

# **Bylaws of the Home and School Association of Bridle Path Elementary**

Revised May 27, 2015

## **Article I-Name**

The name of this Association will be the Bridle Path Elementary Home and School Association (herein referred to as "the association")

The association is a chapter of the North Penn School District Coordinating Council, Inc., established pursuant to the Pennsylvania non-profit corporation law, section 5511. To the extent the provisions of this chapter's bylaws conflict with the dissolution, purpose, or financial reporting requirements set forth in coordinating council's bylaws, the provisions of the coordinating council bylaws will prevail.

## **Article II-Objectives**

The objectives of the association will be:

Section 1: To promote the welfare of children in the home, school and community.

Section 2: To foster a close relationship between the home and the school so that parents and teachers may cooperate in the education of the children.

Section 3: To raise funds to provide educational enrichment and other items deemed by its members to be beneficial to Bridle Path and/or its students beyond those provided by the North Penn School District.

## **Article III-Basic Policy**

Section 1: The association is organized exclusively for charitable, educational and scientific 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 corresponding section of any future federal tax code.

No part of the net earnings of the association will inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the association will be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of the association will be the carrying on of propaganda, or otherwise attempting to influence legislation. The organization will not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the association will not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the internal revenue code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the internal revenue code, or corresponding section of any future federal tax code.

Upon the dissolution of the association, assets will be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the internal revenue code, or corresponding section of any future federal tax code, or will be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of will be disposed of by the court of

common pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said court will determine, which are organized and operated exclusively for such purposes.

Section 2: The association will not seek to direct or control the administrative policies of the school.

Section 3: The association may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, providing its representatives make no commitments that bind the group without its consent.

Section 4: In the event of the dissolution of the association, no part of the assets of the association will inure to the benefit of any member, but will be distributed to organizations ascribed in section 170(c) of the internal revenue code, or corresponding section of any future federal tax code.

Section 5: The association will not make a commitment of support, financial, or otherwise to any institution exceeding the tenure of the executive board.

Section 6: The association will have a balanced budget with no less than \$5,000 carried over from the prior fiscal year to the new fiscal year.

Section 7: The fiscal year will begin July 1st and end June 30th.

#### **Article IV-Membership**

Section 1: Parents, faculty, and staff members of Bridle Path Elementary School will be eligible members of the association.

Section 2: There will be one vote per adult member. A member must be present at the meeting to vote. There will be no absentee voting. An active member of the association is one who pays the annual dues and in case of financial hardship a family may give 10 hours of service to the Bridle Path Home and School Association in the given school year. Only active members are eligible to vote.

Section 3: Membership will run for one full year from the beginning of the calendar school year.

Section 4: The annual dues will be set by the Budget Committee at the April budget committee meeting.

#### **Article V-Finance**

Section 1: An annual preliminary budget of estimated income and expenses will be prepared in April by a budget committee consisting of the current executive board members and a minimum of five members of the Home and School Association. The treasurer will be the Chairperson of the budget committee. The proposed budget will be presented at the April general meeting. Final approval of the budget will take place at the May general meeting.

Section 2: The proposed budget will be made available to all school parents via electronic communication at least one week prior to the April general membership meeting. A vote will be taken at the general membership meeting in May. A quorum

must be present (see Article VII, Section 3) in order to accept and finalize the proposed budget. A quorum represents ten or more members of the association.

Section 3: The executive board reserves the option to hire the services of a CPA to review all financial records by the end of the school year. If the board decides to have a CPA review, the budget has to reflect this option in order to cover the services provided. This should be determined before the beginning of the school year, during the budget planning phase.

Section 4: Any changes in the budget throughout the fiscal year must be approved by the general membership at a monthly general membership meeting and a quorum must be present.

Section 5: Any changes to a budgeted expense line that exceeds an amount of \$250.00 must be presented to all executive board members in writing prior to the general meeting. If monies are spent without approval, reimbursement may not be granted.

Section 6: The individuals responsible for signing checks will be bonded by the North Penn School District.

Section 7: Reimbursement Requests need to be approved by 2 members of the executive board before check signing. Checks can only be signed after being made "Payable To" a certain party. Two signatures are required on every paper check. The treasurer and president must keep a log of all reimbursement requests and both must initial and date the log. At that time, anyone with signing authority can either sign a paper check or the treasurer can issue an electronic payment. In addition, a monthly bank statement will be reconciled by any other board member via bank statement and/or financial software program.

Section 8: All financial procedures will follow the North Penn Coordinating Council Treasurers' guidelines.

Section 9: Outside groups or clubs may not open hold accounts using the Home and School Association bank account. Individual organizations with a hold account must provide all documentation regarding financial information. When money is requested from hold accounts, a request with two separate signatures of individuals representing the organization is required.

Section 10: The tax exempt number can only be used for the purpose of the Bridle Path Home and School General Membership and may not be given out to individual groups for donations or tax exemption purposes. Only school groups such as Spanish Club, Sixth Grade Farewell and other similar school sections may benefit from the tax-exempt status offered by North Penn Coordinating Council.

Section 11: Raffles and other games of chance with the exception of Bingo and Pull Tabs may be used for entertainment or fundraising; however, proceeds from raffles or similar chance activities may not collect more than 5% of BPHSA's total gross receipts, before expenses. Raffles and similar chance activities require a gaming license from Montgomery County as well as appropriate forms must be submitted to the school principal and district office. Per Coordinating Council guidelines charging for Bingo and pull tab activities are prohibited.

Section 12: Each school is permitted to hold 1 "-athon" per year according to the North Penn Coordinating Council.

Section 13: As per the North Penn Coordinating Council group tax exempt agreement with the IRS, fundraisers using outside professional organizations where a

commission check must be written to the outside professional organization for services rendered are prohibited.

Section 14: Fundraising: Individual groups or clubs serving select students may not hold fundraisers during the school year without obtaining executive board approval. A plan which includes dates, vendor selection and funding allocations must be submitted to the board for approval 45 days prior to the start date of desired fundraiser. Additional funding will need to be supplemented by parents of the participating students or through grants from outside organizations.

Section 15: The Home and School Association may provide financial support to school-affiliated groups with a faculty advisor. Funding for individual groups will be determined at the budget meeting the prior school year. Additional funding will be provided by parents of participating students.

Section 16: Any outside donations received for any event or activity must be reported in writing at the conclusion of the event or activity, to the executive board.

Section 17: No long range projects requiring accumulation of funds to extend beyond the close of the current fiscal year shall be undertaken without approval by simple majority of the membership in attendance at a General Membership meeting.

#### **Article VI- Executive Board**

Section 1: The executive board will consist of a president or co-presidents, first vice president, second vice president, recording secretary, corresponding secretary, and treasurer.

Section 2: Each elected officer will serve a term of two years beginning at the start of the June meeting and running through the start of the June meeting of the second school year with the exception of the treasurer, whose term will coincide with the fiscal year (see Article III, Section 7).

Section 3: No executive board member will be eligible for the same position for more than two consecutive terms.

Section 4: If a vacancy occurs in the office of the president, the first vice president will fill the vacancy until the end of the term at their option. If the first vice president is unable to accept the position of president, the executive board will appoint a president from the existing executive board. The resultant vacant position will then be appointed by the executive board.

Section 5: All other vacancies on the executive board will be filled (for the balance of the term of any such vacancies) by appointment and approved by quorum vote (see Article VII, Section 3) at a general membership meeting.

Section 6: A special meeting of the executive board may be called by any of the members of the executive board.

Section 7: The executive board will:

- A. Transact business between general membership meetings. The executive board will meet each month to plan the agenda of the general membership meeting.
- B. Assign an executive board member to function as a liaison to each standing committee. Liaisons will support the committee chairpersons, keep informed of committee actions and intentions, and give reports at the meetings of the

executive board. Liaisons will also monitor expenses of their committees and ensure that these expenses are reasonable and customary. If a standing committee generates an activity or event, the liaison will be in attendance to support the committee chairperson in any manner necessary. If the liaison is not available to attend, another Executive Board member will be designated to assume this role. At least one additional executive board member should be in attendance.

- C. Ensure that chairpersons are appointed for all standing committees.
- D. Ensure that chairpersons are appointed for the nominating committee and bylaws committee.
- E. Recruit, accept nominations and manage election of future board members according to Article XI
- F. Approve unbudgeted expenditures, not to exceed \$100.00 per event or item.
- G. Research potential fundraising activities and recommend those that meet the needs of the budget.
- H. In an election year, begin their responsibilities as an executive board at the June general membership meeting.
- I. In an election year, relinquish all records to the incoming executive board members at the May general meeting with the exception of the treasurer. The treasurer will relinquish all responsibilities as stated in article V, section 3.
- J. Set the time and date of general membership meetings for the fiscal year.
- K. Appoint special committees.
- L. Complete the calendar for the following year.

Section 8: Executive board members will not chair a standing committee unless a volunteer cannot be found.

#### **Article VII-General Membership Meetings**

Section 1: General membership meetings will be held monthly from September through June unless otherwise indicated by the executive board.

Section 2: Each adult member of the association in attendance at a monthly general membership meeting represents one vote. The executive board, with the exception of the president, is eligible to vote. The president will cast the deciding vote in the event of a tie. If there are co-presidents, the co-presidents will alternate voting power, each taking one year of their two year term.

Section 3: When ten or more members of the association are present, there will be a quorum. In the event a quorum has not been attained, the Executive Board has the discretion to postpone the vote. Those who are members of the Home and School Association at least one month prior to a vote are eligible to vote.

Section 4: When a quorum has been attained, a simple majority of those present and voting in the affirmative constitutes passage of a motion.

Section 5: Unless otherwise specified, Robert's Rules of Order will govern the proceedings of the meeting.

#### **Article VIII-Officers and Their Duties**

Section 1: The term of office for all executive board members will be two years, with the exception of parents of sixth grade students, who may serve on the executive board for one year.

Section 2: The office of the president can be filled by any parent/guardian of a student enrolled during the 2 year term of the position (or 1 year for a parent/guardian of a 6<sup>th</sup> grader).

Section 3: The guidelines for the officers:

A. President

1. Preside over all general membership meetings.
2. Conduct monthly executive board meetings.
3. Prepare agendas for executive board and general membership meetings.
4. Maintain contact with executive board members to ensure that events run smoothly.
5. Prepare calendar of events for upcoming year.
6. Perform all other duties usually pertaining to that office, including work closely with the principal and the North Penn School District on publicity.

B. First Vice President

1. Act as an aide to the president.
2. Perform the duties of the president in that officer's absence.
3. Maintain an accurate, updated list of all committees and chairpersons.
4. Work with the 2nd Vice President to manage all events for the school year.
5. Make sure that all Facility Use Forms are turned into head of facilities.
6. Make sure that all End-of-Event reports are turned in or updated online.

C. Second Vice President

1. Perform the duties as delegated by the president.
2. Maintain file of committee folders.
3. Maintain an accurate, updated list of all committees and chairpersons.
4. Work with the 1st Vice President to manage all events for the school year.
5. Make sure that all Facility Use Forms are turned into head of facilities.
6. Make sure that all End-of-Event reports are turned in or updated online.

D. Recording Secretary

1. Record the minutes of all general membership meetings.
2. Provide the president with a copy of the minutes for modification and approval. Approved minutes should be posted on the website within 14 days of the meeting.
3. Maintain file of all documents distributed at monthly association general membership meetings including, but not restricted to, the minutes of the prior month's meetings, the current agenda, the current treasurer's report and budget, and any miscellaneous handouts.
4. Maintain a copy of the association's bylaws.
5. Maintain an accurate, updated list of all volunteers.

E. Corresponding Secretary

1. Create flyers for all events and standing committees.
2. Ensure that flyers are posted on the website, linked to the weekly Pathfinder and mentioned in school announcements.
3. Compose and send out e-blasts to announce and remind families of events and fundraisers, linking to online fliers.

4. Take minutes, collect documents, and distribute minutes to the appropriate parties in the event that the recording secretary is unable to attend a general membership meeting.

F. Treasurer

1. Receive all monies from events and fundraisers raised by the association.
2. Keep an accurate record of all receipts, bank accounts and expenditures.
3. Pay out funds within the approved budget.
4. Pay out non-budgeted expenditures as approved by Executive Board and in accordance with the bylaws.
5. Present a "Treasurer's report" at every association meeting and whenever requested by the Executive Board.
6. Prepare bi-yearly reports as required by chapter membership of North Penn Coordinating Council.
7. Prepare a "Year-to-Date report" to present at the June general membership meeting.
8. Prepare and present the budget at the annual budget meeting.
9. Have all checks co-signed by the president or another executive board member with signing power.
10. Remove monies and deposit forms from the association's drop box safe in a timely manner.
11. Before an event, provide a cash bank when necessary for a committee or special event.

**Article IX-Standing Committees**

Guidelines

Section 1: Any standing committee may be chaired by one or more chairpersons (unless otherwise noted).

Section 2: There will be a budget assigned to each committee not expected to earn a profit. This budget will be set at amount appropriate to the customary expenses of the committee. A committee must make a request for additional funds before these funds are spent. The executive board can approve up to one hundred dollars in additional funds. If over one hundred dollars, the request must pass a quorum vote (see Article VII, Section 3) at the general membership meeting.

Section 3: The chairperson must be a member of the association.

Section 4: The committee liaison will provide the chairperson with a folder of information which will at least include money reimbursement and deposit forms, and a committee summary report. The liaison will also provide the chairperson with the committee file containing relevant information from previous years either in hard copy form or online storage.

Section 5: The chairperson will keep an organized file of all information related to the committee. The chairperson will return to their liaison a summary report with pros and cons of the event, vendor contact information, volunteer needs, concession sale information and any other pertinent info. to help with the planning of the event for future years in either hard copy form or via online storage at the conclusion of the chaired event.

Section 6: The chairperson will attend monthly membership meetings and be prepared to give a brief committee report or contact their liaison prior to the meeting and

provide required information. The liaison will then present this information at the general membership meeting.

Section 7: Committee chairpersons will notify the corresponding secretary if a flyer is needed for an event and provide pertinent information for the flyer.

Section 8: All publicity and related written information intended for distribution to the association or Bridle Path families must have approval of the association president and school principal.

Information submitted for publication must not substantially change without the knowledge and approval of the author.

Section 9: There will be one chairperson for the Homeroom Parents Committee. Homeroom parents communicate with classroom teachers to organize special activities, celebrate holidays or other events as directed by the teacher. They assist the Home and School Association with class related projects. Each classroom will be assigned two homeroom parents. A parent will not be eligible to be a homeroom parent for the same child in consecutive years unless there are no other volunteers. If there are multiple parents eligible for one classroom, the selection will take place at a general membership meeting, where names of eligible parents will be selected at random.

Section 10: Bridle Path's Home and School Association provides financial assistance by awarding a scholarship(s) in an amount determined at the annual budget meeting to one or more North Penn graduating seniors who attended Bridle Path Elementary for a minimum of one-year. Candidates must be planning to continue their education in an accredited institution of higher education of technical or vocational school. Candidates must comply with the instructions for submitting the scholarship application and meet all deadlines. Candidates will be evaluated based on academic achievement, community service, leadership, talents, work ethic, unique endeavors, ability to overcome obstacles and their involvement at Bridle Path. Candidates' names will be anonymous to the scholarship committee by a person appointed by the school principal to ensure neutral evaluation. A scholarship committee will be comprised of at least two parents, two teachers and the school principal or an appointee of the principal. Home and School Executive Board members may serve as a liaison to the committee and attend the award ceremony, but not evaluate or influence the evaluation process. A committee member(s) will present the award at a ceremony. Members of the committee may not have children in the graduating class of North Penn High School.

Section 11: The Home and School Association may provide funds each year to support a farewell event for sixth grade students. The amount of funding will be determined at the budget meeting the prior year. The committee may hold 2 additional fundraisers per school year to supplement the budget that involve only those families with sixth grade students unless approved otherwise by the executive board with 45 days' notice. All additional funds and donations may be requested from parents to cover the cost of the party, food and any gifts to students. Any remaining funds left at the end of the fiscal year will be rolled into the general membership fund.

Section 12: There will be one Coordinating Council Representative who will attend monthly North Penn Coordinating Council meetings and report back to the Executive Board with a brief summary of pertinent information.

Section 13: The database, website, e-blasts, Pathfinder and any other communications are for the sole use of the association and its events and fundraisers.

## **Article X-Special Events**

Section 1: Special events are social and/or fundraising activities on the association calendar. These activities may vary from year to year. The executive board reserves the right to cancel any special events up to one week before it occurs for reasons which include, but are not limited to, the lack of sufficient participants or volunteers to support the event.

Section 2: Each special event will require at least one chairperson. Any event may be chaired by two or more people who agree to work together as co-chairs.

Section 3: The chairperson and the executive board liaison will present an "Action Plan" to the Executive Board for approval prior to the event. The plan should include information related to event schedules, required facilities, required volunteers, expenses, participant cost, planned entertainment/activities, and planned food/drink.

Section 4: Each special event chairperson is responsible for maintaining a file detailing all aspects of each event including an evaluation and recommendation for future events. A "Committee Summary Report" must be completed at the conclusion of the event and given to the First or Second Vice President to file within ten days.

## **Article XI-Nomination and Election of Officers**

Section 1: Advertisement of open executive board offices will be published in the weekly Pathfinder and e-blasts during the months of February and March of an election year. Potential candidates should notify the nominating committee in writing regarding their intention to run for office.

Section 2: Nominations will be accepted any time prior to or during the April general membership meeting.

Section 3: If there is only one nominee for an office, the nominee will be elected by a unanimous vote.

Section 4: If there are multiple nominees for a single office, the election will be made by secret ballot. In this case, an announcement will be sent out to all Bridle Path families at least one week prior to the election with a brief note from each nominee detailing their intent and qualifications. The election will take place at the May general membership meeting. Those who are members of the Home and School Association at least one month prior to the election are eligible to vote.

Section 6: If a secret ballot process is utilized, the nominating committee will tally votes within 24 hours of the election. The committee will then post the election results in the next week's Pathfinder and on the website within 10 days..

Section 7: Elections will be held each year in May. The terms of the executive board will be alternated so that there are always three officers on the executive board with prior experience. In an even numbered year the treasurer, first vice president, and recording secretary offices will be elected. In an odd numbered year, the second vice president, president, and corresponding secretary offices will be elected.

Section 8: Newly elected officers will assume their offices at the June general membership meeting, with the exception of the treasurer, who will assume the office at the end of the fiscal year.

**Article XII-Bylaw Amendments and Revisions**

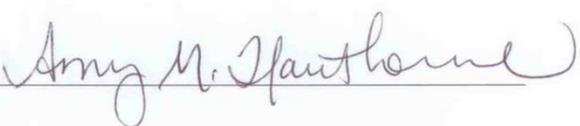
Section 1: The bylaws may be amended during any general membership meeting by a two-thirds majority vote of members present, and only if a quorum (see Article VII, Section 3) exists.

Section 2: Written notice of any proposed change(s) must be presented at the general membership meeting.

Section 3: The executive board will appoint a chairperson to form a committee to review the bylaws every two years. Anyone may participate in this process. The Bylaws committee will distribute the proposed revisions to the general membership meeting in April. Discussion of any proposed additions or changes will occur at the May general membership meeting. The revisions will be voted upon by the general membership at the June general membership meeting.

Section 4: A copy of the approved, current by-laws must be provided to the North Penn Coordinating Council Treasurer. Whenever there is an amendment to the by-laws, a new copy must be forwarded to the council treasurer.

Adoption of Bylaws: June 9, 1998  
Amended: February 14, 2006  
Amended: April, 1 2007  
Amended: September, 2 2009  
Amended: August 25, 2010  
Amended: October 12, 2010  
Amended: April 10, 2012  
Amended: April 09, 2013  
Amended: June 10, 2014  
Amended: May 27, 2015

Signature of President:   
Date May 27, 2015

Signature of Recording Secretary:   
Date May 27, 2015

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