

GAYMAN HOME AND SCHOOL ASSOCIATION BYLAWS

REVISED MAY 24, 2022

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. 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 receive and maintain a fund of money to use, apply, expend, disburse or donate exclusively for charitable and educational purposes including:

1. To work toward a closer relationship between the home, the school, and the community, so that parents and/or guardians and current Gayman staff work cooperatively in 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 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 one of our many 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 OFFICERS

1. The officers of the Association shall be the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Assistant Treasurer and Member at Large.
2. Officers will be elected at the May Home and School 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, in the event that 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. Officers shall assume office upon the closing of the Association's books on June 30.
4. In the event that an Officer resigns during the current year, resulting in a vacancy, the 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 Officers are as follows:

A. 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. Will preside at the General Meetings of the Home and School Association and its Executive Board Meetings.
2. Will appoint all committee chairpeople.
3. Will coordinate the activities of the Officers and committees in order that the objectives may be promoted.
4. Will be a member ex-officio of all committees.
5. Will establish a calendar of events with the Principal, using dates and activities submitted and/or approved by the members of the Executive Board at the Summer Executive Board Meeting. If necessary, updates may be made to the calendar of events as the school year progresses.
6. Will meet with the Principal prior to the general meeting.
7. Will establish a Monthly Executive Board meeting (September through June) and the Executive Board must meet prior to each General Meeting.
8. Will coordinate with the Officers and plan one (1) Executive Meeting in the summer prior to the new school year beginning (typically in July).
9. Will review, approve all payments, reimbursements and be available to co-sign all checks.
10. Will use the debit card for Home & School purchases or payments if needed.
11. Will execute electronic communications to the school community if needed.
12. Will work with the Treasurer to assign revenue and expenditures appropriately in the financials and will review the current Profit & Loss Statement prior to each Monthly Executive Meeting and each General Meeting.
13. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.
14. Will manage President Email address and respond within 48 hours.
15. Will field parent and teacher questions & concerns when related to the Association.
16. Will be responsible for the accuracy of the Tax Returns along with the Treasurer. The President Must Sign them.
17. Will have 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 Gayman Home & School Association.

B. First Vice-President

Average Time commitment:

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

Responsibilities & Expectations:

1. Will act as an aide to the President.
2. Will perform the duties of the President in the absence of that officer.
3. Will be a member ex-officio of all committees.
4. May preside at one or more of the General Meetings.
5. Is responsible for the sale of Gayman Elementary spirit wear.
6. Oversee and put together Homeroom Parents.
7. Will use the debit card for Home & School purchases or payments if needed.
8. Will co-sign checks when needed.
9. Will manage 1st Vice President Email address and respond within 48 hours.
10. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

C. Second Vice-President

Average Time commitment:

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

Responsibilities & Expectations:

1. Will act as an aide to the President.
2. Will act as a liaison to GHSA committees when requested.
3. Will be a member ex-officio of all committees.
4. Will work with Library staff to assist and serve as a point of contact with GHSA.
5. Will Coordinate all reservations with the School administration for the use of the school for Home and School meetings and functions.
6. Will arrange for speakers and programs at the general meetings.
7. Will attend monthly board meetings as well as general meetings.
8. Will assist First-Vice President in Homeroom Parent Selection.
9. Will manage 2nd Vice President Email address and respond within 48 hours.
10. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

D. Secretary

Average Time commitment:

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

Responsibilities & Expectations:

1. Will keep minutes of all general meetings and Executive Board Meetings.
2. Will report and answer all correspondence of the Associations.
3. Will have minutes of previous general meetings ready and available at the next monthly meeting.
4. Will send all Home & School related communications via electronic communication tools (GroupVine, FaceBook) to current Gayman Parents and/or Guardians.
5. Will act as Administrator on the Gayman Home & School Facebook Page. Being responsible for all Home & School related Comments, posts and announcements. At no point will the Secretary 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 requested posts by parents and/or guardians.
6. Will work in conjunction with the Principal's Secretary to update the Student Directory.
7. Will perform all other duties related to this office.
8. Will create flyers to remind parents of H&S meetings.
9. Will manage the Gayman Home & School Inquiries Email addresses and respond within 48 hours.
10. Will be a member ex-officio of all committees.
11. Will manage Secretary Email address and respond within 48 hours.
12. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

E. Treasurer

Average Time commitment:

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

Responsibilities & Expectations:

1. Will be in charge of all funds and shall present a financial report at each meeting.
2. Will receive all bills, pay and get required 2nd signature on checks.
3. Will present the proposed Allocations at the first general meeting for approval.
4. Will facilitate the closing of the Association's books and work with the accountant to prepare and file the Association's tax filings.
5. Will be a member ex-officio of all committees.
6. Will work with GHSA Committees to advise, assist and monitor their budget.

7. Will manage Treasurer Email address and respond within 48 hours.
8. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

F. Assistant Treasurer

Average Time commitment:

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

Responsibilities & Expectations:

1. Will assist the Treasurer in fulfilling the duties of Treasurer.
2. Will collect funds from committee chair people during fundraising activities and deposit directly to the Home and School account at the bank.
3. Will provide the Treasurer with a deposit breakdown of committees.
4. Will be a member ex-officio of all committees.
5. Will manage Assistant Treasurer Email address and respond within 48 hours.
6. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

G. Member At Large

1. Will be filled ONLY by the exiting President for a term of one (1) year.
2. Will act as an advisor/mentor to the incoming President.
3. Will be voluntary.
4. Will attend Monthly Executive Meetings, when able.

Additional Officer (President, First Vice President, Second Vice-President, Secretary, Treasurer, Assistant Treasurer, Member At Large) Duties:

1. One (1) additional Officer will be selected to serve as Administrator on The Gayman Elementary and Gayman Home & School Facebook Page to work in conjunction with the GHSA Secretary and the School Office Staff. The Officer will be selected by the Building Principal at the final executive meeting of the school year, after elections have occurred.
 - a. At no point will the GHSA Secretary 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 Need.

3. A Minimum of 2 Executive Board Members will be available at every Home & School Association Event, including teacher luncheons. To be decided upon by the Executive Board.
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.
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, H&S event dates & meeting (executive & general board meeting) dates are chosen for the upcoming school year and discussions will be held regarding all H&S 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 (Gayman Home & School Association) President. Two (2) Volunteers 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. 14 Calendar Days after formation of the Nominating Committee: The Nomination Committee will accept Nominations for the incoming GHSA Executive Board using the approved GHSA Executive Officer Nomination Form. Nominations will be accepted via email to GHSANOMINATIONS@gmail.com unless otherwise specified.
3. Any Nomination received with more than one (1) Executive Office Role will be returned for further clarification. Each Candidate may only be Nominated for One (1) GHSA Executive Office Role.
4. Nominations will remain open for 10 Calendar Days.

At the close of Nominations:

1. The Nomination Committee will create the announcement of all Nominees and their Nominated Officer Role for the GHSA Executive Board for school wide release. The announcement may be sent via email, the Gayman Elementary Website and any other school communication tool, when available.
2. School wide release may be sent by the Nominating Committee and/or a person designated by the Building Principal.

3. 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 Officers 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 Gayman Home & School Association 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 System. 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. **First Vice President, Second Vice President, Secretary, Treasurer, Assistant Treasurer:** The only requirement to be a Nominee for the First Vice President, Second Vice President, Secretary, Treasurer and Assistant Treasurer 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 Committee School Wide Announcement, Nominees may publicly discuss their Nomination. At no time prior to the school wide announcement may a candidate discuss or promote the Executive Office Role in which they are a Nominee.

2. All Nominees will be required to submit a statement (400 words or less) outlining the following:

- a) Why are you the ideal person to fulfill the role in which you are Nominated for?
- b) What strengths do you bring to the role you are Nominated for?

3. Nominee Statements will be collected from all Nominees, regardless of whether or not 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 and to be posted on the Gayman Elementary Website.

ELECTIONS:

1. An Election of each office will be held at the May General Board Meeting starting with President, First Vice President, Second Vice President, Secretary, Treasurer, and Assistant Treasurer.
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.
 - a) The Nomination Committee is responsible for counting the ballots. Ballots will be counted in a secure location in the School Building. In order 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. In order 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. In order 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 8:30am and 4pm, 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 your 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, with the exception of 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:

The newly appointed Officers 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 Meeting of the school year.

ARTICLE VII MEETINGS

1. Regular general membership meetings shall be held four (4) 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 to the Executive Officers. They shall keep a file of all activities, budgets and procedures to be reported, as necessary, to the Executive Officers. This file of procedures, budgets and activities shall be passed on to the subsequent chairpersons or officers for their use in completing the objectives of the committee. An end of year report shall be submitted in June by all committee chairpersons to the Executive Officers.
4. Chairpersons of all committees shall present a tentative budget and plan of work to the Officers and no work shall be undertaken without the approval of the Officers.
5. An Officer 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 Secretary shall be responsible to keep a complete listing of the committees and councils.

ARTICLE VIII FINANCES

1. Anytime funds are counted that exceed \$25.00, an Officer of the Association must be present along with the Committee Chairperson or his/her designee and counted by both people. Each person shall sign the cash transmittal form which will then be turned over to the Assistant Treasurer or Treasurer, along with the monies.
2. No funds shall leave Gayman School except by the Assistant Treasurer or Treasurer for same day deposit. Only the Assistant Treasurer or Treasurer may take funds of the Association out of the school.
3. Receipts must be given to the Treasurer for distribution of funds or reimbursement of funds one month 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 Treasurer 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. All Finance committees shall be comprised of the Officers, Committee chairpersons, and interested members of the association. This committee will meet prior to the May general meeting to develop an Allocation Report for the upcoming year.
6. No amount exceeding \$500.00 can be spent that is not an already approved committee budget, unless approved by two-thirds of the members attending a general meeting or incorporated within a previously approved budget.
7. Two-thirds majority of members attending the May general meeting before any monies for the new year can be spent must approve the Allocation Report.
8. The Treasurer's ledger and checkbook shall be available and a report distributed on each at every general and Executive Committee meeting. The books should be audited annually.
9. The Treasurer, President and First Vice-President, must be officially added to the Gayman Elementary Home and School Association bank account. Two people, The Treasurer, President or First Vice-President will sign all Gayman Home and School checks. In addition, the Treasurer, President and First Vice-President 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).
10. 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.

11. 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-third 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 24th day of May, 2022 By the Gayman Home and School Association.

Attest _____

(Gayman Home and School Association President - Signature)

Attest _____

(Gayman Home and School Association Treasurer - Signature)

Attest _____

(Gayman Elementary School Principal - Signature)