

# **GAYMAN HOME AND SCHOOL ASSOCIATION BYLAWS**

**REVISED MAY 23, 2023**

## **ARTICLE I NAME AND STATUS**

1. The name of the parent-teacher organization at Gayman Elementary School shall be known as Gayman Home and School Association (GHSA). The principal office shall be located at 4440 Pt. Pleasant Pike, Doylestown, PA 18902.
2. This Association has been established as a non-profit organization under the laws of the State of Pennsylvania.

## **ARTICLE II OBJECTIVES**

The objectives of this organization are to raise, manage, and apply funds of money to use, apply, expend, disburse, or donate exclusively for charitable and educational purposes including:

1. To build alignment and partnership between the home, the school, and the community, so that parents and/or guardians, current Gayman staff, and the extended community work cooperatively towards enhancing the support of the education of the students.
2. To promote the cultural, social, emotional, and physical development of the students.
3. To enhance and assist in the funding of the educational opportunities for the students of Gayman Elementary.

## **ARTICLE III BASIC POLICIES**

1. This Association shall not attempt to direct or control the Administrative Academic activities of the school.
2. This Association shall be non-commercial, non-sectarian, and nonpartisan and shall not participate in any political campaign, nor endorse any commercial enterprise.
3. This Association shall cooperate with other groups and coordinating councils active in child welfare subject to approval of the Executive Board and a vote of the membership.
4. The Association is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to

organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### **ARTICLE IV MEMBERSHIP AND DUES**

1. Membership in this Association may include parents and/or guardians and current staff of the children attending Gayman Elementary School.
2. At the beginning of each school year, the Gayman families will be encouraged to actively participate in the Association by attending general meetings, school events and participating on committees. They will also be given information concerning what the Association intends to accomplish in the school year and how the monies are budgeted. New families will be welcomed to participate upon school registration.

#### **ARTICLE V EXECUTIVE BOARD**

1. The Executive Board of the Association shall be the President, Vice President of Community, Vice President of School Enrichment, Vice President of Communications, Vice President of Finance, and Vice President of Fundraising. Large.
2. The Executive Board will be elected at the May GHSA general meeting for a term of one (1) year and may not serve in the same capacity for more than three (3) consecutive years. However, if no candidate runs for the position, the incumbent shall be permitted to run for an additional one (1) year term. There shall be no limit on the number of terms an incumbent can run if there is no other candidate for the position.
3. The Executive Board shall assume office upon the closing of the Association's books on June 30.
4. If an Executive Board member resigns during the current year, resulting in a vacancy, the remaining Executive Board may decide to fill the position for the unexpired term at the next General Meeting. A special election will be held at that meeting for the specific purpose of filling that vacancy. If necessary, the President and/or Building Principal may appoint a person to fill the position in the interim, but only at such a time as the election can take place at the next General Meeting.

The duties of the Executive Board positions are as follows:

**President:**

Average Time commitment:

1. Week of an Event: 20+ hours per week
2. Non-Event Week: 10-15 hours per week

Responsibilities & Expectations:

1. Presides at the General Meetings and Executive Board meetings.
2. Appoints all committee chairpeople and ensures committee chair-people are in contact with the appropriate vice president for event planning/coordination.
3. Coordinates the activities of the Executive Board and committees in order that the objectives may be promoted.
4. Is a member ex-officio of all committees.
5. Establishes a calendar of events for the following year and submits facilities requests by the end of May. The dates will be discussed at the summer meeting with the Executive Board and updates may be made as the school year progresses. Coordinates all reservations with the School administration for the use of the school for Home and School meetings and functions.
6. Creates all GHSA related communications via electronic \ tools (Gazette, email blasts, Facebook) to current Gayman parents and/or guardians and current staff.
7. Meets with the Principal prior to Executive Board meetings and General meetings.
8. Establishes a monthly Executive Board meeting (September through June) and the Executive Board must meet prior to each General Meeting.
9. Coordinates with the Executive Board and plans one (1) Executive Board Meeting in the summer prior to the new school year beginning (typically in July).
10. Reviews, approves all payments, reimbursements and is available to co-sign all checks.
11. Uses the debit card for GHSA purchases or payments if needed.
12. Works with the Vice President of Finance to assign revenue and expenditures appropriately in the financials and reviews the current Profit & Loss statement prior to each monthly Executive Board meeting and each General Meeting.
13. Is available to help at GHSA events.
14. Manages the GHSA email address and responds within 48 hours.
15. Fields parent and teacher questions and concerns when related to GHSA.
16. Is responsible for the accuracy of the tax returns along with the Vice President of Finance. The President must sign them.
17. Has the best interest of our entire school community in mind while planning an event, subsidizing payments for educational experiences or any other item that is brought to the GHSA.

## **Vice President of Community**

### Average Time commitment:

1. Week of an Event: 10+ hours per week
2. Non-Event Week: 5-10 hours per week

### Responsibilities & Expectations:

1. Acts as an aide to the President.
2. Performs the duties of the President in the absence of that officer.
3. Is a member ex-officio of all committees.
4. May preside over one or more of the General Meetings.
5. Coordinates the sale of Gayman Elementary spirit wear.
6. Oversees and coordinates Homeroom Parents.
7. Uses the debit card for GHSA purchases or payments if needed.
8. Co-signs checks when needed.
9. Assists with managing the GHSA email address.
10. Is available to help at GHSA events.
11. Manages the coordination of all GHSA family events and other non-fundraising community events.

## **Vice President of School Enrichment**

### Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 3-5 hours per week

### Responsibilities & Expectations:

1. Acts as an aide to the President and Vice President of Community.
2. Acts as a liaison to GHSA committees when requested.
3. Is a member ex-officio of all committees.
4. Coordinates with all Specials staff (i.e. Library, P.E., Quest, Art) to assist and serve as a point of contact with GHSA.
5. Attends monthly Executive Board meetings as well as General meetings.
6. Assists Vice President of Community in Homeroom Parent selection.
7. Is available to help at GHSA events.
8. Manages the coordination of all GHSA non-fundraising in-school events. (i.e. Author visits, teacher luncheons, etc.)

## **Vice President of Communications**

### Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 5 hours per week

### Responsibilities & Expectations:

1. Prepares minutes of all General meetings and Executive Board meetings.
2. Works in conjunction with the Principal's Secretary to update the Student Directory.
3. Responsible for the design and distribution of all GHSA events fliers. (i.e., community events, volunteer opportunities, etc.)
4. Is a member ex-officio of all committees.
5. Is available to help at GHSA events.

## **Vice President of Finance**

### Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 3-4 hours per week

### Responsibilities & Expectations:

1. Manages all funds and presents a financial report at each meeting.
2. Receives all bills, pays, and gets required second signature on checks.
3. Presents the proposed Allocations at the first General meeting for approval.
4. Facilitates the closing of the Association's books and works with the accountant to prepare and file the Association's tax filings.
5. Is a member ex-officio of all committees.
6. Works with GHSA Committees to advise, assist and monitor their budget.
7. Is available to help at GHSA events.

## **Vice President of Fundraising**

### Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 1-2 hours per week

### Responsibilities & Expectations:

1. Assists the Vice President of Finance in fulfilling the financial duties.
2. Collects funds from committee chairs during fundraising activities and deposits directly to the GHSA account at the bank.
3. Provides the Vice President of Finance with a deposit breakdown of committees.
4. Is a member ex-officio of all committees.
5. Is available to help at GHSA events.
6. Responsible for managing the coordination of all GHSA fundraising events.

### **Additional Executive Board member Duties:**

1. The President of the Executive Board will serve as Administrator on The Gayman Elementary and Gayman Home & School Facebook Page to work in conjunction with the GHSA Vice President of Communication and the School Office Staff.
  - a. At no point will the GHSA President, VP of Communication or any other member of the Executive Board address a specific school related issue. The Office Staff will be responsible for admitting parents and/or guardians to the page, approving school related posts that are requested by parents and/or guardians.
2. Officer responsibilities and hours spent in each role may be assigned or fluctuate based on events and needs.
3. A minimum of two (2) Executive Board members will be available at every GHSA event.
4. Executive Board members will be assigned to committee(s) to assist with budget planning, expectations of roles & responsibilities, budget reconciliation and other assistance as needed. The Executive Board member may or may not be the Board member responsible for the coordination of that committee/event as described in the roles above.
5. Executive Board members are required to attend the summer board meeting. This is typically held in July to prepare for the upcoming school year. At this planning meeting, Home and School event dates and meeting (Executive and General Board meeting) dates are reviewed for the upcoming school year and discussions will be held regarding all Home and School goals and objectives.

### **ARTICLE VI NOMINATIONS AND ELECTIONS**

#### **NOMINATIONS:**

1. 30 calendar days prior to Executive Board nominations: The Nomination Committee will be appointed by the current GHSA President. Two (2) Volunteers (Gayman parent/guardian and/or current Gayman staff) will be asked to serve on this committee as co-chairs. No person interested in becoming a candidate for any office or a current member of the GHSA Executive Board may serve on the Nominating Committee. This committee should include the Principal.
2. Fourteen calendar days after formation of the Nominating Committee: The Nomination Committee will accept nominations for the incoming GHSA Executive Board via email. Emails should contain the nominee's name and position for which they are being nominated. Nominations will be accepted via email to [GHSANOMINATIONS@gmail.com](mailto:GHSANOMINATIONS@gmail.com) unless otherwise specified.
3. Any nomination email received with more than one (1) Executive Board role will be returned for further clarification. Each candidate may only be nominated for one (1) GHSA Executive Board role.
4. Nominations will remain open for ten calendar days.

At the close of nominations:

1. The Nomination Committee will create the announcement of all nominees and their nominated Executive Board role for school wide release. The announcement may be sent via email, the Gayman Elementary website, or any other school communication tool, when available.
2. In the event of more than one (1) nominee per officer role, it will result in an anonymous ballot. The nomination committee will remain intact until the completion of the Executive Board roles having been voted on by current parents and/or guardians of a Gayman Elementary Student and Gayman staff.

**Procedure for all GHSA nominees**

Requirements to be a nominee on the Executive Board:

1. President - Must have held a position on the GHSA Executive Board for one (1) year prior to being nominated for the role of President or have served one (1) year on any other elementary school Executive Board within the Central Bucks School District. If no one nominated meets this criteria, the current building Principal will appoint a current Executive Board member to fulfill the President role and the Executive Board will approve.
2. Vice President of Finance: The requirements to be a nominee for the VP of Finance role are that you are a parent or guardian of a current Gayman Elementary School Student and have a finance/accounting background and familiarity with budget/financial reporting packages (i.e. QuickBooks).
3. Vice President of Community, Vice President of School Enrichment, Vice President of Communications, and Vice President of Fundraising: The only requirement to be a nominee for the other Executive Board member roles are that you are a parent or guardian of a current Gayman Elementary School Student.

**Following the Announcement of the GHSA Executive Board nominees:**

1. Following the Nomination announcement, nominees may publicly discuss their nomination. At no time prior to the school wide announcement may a candidate discuss or promote the Executive Board role in which they are a nominee.
2. All nominees will be required to submit a statement (four hundred words or less) outlining the following:
  - a. Why are you the ideal person to fulfill the role for which you are nominated?
  - b. What strengths do you bring to the role for which you are nominated?

3. Nominee statements will be collected from all nominees, regardless of whether there are multiple candidates nominated for the role.
4. Nominee statements may be sent via email to parents and/or guardians of current Gayman students by the school secretary or will be posted on the Gayman Elementary website (if applicable).

### **ELECTIONS:**

1. An election of each office will be held at the May General Board meeting starting with the President, followed by the Vice President of Community, Vice President of School Enrichment, Vice President of Communications, Vice President of Finance, and Vice President of Fundraising.
2. In the case of more than one candidate for an office, an anonymous ballot will be collected from everyone in attendance at the meeting. The President does not cast a vote. However, in the event of a tie, the President will ask for a second ballot and will cast a vote. An absentee ballot will also be in effect.
3. If a candidate is not elected to the first office for which they were nominated, the candidate may submit their name to any open office on the Executive Board that has not yet been voted on.
4. The Nomination Committee is responsible for counting the ballots. Ballots will be counted in a secure location in the school building. To remain a neutral party, the members of the Nomination Committee must vote by absentee ballot.

### **Absentee ballots:**

1. The Nomination Committee is responsible for counting the ballots. Ballots will be counted in a secure location in the school building. To remain a neutral party, the members of the Nomination Committee must vote by absentee ballot.
2. Current Gayman parents and/or guardians and Gayman staff members may vote by absentee ballot if they are unable to attend the May meeting.

### **How to cast an absentee ballot:**

1. To cast an absentee ballot, a current parent, guardian, or Gayman staff member must go to Gayman Elementary school's main office between the hours of 8:30 am and 4 pm, Monday through Friday one (1) week prior to the May meeting.



2. Once granted access to enter the school building, the building Principal's Confidential Secretary will require the parent, guardian, or staff member to provide them with their valid driver's license. Once confirmed, the parent, guardian or staff member's name will be recorded and a ballot will be handed out. The ballot must be filled out in the main office and deposited into the ballot box. At no time may a ballot leave the school property. No proxy votes will be accepted.

#### **How to vote at the May meeting:**

1. During the May meeting, if any Officer position has more than one candidate, an anonymous ballot will be in effect. All parents and guardians of a current Gayman student, and Gayman staff members will be given a ballot, except for the Gayman Home & School Association President. The President does not cast a vote. However in the case of a tie, the President will ask for a second anonymous ballot and will cast a vote.
2. If an absentee ballot has been cast, current parents and/or guardians and Gayman staff members may not submit a second ballot, unless a second election is in effect due to a tie.
3. All ballots will be deposited into a ballot box and counted by the Nomination Committee in a secure location in the school building.
4. There will be no campaigning allowed at the May meeting.

#### **Once Elections are finalized:**

1. The newly appointed Executive Board will assume their responsibilities at the end of the school year. However, the newly elected Executive Board will be expected to attend the last Executive Board meeting of the school year.

### **ARTICLE VII MEETINGS and CHAIRPERSONS**

1. Regular general membership meetings shall be held three times per year. These meetings are open to all interested parents, guardians and Gayman staff.
2. The President shall appoint the chairperson of a standing committee or special committee.
3. Chairpersons shall be responsible for keeping a file of all activities, budgets, and procedures to be reported via the Event Approval Form which will be passed on to the subsequent chairpersons.

4. The President shall provide the chairpersons of all committees a blank event form and the event form for the event from previous years. The Chairperson shall present a completed event form to the coordinating President 30 days prior to the event, and no work shall be undertaken without the approval of the Executive Board.
5. An Executive Board member shall be a member of all committees except the Nominating Committee. The division of the committees to directly work shall be left to their decision.
6. The Vice President of Communications shall be responsible to keep a complete listing of the committees.

## **ARTICLE VIII       FINANCES**

1. Anytime an event has cash funds that exceed \$25.00, an Executive Board member and the Committee Chairperson or his/her designee must both count the funds. Each person shall sign the cash transmittal form which will then be turned over to the Vice President of Fundraising/ or VP of Finance, along with the monies.
2. No funds shall leave Gayman school except by the Vice President of Fundraising or VP of Finance for same day deposit. Only the Vice President of Fundraising or Vice President of Finance may take funds of the Association out of the school.
3. Receipts must be given to the Vice President of Finance for distribution of funds or reimbursement of funds one week following the event or no later than June 30 of the current school year. Receipts must be attached to a reimbursement form and given to the Committee Chair for approval. Once approved by the committee chair, the reimbursement form with receipts will be given to the President who in turn will approve and submit to the Vice President of Finance to be processed.
4. If the bank charges the Association for a check that is returned, the charges will be passed on to the person writing the check.
5. No amount exceeding \$500.00 can be spent that is not pre-approved by two-thirds of the members attending a general meeting or incorporated within a previously approved budget.
6. Two-thirds majority of members attending the May General Meeting before any monies for the new year can be spent must approve the Budget.
7. The Vice President of Finance's ledger and checkbook shall be available and a report distributed on each at every general and Executive Board meeting. The books should be audited annually.

8. The President, Vice President of Finance, and Vice President of Community must be officially added to the Gayman Elementary Home and School Association bank account. Two people, the Vice President of Finance, President, or Vice President of Community will sign all Gayman Home and School checks. In addition, the Vice President of Finance, President, and Vice President of Community will have access to any other account used to receive or distribute payments for school related programs and events (such as the Gayman Home and School Association VENMO account).
9. It shall be the policy of the Association on gifts to allocate funds for recognition, honor, or memory of individuals for a use within Gayman Elementary School in a way that most directly benefits the children of the school.
10. Upon dissolution of Gayman Home and School Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code such as a student fund to be used for the enrichment of educational programs at Gayman Elementary.

#### **ARTICLE IX AMENDMENTS**

1. These by-laws may be amended at a General Meeting by a two-thirds majority vote of the members in attendance.
2. Notice of the proposed amendment and of the upcoming vote must be made available to all, in writing, at the General Meeting prior to the vote.

#### **ARTICLE X PARLIAMENTARY PROCEDURE**

The authority on questions of parliamentary procedures shall be Robert's Rules of Order, Revised Edition.

Revised this 23rd day of May 2023 By the Gayman Home and School Association.

Attest \_\_\_\_\_

*(Gayman Home and School Association President - Signature)*

Attest \_\_\_\_\_

*(Gayman Home and School Association Vice President of Finance - Signature)*

Attest \_\_\_\_\_

*(Gayman Elementary School Principal – Signature)*