

INGLEWOOD HOME & SCHOOL ASSOCIATION
BY-LAWS

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Revised March 2018 Accepted June 2018

INGLEWOOD HOME & SCHOOL ASSOCIATION BY-LAWS

ARTICLE I - NAME

The name of this association shall be Inglewood Home & School Association ("Association"). The Association is a chapter of the North Penn School District Coordinating Council, Inc., ("Coordinating Council") established pursuant to the PA Non-Profit Corporation Law, Section 5511 (15 Ph.C.'s. Section 5511). To the extent the provisions of this Association's by-laws ("By-Laws") conflict with the dissolution, purpose or financial reporting requirements set forth in the Coordinating Council by-laws, the provisions of the Coordinating Council by-laws shall prevail.

ARTICLE II - OBJECTIVES

1. To promote the welfare of children in the home, community and school.
2. To foster a closer relationship between the home and school so that parents, guardians, faculty, administration and staff may cooperate in the education of the children.
3. To raise funds to provide educational enrichment along with activities and other items deemed to be beneficial to the school and the students, beyond that which is provided by the North Penn School District ("District").

ARTICLE III - BASIC POLICIES

1. The Association will be non-profit, non-sectarian and non-partisan and will not endorse any commercial enterprise or political candidate.
2. The name of the Association or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest.
3. No member of the Association shall make statements, sign agreements or make a commitment of support, financial or otherwise, to any institution beyond the next fiscal year without prior approval of the executive board, consisting of the President, Vice-President, Treasurer, Corresponding Secretary and Recording Secretary ("Executive Board"). 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 of 1986, as amended (the "Code") or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.

Upon the dissolution of the Association, assets shall be forwarded to the organization replacing said Association at Inglewood Elementary School. If there is no such organization, the assets will be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the 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 Montgomery County, exclusively for such purposes or to such organization or organizations, as said court will determine, which are organized and operated exclusively for such purposes.

4. This Association may cooperate with other organizations and agencies active in child welfare, such as conference groups or Coordinating Council, providing its representatives make no commitments that bind the Association without its consent.

5. This Association shall seek neither to direct the administration or activities of the school nor to control its policies.

6. The Association shall seek to support the goals, guidelines and policies of the District, as established by its School Board.

ARTICLE IV - MEMBERSHIP

Parents or guardians of currently enrolled Inglewood Elementary School students and faculty members interested in the objectives of the Association and willing to abide by these By-Laws shall automatically be extended membership. Dues, if and when necessary, shall be established by the Executive Board.

ARTICLE V - MEETINGS

1. Any parent or guardian of a child currently enrolled at Inglewood Elementary School is considered a member of the Association and is invited to attend any general meeting of the Association. General meetings shall be held monthly during the school year from September through June, unless otherwise indicated by the Executive Board. The President may call special meetings of the Association if required with at least 48 hours prior notice to the Executive Board, the Committee Chairpersons, the Association, the faculty members and the administration.

2. Each member of the Association in attendance at a monthly general membership meeting represents one vote.

3. When 10 or more Association, Executive Board or Committee Chairperson members are present, it shall constitute a quorum. When a quorum has been attained, a simple majority of those present and voting in the affirmative constitutes passage of a motion. There will be no absentee voting.

4. At the first meeting of the Association within the school year there will be a review of current By-Laws and the approved Budget for the year.

5. Roberts Rules of Order (a summary of which is attached hereto as Exhibit A) shall apply to all general membership meetings.

ARTICLE VI - FINANCE

1. The fiscal year shall begin each July 1 and end the following June 30.
2. A proposed annual budget of estimated income and expenses and a statement of financial position showing assets and liabilities of the Association shall be prepared by the existing Executive Board and Committee Chairpersons with input from incoming Committee Chairpersons.
3. In the event a particular issue should arise that affects the final vote for approving the budget, the President has the discretion to call a special meeting to approve the budget. This meeting must have a quorum in accordance with Article V, Section 3. The approved budget shall be made public to all parents, guardians, faculty members and administration at the start of the school year and at the first Association meeting of the school year.
4. Requests for funds that are not included in the approved budget that exceed \$100 shall be put forth for approval vote at a monthly Association meeting and receive a quorum vote before funds can be released.
5. Request for funds that are not included in the approved budget but do not exceed \$100 shall be put forth to the Executive Board for majority vote before funds can be released.
6. Any proposed change to the approved budget that exceeds \$100 shall be put forth for approval vote at a monthly Association meeting and receive a quorum vote before changes are made.
7. Any proposed change to the approved budget that does not exceed \$100 shall be put forth to the Executive Board for majority vote before the changes are made.
8. Any quorum vote in approval of additional expenditures must clearly indicate which budget category those funds will be allocated from (e.g. Colonial Day, Miscellaneous, etc.). The President shall detail any Executive Board decisions made outside of Association Meetings, including those affecting budget, at the next general Association meeting so that they may be recorded in the minutes.
9. Any event involving Games of Chance must be discussed with the President as a license from Montgomery County may need to be purchased. It is recommended that any such gaming also be approved by Coordinating Council prior to implementation.
10. Checks can only be signed after being made "Payable to" a certain party. Two signatures (Treasurer and President) are required on every check.
11. The Treasurer will make disbursements only after proper documentation has been provided (i.e. receipts, contracts, invoices, etc.).

ARTICLE VII - EXECUTIVE BOARD

1. The officers of this Association shall be a President, Vice-President, Treasurer, Corresponding Secretary and Recording Secretary (“Officers”) (the Executive Board). Two individuals may share each of these positions and no one individual may hold more than one office. Each Officer shall serve without compensation for their services as an Executive Board member from the Association, Inglewood Elementary School or the District.

2. The Executive Board shall:

- a. Serve for a term of one year, but no more than two consecutive years in any one position with an open election annually.
- b. Serve for a term of one year, but no more than two consecutive years in any one position with an open election annually. An officer may hold no more than 2 consecutive position terms, not to exceed 4 years of continuous service, with the exception of the Treasurer, who may hold 4 consecutive one year terms, not to exceed 4 years of continuous service.
- c. Prepare two copies of an annual report: one for inclusion in the permanent file and one to be given to the incoming Officers. It shall include a review of goals, list accomplishments and offer recommendations (basically, a general outline of duties and responsibilities).
- d. Have the discretion to approve both budgeted and non-budgeted expenditures, not to exceed \$100. A majority vote of the Executive Board shall constitute approval for such expenditures.
- e. Has the responsibility for the formation and dissolution of all Standing, Special Events, and Ways & Means Committees. All Committee appointments shall be on a volunteer basis.
- f. Offer input and support to all Standing, Special Events, and Ways & Means Committees, resolving any committee issues that may arise.
- g. Fill any vacancy in any Officer or Committee Chairperson position that arises during the fiscal year, in accordance with Section 8.
- h. Each Officer must have their current Volunteer Clearances on file with the District in order to serve on the Executive Board.
- i. Define the roles and responsibilities of any co-positions.
- j. Shall fill any Executive Board vacancy occurring at any time during the fiscal year due to any reason. If a vacancy occurs in the office of President, the Vice-President shall fill the vacancy for the balance of the term. Vacancies shall be filled expediently, no later than the end of a 90-day period. The time a replacement Officer serves shall not count against the term limit contained in these By-Laws. Any Association member filling a vacancy shall serve immediately after approval by majority vote of the Executive Board, until confirmation at the next regular Association meeting.

3. The President shall:

- a. Have served as an Association Officer of a Home & School Association Board for a minimum of one year and shall have attended four or more general Association meetings during the current school year.
- b. Preside at all meetings of this Association.
- c. Meet with the Principal on a regular basis and upon the Principal's reasonable request.
- d. Serve as a member ex-officio of all Committees, offering input and support to all Standing, Special Events and Ways & Means Committees.
- e. Represent the Association at official functions or appoint a representative.
- f. Submit all contracts including facility use and rental agreements to the Principal's Secretary for District approval.
- g. Call work sessions of the Executive Board as needed.
- h. Send a letter to all parents and guardians of students prior to the end of the fiscal year, requesting volunteers to fill all Standing, Special Events and Fundraiser Committee Chairperson vacancies.
- i. Contact Committee Chairperson(s) in order to provide them with details and procedures of their Committees, the policies of the Association, Inglewood Elementary School and the District, at the beginning of the school year.
- j. Communicate with Committee Chairpersons a month before their event to make sure questions are answered and assistance is offered where needed.
- k. Communicate with Principal regarding Home & School representation on Inglewood Correlate Teams established by the Principal (i.e. Assembly, Safety, etc.).
- l. Prepare an Agenda for monthly meetings of the Association. One week prior to the meeting, ensure the Agenda is posted on the Inglewood Home & School website and distributed to the Executive Board and all affected Committee Chairpersons. If there is something of significant importance to be voted on, as determined by the Executive Board, the Recording Secretary shall send out a hard copy of the Agenda in backpack distribution.

4. The Vice-President shall:

- a. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
- b. Perform the duties of the President in the absence of or at the request of the President.
- c. Serve as a member ex-officio of all Committees, offering input and support to all Standing, Special Events and Ways & Means Committees.
- d. Perform other duties as delegated by the President and be prepared to step in for the President if the need should arise.
- e. Coordinate and plan New Parent Orientation and Kindergarten Orientation at the beginning of the school year.
- f. Be responsible for collecting, organizing and distributing the September back-to-school informational packets and flyers.
- g. Be responsible for ordering planners for the following school year.
- h. Responsible for checking the Home & School email account and distributing mail to the pertinent Executive Board Officer or Committee Chairperson(s).

5. The Treasurer shall:

- a. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
- b. Establish custody of all funds of the Association to be kept in a federally insured financial institution.
- c. Keep a full accurate account of receipts, bank accounts and expenditures, which are subject to an audit at the request or a majority vote by the Executive Board.
- d. Make disbursements as approved by the Executive Board and/or by the Association.
- e. Offer a written account of monies received to Committee Chairperson after verification by Treasurer & Committee Chairperson.
- f. Present a budget prepared by the Executive Board and Committee Chairperson(s) for the next fiscal year at the last Association meeting of the fiscal year for approval by the Association.

The Treasurer shall serve as chair at this Budget Meeting and ensure minutes are taken, reviewed and approved. The proposed annual budget and statement of financial position shall be presented to the parents and guardians of the student population for their review at least two (2) weeks prior to the last Association meeting. It should be posted on the website. The Treasurer shall be contacted if there are any concerns.

- g. Provide cash boxes when necessary to Committee Chairperson. The Committee Chairperson and one other member of the Executive Board, Committee or the Association who are present, must count and sign off on the amount of the cash box, using the approved cash box form, before the Treasurer may accept the returned cash box for deposit.
- h. Present a financial report at each monthly meeting of the Association.
- i. Prepare reports to Coordinating Council as requested.
- j. Prepare bi-yearly reports to Coordinating Council for yearly audit.
- k. Ensure that the Association is bonded as required by Coordinating Council.
- l. Coordinate with school secretary, the collection of all monies sent in by the Association, for safe keeping in a locked cabinet in the school office.
- m. Ensure timely deposit of all monies in the bank accounts established for the Association.
- n. Prepare the Gift to School form located on the District website, for the Principal's signature. The Principal will submit to the District School Board for consideration and approval. Monitor District School Board ruling on the form and report back to the Executive Board. Be responsible for sending a tax receipt/thank you letter in a timely manner to any individual who makes a charitable contribution to the Association.

6. The Corresponding Secretary shall:

- a. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
- b. Be responsible for correspondence for the Association.
- c. Be responsible for the purchase and delivery of gifts, cards, etc. as approved in the annual budget.
- d. Acknowledge National Education Week in November with Executive Board's assistance.
- e. Be responsible for certain end of year duties include engraving of Shirley Perrone, Schickling Memorial and Inglewood Scholarship plaques.
- f. Act as liaison with the Website & Social Media Coordinator to make sure the Inglewood Home & School web pages are kept up to date.
- g. Upon approval of the Executive Board coordinate and plan the end-of-year Home & School Association Dinner, including any end-of-year gifts.

7. The Recording Secretary shall:

- a. Have served as a Chairperson of a Committee on a District Home & School Association and shall have attended general Association meetings.
- b. With the assistance of the Executive Board, finalize calendar of events to submit to the Principal's Secretary for the subsequent fiscal year which is then to be submitted to the District Office for printing on the District Calendar.
- c. Be responsible for ensuring a quorum for votes made at each general Association meeting.
- d. Record the minutes of all meetings and attendance. Any motions/votes must be clearly documented within the minutes.
- e. Provide a draft copy of the monthly Association meeting minutes to the Website & Social Media Committee for posting on Home & School Website within two weeks of the Home and School Association meeting.
- f. Provide a copy of the monthly Association meeting minutes and attendance record to the current Title 1 Teacher Contact.
- g. Bring to each meeting a copy of the By-Laws, copies of the minutes from prior meetings of same fiscal year and a list of the members of the Standing, Special Events and Ways & Means Committees.
- h. Maintain a file of all documents distributed at monthly Association meetings including, but not restricted to, the minutes of the prior months' meetings, the current Agenda, the current Treasurer's report and budget and any miscellaneous handouts.
- i. Maintain a list of Executive Board and Committee Chairpersons' contact information to be made available solely to the Executive Board or Committee Chairpersons in furtherance of the purposes of these By-laws, on a confidential basis upon their request.
- j. Collect and maintain the End-of-Event Reports from each Committee Chairperson in a manner which can be shared.
- k. Be responsible for coordinating information sharing between Committee Chairpersons and appropriate school staff for monthly activity calendar and newsletter.

- I. Prior to the President's end of school year letter requesting volunteers to fill open Committee Chairs, update the Inglewood Committee Chairperson(s) Roles and Responsibilities document. This document shall be posted to the Home and School Association Website.

ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS

1. The Nominating Committee shall be solicited and approved by the Executive Board by the January general Association meeting.
2. The Nominating Committee shall consist of two members of the Association; the Chairperson having been a member of the Executive Board, plus one or more from the general Association.
3. The Nominating Committee shall advertise by way of Home and School Website and Backpack flyer, the next fiscal year's Executive Board positions. This shall occur in February.
4. The Nominating Committee shall assemble a list of those nominees who both qualify for the position for which they are seeking election and have also expressed a willingness to serve. The Nominating Committee shall present such list (which may include one or more candidates for each open position), at the March general Association meeting. The list of those for election shall be posted on the Inglewood Website at that time. At this point no further nominations shall be accepted. If there is more than one nominee for a position, following the March meeting an announcement shall be sent out to all Association members at least one week prior to the election with a brief note from each nominee detailing their intent and qualifications.
5. Elections shall be held at the April Association meeting, to be held on school property. Each member of the Association attending this meeting represents one vote.
6. For elections involving more than one nominee for an office, the election will be held by secret ballot. Votes will be tallied by two Association members not on the ballot who have been selected by the Nominating Committee. Results shall be communicated immediately at the Home & School Association meeting and to parents and guardians via backpack and the Home & School website.
7. If there is only one nomination for any given office, that individual will automatically be selected to serve as an Officer without the necessity of a formal vote.
8. The elected Officers assume their duties at the start of the new fiscal year.

ARTICLE IX - CHAIRPERSONS OF STANDING, SPECIAL EVENTS AND WAYS & MEANS COMMITTEES

1. Each Standing, Special Events, and Fundraiser Committee shall be led by at least one Chairperson, although there may be more than one Chairperson for each Standing, Special Events and Ways & Means Committee. The President and the Vice-President of the Association shall be an ex-officio member of each Committee noted below. Each Committee Chairperson will be tasked with the following responsibilities:

- a. Each Chairperson shall seek to follow Inglewood, District and By-Law policies. Each Chairperson must have their current Volunteer Clearances on file with the District in order to serve. Each Vendor hired by a Chairperson must have their current Clearances on file with the District in order to provide services. Each Chairperson shall refer to Article III and to the Chairperson Guidelines and Forms found on the Inglewood Home & School web pages. District policies can be found on the North Penn School District Web Page under "Our District – Policies & Regulations."
- b. At the end of each school year, the President shall be responsible for soliciting volunteers to fill Chairperson position vacancies for the following fiscal year. Each Chairperson appointment shall be for a term of one year. More than one individual may hold this position. If after two years the same Chairperson is in the position, the position will be advertised for a new Chairperson or Co-Chair of the Committee, however the incumbent Chairperson may continue to serve as a Co-Chair on the Committee in a support capacity for an additional two-year period, not to exceed 4 years of continuous service. Notwithstanding the foregoing, if no one is qualified or expressed desire to serve as the new Chairperson, the incumbent Chairperson may continue to serve on the Committee. Each Committee Chairperson is responsible for assembling the Committee members to establish goals and review the committee budget.
- c. Prepare two copies of an End-of-Event report: one for inclusion in the permanent file and one to include with all pertinent information related to the Committee, for delivery to the incoming Chairperson(s). The report is to include the list of goals, accomplishments, recommendations, (basically, a general outline of duties and responsibilities) and copies of all flyers sent home.
- d. No North Penn students shall be responsible for managing the cash box at an Association event.
- e. No North Penn student shall be responsible for transporting monies home for an Association event
- f. Each Chairperson shall maintain records of profits and expenses in order to provide an accurate account of their Committee budget to the Treasurer. This should include money collected and receipts for reimbursement. Chairperson(s) shall maintain accurate accounting of expenses by the Committee (i.e. receipts, contracts, etc.) in order for reimbursement and to operate within budget.

- g. Each Chairperson is responsible for requesting a cash box from Treasurer at least one week prior to event. Immediately following the event, the cash box(es) needs to be counted by at least one Committee member and one other member of the Executive Board, Committee or the Association who are present, prior to submission to Treasurer for deposit.
- h. Within one week of event, all receipts should be submitted to Treasurer for reimbursement.
- i. Prepare for the Backpack Committee all handouts (which include "Inglewood Home & School Association" and date). No written information shall be distributed to the Home & School or Inglewood students without prior approval of the Principal. The Chairperson is to make copies of the main event flyer (e.g. looking for volunteers) to give to Backpack Chairperson at least two weeks prior to event for approval and distribution.
- j. If the event is not on the calendar, make arrangements with the President for the appropriate District space requisitions.
- k. New appointments may be made by the Executive Board if, in their reasonable discretion, a Chairperson is unable to perform his or her duties as stated in the job description.
- l. Attend applicable general Association meetings or, if pertinent, provide a member of the Executive Board with a report prior to the meeting.
- m. Contact Recording Secretary with information to be included on the Home & School monthly calendar and newsletter.
- n. The Executive Board reserves the right to cancel any event due to lack of sufficient participation or volunteers to support the event.

STANDING COMMITTEES:

Standing Committees meet regularly for the purpose of effecting the roles and responsibilities in support of Association activities. Current Standing Committees roles and responsibilities are outlined within the Inglewood Committee Roles and Responsibilities document that is located on the Home and School Association Website.

SPECIAL EVENTS COMMITTEES:

Special Events are those activities on the proposed calendar planned for Inglewood students and their families beyond the regularly scheduled school hours. These events are not fundraisers, but are intended to be funded by the Association at little or no cost to Inglewood families to promote communion between home and school. The Chairpersons will oversee the concept, theme, planning, entertainment, food, activities, publicity and clean-up of that event. Refer to the Chairperson Guidelines and Forms found on the Inglewood Home & School web pages. Current Special Event Committee roles and responsibilities are outlined within the Inglewood Committee Roles and Responsibilities document that is located on the Home and School Association Website.

FUNDRAISING COMMITTEES:

Fundraisers are those activities on the calendar that earn income for the Home and School Association. Chairperson(s) of fundraiser(s) shall have served at least one (1) year on a Home & School Committee in a District Home & School Association or shall have attended general membership meetings. The Chairperson shall coordinate with President and the Treasurer on the development of annual fundraisers. Separate committees may be established for each fundraiser. Each Chairperson responsible for choosing a company (see Article III, Section 2), deciding what is being sold, distributing flyers, collecting orders and money, overseeing the distribution of items and recruiting volunteers. Current Fundraiser Committee roles and responsibilities are outlined within the Inglewood Committee Roles and Responsibilities document that is located on the Home and School Association Website.

ARTICLE X – RESIGNATION AND REMOVAL OF EXECUTIVE BOARD OFFICER OR COMMITTEE CHAIRPERSON

1. Any Officer or Chairperson may resign at any time by giving notice in writing to the Executive Board. Such resignation shall take effect at the date of receipt of such notice or at any later time as specified in such notice, and shall be announced at the next general Association meeting so that it may be recorded in the minutes.
2. Any Executive Board member may be removed from office, with just cause, by a two-thirds vote at a general Association meeting provided there is a quorum present in accordance with Article V, Section 3. Any Chairperson may be removed, with just cause, by a two-thirds vote of the Executive Board.

ARTICLE XI - BY-LAWS

1. The By-Laws are required to be reviewed, revised and updated as necessary every two years.
2. A committee shall be established to accomplish this review. The committee shall consist of at least one Executive Board Officer and 2 additional Association members. If no volunteer interest is shown, the President shall appoint the committee to consist of at least one Executive Board Officer and 2 additional Association members. Establishment of the committee shall occur prior to the January general Association meeting. In the event, the President has to appoint the committee the nominations require majority approval from the Executive Board.
3. Revisions proposed by the By-Law Review Committee to these By-Laws must be presented no later than January at the general Association meeting.
4. Any revisions requested by the Executive Board, Committee Chairpersons or the Association should be provided to the By-Law Review Committee within two (2) weeks of the February general Association meeting, for consideration. These changes will be incorporated into the revised By-Laws, any conflicting revisions shall be presented to the Board prior to the March meeting, and shall be raised at the March general meeting for Association consideration.
5. Revisions to these By-Laws shall be posted to the Home & School Website at least one week in advance of the March general Association meeting, and an eblast shall be sent to the Association notifying them of the proposed By-Law revisions.

6. Finalization of the By-Laws shall occur at the April meeting by quorum approval by the Executive Board, Committee Chairpersons, and Association.
7. Revisions are effective at the start of the next fiscal year.
8. Revisions required prior to the two-year review shall be presented at a general Association meeting with a quorum vote for approval. Copies of the proposed change shall be made available to the Association at least two weeks preceding that general Association meeting via the Home and School Website.

2018 By-Laws Review Committee:

Nikki Rounay and Tanja Ewing