

## Beaumont Home and School Association By-Laws

### **I. Name**

The name of the organization is the Beaumont Home and School Association (hereafter referred to as the "Association"). Membership includes all parents and guardians of the children who attend Beaumont Elementary School and all faculty and administration of Beaumont Elementary School, Tredyffrin/Easttown School District (hereafter referred to as Beaumont).

### **II. Purpose**

The purpose of the Association is to support and enrich the elementary educational experiences of each child who attends Beaumont Elementary School. The Association promotes a close relationship and spirit of cooperation between the families and caretakers of each student and the faculty and administration of Beaumont Elementary. The Association may also provide Beaumont Elementary additional property, equipment, supplementary materials and provide for school community events and cultural arts programs to enhance students' elementary education and experience.

### **III. Address of Registered Office in Pennsylvania**

The address of the Association is Beaumont Elementary School, 575 Beaumont Road, Devon, PA 19333, Chester County.

### **IV. Board of Trustees**

The Board of Trustees shall be the same persons who are the Executive Officers.

### **V. Executive Officers**

The Executive Officers are the **President**, the **First Vice-President**, the **Second Vice-President**, the **Vice-President of Communications**, the **Treasurer**, the **Assistant Treasurer**, and the **Secretary**. Any member of the Association may serve as an officer without regard to any position previously held. The Executive Officers may also be a regular member of any committee. No person should serve more than two consecutive years in the same office with the exception of the Vice-President of Communications which will not have a term limit.

#### **The duties of the Executive Officers are as follows:**

1. The **President** is responsible for the overall operation of the Association and chairs all Association meetings. The President may be a non-voting member of any committee by virtue of her/his office of President (i.e. ex-officio). The President has the power to sign checks. The President and

the First Vice-President are the only individuals authorized to sign contracts on behalf of the Association.

2. The **First Vice-President** assists the President in any areas requested and chairs any meetings that the President is unable to attend. The First Vice-President is responsible for the overall operation of all committees. The First Vice-President will serve as the volunteer coordinator and is responsible for soliciting and organizing the volunteers for the various fundraisers and activities. The First Vice President may be a non-voting member of any committee by virtue of her/his office of First Vice-President (i.e. ex-officio). The First Vice-President must review the books of accounts at the end of the school year. The First Vice-President shall solicit an independent person to review books of account every twelve to twenty-four months. The First Vice-President and the President are the only individuals authorized to sign contracts on behalf of the Association.
3. The **Second Vice-President** will serve as the homeroom parent coordinator facilitating the selection process and overseeing their responsibilities and communications.
4. The **Vice President of Communications** is responsible for disseminating information to the Association. This includes publishing the weekly e-mail blast. The Vice President of Communications is also responsible for the maintenance of the HSA website.
5. The **Treasurer** is responsible for handling monthly transactions, for providing financial reports at each monthly meeting, and for producing any required tax forms. The Treasurer is responsible for the collection and counting of funds at fund raising events. The Treasurer has the power to sign checks along with the President and the Assistant Treasurer. Each year the Executive Committee decides when more than one signature is required on checks. The Treasurer will take office at the completion of the fiscal year.
6. The **Assistant Treasurer** is responsible for assisting the Treasurer in all the duties of the Treasurer and is the direct recipient of all bank statements and other related statements. The Assistant Treasurer also has the power to sign checks.
7. The **Secretary** is responsible for recording the minutes of all Association and Executive Board meetings. The Secretary provides all minutes of the meeting to all members of the Executive Committee prior to the next meeting. A copy of the minutes is to be placed on the Association's bulletin board in the school.

## **VI. The Executive Committee**

The Executive Committee consists of the Principal, and one or more Faculty Representatives, the Executive Officers, the Committee Chairpersons, and the Fundraiser/Event Chairpersons. The Executive Officers, the Committee Chairpersons, and the Fundraiser/Event Chairpersons serve for a minimum of one year, June 1<sup>st</sup> to May 31<sup>st</sup>. Any member of the Association may become a member of the Executive Committee

without regard to any position previously held, but should only serve as an officer or a chair during the same period.

The list of committees and fundraisers/events can be found in the Beaumont School Directory. The Executive Committee may add/delete committees and/or fundraisers/events when it is necessary to promote the objectives of the Association.

## **VII. Meetings**

The meetings of the Association are held once a quarter or as necessary. The dates and times of the monthly meeting will be published in the annual Beaumont calendar. Notification of the changes in meeting dates and times is published in the school e-mail blast.

The June meeting of each year shall be the Annual Meeting.

A quorum is the minimum number of persons present to hold and to transact business in a meeting. For the Association, a quorum consists of two Executive Officers and eight or more members of the Association.

Special meetings may be called by the President or by a petition of any ten members of the Association.

Any business brought to vote is passed by a simple majority of those members present and voting, except amendments to the by-laws. The Secretary tabulates any votes taken.

## **VIII. The Nomination and Election of Executive Officers**

All the Executive Officer positions are open to the Association membership at large.

The nomination and election process of Executive Officers is as follows:

1. Solicitations are made to all Association members for nominations for the Executive Officers through the weekly e-mail blast, twice consecutively beginning in February. All members of the Association are encouraged to participate. A member may nominate her/himself or another member of the Association.
2. The Board of Trustees collects the incoming nominations in order to fill the Executive Officer positions. In March, they then compile a slate of one candidate for each Executive Officer position. Only persons who have given their consent to the Board of Trustees may be named to the slate. If multiple candidates are nominated for any Executive Officer position, the Board of Trustees must choose the sole candidate for that position. Two or more people may not share an Executive Officer position.

3. The slate shall be published in the weekly e-mail blast and a hardcopy sent home to each family before the spring meeting.
4. The Board of Trustees announces the officers at the spring meeting. The ballot of officers is sent home by student book bag. Ballots are to be returned within one week to count the votes. Additional nominations for Executive Officers can be written on the ballot. Only one ballot per Beaumont household.
5. The slate is elected to their position by majority vote of ballots returned. The Board of Trustees tallies the ballots and announces the Executive Officers before the end of the Annual Meeting.

## **IX. The Nomination and Selection of Committee/Fundraiser/Event Chairpersons**

In March, the First Vice-President names a Nominating Committee consisting of at least six other members of the Association. These Nominating Committee members should be selected from a broad geographical distribution and grade representation.

The Nominating Committee is responsible for filling chairperson positions for Committees/Fundraisers/Events.

The process of nominating and selecting Committee/Fundraisers/Event Chairpersons is as follows:

1. Solicitations should be made of all Association members for nominations for Committees/Fundraisers/Events chairpersons in the school e-mail blast, twice consecutively beginning in April. All members of the Association are encouraged to participate. All responses and nominations should be returned to the First Vice President, who heads the Nomination Committee.
2. The Nominating Committee collects all incoming nominations in order to fill the Committees/Fundraisers/Events chairperson positions. They then compile a list of one or more candidates for each chairperson position. Only persons who have given their consent to the Nominating Committee may be named as a chairperson for a Committee/Fundraiser/Event.

If multiple candidates are nominated for any chairperson position, the Nominating Committee should discuss with the nominees the possibility of co-chairing. After talking to the nominees, the Nominating Committee must then decide who is/are the candidate(s) for the position.

Once the chairperson list is determined, all nominees for these positions should be notified with the results within two weeks of filling the position.

3. The slate shall be published in the weekly e-mail blast and a hard copy sent home to each family in April. Ballots are to be returned within one

week. The Nominating Committee fills the chairperson positions using the returns from the e-mail blast solicitation and hard copy ballots. Only persons who have been contacted for their consent by the Nominating Committee may be named as a chairperson.

4. The list of chairpersons should be published in the e-mail blast before the end of the school year.

## **X. Income/Expenses**

1. If necessary, membership dues for the Association can be assessed and determined annually at an Association meeting.
2. Fundraisers are held to the extent necessary to meet budgetary needs and to further the goals of the Association.
3. All outgoing funds must comply within the budgeted amount. Prior approval must be obtained for items not within the budgeted amount. Prior approval can be gained by:
  - a. Approval by at least three Executive Officers (this action must be present at the next Association meeting.) Or:
  - b. Majority vote of those members present at an Association meeting.

## **XI. Budget**

Prior to the June meeting, the outgoing President chairs and names the Capital Budget Committee. The outgoing President solicits input from the existing Executive Committee, the incoming Executive Committee and reviews any budget recaps submitted by outgoing Committee/Event/Fundraiser chair people. Outgoing chair people are given an opportunity to provide input for the line items in the budget that pertain to that committee. Both Executive Committees vote and approve the new budget for upcoming fiscal year.

The budget contains both income and expense items and is based on a fiscal year starting September 1 and ending August 31<sup>st</sup>.

The budget is submitted for a vote at the June meeting.

## **XII. Executive Committee Vacancies**

If a vacancy for an Executive Officer or Committee/Fundraiser/Event Chairperson should occur, the President shall appoint a replacement from the membership to serve out the unexpired term.

If a vacancy should occur in the office of President, the First Vice-President assumes the duties of the President for the remainder of the term.

### **XIII. Limitation of Executive Committee's Liability**

No member of the Executive Committee shall be personally liable for monetary damages as such for an action taken or any failure to take an action unless: (a) the member has breached or failed to perform the duties of his/her office under Section 8363 of the Pennsylvania Director's Liability Act (relating to standard of care and justifiable reliance), and (b) the breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness; provided, however, that the provisions of this by-law shall not apply to the responsibility or liability of a member pursuant to local, state, or federal law. This amendment shall be applicable to any action taken and any failure to take action on or after January 27, 1987.

### **XIV. Amendments or Revisions to the By-Laws**

Proposed changes to the By-Laws must be presented at a regular meeting for open discussion. If necessary, a By-Laws Committee will be formed to analyze and review the issues proposed. All meetings of the By-Laws Committee are open to all Association members.

The By-Laws Committee should report back at a regular meeting of the Association. These changes must be publicized in the e-mail blast and a notice given for the meeting date and time for the vote of the Association. This notice must be given at least ten days prior to the vote. The vote of the Association must be at least two-thirds in agreement of those present.

### **XV. Amendments to Articles of Incorporation**

The Articles of Incorporation may be altered, amended, or repealed by a majority vote of the Executive Committee unless the amendment constitutes a provision that must be submitted to the membership according to the state law. This vote may be taken at any regular or special meeting duly convened after notice to the Executive Committee or the general membership, of the purpose of the vote.

Adopted 02/03/2008

Amended 06/04/2014