

Montgomery Elementary School

Montgomery Elementary Home and School Association

Bylaws

Version: 16

Approved Date: August 31, 2022

Signatures

President: <i>Crystal Lee</i>	<i>08.31.22</i>
Crystal Lee Signature above signifies that this document has been reviewed and approved by the Montgomery Home and School Association Board	Date signed
Vice President: <i>Holly Flanagan</i>	<i>Aug 31, 2022</i>
Holly Flanagan Signature above signifies that this document has been reviewed and approved by the Montgomery Home and School Association Board	Date signed

Signatures (at least two Executive Board Members)

Publication Record

Version & File	Date Revised	Primary Author	Summary of Changes
Version 1 Mont H&S Bylaws	12/15/87		Original Bylaw Document
Version 2 Mont H&S Bylaws	4/89		
Version 3 Mont H&S Bylaws	5/92		
Version 4 Mont H&S Bylaws	6/94		
Version 5 Mont H&S Bylaws	6/96		
Version 6 Mont H&S Bylaws	6/98		
Version 7 Mont H&S Bylaws	4/01		
Version 8 Mont H&S Bylaws	5/03		
Version 9 Mont H&S Bylaws	5/05		
Version 10 Mont H&S Bylaws	5/07	Claudia Barnada	Composition of Executive Board, Duties of Presidents

<p>Version 11 Mont H&S Bylaws</p> <p>10/18/10</p>	<p>10/18/10</p>	<p>Brenda Prabhakar</p>	<p>Updated overall Bylaw Format</p> <p>Updated article IV, 1 & 2</p> <p>Added VI, 1 a,b,c (Co-positions)</p> <p>Updated VI, 3 (Board terms)</p> <p>Added VII, 1 g,h (President)</p> <p>Added VII, 5 b,c,d,e,g (Secretary)</p> <p>Added VII, 6 i (Treasurer)</p> <p>Revised VIII, 1 (Nomination)</p> <p>Deleted Lists of Committees</p> <p>Revised X, 5 & 6 (Committees)</p> <p>Added X, 9 (Committees)</p> <p>Revised XI, 2 & 3 (Bylaws)</p> <p>Added XI, 4 (Bylaws)</p> <p>Added Article XII (Archives)</p>
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Version 12 Mont H&S Bylaws	4/15/2013	Heidi Stark	
Version 13 Mont H&S Bylaws	4/28/2016	Kelly McGarry	Updated Article VII, 2, 5(f) Updated Article X, 4 Minor punctuation corrections
Version 14 Mont H&S Bylaws	4/30/2018	Monica Cantz	Article V, 5 Article VI, added point #3 Article IX 1 Article X 2, 3, 4, delete 9 Add a new #9
Version 15 Mont H&S Bylaws	4/23/2020	Emily Kline	Article V, 5 Article VI, 2, 3 Article VII, 5, delete b Article VIII Article X, 3,6,8
Version 16 Mont H&S Bylaws	Updated on: 2/11/2022 Approved by the board on: August 31, 2022	Crystal Lee	Article VI, Section 1 – added VP of Inclusion Article VI, Section 4 – updated wording Article VII – Addition of VP of Inclusion to Section 5, renumbering of following sections to 6 and 7 Bylaws were approved by the Association at the General Meeting on June 6, 2022.

**MONTGOMERY
ELEMENTARY
HOME AND SCHOOL ASSOCIATION**

BYLAWS

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ARTICLE I – NAME

The name of this incorporated, non-profit Association shall be the Montgomery Elementary Home and School Association (herein referred to as “the Association”).

ARTICLE II – GOALS

- 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, teachers and staff may cooperate in the education of the children.
- 3 To provide funds to provide educational enrichment and other items deemed to be beneficial to the school and the students in addition to that which is provided by the school district.

ARTICLE III – BASIC POLICY

- 1 The 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 name of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than to comply with the goals of the Association.
- 2 The Association shall not seek to direct or control the administrative policies of the school.
- 3 The Association may cooperate with other organizations and agencies active in child welfare, such as conference groups and coordinating councils, providing its representatives make no commitments that bind the group without its consent.
- 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 described in Section 170 (C) of the Internal Revenue Code. It is the intention of the Association that it qualifies as an exempt organization under Section 501 (C) (3) of the Internal Revenue Code.
- 5 The Association shall not make a commitment of support, financial or otherwise, to any institution exceeding the tenure of the Executive Board.

ARTICLE IV – MEMBERSHIP

1. All parents and guardians of Montgomery Elementary School are members of the Association.
2. Membership shall run from July 1 to June 30 and new members may be accepted at any time during the fiscal school year.
3. The Budget Committee at the May Budget Committee meeting shall set the annual membership donation. Annual membership may be deferred or instated as dictated by budget.

ARTICLE V – FINANCE

1. An annual budget of estimated income and expenses shall be prepared each May by a Budget Committee. This committee will consist of the current President, upcoming Executive Board, and up to five others made up from Standing Committee Chairpersons, past presidents or past Executive Board members, all of which are appointed by the upcoming or current President and current Treasurer. The current Treasurer shall be the chairperson of the Budget Committee.
2. The proposed budget shall be posted at least one week prior to the June general membership meeting. Those present at the general membership meeting in June shall approve the final budget.
3. Any requests for funds exceeding \$500 for approved budgeted items (or exceeding \$250 for expenditures not included in the approved budget) must be approved by the general membership at a monthly meeting.
4. In an election year, the outgoing and incoming Treasurer shall co-chair the Budget Committee.
5. The Association shall have a balanced budget with no less than \$17,000.00 carried over from the prior fiscal year to the new fiscal year.
6. The fiscal year shall begin July 1 and end June 30.

ARTICLE VI – EXECUTIVE BOARD

1. The Executive Board shall consist of the President, First Vice President, Second Vice President, Vice President of Ways & Means, Vice President of Inclusion, Secretary, and Treasurer.
 - (a) The offices of the executive board may be equally shared by two persons, creating co-positions.
 - (b) When two people share responsibilities of an office, they will mutually agree on how the duties will be divided between them.
 - (c) Hereafter, references to President or any executive board position shall pertain to co-President or co-positions.
2. The prerequisites for Executive Board Officers are that they must have been a chairperson of a Standing Committee or Special Event within the last five years and been an active member of the Association.
3. The position of Treasurer will require a finance background based on position responsibilities. An exception can be made in the event a qualified individual is not available to assume the position.
4. The term of office for all Executive Board members shall be two years, with the exception of parents of sixth-grade students who may serve on the Executive Board for one year. To ensure maximum opportunity for all Montgomery parents and guardians to volunteer for executive board positions, no Executive Board member shall be eligible for the **same** position for more than two (2) consecutive years and there will be a total term limit of two consecutive 2-year terms (i.e. 4 years total) for current executive board members, including co-positions as described in Article VI. 1 a

above. An exception can be made if there are no new nominees to take the open position, the Board member(s) may then continue their current position on a yearly basis. The nominating committee shall advertise the position as open each subsequent year as described in Article VIII, 1. If a vacancy occurs in the office of the President, the First Vice President shall 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 Executive Board position that remains vacant because of the appointment of President will then be filled by appointment by the Executive Board.

5 All other vacancies on the Executive Board shall be filled by appointment by the Executive Board for the balance of the term. General membership shall be notified at the next regular membership meeting.

7. The Executive Board shall meet monthly, if deemed necessary.

8. The duties of the Executive Board shall be:

To conduct business between general membership meetings.

To create and assist all Standing Committees.

To appoint Chairpersons for all Standing Committees.

To appoint Chairpersons for the Nominating Committee and Bylaws Committee.

To approve expenditures, not to exceed \$250.00 for non-budgeted and \$500.00 for budgeted items.

The incoming Executive Board's responsibilities will begin at the end of the June general membership meeting in an election year.

To relinquish responsibility and all records to incoming Executive Board members at the June general membership meeting, with the exception of the Treasurer. The Treasurer shall relinquish all responsibilities when the records are ready for audit.

To appoint and assist Special Committees.

To attend monthly meetings, unless deemed unnecessary.

ARTICLE VII – OFFICERS AND THEIR DUTIES

1. The President shall:

(a) Preside at all general membership meetings.

(b) Be a member ex officio of all committees except the Nominating Committee. (c) Perform all other duties usually pertaining to that office.

(d) Work with the Principal in setting up all school calendar events for the next fiscal year.

(e) Attend Executive Board and General Membership meetings.

(f) Sign all vendor contracts.

(g) Submit rental agreements and solicitation forms to the School District office. (h) Maintain and update Presidents' files.

2. The First Vice President shall:

(a) Act as an aide to the President.

(b) Perform the duties of the President in that officer's absence.

(c) Attend Executive Board and General Membership meetings.

(d) Oversee committees and events and support committee chairpersons.

3. The Second Vice President shall:

- (a) Perform the duties as delegated by the President.
- (b) Assume responsibilities of taking minutes at meetings if the Secretary is absent.
- (c) Attend Executive Board and General Membership meetings.
- (d) Oversee committees and events and support committee chairpersons.

4. The Vice President of Ways & Means shall:

- (a) Perform the duties as delegated by the President.
- (b) Act as an aide to the treasurer with the exclusion of check writing authorization.
- (c) Attend Executive Board and General Membership meetings.
- (d) Oversee fundraising committees and events and support committee chairpersons.

5. The Vice President of Inclusion shall:

- (a) Ensure consistency, collaboration, and best practice sharing across committees and within H&S.
- (b) Partner with the H&S Secretary to perform ongoing assessments of communication platforms and tactics to identify opportunities to improve inclusiveness across Montgomery Home and School Communications.
- (c) Partner with North Penn Parents in Equity group.
- (d) Partner with Montgomery Elementary Cultural Proficiency Cadre.
- (e) Develop and Update Inclusion Checklist for Chairperson Survival Guide.
- (f) Ensure Home and School Board and membership are representative of the Montgomery Elementary Community.
- (g) Support and advocate for activities and practices that eliminate bias, prejudice, and inequities within our school community.
- (h) Act as parent liaison to Montgomery Elementary student council to identify service project synergies and overall opportunities to further live into the Montgomery Elementary culture of inclusion and acceptance.

6. The Secretary shall:

- (a) Record, transcribe, and distribute the minutes of all general and Executive Board meetings within two weeks following the meeting.
- (b) Attend Executive Board and General Membership meetings.
- (c) Create and file meeting attendance logs for all Home and School Association meetings within two weeks following the meeting.
- (d) Create and maintain the Home and School email distribution list.
- (e) Oversee all publicity.
- (f) Transfer copies of the Home and School meeting minutes to the Home and School archives at the end of the fiscal year.

7. The Treasurer shall:

- (a) Receive all monies of the Association.
- (b) Keep an accurate record of all receipts, bank accounts, and expenditures.
- (c) Attend Executive Board and General Membership meetings.
- (d) Pay out funds in accordance with the approved budget

- (e) Present Treasurer's report at every meeting of the Association and whenever requested by the Executive Board
- (f) Maintain a year-to-date report.
- (g) Act as Chairperson of the Budget Committee.
- (h) Preparation and presentation of annual budget.
- (i) Provide monthly financial and bank statements to the President for review

ARTICLE VIII – NOMINATION AND ELECTION OF OFFICERS

1. A Nominating Committee shall make nominations and advertise all open board positions. The Nominating Committee shall consist of at least two chairpersons chosen by the executive board.

The Nominating Committee shall present at least one nominee for each office open for election at the April general membership meeting. The consent of all nominees must first be obtained.

2. Nominations will be accepted anytime prior to or during the April meeting.
3. Election of the slate of officers will be at the June general membership meeting.
4. If there is more than one nominee for an office, election shall be by secret ballot. In this case, an announcement shall be sent to all Association Members at least one week prior to the election with a brief note from each nominee, allowing them to communicate their qualifications and intent, in writing.
5. If the secret ballot is utilized, it will take place in conjunction with a general membership meeting.
6. If the secret ballot is utilized, votes will be tallied within 24 hours of the election by the Nominating Committee. Nominees will be notified of election results within 48 hours of the election.
7. Installation of officers shall be at the June general membership meeting.

ARTICLE IX – GENERAL MEMBERSHIP MEETINGS AND VOTING

1. General membership meetings shall be held bi-monthly from September through June, unless otherwise indicated by the Executive Board.
2. Each adult member of the Association in attendance at a monthly general membership meeting represents one vote with a maximum of 2 votes per family.
3. When ten or more members of the Association are present, there shall be a quorum.
4. When a quorum has been attained, a simple majority of those present voting in the affirmative shall constitute passage of a motion.
5. Unless otherwise specified, Roberts Rules of Order shall govern the proceedings of the meeting.

ARTICLE X – COMMITTEES

1. Any committee may be chaired by more than one chairperson.

2. The Executive Board shall select the volunteering chairperson for a term of two years. After the second year the committee will be opened up for new volunteers. If there are no new chair people the previous chair people can resume their activity for an additional year.
3. The sixth grade committee leads shall be chosen by the President with priority given to those with the most years of service in the Home & School Association.
4. The Chairperson shall keep an organized file of all information related to the committee. The Chairperson shall deliver to their Vice President all files pertaining to the committee immediately after their tenure as chair of the committee is complete.
5. The Chairperson shall attend bi-monthly membership meetings, when necessary, and be prepared to give a brief Committee report or contact a member of the Executive Board prior to the meeting with a report.
6. All publicity and related written and/or digital information distributed to the Association or students shall have prior approval of an Executive Board member and/or principal.
7. The Chairperson shall contact the Treasurer to obtain information regarding the committee's budget and the safekeeping and collection of monies. The Chairperson may not exceed the committee's budget without prior approval of the Executive Board. Fundraising and donation solicitation by a committee must have prior approval of the Executive Board. The Board will be responsible for oversight of any fundraising within committees. Extraordinary plans and expenditures are subject to approval by the executive board or general membership. The Chairperson must submit deposits and corresponding treasury forms from events within 3 days of the event date or closing date.
8. The Chairperson shall maintain a list of volunteers and helpers for recognition by the Chairperson in the form of a thank you note at the end of the year.
9. The Chairperson shall make recommendations on various vendors for Executive Board approval. All vendor and venue contracts must be signed by the President.
10. If a new committee is being proposed it needs to be presented to the Executive Board members and principal first, including a detailed plan of activity, budget, proposed timing, and any other pertinent information. Upon informal approval to move forward it will be presented at a General Meeting for a vote.
11. Special events committees are those activities on the proposed calendar planned for Montgomery students and their families beyond the regularly scheduled school hours. These activities vary from year to year.

ARTICLE XI – AMENDMENTS AND BYLAW REVISIONS

1. The bylaws may be amended at any general membership meeting by a two-thirds majority vote of members present, first having established a quorum exists.
2. Written notice of any proposed change(s) must be presented at the prior general membership meeting and proposed revisions must be posted for all members to view one month prior to voting.

3. The bylaws shall be reviewed every two years. Anyone may participate in this process and form the Bylaws Committee.
4. Changes to the bylaws are to accompany each updated version of the document.

ARTICLE XII – ARCHIVES

1. All Home and School archives shall be maintained for a minimum period of time as specified. A current copy of the bylaws is to always exist in the archives.
 - (a) General Membership Meeting Minutes: Hard copies and electronic copies required for three (3) years.
 - (b) Executive Board Meeting Minutes: Electronic copies required for three (3) years.
 - (c) Bylaws and accompanying changes to previous version: Signed hard copy for all available versions required. Current electronic copies required.
 - (d) Hard copies of financial records including but not limited to: Montgomery Home & School Signed Tax Returns, as required by law.