

**HOME & SCHOOL ASSOCIATION BY-LAWS
BRIDGE VALLEY ELEMENTARY
Furlong, Pennsylvania 18925**

ARTICLE I. ORGANIZATION NAME & OFFICES

The name of this organization shall be Bridge Valley Elementary Home & School Association (HSA). The principal office of the HSA shall be located at 2280 Sugar Bottom Road, Furlong, Pennsylvania 18925.

ARTICLE II. OBJECTIVES AND POLICIES

Section A. The primary purpose(s) of the Home and School shall be to:

1. foster communication among parents, teachers, and administrators
2. build support for the educational and social development of students
3. support the educational efforts of the professional staff through volunteering
4. support the efforts of the school's student council
5. receive and maintain a fund of money to use, apply, expend, disburse or donate exclusively for charitable and educational purposes.

Section B. The HSA shall be non-commercial, non-sectarian, and non-partisan; no part of the activities of the HSA shall consist of carrying out propaganda, or otherwise attempting to influence legislation, or participating or intervening in any political campaign on behalf of any candidate for public office.

Section E. The HSA is organized exclusively for charitable purposes. In furtherance of said purpose, to exercise any and all other acts such as are permitted to an association organized exclusively for charitable purposes within the meaning of Section 501 (C)(3) of the 1954 Internal Revenue Code (or the corresponding provisions of future laws). The purposes of the HSA are exclusively for charitable purposes. In pursuing such purposes, the HSA shall not act so as to impair its eligibility for exemption under Section 501 (C)(3) of the Internal Revenue Code of 1986, as amended.

Section F. Fundraising activities will be held in accordance with District policies. No part of the net earnings of the HSA shall benefit any member or officer of the HSA. No HSA member shall benefit from any HSA fundraiser.

Section G. The HSA shall not seek to direct the administrative activities of the school or to control its policies.

Section H. In accordance with district administrative guidelines, written communication from the home and school association to any parent, students, and/or staff requires prior approval from the school principal/assistant principal.

Section I. The Home and School financial practices shall be organized and maintained in accordance with the District policies outlined in the *Home and School Association Guide*.

ARTICLE III. FISCAL YEAR

The fiscal year of the HSA shall begin on July 1 and end on June 30 of the subsequent year. The books and records of the HSA shall be maintained on a cash basis.

ARTICLE IV. MEMBERSHIP

All parents or guardians of children enrolled at Bridge Valley Elementary School and all administrators and staff members of Bridge Valley Elementary School are members of the HSA. All members shall be eligible to vote at the general meetings.

ARTICLE V. EXECUTIVE BOARD

Section A. The Executive Board of the HSA shall be comprised of the Principal, the Assistant Principal, a staff representative, and five elected officers: a President, Assistant President, Treasurer, Assistant Treasurer, and Secretary.

Section B. Each term of office shall be for two years. An official can hold office for a maximum of two consecutive terms. The term of office shall be no longer than four years in the same office. The office of President will exist as Assistant President in the first year of the first term and President in subsequent years of consecutive service in the office.

Section C. The officers including shall be elected at the last general meeting. All officers shall assume the duties of their respective offices on July 1 of the year in which they were elected.

Section D. In the event of a vacancy on the Executive Board between annual elections, the vacancy shall be filled by appointment by the Executive Board.

Section E. Duties of the officers:

1. The President and Assistant President shall:
 - a. Have the responsibilities and authority, with the right of delegation, for overseeing the operations of the HSA.
 - b. Be the official liaison and spokespersons between the HSA and any other body, and shall have the right to delegate this authority when warranted.
 - c. Preside at all meetings of the HSA and the Executive Board.
 - d. Appoint heads of all committees, subject to Executive Board approval.
 - e. Be an ex-officio member of all committees.
 - f. Other duties as may be delegated to that office.
2. The Assistant Treasurer shall:
 - a. Act as an aide to the Presidents.
 - b. Perform the duties of the Presidents in the absence of those officers.
 - c. Move up to the office of Assistant President if the current Assistant President or President must leave that office.
 - d. Receive all monies of the HSA in such a manner that it may be audited at the end of each fiscal year.

- e. Make deposits of all funds into the appropriate financial institution as directed by the Executive Board.
 - f. Support the Treasurer as needed.
 - g. Act as Parliamentarian.
 - h. Other duties as may be delegated to that office.
3. The Treasurer shall:
- a. Maintain financial records of the receipts and expenditures in such a manner that it may be audited at the end of each fiscal year.
 - b. Pay out funds as authorized by the Executive Board as stated in the approved budget.
 - c. Prepare a monthly report to the Home & School along with an annual report no later than July 30th of each year.
 - d. Have available at each HSA meeting the checkbook and expense and revenue detail by committee.
 - e. Assist the Vice President/Assistant Treasurer as needed.
 - f. Reconcile bank statements monthly and provide a copy of both on a monthly basis to the Principal.
 - g. The outgoing and incoming Treasurers, along with the Vice President/Assistant Treasurer, shall work together over the summer until the year's books can be closed in preparation for the start of the new school year in September.
 - h. Prepare and file state and federal income tax forms as necessary.
 - i. Adhere to School District policies on money management.
 - j. Other duties as may be delegated to that office.
4. The Secretary shall:
- a. Record and distribute accurate minutes of general meetings in a timely manner.
 - b. Share a copy of general membership meeting minutes with school to be posted on HSA page of Bridge Valley website.
 - c. Take roll at general membership meetings.
 - d. Be responsible for HSA correspondence as needed in coordination with BVE office.
 - e. Record and archive executive board meeting minutes.
 - f. Communicate relevant information from each executive board meeting with the TC (Team Coordinator) coordinator.
 - g. Other duties as may be delegated to that office.
5. The Staff Representative shall:
- a. Act as the delegate for the staff of Bridge Valley Elementary.
 - b. Represent the Bridge Valley professional and support staff and their work in conjunction with the HSA.
 - c. Report out to the general membership at meetings regarding school happenings, etc.
 - d. Other duties as may be delegated to that office.

Section F. The Executive Board (Principal, Assistant Principal, President, Assistant President, Assistant Treasurer, Secretary, Treasurer and the Staff Representative) is to set the dates of the general meetings, to propose the annual budget for presentation at

the fall general membership meeting of the fiscal year, to compile the calendar of activities, and to transact the business of the HSA between the general meetings.

Section G. Meetings of the Executive Board shall occur as needed, but at least once between general meetings at the discretion of the President(s) and the school Principal/Assistant Principal. The school Principal/Assistant Principal shall be present at all Executive Board meetings.

Section H. At meetings of the Executive Board, any individual item acted on may have a limit of \$500.00 (five hundred dollars). Items costing more than \$500.00 (five hundred dollars) must be acted on by the general membership.

Section I. Membership on the Executive Board will be terminated by resignation, moving out of the school's attendance district, expiration of term of office, or dismissal by a majority of the Executive Board.

Section J. Each Executive Board member shall have one vote to cast on motions brought before the Board.

Section K. More than half of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board. Officers shall be deemed to be present at a meeting if by means of telephone or similar communications all persons participating in the meeting can hear each other.

ARTICLE VI. COMMITTEES

Section A. Committees shall be determined by the Executive Board as deemed necessary to carry out the work of the HSA.

Section B. The chairperson(s) of the various committees and activities shall be appointed by the Executive Board.

Section C. At any general meeting the Executive Board may request a report from a committee chair. A summary report, written or oral, must be presented by committee chair(s) or Executive Board member by the May annual meeting.

ARTICLE VII. NOMINATIONS AND ELECTIONS

Section A. Nominations of candidates for office shall be made by a Nominating Committee of at least two persons; up to one current Executive Board member and at least one member chosen from the general membership, none of whom shall be candidates for Board office. All members of the Nominating Committee shall be appointed by the Executive Board.

Section B. The Nominating Committee shall be appointed on or about March 1st of each year.

Section C. The Nominating Committee shall obtain permission of any person under consideration before placing that person's name on the ballot.

Section D. The Nominating Committee shall present its slate of nominations to the Executive Board on or about April 15th.

Section E. The slate of nominations presented by the Nominating Committee shall be made known to the general membership at least 14 days prior to the last meeting.

Section F. The Nominating Committee shall conduct the election at the last annual general membership meeting of the school year. Absentee ballots will be made available for the 7 days prior to election. Any member who is unable to be present to vote at the election may request, in person, an absentee ballot from the school office personnel. The completed absentee ballot should then be submitted in a sealed envelope to the school office personnel anytime before the beginning of the general membership meeting at which the elections are to be held.

Section G. Voting shall be by voice vote unless more than one person is nominated for the office. Then voting for that office shall be conducted by secret written ballot, using a plurality voting system where the winner of the election is whichever candidate receives the largest number of votes. This will include absentee ballots that meet the requirements of Section F.

Section H. If there are more than two candidates and there is a tie in the total number of votes for each, the top two candidates will be re-voted on via secret ballot. Absentee ballots will not be counted in the re-vote.

Section I. In an attempt to balance the vacancies on the Executive Board, the elections will be staggered. The elections will occur as follows:

At the last general membership meeting of the school year, the membership will elect the following for the positions in 2022, 2024, and successive even number election years:

- *Assistant President*
- *Treasurer*

- *At the last general membership meeting of the school year, the membership will elect the following for the positions in 2023, 2025, and successive odd number election years:*

- *Assistant President*
- *Assistant Treasurer*
- *Secretary*

ARTICLE VIII. MEETINGS

Section A. The HSA will meet as needed, but no less than four times per year. The dates, chosen by the Executive Board shall be published on the Bridge Valley website. At least one week's notice must be given for a change of meeting date. Meetings will be held at Bridge Valley Elementary School or virtually on a district approved conferencing platform.

Section B. All requests for expenditures of \$500.00 (five hundred dollars) or more must

be submitted in writing to a member of the Executive Board at least one week prior to the regular monthly HSA general meeting. At the discretion of the Executive Board, a vote on any fiscal matter may be delayed until the next HSA general meeting.

Section C. The Executive Board shall meet at least once between general meetings at the discretion of the Presidents and Principal/Assistant Principal.

Section D. Special membership meetings may be called by the Executive Board or petitioned by 10 (ten) members of the HSA. Such meetings are to be publicized to all members with at least one week's notice.

Section E. The final meeting of the school year shall be the Annual Meeting, at which time projected balance shall be received. The Home & School may choose to hire, at their expense, a professional accountant to conduct a review of the financial records on an as-needed basis. This review must be voted on and approved by a majority vote at the final general membership meeting of the school year.

Section F. A quorum at any meeting shall consist of one-half of the Executive Board and at least one general member (non-administrative or non-faculty member) of the HSA.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in Roberts' Rules of Order, Revised shall govern the proceedings of the HSA in all cases where they are applicable and not inconsistent with these Bylaws. The voting will be decided by simple majority.

ARTICLE: X. AMENDMENTS TO THE BYLAWS

Section A. These Bylaws may be amended at any general meeting of the HSA by submitting a draft copy of the proposed amendment at any regular meeting of the Home & School or to any member of the Executive Board. A motion is made and must pass a two-thirds majority vote of the members present and voting, provided notice of the proposed Amendment(s) shall have been given at least 7 (seven) days before the meeting.

Section B. The Bylaws shall be reviewed by the Executive Board at least every two years and any necessary revisions made according to Article X, Section A. **If for any reason the Bylaws cannot be reviewed within a two-year period, the General Membership will be notified.**

ARTICLE XI. DISSOLUTION

If, for any reason, the HSA shall be dissolved, all assets shall be distributed exclusively to charitable or educational organizations affiliated with the Central Bucks School District that qualify for exempt status under Section 501(C)(3) of the Code, as voted on by the general population of the HSA prior to dissolution. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this association shall be distributed to a fund,

foundation, or corporation organized and operated exclusively for the purposes specified in Section 501 (C)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue Law).

Adopted this 23rd day of February 2022, by the Bridge Valley Elementary Home & School Association.

ATTESTED BY:

Ms. Kristina Satterfield
President

Mr. Mark Hoff
Assistant President

Ms. Victoria Rusay
Assistant Treasurer

Ms. Danielle Preston
Treasurer

Ms. Heather Howard
Secretary

Ms. Kate Tate
Staff Representative



Mr. Kevin Cochran
Principal

Ms. Kate Deibert
Assistant Principal