

Doyle Home and School Association

By-Laws

Revised and Adopted: May 12, 2022

ARTICLE I –Name

Section 1.01: The name of this organization shall be Doyle Home and School Association, hereafter “DHSA.” The principal office of DHSA shall be located at Doyle Elementary School, hereinafter “Doyle Elementary” located in Doylestown, Pennsylvania.

ARTICLE II – Objectives

Section 2.01: To assist Doyle Elementary in providing the best possible education for the children enrolled at the school and to foster communication between parents, teachers, and administrators.

Section 2.02: To implement the above objective, DHSA shall:

1. Work toward a closer relationship between the home, the school, and the community, so that parents, guardians, teachers, and administrators work cooperatively in the support of the students at Doyle Elementary.
2. Promote the cultural, social, emotional, and physical development of the students.
3. Enhance and assist in the funding of the educational opportunities for the students.
4. Provide a forum for communications between the home and school.

ARTICLE III - Definitions

Section 3.01: “DHSA Member” shall mean any parent or guardian of a child enrolled in Doyle Elementary. Also included are administrators, faculty members, and Executive Board Officers of Doyle Elementary.

Section 3.02: “Executive Board Officer” shall mean any DHSA Member currently serving as President, First Vice President, Second Vice President, Secretary, Treasurer, or Assistant Treasurer for DHSA.

Section 3.03: “General Members” shall mean any member of DHSA that is not an Executive Board Officer.

Section 3.04 “DHSA Sponsored Events” shall mean any event planned and funded by DHSA.

Section 3.05 “DHSA Obligations” shall mean any budgeted expenses approved by the Executive Board and School Principal.

ARTICLE IV – Policies

Section 4.01: DHSA will not seek to direct or control the administrative or instructional policies of the school.

Section 4.02: DHSA shall be non-profit, non-sectarian, and non-partisan and shall not participate in any political campaign nor endorse any commercial enterprise.

Section 4.03: DHSA shall not conduct or carry on any activities not permitted to be conducted by an organization that is exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code of 1983, as amended, or by an organization contributions to which are deductible under Section 170(c)(2) of the code.

Section 4.04: DHSA may cooperate with other organizations and agencies concerned with the education or welfare of children. Still, persons representing DHSA in such matters will make no commitments that bind DHSA without the approval of the Executive Board Officers.

Section 4.05: The Fiscal Year of DHSA will be from July 1 to June 30. The books and records of the PTO shall be maintained on an accrual basis.

Section 4.06: The DHSA, nor any officer thereof, shall not be permitted to directly reimburse an individual for expenditures in excess of \$1,000 unless prior approval is obtained from the DHSA Executive Board.

ARTICLE V – Membership

Section 5.01: Membership in DHSA is open to all parents or guardians of children enrolled in Doyle Elementary and all administrators and faculty members. All members have voting privileges with regard to the Executive Board Officer elections, which occur at the end of each school year.

Section 5.02: These by-laws shall be published and made available, by the corresponding secretary, for all DHSA Members, via Doyle Elementary’s website. Each Executive Board Officer shall receive a copy of these by-laws at the beginning of their term.

Section 5.03: Doyle families are encouraged to participate as DHSA Members. Information will be provided at the start of each school year concerning the goals of DHSA, volunteer opportunities, and how monies are budgeted.

ARTICLE VI – Executive Board Officers

Section 6.01: The Executive Board Officers of DHSA shall consist of a minimum of 6 elected officers, including a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Assistant Treasurer. Each office may have co-officers, but it is not required. Non-elected Executive Board Officers will include the Principal and may include Teacher/Staff Representative(s). Non-elected Executive Board Officers shall be non-voting members.

Section 6.02: Duties of Officers

- A. The **President** shall:
 - a. Have the responsibility and authority, with the right to delegation, for overseeing the operations of DHSA.
 - b. Represent DHSA in discussions with district and school officials.
 - c. Be the official liaison and spokesperson between the HSA and any other body and shall have the right to delegate this authority when warranted.
 - d. Preside at general membership meetings and Executive Board meetings.
 - e. Oversee the by-laws and execute the policies and procedures in said by-laws
 - f. Appoint chairpersons of all committees and replacements for said chairpersons as required.
 - g. Direct the actions of other officers and committee chairpersons as required.
 - h. Perform the duties of the Treasurer in the absence of that officer.
- B. The **First Vice President** shall:
 - a. Preside in the absence of the President and assist the President whenever necessary.
 - b. Together with the Second Vice President, oversee all chairpersons of all committees and upcoming events.
 - c. Execute those duties assigned by the President.
- C. The **Second Vice President** shall:
 - a. Preside in the absence of the President and the First Vice President and assist the President whenever necessary.
 - b. Together with the First Vice President, oversee all chairpersons of all committees and upcoming events.
 - c. Execute those duties assigned by the President.

D. The **Secretary** shall:

- a. Notify Executive Board Officers of upcoming meetings.
- b. Prepare and distribute an agenda for all meetings, take attendance, keep minutes and publish meeting minutes, within one week, to the Doyle Elementary website.
- c. Prepare letters and other correspondence for DHSA as required.
- d. Monitor DHSA email account.

E. The **Treasurer** shall:

- a. Pay all bills documented by a written receipt from committee chairpersons and the Executive Board Officers.
- b. Keep an accurate record of the receipts, expenditures, and related financial matters.
- c. Present a statement of accounts at each Executive Board and general membership meetings of DHSA.
- d. Prepare an annual report, as of September 1st, in such a manner that it may be audited.
- e. Prepare and file state and federal income tax forms as necessary.
- f. Adhere to Central Bucks School District's policies on money management.

F. The **Assistant Treasurer** shall:

- a. Receive all funds of DHSA from all sources of income.
- b. Making deposits of all funds into the appropriate financial institution as directed by the Executive Board.

Section 6.03: The function of the Executive Board is to transact the necessary business of DHSA and approve plans of the appointed committees.

Section 6.04: Executive Board Officers must be able to attend at least 2/3 of all monthly Executive Board meetings held throughout the school year. In addition, Executive Board Officers are expected to attend both general assembly meetings, the End of Year Review meeting, and the summer planning meeting.

Section 6.05: Failure of an Executive Board Officer or committee chairperson to carry out their duties properly and/or attend meetings without reasonable excuse may result in dismissal by a two-thirds majority vote of the Executive Board Officers.

Section 6.06: The Executive Board Officers shall transact any unscheduled business of DHSA which may occur between its meetings as needed.

Section 6.07: The Executive Board Officers shall compile a calendar of activities and draw up a budget for the following school year. The calendar of activities and budget shall be presented at the first general membership meeting, of the following school year, for approval by the DHSA Members.

ARTICLE VII – Election of Officers

Section 7.01: The Executive Board Officers shall be given the opportunity to nominate candidates for a respective office at the April Executive Board meeting. General Members may make other nominations, provided that the person nominated consents and the majority of Executive Board Officers concur in the nomination.

Section 7.02: The only required natural succession pertains to the President's position. This Presidential succession is necessary to maintain stability for DHSA and Doyle Elementary.

- A. To be considered for the President's position, an individual must have previously served a minimum of one term as a DHSA Executive Board Officer in the Vice President, Secretary, or Treasurer position, within the previous six years.

Section 7.03: Executive Board Officer elections will be held annually in May. The date of this election will be listed on the DHSA's calendar of activities and on Doyle Elementary's website. Anyone who wishes to vote must attend the May election and cast their vote.

Section 7.04: Election for offices with more than one candidate shall be decided by secret written ballot. One-half of those voting plus one constitutes a majority.

ARTICLE VIII – Terms of Office

Section 8.01: Newly elected Executive Board Officers shall assume the duties of their respective offices at the beginning of the fiscal year.

Section 8.02: The term for Executive Board Officers shall be two years, with no Executive Board Officer serving for more than one term in the same office consecutively.

- A. An exception is made if there is no candidate for a particular office, then the standing officer may continue for one additional term. In that case, the officer can serve no longer than four years in that office.

Section 8.03: No Executive Board Officer may serve more than two consecutive terms in a row on the DHSA Executive Board in any office. A former Executive Board Officer may run again after two years off and hold an Executive Board Officer's position for an additional one or two terms. An individual cannot serve more than four terms on the DHSA Executive Board for any reason.

Section 8.04: The two-year terms of the Vice President, Secretary, and Treasurer positions may be staggered so that each position will always have a carry-over officer from the previous year.

Section 8.05: In the event of a vacancy in the Presidency between annual elections, the Vice President shall assume the Presidency.

- A. In the event of a vacancy of any other officer position between annual elections, the President shall appoint an officer to that position with the majority vote of the Executive Board Officers.

ARTICLE IX – Meetings of the Membership

Section 9.01: DHSA will hold general membership meetings two times per year. The dates and times shall be published on the DHSA’s calendar of activities and on Doyle Elementary’s website.

Section 9.02: DHSA will hold Executive Board Meetings at Doyle Elementary one time per month during the school year.

- A. A schedule of Executive Board Meetings will be proposed and agreed upon at the first Executive Board Meeting of the new school year. The schedule will be established in consideration of the Principal's and Building schedule.
- B. Executive Board Meetings are for Executive Board Officers only. The Executive Board Officers may invite a general member or committee chairpersons to present or sit in for a portion of an Executive Board Meeting. Executive Board Officers will agree upon invitations of general members or committee chairpersons at least one week prior to scheduled meeting attendance.

Section 9.03: The last general membership meeting of the school year shall be the End of Year Review.

Section 9.04: Special meetings of DHSA may be called by the President, with one week’s notice having been given.

Section 9.05: A quorum at the general membership meetings shall consist of a minimum of three Executive Board officers and the number of members of the general membership present.

Section 9.06: A majority of the Executive Board then in office shall be considered a quorum for the transaction of business at any meeting of the Executive Board. Officers shall be deemed present at a meeting if, by means of telephone or similar communications, all persons participating in the meeting can hear each other.

ARTICLE X – Committees

Section 10.01: Committees shall be created by the Executive Board Officers, as deemed necessary, to carry out the work of DHSA.

Section 10.02: Chairpersons of committees shall be approved by the President for a term of one year. The committee chairperson will select a co-chairperson.

Section 10.03: If requested by an Executive Board Officer, a chairperson shall report on their committee's progress prior to the monthly Executive Board meeting. Chairpersons shall make every effort to attend general membership meetings and be able to report on their committees' activities if needed.

Section 10.04: Chairpersons are responsible for operating within the budgeted amount as approved by the Executive Board Officers. Chairperson(s) shall present proposed expenditures to the Treasurer prior to initiating activities of the committee. Treasurer will review the proposal to ensure it is within DHSA approved budgeted amount. If proposed expenditures exceed DHSA-approved budgeted amounts, the Treasurer will present the proposal at the next scheduled Executive Board Meeting for review and approval by the entire Executive Board.

Section 10.05: Chairpersons will keep records of all activities to be passed to the succeeding chairperson.

Section 10.06: Committees shall provide receipts and request for reimbursement form to Treasurer within 30 days of incurring the expense. Treasurer will provide reimbursement as requested within approved budgeted amounts within 2 weeks of receipt of the request. Reimbursement requests received without proper documentation and receipts will not be reimbursed. Reimbursement requests that exceed budgeted amounts will only be reimbursed up to budgeted amounts unless Executive Board Officers approve payment of the excess amount by majority vote at the next scheduled Executive Board Meeting.

ARTICLE XI – Financial Oversight

Section 11.01: When counting DHSA funds that exceed \$250, an Executive Board Officer or their designee must be present with the committee chairperson; such funds must be counted by both people. Each person must sign a cash transmittal form to be turned over to the Treasurer for deposit.

Section 11.02: All requests for expenditure over \$500 that are not already in the budget must be presented to an Executive Board Officer for review and approval.

Section 11.03: Receipts must be given to the Treasurer for disbursement of funds or reimbursement of funds. Receipts must be accompanied by a reimbursement form and given to the Treasurer.

Section 11.04: Monies budgeted for any and all DHSA events may only be used for DHSA-sponsored events and DHSA obligations.

Section 11.05: If the bank charges DHSA for a returned check, and does not waive the fee, the charge will be passed on to the person writing the check.

Section 11.06: All financial records, ledgers, canceled checks, receipts, and check registers are the property of the DHSA Executive Board Officers and are to be remitted to the newly elected officers within 14 days of the start of the new fiscal year. An audit of these books should take place yearly.

Section 11.07: The monthly bank statement shall be mailed to the Treasurer. The Assistant Treasurer shall have charge of all deposits and withdrawals, and the Treasurer shall reconcile and audit the monthly bank statement. If only one person holds the position of Treasurer, the reconciling and auditing of the monthly information should be completed by the President. Any discrepancies must be reported to the Executive Board at its next scheduled meeting.

Section 11.08: All checks exceeding \$500 must be signed by two people, the Treasurer and one other Executive Board Member.

Section 11.09: Upon dissolution of the DHSA, all monies will be split between the Student Activity Fund to be used to enrich educational programs and the Library for the purchase of new books.

ARTICLE XII – Amendments

Section 12.01: By-laws shall be reviewed by the Executive Board Officers periodically and any necessary revisions made according to Article XII, Section 12.02.

Section 12.02: These by-laws may be amended by an Executive Board Officer at any Executive Board Meeting, provided notice of the proposed amendment is given to the Executive Board Officers prior to the meeting. A two-thirds majority vote of officers in attendance is required for the passage of any amendment. The amendment will be in effect after the adjournment of the voting meeting.

Section 12.03: If the by-laws are amended, the newly adopted by-laws must be made public on Doyle Elementary's website within 14 days of said amendment.

Adopted this 12th day of May 2022.

By the Doyle Home and School Association

Attested by:

Jessica Schmidt - DHSA Co-President

Clorece Kulp - DHSA Co-President

Lauren Huevo - DHSA Co-Vice President

Jennifer Salisbury - DHSA Co-Vice President

Kathleen Fantaskey - Principal