

Jamison Elementary Home and School Association
By-Laws
Revised and Adopted: May 10, 2013

ARTICLE I –NAME

Section A. The name of this organization shall be Jamison Home and School Association, hereafter referred to as HSA. The principal office of the HSA shall be located at Jamison Elementary School, 2090 Land Road, Jamison, Pennsylvania, 18929.

ARTICLE II – OBJECTIVES AND POLICIES

Section A. The basic objective shall be to assist Jamison Elementary School in providing the best possible education for the children enrolled at the school.

Section B. To implement the above objective, the HSA's policies shall be:

1. To provide a means of communication between parents and the school.
2. To aid and assist the school in various programs.
3. To provide extension education and/or enrichment programs for children and adults
4. To promote the interests of Jamison Elementary School in relation to the Central Bucks School Board, the Central Bucks School District, and other governmental authorities.
5. To fund the HSA, various fund-raising activities will be held in accordance with District policies. No part of the net earnings of the HSA shall inure to the benefit of any members or officer of the HSA. No HSA member shall benefit from any HSA fund-raiser.
6. There will be no annual dues.
7. Monies can be raised and earmarked for a particular cause through the HSA to coincide with the collections throughout the school. All monies raised will be done so with the particular cause determined prior to the event and clearly promoted as an event for such purpose.
8. No charitable donations will be made from HSA funds except for services rendered. Examples of charitable donations for services rendered would include, but not limited to, payment to the fire company for Fire Safety Awareness assemblies, DARE Program (or equivalent) for Sixth Grade classes, or for speakers at Home and School sponsored events (i.e. NOVA, American Red Cross, etc.) Matching funds collected from another source will not be the practice of the HSA, but can be considered by the Executive Board on a case by case basis.

Section C. The HSA shall not seek to direct or control the administrative or instructional policies of the school.

Section D. The HSA shall be non-profit, non-sectarian, non-partisan and shall not participate in any political campaign, nor endorse any commercial enterprise.

Section E. The HSA 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 © (3) of the internal Revenue Code of 1986, as amended, or by an organization contributions to which are deductible under Section 170 ©(2) of the Code.

Section F. The HSA may cooperate with other organizations and agencies concerned with the education or welfare of children, but persons representing HSA in such matters will make no commitments that bind HSA without the approval of the Executive Board.

ARTICLE III – FISCAL MATTERS

Section A. 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 an accrual basis.

Section B. The HSA, nor any officer thereof, shall not be permitted to directly reimburse an individual for expenditures in excess of \$1,500, unless approval by the general membership at an HSA General Meeting.

ARTICLE IV – MEMBERSHIP AND DUES

Section A. All parents or guardians of children enrolled at Jamison Elementary School and all administrators and faculty members of Jamison Elementary School are members of the HSA. All members shall be eligible to vote at the by-monthly meeting.

Section B. Jamison families are encouraged to participate as members of HSA. Information will be provided at the start of each school year concerning the goals of HSA and how monies are budgeted.

ARTICLE V – MEETINGS OF THE MEMBERSHIP

Section A. The HSA will hold meetings four times a year. The dates and times shall be published in the September newsletter.

Section B. The last meeting of the school year shall be the End of Year Review.

Section C. Special meetings of the HSA may be called by the President, one week's notice having been given.

Section D. A quorum at the membership meetings and the annual meeting shall consist of a minimum of three members of the Executive Board and the number of members of the general membership present.

ARTICLE VI – OFFICERS

Section A. The Executive Board of the HSA shall be a President, a Vice President, a Secretary and a Treasurer. The offices of President, Vice President, and Secretary may be shared by two people with the duties being distributed among them according to their own discretion.

Section B. Duties of Officers:

1. The **President** shall:
 - a. Have the responsibility and authorizes, with the right of delegation, for overseeing the operation of the HSA.
 - b. Be the official liaison and spokesperson 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 Executive Board.
 - d. Appoint heads of all committees, subject to Executive Board approval.
 - e. Perform the duties of the Treasurer in the absence of that officer.

2. The **Vice President** shall:
 - a. Act as an aide to the President.
 - b. Perform the duties of the President in the absence of that officer.
 - c. Move to the office of President if the current President must leave that office.
 - d. Act as Parliamentarian.

3. The **Secretary** shall:
 - a. Keep the minutes of all meetings of the HSA and publish them to the Executive Board and the general membership at or before the next meeting.
 - a. Notify Executive Board members of meeting of that Board.
 - b. Notify all members of the General Meetings.
 - c. Receive and carry out all correspondence pertaining to the HSA as directed by the President and /or the Executive Board.
 - d. Prepare letters and other correspondence for HSA as required.
 - e. Responsible to keep an annual HSA calendar.

4. The **Treasurer** shall:
 - a. Receive all funds of the HSA from all sources of income.
 - b. Pay all bills documented by written receipt from committee heads and the Executive Board.
 - c. Keep an accurate record of the receipts, expenditures and related financial matters.
 - d. Present a statement of account at each membership meeting of HSA.
 - e. Prepare an annual report as of June 30th in such manner that it may be audited.
 - f. Prepare and file state and federal income tax forms as necessary.
 - g. Adhere to Central Bucks School District policies on money management utilizing district approved software.

ARTICLE VII – EXECUITVE BOARD

Section A. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer and the principal of Jamison Elementary.

Section B. The Executive Board shall set the dates of the General Meetings, to propose the annual budget of income and expense for presentation at the first General Meeting of the fiscal year, to compile the calendar of activities, and to transact the business of the HSA between the General Meetings.

Section C. Meetings of the Executive Board shall occur at least once between General Meetings at the discretion of the President.

Section D. At meetings of the Executive Board any individual item acted on may have a limit of \$500. Items costing more than \$500 must be acted on by the general membership.

Section E. 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 F. Reports of the Executive Board may be made at the General Meetings of the HSA, through the HSA newsletter, by mail or email.

Section G. Each Executive Board member shall have one vote to cast on motions brought before the Board. When two individuals are filling one office, they each have one vote.

Section H. More than half of the Executive Board shall constitute a quorum for the transaction of business at any meetings 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.

Section I. The function of the Executive Board is to transact the necessary business of the HSA, approve plans of the appointed committees.

Section J. Failure of an executive officer or committee chairman to carry out their duties properly and/or attend meetings, without reasonable excuse, may result in dismissal by a majority of the Executive Board.

Section K. The Executive Board shall transact any unscheduled business of the HSA which may occur between its General Meetings as needed.

Section L. In the event that a particular Executive Board item, or decision needs a majority vote and the standing Executive Board is between Executive Board meetings the Executive Board may vote via electronic quorum or majority vote. i.e. e-mail

Section M. Expenditures that are less than \$500, all Executive Board members will be notified of any funds allocated and may be authorized by majority vote.

ARTICLE VIII – TEACHER REPRESENTATIVE

Section A. A teacher representative or representatives shall be designated by the faculty each year to serve as a liaison between the HSA and the staff.

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section A. Nominations of candidates for office shall be made by a Nominating Committee of three persons: a current Executive Board member and two members chosen from the general membership, none of whom shall be candidates for President. All members of the Nominating Committee shall be appointed by the Executive Board.

1. The Nominating Committee shall be appointed at the March meeting.
2. The Nominating Committee shall obtain permission of any person under consideration before placing that person's name on the ballot.
3. The Nominating Committee shall present its slate of nominations to the Executive Board at the April meeting.

4. The slate of nomination presented by the Nominating Committee shall be made known to the general membership at least 14 days prior to the Annual meeting.
5. At the election other nominations may be made from the floor provided that the person being nominated consents and that three members of the HSA concur in the nomination.
6. Voting shall be by voice unless more than one person is nominated for an office. Then voting for the office shall be conducted by secret written ballot. One-half of those voting plus one constitutes a majority.

ARTICLE X – TERMS OF OFFICE

Section A. Officers shall be elected at the last meeting of the school year. Officers shall assume the duties of their respective offices at the beginning of the fiscal year.

Section B. The term of office shall be two years with no officer serving for more than one term in the same office. If there is no candidate for a particular office, then that standing officer may continue for one additional term. The term of office, including the extension, shall be no longer than four years in the same office.

Section C. No officer may serve more than three consecutive terms in any office on the HSA Executive Board.

Section D. It is the HSA intent to have the two year terms of the Treasurer and the President staggered with the two year terms of the Vice President and Secretary so that each new Executive Board will always have carry-over members from the previous year. If there are two officers at each position, their terms must be staggered to ensure carry-over of experience.

Section E. In the event of a vacancy in the Presidency between annual elections, the Vice President shall assume the Presidency. In the event of any other office, the vacancy shall be filled by appointment by the President with the approval of the Executive Board.

Section F. All officers shall assume the duties of their respective offices on July 1 of the year in which they were elected.

ARTICLE XI – STANDING COMMITTEES

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

Section B. Chairpersons of committees shall be selected by the President for a term of one year. The committee chairperson will select a co-chairperson. Additional committee volunteers will be provided by sign-up sheets collected at back-to-school night.

Section C. Chairpersons shall report on their committee's progress to the Executive Board each month prior to the monthly membership meeting. Chairpersons should make every effort to attend General Meetings to report on their activities.

Section D. Expenditures shall be presented to the Executive Board for approval.

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

Section F. At any General Meeting, the Executive Board may request a report from a committee head. A summary report, written or oral, must be presented by committee heads at the last meeting of the year.

Section G. Committee heads are responsible for proper financial procedures. Any committee handling checks/cash must have two people present to count money and prepare the deposit for the treasurer. Both parties need to sign an envelope with cash and check totals.

Section H. Committee heads must keep a copy of all deposits. Organize the checks and cash by amounts for quick recounting. Once counted by both parties, please do not leave the school with any cash or checks in hand. No cash should leave school grounds. Please give money to front office to place in the safe or utilize the safe in the Home and School office. If unable to count upon receiving, leave for another day. We have adding machines and a desk in our HSA office. All or any monies must be counted on school premises.

Section I. Before a planned event, contact the treasurer approximately two weeks prior to the event to provide all written estimates so payments can be made directly to the provider at the time of service when possible. Reimbursements must have a clear, detailed receipt. Multiple receipts should be organized with a total and a register tape if it makes sense. Additionally, the HSA would prefer not to pay any tax as we are a non-profit organization. If you need our Tax ID information contact an HSA member for a copy.

ARTICLE XII – SPECIAL COMMITTEES

Section A. Special Committees may be appointed by the President with the approval of the Executive Board to perform certain specific tasks. They shall be dissolved upon completion of the duty assigned.

Section B. A Special Committee whose function extends beyond one fiscal year shall have its activities reviewed by the new Executive Board at the Executive Board's first meeting.

ARTICLE XIII – FINANCIAL OVERSIGHT

Section A. When HSA funds are counted that exceed \$100.00, the funds should be counted by the Committee Chairperson and his/her designee. Each person must sign a cash transmittal form to be turned over to the Treasurer for deposit.

Section B. 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. Reimbursement forms can be found on our CBSD link under Jamison HSA. Please allow our treasurer 10 business days for reimbursement. Reimbursements are signed by two people and requests are reviewed in detail. Original receipts are required for reimbursement. Please make a copy for your records before turning in paperwork. Originals are kept by the HSA.

Section C. All monies collected must be turned in with your deposit(s). Cash received is not to be used by any committee for purchases. Cash may be obtained by contacting the treasurer in advance of your need (2 weeks suggested).

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

Section E. All financial records, ledgers, cancelled checks, receipts and check registers are the property of the Jamison Home and School Association and are to be remitted to the newly elected person taking office within 14 days of the start of the new fiscal year. An audit of these books should take place yearly.

Section F. The monthly bank statement shall be mailed to a member of the Executive Board who is not the Treasurer. The auditing of the monthly statement should be completed by the President or Vice President. Any discrepancies must be reported to the Executive Board at its next scheduled meeting.

Section G. No amount exceeding \$500.00 can be spent that is not already budgeted unless approved by a majority of members attending a membership meeting. Amounts not exceeding this limit may be acted on at meetings of the Executive Board.

Section H. All checks exceeding \$500.00 must be signed by two people, the Treasurer and one other Executive Board Member or the principal.

Section I. Check with the executive board prior to a purchase for confirmation.

Section J. Upon dissolution of the Jamison Home and School Association, administration will contact the central office how all future monies will be allocated and spent.

ARTICLE XIV – 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 By-laws. The voting will be decided by simple majority.

ARTICLE XV – AMENDMENTS TO THE BY-LAWS

Section A. By-laws shall be reviewed by the Executive Board periodically and any necessary revisions made according to Article XIII, Section B.

Section B. These By-laws may be amended by at any regular meeting of the HSA, provided the notice of the proposed amendment shall have been given to the Executive Board at least 14 days before the meeting. A two-thirds majority vote of the members in attendance is required for the passage of any amendment. The amendment will be in effect after the adjournment of the voting meeting.

Section C. A proposal for the amendment of these By-Laws must be in a petition signed by at least 10 members of the HSA. The proposal must be submitted to the Executive Board at least one week before the 14 day notice before the meeting (therefore 21 days before the meeting).

Adopted on May 10, 2013

By the Jamison Home and School Association

Attested by:

Matt Croyle - Principal

Robert Miller – HSA President

Christopher Coleman, Erynn Jacobsen, Jennifer O'Donnell -- HSA Vice-Presidents

Christina Davidson, Treasurer

Joanne Farrell, Heidi Chen, Co-Secretaries