

HOME & SCHOOL ASSOCIATION BY-LAWS
BRIDGE VALLEY ELEMENTARY
Furlong, Pennsylvania 18925

ARTICLE I. ORGANIZATION NAME & OFFICES

The name of this organization shall be Bridge Valley Elementary Home & School Association (HSA). The principal office of the HSA shall be located at 2280 Sugar Bottom Road, Furlong, Pennsylvania 18925.

ARTICLE II. OBJECTIVES AND POLICIES

Section A. The primary purpose(s) of the Home and School shall be to:

1. foster communication among parents, teachers, and administrators
2. build support for the educational and social development of students
3. support the educational efforts of the professional staff through volunteering
4. support the efforts of the school's student council
5. receive and maintain a fund of money to use, apply, expend, disburse or donate exclusively for charitable and educational purposes.

Section B. The HSA shall be non-commercial, non-sectarian, and non-partisan; no part of the activities of the HSA shall consist of carrying out propaganda, or otherwise attempting to influence legislation, or participating or intervening in any political campaign on behalf of any candidate for public office.

Section E. The HSA is organized exclusively for charitable purposes. In furtherance of said purpose, to exercise any and all other acts such as are permitted to an association organized exclusively for charitable purposes within the meaning of Section 501 (C)(3) of the 1954 Internal Revenue Code (or the corresponding provisions of future laws). The purposes of the HSA are exclusively for charitable purposes. In pursuing such purposes, the HSA shall not act so as to impair its eligibility for exemption under Section 501 (C)(3) of the Internal Revenue Code of 1986, as amended.

Section F. Fundraising activities will be held in accordance with District policies. No part of the net earnings of the HSA shall benefit any member or officer of the HSA. No HSA member shall benefit from any HSA fundraiser.

Section G. The HSA shall not seek to direct the administrative activities of the school or to control its policies.

Section H. In accordance with district administrative guidelines, written
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ARTICLE III. FISCAL YEAR

The fiscal year of the HSA shall begin on July 1 and end on June 30 of the subsequent year. The books and records of the HSA shall be maintained on a cash basis.

ARTICLE IV. MEMBERSHIP

All parents or guardians of children enrolled at Bridge Valley Elementary School and all administrators and staff members of Bridge Valley Elementary School are members of the HSA. All members shall be eligible to vote at the general meetings.

ARTICLE V. EXECUTIVE BOARD

Section A. The Executive Board of the HSA shall be comprised of the Principal, the Assistant Principal, a staff representative, and five elected officers: a President, Assistant President, Treasurer, Assistant Treasurer, and Secretary.

Section B. Each term of office shall be for two years. An official can hold office for a maximum of two consecutive terms. The term of office shall be no longer than four years in the same office. The office of President will exist as Assistant President in the first year of the first term and President in subsequent years of consecutive service in the office.

Section C. The officers including shall be elected at the last general meeting. All officers shall assume the duties of their respective offices on July 1 of the year in which they were elected.

Section D. In the event of a vacancy on the Executive Board between annual elections, the vacancy shall be filled by appointment by the Executive Board.

Section E. Duties of the officers:

1. The President and Assistant President shall:
 - a. Have the responsibilities and authority, with the right of delegation, for overseeing the operations of the HSA.
 - b. Be the official liaison and spokespersons between the HSA and any other body, and shall have the right to delegate this authority when warranted.
 - c. Preside at all meetings of the HSA and the Executive Board.
 - d. Appoint heads of all committees, subject to Executive Board approval.
 - e. Be an ex-officio member of all committees.
 - f. Other duties as may be delegated to that office.
2. The Assistant Treasurer shall:
 - a. Act as an aide to the Presidents.
 - b. Perform the duties of the Presidents in the absence of those officers.
 - c. Move up to the office of Assistant President if the current Assistant President or President must leave that office.
 - d. Receive all monies of the HSA in such a manner that it may be audited at the end of each fiscal year.

- e. Make deposits of all funds into the appropriate financial institution as directed

the fall general membership meeting of the fiscal year, to compile the calendar of activities, and to transact the business of the HSA between the general meetings.

Section G. Meetings of the Executive Board shall occur as needed, but at least once between general meetings at the discretion of the President(s) and the school Principal/Assistant Principal. The school Principal/Assistant Principal shall be present at all Executive Board meetings.

Section H. At meetings of the Executive Board, any individual item acted on may have a limit of \$500.00 (five hundred dollars). Items costing more than \$500.00 (five hundred dollars) must be acted on b 612 792 reWB/F4 11.04 Tf1 0 0 1 235.01 633.82 Tm0 g0 G[)TJETEMC /Sp

be submitted in writing to a member of the Executive Board at least one week prior to the regular monthly HSA general meeting. At the discretion of the Executive Board, a vote on any fiscal matter may be delayed until the next HSA general meeting.

Section C. The Executive Board shall meet at least once between general meetings at the discretion of the Presidents and Principal/Assistant Principal.

Section D. Special membership meetings may be called by the Executive Board or petitioned by 10 (ten) members of the HSA. Such meetings are to be publicized to all members with at least one week's notice.

Section E. The final meeting of the school year shall be the Annual Meeting, at which time projected balance shall be received. The Home & School may choose to hire, at their expense, a professional accountant to conduct a review of the financial records on an as-needed basis. This review must be voted on and approved by a majority vote at the final general membership meeting of the school year.

Section F. A quorum at any meeting shall consist of one-half of the Executive Board and at least one general member (non-administrative or non-facult

foundation, or corporation organized and operated exclusively for the purposes specified in Section 501 (C)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue Law).

Adopted this 23rd day of February 2022, by the Bridge Valley Elementary Home & School Association.

ATTESTED BY:

Ms. Kristina Satterfield
President

Mr. Mark Hoff
Assistant President

Ms. Victoria Rusay
Assistant Treasurer

Ms. Danielle Preston
Treasurer

Ms. Heather Howard
Secretary

Ms. Kate Tate
Staff Representative

Mr. Kevin Cochran

Ms. Kate Deibert