shall present nominations at the March General Membership Meeting. There will be no nominations from the floor.

Section 2: It is recommended that, whenever possible, the President be a member of the Executive Board for at least one year, have served as a Chairperson of a Committee on a District Home & School Association and have attended general Association meetings prior to assuming Presidential duties on July 1. However, this can be waived if no other candidates are nominated for the position of President.

Section 3: Nominations will be accepted any time three days prior to the date of the March General Membership Meeting.

Section 4: If there are multiple nominees for a single Executive Board position, the Nominating Committee will send a communication to the Association at least twenty-four hours prior to the date of the March General Membership Meeting with a brief note from each nominee detailing their intent and qualifications.

Section 5: If there is only one nominee for an Executive Board position, the nominee will be elected by a voice vote. If there is more than one nomination for an Executive Board position, then a written secret ballot process is utilized. This voting process is overseen by the Nominating Committee. The Nominating Committee will tally votes within three days of the election. The committee will then communicate the election results to the General Membership within five days of the March General Membership Meeting.

Section 6: Newly elected officers will assume their offices on July 1 following the March General Membership Meeting.

ARTICLE XIV – BYLAWS AND REVISIONS

Section 1: By-Laws: The Executive Board will appoint one chairperson to form a committee to review the Association By-Laws every other school year starting in 2014. Any revisions may be made according to Article XIII, Section 2. If there are no amendments or revisions necessary, the Executive Board shall state at the March General Membership Meeting that the By-laws have been reviewed and no revisions/amendments are needed.

Section 2: Amendments to By-Laws: These By-Laws may be amended at any General Meeting of the Association by a two-thirds majority vote of the members present and only if

a quorum, as designated by in Article V, Section 4. The General Membership must be notified at least twenty-four hours in advance that revisions to the By-Laws will be discussed at the General Membership Meeting. Paper copies of any proposed revisions must be presented at General Membership Meeting.

Section 3: The By-Laws and any By-Law amendments that are ratified by the Association per Article XIII, Section 2 must be signed by two officers of the Executive Board. One officer's signatures must be the President and second officer's signature must be from one of the Vice Presidents.

Section 4: It is the duty of the Recording Secretary to maintain the formal, signed copies of the By-Laws and any Amendments and provide copies to the North Penn School District Coordinating Council within fourteen days of ratification of amendments.

ARTICLE XV – DEFINITIONS

Section 1: "School Year" is defined as the first day of school and ends the day before the first day of school the next calendar year.

Section 2: "Communication Methods" or "Communications" may be written or electronic communication.

Section 3: "Standing Committee" is defined as a permanent committee assigned to and responsible for a specific topic.

The By-Laws of the Gwyn-Nor Home and School Association herewith have been presented to the General Membership and approved this 19th day of May, 2020.

Accepted by:

President Signature/Printed Name

Date

Vice-President Signature/Printed Name

Date