

BY-LAWS OF THE EAST GOSHEN HOME AND SCHOOL ASSOCIATION

Revised and Approved September 2016

ARTICLE I

NAME:

The name of this Association shall be the East Goshen Home and School Association (H.S.A.).
The Association shall have an H.S.A. Executive Board (elected Officers).

ARTICLE II

PURPOSE:

The purpose of the East Goshen Home and School Association shall be:

- a. To promote a spirit of cooperation and communication between home and school to better serve the welfare of the children and youth in home, school and community.
- b. To enhance the learning environment of the students with supplementary materials and services or programs that will secure for every child the highest advantages in their physical, mental, and emotional development.

ARTICLE III

POLICIES:

Section 1.

The East Goshen H.S.A. shall be nonsectarian and nonpartisan. It shall not endorse a candidate. The name of the Association or the names of any members in their official capacities shall not be used in any connection with a partisan interest.

Section 2.

The East Goshen H.S.A. shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 3

The East Goshen H.S.A. shall participate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its

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representative makes no unauthorized commitments that bind the group he/she represents.

Section 4.

All East Goshen H.S.A. expenditures shall be for the purpose of enhancing the children's education.

- a. All requests for money by faculty and staff must be submitted in writing to the H.S.A. Executive Board for approval. Request shall be in the areas of, but not limited to:
 - 1) Educational equipment
 - 2) Computer and computer-related materials
 - 3) Assemblies
 - 4) Transportation for field trips
- b. All requests for non-budgeted funds less than one hundred-fifty dollars (\$150.00) must be approved by the H.S.A. Co-Presidents. All requests for non-budgeted funds over one hundred-fifty dollars (\$150.00) shall be considered at a regular meeting of the H.S.A. and must be approved by a majority of the H.S.A. Membership.
- c. The H.S.A account(s) maintained by the Treasurer shall be subject to an annual Financial Review by two (2) non-Executive Board Members. These individuals shall be approved by the H.S.A Membership at the Last Meeting of the School Year. This review shall be completed by August 30 of the previous school year. The final report will be presented and adopted at the First H.S.A. Meeting of the New School Year.
- d. The Treasurer shall receive in written form expenditures incurred within thirty (30) days of activity or function.
- e. The Treasurer shall receive in written form requests for use of the tax exempt ID five (5) days prior to use of the ID.

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Section 5.

The East Goshen H.S.A. is organized for the charitable, scientific, literary or educational purpose within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code (hereinafter "Internal revenue code").

Section 6.

Upon the dissolution of the association, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the association, dispose of all the assets of the association in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Chester County Court of Common Pleas, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV

MEMBERSHIP:

Section 1.

Upon enrollment/registration into East Goshen Elementary, any person/family will become a member of the East Goshen H.S.A. All East Goshen Elementary faculty and staff will be members of the H.S.A.

Section 2.

All officers, committee chairpersons and members of a committee must be members of the East Goshen H.S.A.

Section 3.

Only members may have voting privileges.

ARTICLE V

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EXECUTIVE BOARD OFFICERS AND THEIR ELECTION:

Section 1.

- a. The officers of the East Goshen H.S.A. shall be 2 Co-Presidents; a Recording Secretary; a Corresponding Secretary; a Treasurer and a Parliamentarian.
- b. Officers shall assume their official duties at the close of the final regular business meeting, and shall serve for a term of one (1) year and/or until their successors are elected. The Treasurer shall serve a term of two (2) years and/or until a successor is elected. Officers will be eligible to serve two (2) consecutive terms.
- c. The transition period will be from the end of the final regular business meeting through the end of the school fiscal year.
- d. During the transition period, outgoing officers are responsible for concluding all business related to their school terms.
- e. All Members of the H.S.A. Executive Board shall act as aides to the Co-Presidents. In the event that one of the Co-Presidents is unable to complete their term, the remaining Co-President will continue to serve in this capacity.

Section 2.

- a. There shall be a nominating committee consisting of three (3) members of whom shall be the ex-officio Co-Presidents and one (1) elected by the East Goshen H.S.A. at the First Meeting after the New Calendar Year. This Committee will appoint its own chairperson. In the event that one or both of the Ex-Officio Co-Presidents are no longer at East Goshen, the Executive Board shall recommend the remaining committee members for approval by the H.S.A. membership.
- b. During the next several weeks, the Nominating Committee will solicit for nominees for Officer positions by distributing a nomination form to all families. Incumbents in their first term in office may nominate themselves for a second term and these positions are also open to nominations from other members as well. The Treasurer position is a 2-year term as described in Article V, Section 1b.

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- c. At the Second Meeting of the New Calendar Year, the Nominating Committee will present the Slate of Nominees to the membership. Following this presentation, an opportunity shall be given for additional nominations from the floor. Following this, the Nominating Committee shall prepare the final slate of nominees.
- d. Only those who are members of the association and have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.
- e. One week prior to the Third Meeting of the New Calendar Year, the slate of nominees will be posted.
- f. Officers shall be elected annually at the Third Meeting of the New Calendar Year. If there is only One (1) nominee for an office, a voice vote among the membership will be held. If there is more than one nominee for the position, then a closed ballot vote will take place. Prior to the closed ballot vote(s) each candidate will have an opportunity to make a brief introduction/presentation to the membership.

Section 3.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the H.S.A. Executive Board, notice of such election having been given. In case a vacancy occurs in the office of Co-President, the remaining Co-President shall serve notice of the election.

ARTICLE VI

DUTIES OF OFFICERS:

Section 1.

The Co-Presidents shall:

- a. Preside at all meetings of the East Goshen H.S.A. and of the H.S.A. Executive Board.
- b. Shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Association; and

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- c. Shall coordinate the work of the officers and committees, in order that the objectives may be promoted.

Section 2.

The Recording Secretary shall record and make available the minutes of all meetings of the East Goshen H.S.A. (regular business H.S.A. meetings and Executive Board meetings) prior to the next H.S.A. meeting and shall perform other duties as delegated by the H.S.A. Executive Board.

Section 3.

The Corresponding Secretary shall be responsible for all correspondence of the East Goshen H.S.A, i.e.: ensure acknowledgements are sent to school staff for birthdays, life events, thank you's, etc. He/she shall inform the H.S.A. Executive Board members of special meetings, purchase holiday gifts for school staff and, in the absence of the Recording Secretary, shall serve in that capacity for the H.S.A.

Section 4.

The Treasurer shall receive all monies of the East Goshen H.S.A., shall keep an accurate record of receipts and expenditures; and shall pay out local funds in accordance with the approved budget as authorized by the Association. The Treasurer shall present a financial statement at every meeting of the Association and at other times when requested by the H.S.A. Executive Board. The Treasurer shall submit financial books and records for the Financial Review when requested per Article 3, Section 4c. The Treasurer shall annually submit the H.S.A.'s tax returns to the IRS.

Section 5.

The Parliamentarian shall attend all meetings of the Association and shall advise on matters of Parliamentary procedure when requested, and

- a. Is responsible for coordination of the By-laws Committee for biennial review (every two years) and/or revision of established by-laws.
- b. Shall perform other such duties as delegated by the H.S.A. Executive Board.

Section 6

All officers shall deliver to their successors all official material within ten (10) days following the end of the school fiscal year.

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ARTICLE VII

MEETING:

Section 1.

Meetings of the East Goshen H.S.A. shall be held on a regular basis during the school year with the days and times to be determined by the Co-Presidents before the beginning of the school year, unless otherwise provided by the Association or by the H.S.A. Executive Board. Five (5) days notice shall be given for any change in date.

Section 2.

The H.S.A. Executive Board may call special meetings with a minimum of five (5) days notice having been given.

Section 3.

The number of H.S.A. members present at a meeting shall constitute a quorum.

Section 4.

Any verbal H.S.A. Executive Board approval shall be put to motion at the next regular H.S.A. meeting.

Section 5.

The privilege of holding office, introducing motions, debating, and voting shall be limited to members of the East Goshen H.S.A.

ARTICLE VIII

H.S.A. EXECUTIVE BOARD:

Section 1.

The H.S.A. Executive Board shall consist of the officers of the East Goshen H.S.A., as described in Article V, and the Principal of the School or a representative appointed by

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him/her and a teacher representative. Members of the H.S.A. Executive Board shall serve until their successors are elected.

Section 2.

The duties of the H.S.A. Executive Board shall be:

- a. To present a report at the regular meetings of the Association.
- b. To oversee the work of the Standing Committees.
- c. To transact necessary business in the intervals between Association meetings and all other business according to the purpose of the H.S.A.
- d. To ensure that Treasurer's Financial Review occurs annually as outlined in Article III, section 4c.
- e. To ensure that a budget is prepared by Treasurer and Co-Presidents for the following year; to review, amend and prepare the budget for consideration and adoption by the H.S.A Membership at the final meeting of the School Year.
- f. The Executive Board will meet three to four times per school year.

Section 3.

Special meetings of the H.S.A. Executive Board may be called by the Co-Presidents or by a majority of the members of the H.S.A. Executive Board.

ARTICLE IX

FINANCIAL POLICIES

Section 1.

The fiscal year of the H.S.A will run from July 1 to June 30 of the following year.

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Section 2.

All funds shall be kept in a checking account in the name of our H.S.A-held at a local financial institution. The Treasurer will be responsible for writing checks, recording receipts and expenditures, and reconciling the books monthly.

Section 3.

- a. The bank statement reconciler shall be responsible for reviewing the bank statements and financial statements on a quarterly basis.
- b. The bank statement reconciler shall be approved by the H.S.A. Membership at the Last Meeting of the School Year and shall serve for one (1) year.

Section 4

The H.S.A will maintain all financial records and H.S.A. related documents/materials for a period of seven years.

Section 5.

The Executive Board and Chartered Organization Representative will obtain and review a proposed budget and actual expenditures for Cub Scout Pack 122 on an annual basis (See Article XII).

ARTICLE X

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STANDING COMMITTEES:

Section 1.

A standing committee shall be recommended for creation by the Co-Presidents as deemed necessary to promote the objectives and carry on the work of the East Goshen H.S.A. Addition or removal of standing committees shall be approved by the H.S.A. membership. The Co-Presidents shall select the chairpersons of a Standing Committee. Their term shall be one (1) year.

Section 2.

The chairperson of each Standing committee shall present a plan of work to the Co-Presidents for approval. No committee work shall be undertaken without the consent of the Co-Presidents.

Section 3.

The Standing Committees of the East Goshen H.S.A. shall be:

- a. Art Goes to School
- b. Artwork Hanging
- c. Book Fair
- d. Box Tops
- e. Community Outreach
- f. Ancient Civilizations Day
- g. Family Fun Event
- h. Fall Social Committee
- i. Field Trip Wear
- j. Fifth Grade Bingo Fundraiser
- k. Fifth Grade Yearbook
- l. Fifth Grade Slide Show
- m. Fundraising
- n. Homeroom Parents
- o. Landscaping and School Beautification
- p. Hospitality
- q. Kindergarten Bus Tags
- r.
- s. Library Volunteers
- t. Pennsylvania Day
- u. Publishing Center

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- v. Parents Empowering Parents
- w. School Board Representative
- x. School Directory
- y. School Pictures
- z. School Spirit Wear
- aa. Sign Changer
- bb. Spring Fair
- cc. Volunteer Coordinator
- dd. Wellness Committee

Section 4.

The power to form special committees and appoint their members rests with the Co-Presidents. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is finished and its final report is received.

Section 5.

The Co-Presidents shall be ex-officio members of all committees.

ARTICLE XI

PARLIAMENTARY AUTHORITY:

Robert's Rules of Order Revised shall govern the East Goshen H.S.A. in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

STANDING RULES

RULE 1:

There shall be such Standing Rules as may be necessary, and they shall be adopted in the following manner:

- a. Previous notice and a majority vote of members attending, or
- b. A majority vote of members attending without notice.

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RULE 2:

To amend or rescind a Standing Rule, either of the following is required:

- a. Previous notice and a majority vote of members attending, or
- b. A majority vote of members attending without notice.

RULE 3:

An East Goshen H.S.A. Co-President or a representative appointed by the Co-Presidents shall represent the East Goshen H.S.A. at the WCASD Parent Teacher Organization Council (PTOC) meetings.

RULE 4:

The H.S.A. Executive Board shall review the standing committees yearly and bring their recommendation to the H.S.A. Membership for review and approval.

RULE 5:

A By-law Committee consisting of the Parliamentarian and two (2) H.S.A. members elected at the Final Meeting of the School Year shall review the East Goshen Home and School Association By-laws biennially (every 2 years) before the start of the New School Year. The By-law committee shall make a report to the Executive Board at their first meeting of the New School Year. The By-law Committee shall present changes/recommendations based on the report to the H.S.A. membership for approval at the First H.S.A. meeting of the School Year.

RULE 6:

The incoming Co-Presidents shall contact the other incoming Officers and standing committee Chairpersons prior to the end of the school year.

RULE 7.

The East Goshen H.S.A. shall finance any moneymaking projects of the Association and all proceeds must be used exclusively by the Association and must be approved by the Association.

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ARTICLE XII

CHARTERED ORGANIZATION REPRESENTATIVE (COR) FOR CUB SCOUT PACK 122: Section 1.

 The H.S.A is the chartering organization for Cub Scout Pack 122. The H.S.A will select a Chartered Organization Representative for the Pack, review the Pack's finances annually, and allow the Pack to use the H.S.A tax ID number for purchases to which it may apply.

Section 2.

- a. The Chartered Organization Representative (COR) shall act as the liaison between the H.S.A and Cub Scout Pack 122. This individual is also the H.S.A's contact with the Cub Scout district committee and the local Boy Scout council.
- b. The COR is required by the Boy Scouts of America to be at least 21 years old, a member of the H.S.A, and may not be the Cub Scout Pack leader or assistant Pack Leader. The COR must be registered as an adult leader of the BSA.
- c. The Chartered Organization Representative shall be nominated by the co-presidents and approved by the H.S.A Membership at the Last Meeting of the School Year. The COR shall assume official duties at the close of the Last Meeting of the School Year and shall serve for a term of one (1) year and/or until their successors are elected. The COR may serve for multiple terms.
- d. The responsibilities of the COR include:
 - Help select the right leadership for the Cub Scout Pack.
 - Promote well-planned, quality Pack programs, including outdoor programs, advancement, and recognition.
 - Serve as a liaison between the Cub Scout Pack and the H.S.A.
 - Promote the recruiting of new members.
 - Help with the Cub Scout Pack charter renewal.
 - Suggest Good Turns to benefit the H.S.A.
 - Cultivate organization leaders, and encourage necessary training of existing and new leaders.
 - Use approved Cub Scout Pack finance policies.
 - Cultivate resources to support the H.S.A.
 - Represent the H.S.A at the council level.