

# **THE 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 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: exclusively beneficent and educational, and includes the promotion of a close relationship, understanding and cooperation between the family and other persons involved with the home life of students at Beaumont and the faculty and administration of Beaumont in order to benefit, enhance, support and enrich the elementary educational experiences of each child and the families of children attending Beaumont. The Association may also provide additional property, equipment and materials to Beaumont for the purpose of enhancing the elementary education.

## **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 **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.

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 serves as chairperson of the Budget Committee. The President and the Treasurer 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, chairs any meetings that the President is unable to attend, and serves as the Association's representative at the Tredyffrin/Easttown School Board Meetings. The First Vice-President reports back to the Association on the proceedings of these School Board meetings. The First Vice-President must review the books of accounts at the end of the school year.
3. The **Second Vice-President** is responsible for the overall operation of fundraisers. The Second Vice-President may be a non-voting member of any fundraising committee by virtue of her/his office of Second-Vice President (i.e. ex-officio). The Second Vice-President serves as Chairperson of the Nomination Committee and presents the slate of Executive Officers at the annual election in April.
4. The **Treasurer** is responsible for handling financial 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 and the President are the only individuals authorized to sign contracts on behalf of the Association.

5. 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.
6. The **Secretary** is responsible for recording the minutes of Association 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, 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 period of one year, June 1 to May 31. 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 fundraiser/events when it is necessary to promote the objectives of the Association.

## **VII. MEETINGS**

The meetings of the Association are held once a month or as necessary. The dates and times of the monthly meetings will be published in the annual Beaumont calendar. Notification of the changes in meeting dates and times is published in the annual Beaumont calendar. Notification of the changes in meeting dates and times is published in the school newsletter, "Bear Facts."

The May 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 other members of the Association.

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

Any business brought to a 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**

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

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

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

1. Solicitations are made of all Association members for nominations for the Executive Officers through the school newsletter, "Bear Facts," twice consecutively beginning in February. All members of the Association are encouraged to participate. A member may nominate her/him self or another member of the Association.
2. The Nominating Committee 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 Nomination Committee may be named to the slate.

If multiple candidates are nominated for any Executive Officer position, the Nominating Committee must choose the sole candidate for that position. Two or more people may not share and Executive Officer position.

3. The slate shall be published in the "Bear Facts" before the April meeting.
4. The Nomination Committee announces the officers at the April 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 in on the ballot. Only one ballot per Beaumont Household.
5. The slate is elected to their position by majority vote of ballots returned. The Nominating Committee 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**

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

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

1. Solicitations should be made of all Association members for nominations for Committee/ Fundraiser / Event chairpersons in the school newsletter, the "Bear Facts," twice consecutively beginning in April. All members of the Association are encouraged to participate.
2. The Nominating Committee collects the incoming nominations in order to fill the Committee/ Fundraiser / Event chairpersons 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 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 Nominating Committee fills the chairperson positions using the returns from the "Bear Facts" solicitation. Only persons who have been contacted for their consent by the Nominating Committee may be named as a chairperson.
4. The Nominating Committee should aim to fill these positions by May 31.
5. The list of chairpersons should be published in the "bear Facts" 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. Committee/ Fundraiser / Event chairpersons Prior approval must be obtained for items not within the budgeted amount. Prior approval can be gained by
  - A.) Approval by at least three of the 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 incoming president chairs and names the Budget Committee. The incoming President solicits input from the incoming Executive Committee. Each incoming Committee/ Fundraiser / Event chairperson provides input for the line item(s) in the budget that pertains to that committee.

The budget contains both Income and Expense items and is based on a fiscal year starting September 1 and ending August 31.

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 un-expired term.

If a vacancy should occur in the office of President, the First Vice-President assumes the duties of 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 any action taken or any failure to take any 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 constituents 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 any 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 "Bear Facts" 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.

5/5/02