

**Hatfield Elementary  
Home & School Association  
By-Laws**

**August 25, 2023**

## Table of Contents

Article	Title	Page
	<a href="#">Table of Contents</a>	2
I	<a href="#">Article I – Name</a>	3
II	<a href="#">Article II – Purpose</a>	3
III	<a href="#">Article III - Policies</a>	3
IV	<a href="#">Article IV – Fiscal Year</a>	4
V	<a href="#">Article V – Finance</a>	4
VI	<a href="#">Article VI – Executive Board</a>	5
VII	<a href="#">Article VII – Duties of the Executive Board</a>	6
VIII	<a href="#">Article VIII – Officers &amp; Duties of the Executive Board</a>	6
IX	<a href="#">Article IX – Standing Committees</a>	9
X	<a href="#">Article X – Nominating/Election/Appointment of Officers</a>	10
XI	<a href="#">Article XI – Meetings</a>	11
XII	<a href="#">Article XII – Procedures</a>	12
XIII	<a href="#">Article XIII – By-Laws Revisions</a>	12
XIV	<a href="#">Article XIV - Dissolution</a>	13

## Article I

### **Name**

1. The name of this incorporated non-profit Association shall be the Hatfield Elementary Home and School Association, hereafter referred to as the "Association"
2. The registered office of the corporation shall be at 1701 Fairgrounds Road, Hatfield, PA 19440.

[Return to the TOC](#)

## Article II

### **Purposes**

The objective of the Hatfield Home & School Association shall be:

1. To improve the environment at our school by providing volunteer and financial support.
2. To strive for total communication between administration, staff, parents, and students.
3. To provide additional activities and equipment for the enrichment of the school program.
4. To provide educational enrichment, socialization, and physical development for the children, in addition to that which is provided by the school.
5. To promote the advocacy of educational purposes and the support of educational institutions within the community so long as such advocacy and such institutions comply with the requirements for exempt organizations under Section 501c of the Internal Revenue Code or corresponding section of any future federal tax code.

[Return to the TOC](#)

## Article III

### **Policies**

1. The purpose of this Association shall be educational and the support of educational objectives in the community. These objectives shall be developed through meetings, committees, and projects conducted by the Association.
2. This Association shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or candidate. The name of the Association or the names of any member in their official capacity shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the Association.
3. This Association shall not seek to direct or control the administrative policies of the school.

4. This Association may cooperate with other organizations and agencies active in child welfare, providing its representatives make no commitments that bind the group without its content.
5. This Association is intended to function as an institution of purely public charity within the community. In the event of the dissolution of this Association, the assets will be distributed in accordance with Paragraph 11 of the Articles of Incorporation of this Association in a manner determined by the Executive Board to so comply with those provisions.
6. This Association may raise money for activities and equipment for enriching the school program.
7. No part of the net earnings of the Association shall be for the benefit of, or be distributable to its members, trustees, officers, or other private persona, except that the Association may pay reasonable compensation for services rendered and may make payments and distributions in furtherance of the purposes set forth in Article II above.
8. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate or public office.
9. Notwithstanding any other provision of this document, the Association shall 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.

[Return to the TOC](#)

## Article IV

### **Fiscal Year**

1. The fiscal year of the Association will begin July 1<sup>st</sup> and end June 30<sup>th</sup> of each year.

[Return to the TOC](#)

## Article V

### **Finance**

1. 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 incoming Executive Board prior to the start of the school year.
2. The proposed annual budget and statement of financial positions shall be presented to the parents of the student population for distribution and review prior to the October Association

meeting.

3. The proposed annual budget and statement of financial position shall then be presented to the Association's general membership by the Treasurer at the first Association meeting in October for approval.
4. At the same time the proposed annual budget of estimated income and expenses are prepared and submitted along with the statement of financial position as described above, the Executive Board shall also prepare a statement of income and expense. The statement of income and expense shall show results of all fundraising activities and expenditures for the prior fiscal year. The statement of income and expense shall also be distributed to the parents of the student population and the general membership of the Association with the other financial information described above.
5. The Executive Board shall cause the Association to file all reports and registration forms that may be required annually or otherwise by any federal, state, or local government agency and shall be authorized to hire accountants or other professional personnel as the Executive Board deems necessary and competent for this purpose.
6. The organization shall have a surplus of \$1,500.00 in the account at the end of the fiscal year.
7. Reimbursement requested must be made within 30 days of the expenditure otherwise the request will be denied. Reimbursement checks will be handed out at the following Home and School Association meeting or upon the Treasurer's discretion.

[Return to the TOC](#)

## Article VI

### **Executive Board**

The Executive Board shall consist of the following officers/positions:

- a) President or two (2) Co-Presidents
  - b) Vice President or two (2) Co-Vice Presidents of Fundraising
  - c) Vice President or two (2) Co-Vice Presidents of Special Events/Public Relations
  - d) Corresponding/Recording Secretary
  - e) Treasurer
1. Executive Board members shall be installed at the June Association meeting and assume their official duties beginning with the next fiscal year, i.e. July 1<sup>st</sup>.
  2. To have a Home & School Board, the positions of President, Secretary, and Treasurer must be filled.

3. Executive Board members shall serve a term of two (2) year.
4. No Executive Board member shall be eligible for the same position for more than two (2) consecutive terms.
5. Vacancies will be handled as follows:
  - a. If a vacancy occurs for 14 consecutive days without communication in the office of the President, the remaining Co-President shall fulfill the office of President. If there is only one (1) President, then one of the Vice Presidents shall fill the position until the end of the term.
  - b. All other vacancies in the Executive Board shall be filled by appointment of the Executive Board with the approval of the general membership for the remainder of the term.
6. Members of the Executive Board shall not receive any stated salary for their services.

[Return to the TOC](#)

## Article VII

### **Duties of the Executive Board**

The duties of the Executive Board shall be as follows:

1. To provide vision and leadership
2. To conduct necessary business between Association meetings
3. To meet monthly, as necessary, prior to the Association meeting
4. To assist and support committee chairpersons and members
5. To appoint a chairperson of the nominating committee
6. To monitor the Association finances and to authorize non-budgeted expenses up to \$200.00, per request.

[Return to the TOC](#)

## Article VIII

### **Officers & Duties of the Executive Board**

**President shall:**

1. Is a member of the Executive Board and has one (1) vote

2. Serves as Executive officer of the Association
3. Preside at all meetings of the Executive Board and Association
4. Be a member ex-officio of all committees
5. Co-sign checks with the Treasurer
6. Perform all other duties pertaining to the office
7. Provide assistance and support to Committees and respective Chairpersons
8. Sign the approved By-Laws
9. Schedule monthly meetings of the Executive Board, as necessary
10. Shall attend the district's elementary president's meeting
11. Shall serve in the advisory capacity to the successor the following year

**Vice-President of Fundraising shall:**

1. Is a member of the Executive Board and has one (1) vote
2. Assist the President
3. Perform the duties of the President in the absence of the President
4. Oversee and assist Chairpersons responsible for fundraising events
5. Perform all other duties pertaining to the office
6. Co-sign checks with the Treasurer

**Vice President of Special Events/Public Relations shall:**

1. Is a member of the Executive Board and has one (1) vote
2. Assist the President
3. Perform the duties of the President in the absence of the President
4. Oversee and assist Chairpersons responsible for special events and public relations
5. Perform all other duties pertaining to the office

6. Aid the Committee Chairpersons in the coordination of Committees and provide the Chairpersons with the details and procedures of their committee, the Association, school, and district policies.
7. Maintain an accurate list of Chairpersons for all committees.
8. Change and update school sign as needed
9. Maintain, post, and distribute the list of Committee Chairpersons
10. Maintain, post, and distribute the Committee list of volunteers

**Corresponding/Recording Secretary shall:**

1. Is a member of the Executive Board and has one (1) vote
2. Handle all correspondence for the Association
3. Notify all members of monthly meetings
4. Handle all correspondence between Association and outside business
5. Perform all other duties pertaining to the office
6. Prepare and submit the calendar of events to the school secretary
7. Assemble and distribute the fall packet by the end of September
8. Record minutes of all meetings of the Association and the Executive Board
9. Keep all records of meeting minutes pertaining to the Association for three fiscal years
10. Create and file meeting attendance logs for all Home and School Association meetings
11. Transfer copies of the Association meeting minutes to the Association archives at the end of the fiscal year

**Treasurer shall:**

1. Is a member of the Executive Board and has one (1) vote
2. Receive all monies of the Association
3. Keep a full and accurate record of all receipts, bank accounts, and expenditures



4. Pay out funds in accordance with the approved budget
5. Present a financial statement at every meeting of the Association and at other times when requested by the Executive Board
6. Supply cash boxes to the Chairpersons of each event requiring cash
7. Present a monthly bank statement Treasurer's report to the Executive Board upon request
8. Arrange for or prepare for all filings and reports to be completed in Article VI of these by-laws
9. Perform all other duties pertaining to the office
10. Arrange to have two informal audits conducted by Coordinating Council within a fiscal year
11. Attend the district Treasurer's meeting
12. Make a Year-to-Date report at the June meeting
13. Arrange for or prepare for all filings and reports for Coordinating Council on a semiannual basis, to be completed within 30 days after the end of each period (December 31<sup>st</sup> and June 30<sup>th</sup>)
14. Ensure that all checks are co-signed by a President or a Vice President
15. Be responsible for depositing in the Association bank account, monies collected from events in a timely manner

[Return to the TOC](#)

## Article IX

### **Standing Committees**

1. Any standing committee may be chaired by more than one (1) person.
2. The Chairperson shall make a request for committee members, if needed, from the general membership, and volunteers from the entire school.
3. The Chairperson shall keep an organized file of all information related to the committee. The Chairperson shall deliver to Vice President of Special Events of all files related to the committee.
4. The Chairperson shall attend monthly meetings and be prepared to give a brief committee report or contact the Vice President responsible for the committee prior to the meeting with a report.
5. All publicity and related written information distributed to the Association or students shall have prior approval of the President or Vice President responsible for the committee and the

Principal

6. Committee Chairpersons seeking assistance with written correspondence should rely on the Vice President of Special Events as needed.

[Return to the TOC](#)

## Article X

### **Nominating/Election/Appointment of Officers**

#### **Nominating**

1. A Nominating Chairperson shall be appointed, at the January Association meeting by the general membership.
2. The Nominating Chairperson shall create the slate and present candidates for the offices:
  - a) President or two (2) Co-Presidents
  - b) Vice President or two (2) Co-Vice Presidents of Fundraising
  - c) Vice President or two (2) Co-Vice Presidents of Special Events/Public Relations
  - d) Corresponding/Recording Secretary
  - e) Treasurer or Treasurer and Assistant Treasurer
3. The Nominating Chairperson shall present the names of the nominees to the Executive Board at their February meeting.
4. The Nominating Chairperson will present the slate of candidates to the general membership at the February Association meeting.
5. Additional nominations may be made by the general membership after the slate is presented to the March Association meeting.
6. The consent of each candidate must be received before his or her name is placed on the final slate.
7. The final slate of nominees shall be presented by the Nominating Chairperson at the March Association meeting.
8. The final slate of nominees shall be published by the Nominating Chairperson at least one (1) week prior to the election.

## **Election**

1. Officers shall be elected by ballot, with a majority vote at the April Association meeting.
2. In the case where there is only one (1) nomination for an office that nominee shall be elected by acclamation at the closing of the election.
3. The Nominating Chairperson shall be responsible for counting the ballots at the close of the election and confirming the results to the Recording Secretary.

## **Installation**

1. The elected officers shall be installed at the June Association meeting.
2. The duties of each office shall begin at the start of the fiscal year, July 1<sup>st</sup>.
3. Officers shall serve a term of two (2) years.
4. No member shall serve more than two (2) consecutive terms in the same office.
5. A vacancy occurring in any office shall be filled for the unexpired term by a member selected by the majority of the remaining members of the Executive Board.
6. If the office of President is vacated during the year, it shall be filled automatically by the Co-President or a Vice-President.

[Return to the TOC](#)

## **Article XI**

### **Meetings**

#### **Executive Board Meetings**

1. Executive Board meetings shall be held every other month, prior to the Association meeting and the agenda for the Association meeting shall be set. All duties of the Executive Board shall be fulfilled.
2. A majority of the Executive Board shall constitute a quorum.
3. Any action presented to the Executive Board for a vote can be approved by a majority vote of the Executive Board members.

#### **Association Meetings**

1. The Association shall have one (1) meeting every other month during the school year, or more as deemed necessary. The meeting dates and times are at the discretion of the Executive Board.

Any changes are at the discretion of the Executive Board.

2. All votes, excluding elections, shall be taken by voice. A quorum shall consist of a majority of Association members in attendance at a given meeting.
3. All Association meetings are open to the entire current staff and parents as well as other persons having particular interest in school affairs.

[Return to the TOC](#)

## Article XII

### Procedures

1. The Principal must approve any substantive activity planned by the Association.
2. Prior to any fundraising event, the Solicitation & Sales Approval Form must be completed and submitted to the Principal for approval. District approval is needed for all events (Dine & Donate, Spirit Wear, On Site Events, etc.)
3. Any communications that are sent by the Association to the general student body must have prior approval of the President or Vice President responsible for the committee sending the communication, and the Principal.
4. Any funds requested of the Association by the Principal must first be reviewed and approved by the Executive Board.
5. Committee Chairpersons seeking assistance with written correspondence should rely on the Secretary as needed.

[Return to the TOC](#)

## Article XIII

### By-Laws Revisions

1. These by-laws may be amended when new amendments are proposed and submitted to the Executive Board in writing.
2. After review and approval by the Executive Board, the proposed amendment(s) will be presented at the Association meeting.
3. At the following Association meeting, a majority vote of members present shall be needed to approve the amendment(s).
4. These by-laws shall be reviewed by an appointed committee every two (2) years.

5. In no event shall any amendments to these by-laws be adopted which contravene or conflict with the charitable purposes and dissolution provisions set forth herein or in the Articles of Incorporation of this Association.

[Return to the TOC](#)

## Article XIV

### **Dissolution**

**If lack of volunteers to run the association, then dissolution of the association may occur.**

1. Principal and Coordinating Council shall be notified of decision by deciding board members.
2. The funds remaining in the treasury at the time of dissolution shall be submitted to Hatfield Elementary. These funds shall be earmarked for use at the school.

[Return to the TOC](#)

[Return to the top](#)

As of March 27, 2001, Hatfield Elementary Home & School 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 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.

The By-Laws of the Hatfield Elementary Home & School Association herewith have been presented to the general membership, and approval and accepted this \_\_\_\_ day of \_\_\_\_\_, 2021.

Accepted By: \_\_\_\_\_

President/Co-President

\_\_\_\_\_

Co-President

\_\_\_\_\_

Secretary