

BY-LAWS
Of
TITUS HOME & SCHOOL ASSOCIATION, INC.
Florence D. Titus Elementary School
2333 Lower Barness Road
Warrington, PA 18976

Article 1

Offices and Fiscal Year

SECTION 1.01: Principal Office—The name of this organization is Titus Home & School Association, Inc. The principal office of the Association shall be located at 2333 Lower Barness Road, Warrington, Pennsylvania 18976. The Association shall have and continuously maintain in the Commonwealth of Pennsylvania a registered office, which shall be the same as its principal office.

SECTION 1.02: Fiscal Year—The fiscal year of the Association shall begin on August 1st of each year. This is to coincide with our IRS fiscal year.

Article 2

Article I. Purpose

SECTION 2.01: General—The purpose of the Association is to foster communication among parents, teachers, administrators, and to build support for the educational and social development of students. In so doing, Titus Home & School Association, Inc. shall be open to new ideas and to encourage participation from all constituents.

- (a) To provide better means of communication between parents and school.
- (b) To promote the interest of Florence D. Titus Elementary School in relation to the district school board and other government authorities.
- (c) To provide an extension to educational and/or enrichment programs for the children and adults.
- (d) To encourage a sense of community and concern for all within.

Article 3

Policies

SECTION 3.01: The Association will be non-commercial, non-sectarian, and non-partisan.

SECTION 3.02: The Association will not attempt to direct the technical activities or administration of school policies.

SECTION 3.03: The Association will abide by all policies stated in the district wide policy manual #909 except the following:

- (a) Petty Cash: Can be established if the Treasurer and board deems necessary; but is not presently used.
- (b) Accounting Records: A general ledger with an account set up for each budgeted item should be maintained.

- (c) Cash Payments: Are acceptable but must be supported by legitimate receipts approved by the Treasurer and President.

Section 1.01 Article 4

Membership

SECTION 4.01: Qualifications—All members of the Association must be a parent of a child attending or a teacher providing instruction at Florence D. Titus Elementary School.

SECTION 4.02: Publication—these by-laws shall be published and made available, by the Corresponding Secretary, for the members of the Association at the first scheduled General Meeting. Each Executive Board member shall receive a copy of these by-laws at the beginning of each school year.

Article 5

Executive Board

SECTION 5.01: Board Composition

There should be seven positions and nine officers to this board. The positions are as follows:

- 1) Principal
- 2) President
- 3) Vice President /Co-Vice President
- 4) Treasurer / Assistant Treasurer (optional)
- 5) Recording Secretary
- 6) Staff Representative (Primary)
- 7) Staff Representative (Secondary)

SECTION 5.02: Board Terms

Each board position is voted upon for a one-year term, which is expected to extend to a two-year commitment for the president's and treasurer's positions. Co-positions in the remaining positions do not automatically assume a two-year commitment, but officers are free to run for a co-position for a second year. At the end of the second year, that individual may run for another office or choose not to run for another officer's position, but they may not retain the same position for a third year. Ideally, the two positions would not change at the same time, but effectively, this could occur. The first year, the co-officer would expect to learn and assist and in the second year he/she would act as the lead officer.

SECTION 5.03: Presidency - shall consist of the following duties:

- (a) Have the responsibility and authority, with the right to delegation, for overseeing the operations of the association.
- (b) Preside at all executive and general membership meetings of the Association
- (c) Shall oversee all duties in the by-laws, assigned by Association or Executive Board and coordinate all work of Executive Board and Committees to achieve the promoted objectives.
- (d) Be responsible for addressing concerns with non-board members and sharing that communication with the board.
- (e) Assume responsibility for keeping and maintaining an annual binder that records the summaries prepared by all chairpersons for each event or activity.

- (e) Should make sure that these materials are organized for the following year and are passed on to the following executive board.
- (f) Preside over officer nominee validation.

SECTION 5.04: Vice President - Duties are as follows:

- a) Preside in the absence of the president and assist the president with matters affecting the Association.
- b) Assist the co-vice president with Winter Enrichment.
- c) Review all bank statements quarterly.

SECTION 5.05: Co-Vice President - shall consist of 1 person. Duties are as follows:

- (a) Preside in the absence of the Vice President and assist the President with matters affecting the Association.
- (b) Be responsible for Winter Enrichment.
- (c) Oversee annual acquisition of playground equipment.

SECTION 5.06: Recording Secretary - shall consist of 1 person. Duties are as follows:

- (a) Keep minutes and attendance of the Executive and General meetings and distribute these minutes at the next meeting. Keep an updated file of these minutes to be placed in the Home and School Association records.
- (b) Notify Executive Board members of board meetings

SECTION 5.07: Treasurer - shall consist of one treasurer and one assistant treasurer. Duties are as follows:

- (a) Shall have charge of all funds from the membership and functions of the Association.
- (b) Will pay bills and keep accurate records of receipts and expenditures.
- (c) Shall present a statement of finances at each scheduled meeting.
- (d) Shall work with the executive board in preparing a yearly budget, providing historical information on past income streams and expenditures.
- (e) Shall maintain financial records of the receipts and expenditures in such a manner that they may be may be audited at the end of each fiscal year.
- (f) Responsible for working with the board-selected accountant and to assist in the preparation and filing of (1) all sales tax revenue collected with the PA Department of Revenue on January 20 of the following calendar year and (2) any and all federal informational returns with the Internal Revenue Service under Section 501© required of a non-profit charitable entity, including, but not limited to the Return of Organization Exempt from Income Tax 990, 990 EX, or any other form or communication the IRS would deem necessary for the organization to comply with the annual financial reporting.
- (g) Will make deposits of all funds into the appropriate financial institution as directed by the Executive Board.
- (h) Adhere to School District policies on money management.
- (i) Will ensure that all startup money is provided for every Home & School event that requires startup funds.

SECTION 5.08: The Principal—The current principal in office at Florence D. Titus Elementary School.

- (a) In the principal's absence, another staff member may assume responsibly.

SECTION 5.09: The Staff Representative -The Staff representative shall:

- (a) Act as the delegate for the staff of Titus Elementary School.
- (b) Represent the Titus Elementary professional and support staff and work in conjunction with the Home & School Association.
- (c) Report out to the general membership at meetings regarding school happenings, etc.
- (d) Other duties as may be delegated to that office.

SECTION 5.10: Responsibilities and Qualifications of the Executive Board

- (a) Manage the business and affairs of the Association, exercise all the powers and privileges as well as perform all duties / obligations of the Association as set forth herein.
- (b) Shall consist of a minimum of four elected officers working with the principal toward one purpose. A quorum of five members must be present to vote on any action. A member must be present to offer a vote. No one officer may make a decision on his or her own pertaining to the Association and its purpose. As noted in the CBSD policy 908.1, "Home and school association activities and major purchases are to be developed in executive board sessions prior to approval at the home and school association meeting."
- (c) All Executive Officers shall serve without compensation.
- (d) Any individual officer or chairperson may be removed from office or position for failure to properly fulfill the responsibilities of office by a vote of no-confidence by $\frac{3}{4}$ majority of the remaining officers. An officer may resign at any time by giving written notice to the President and School Principal. If a vacancy occurs during the year, a general election will be held so that another individual may fulfill the remainder of the term.
- (e) Officers of the Board may hold only one office at a time and serve no more than two consecutive years in the same office. However, if no member of the Association chooses to run for that position and the position would in turn become vacant; the exiting officer may remain in their office, provided they continue to be a member of the Association, until the next election.
- (f) All officers are expected to be present at all board and general meetings.
- (g) Reports of the Executive Board Meetings shall be made public at the General meetings of the Association or published in the school newsletter. They may also be made available electronically on the school website.
- (h) All meetings of the Executive Board shall be held at such times and places as may be fixed by the Executive Board. It may be necessary to conduct urgent business of the Association between regularly scheduled meetings.

Section 1.02 Article 6

Election of Officers

SECTION 6.01: Article 6 of these by-laws will be published for election clarification.

SECTION 6.02: The only required natural succession pertains to the President's positions. This Presidential succession is necessary to maintain stability on the board.

- (a) The Vice President becomes the President
- (b) In order to be considered for the vice president's position, an individual must have served a minimum of one year on the executive board in another capacity, with an expectation for two years of prior board participation as an officer.

- (c) The assistant treasurer, if the position is filled, may become the treasurer the following year.

SECTION 6.03: Members of the Association will be given the opportunity to nominate candidates for each vacant position during the first two weeks of March, noting the incumbents who desire to remain in office by running again. These nominations will be solicited through the final February school newsletter.

SECTION 6.04: All nominees must be members of the Association.

SECTION 6.05: Nominations must come with the approval of the individual being nominated, and will be published in the April Newsletter.

(a) Validation is made by a president contacting each nominee to insure their willingness to hold office.

SECTION 6.06: An election will be held at the Spring Home & School Meeting

(a) Anyone who wishes to vote must attend the May meeting and cast their vote.

SECTION 6.07: The votes will be tallied and the elected officers will be announced at the May meeting. The new officers will be invited to the June Executive Board Meeting.

Article 7

Meetings

SECTION 7.01: There will be scheduled general meetings, scheduled at the discretion of the executive board.

SECTION 7.02: The Executive Board shall meet monthly during the school year at an appointed time as the principal can attend, skipping meetings when feasible, i.e., December.

SECTION 7.03: The general meeting in spring will be the annual meeting at which time the annual reports will be received.

SECTION 7.04: A member of the Executive Board will attend Parent Advisory and President's Meetings. As stipulated by the superintendent's office, these Parent Advisory participants change annually.

Article 8

Parliamentary Authority

SECTION 8.01: Any matters coming before the Association which are not covered by these by-laws shall be decided upon according to the Central Bucks School District's Policy and Procedure rule book.

Article 9

Fundraising and Committees

SECTION 9.01: Ways and Means—The Executive Board shall study all proposals for raising funds, shall direct all fundraising activities, and shall turn over all proceeds from such activities to the Treasurer or President.

SECTION 9.02: Committees—will be headed by a chairperson or persons

- (a) The Executive Board is responsible for interpretation of policy as related to committee functions.
- (b) Committee chairperson must report ongoing progress and plans to the Executive Board for approval.
- (c) Committee chairs shall inform the Vice President of the time and place of all committee meetings.
- (d) All committees shall be responsible to operate within the budgeted amounts as approved by the majority vote of the Executive Board.
- (e) All information pertaining to a committee must be available upon request to the Executive Board.
- (f) Committee chairperson is responsible for recruiting a team of available volunteers to perform the various tasks of the activity in which they are chairing.
- (g) Committee chairperson is responsible for creating an acceptable accounting of monies spent and received (electronic spreadsheet preferred) and turning it in with all funds and receipts obtained to the Treasurer or President.
- (h) Committee chairpersons should attend the General meeting prior to their function to present accurate reports of plans and estimated expenditures. Committee chairs should attend the general meeting following their activity to present an accurate report of the committee's activities, expenditures, and profits.
- (i) All chair people are to provide a written summary of their event for inclusion in the annual binder to be passed on to future chairs as a reference tool.

Article 10

Amendments

SECTION 10.01: A proposal must be submitted to the executive board or be initiated by the executive board at least one week prior to the next newsletter. A majority of all executive board members must recommend the amendment to the general population at the next general meeting.

SECTION: 10.02: The by-laws may be amended at any meeting of the general membership of the association by the majority vote of members present. Notice of the proposed amendment must have been included in the school newsletter preceding the general meeting.

SECTION 10.03: By-laws shall be reviewed by the Executive Board every year and any necessary revisions made according to articles 10.01, 10.02, and 10.03.

Adopted this 9th Day of February 2016.

By the Titus Home & School Association, Inc.

Attest Signatures:

Association President

Association Vice President

Association Co-Vice President

Association Recording Secretary

Association Treasurer

Association Assistant Treasurer

Association Staff Representative

Association Staff Representative

Principal of F. D. Titus Elementary