

BY-LAWS OF

ROLLING HILLS HOME AND SCHOOL ASSOCIATION

ARTICLE I: NAME

The name of this corporation shall be Rolling Hills Home and School Association, Holland, PA.

ARTICLE II: OBJECTIVE

The objective of the Rolling Hills Home and School Association shall be:

To foster the continued cooperation and communication between home and school for the growth, education and overall welfare of the children and community.

ARTICLE III: BASIC POLICIES

Section 1:

The objective of the corporation shall be promoted through programs and services directed toward parents, teachers and general public, and shall be governed and qualified by the basic policies set forth in this Article.

Section 2:

This corporation shall be non-commercial, non-sectarian and non-partisan. It shall not endorse a commercial enterprise or a candidate. The name of the corporation, or the names of any members in their official capacities shall not be used in any connection with a commercial concern with any partisan interest, or for any other purpose than the regular business of the corporation.

Section 3:

This corporation shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

Section 4:

This corporation shall seek neither to direct the administration activities of the school, nor to control its policies.

Section 5:

This corporation may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative make no commitments that bind the group he/she represents.

Section 6:

This corporation is perpetual. However, in the event of dissolution of this corporation, the assets of the organization shall be distributed at the discretion of the existing Executive Board. This will be in accordance with Section 501 © (3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1:

Any person interested in the objective of Article II who is willing to subscribe to these by-laws, may become a member upon payment of dues as hereinafter provided.

Section 2:

The amount of the annual dues shall be reviewed and voted upon each May at the Annual Meeting. The total amount shall be made available for the exclusive use and benefit of the corporation.

Section 3:

The Chairperson of the Membership Committee shall manage the members on the Home and School database. The Home and School Board shall also have access to view the database.

Section 4:

An annual enrollment of members shall be conducted. Additional members shall be accepted at any time. Membership shall be valid through June 30th of the current school year.

Section 5:

Only members of this corporation shall be eligible to participate in its business meeting or to serve on its elective or appointed positions.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1:

- (a) The Officers of this corporation shall be a President, Vice President/Membership, Vice President/Communications, Secretary, Treasurer, Fundraising.
- (b) Officers shall be elected annually in the month of April. President, Vice President/Membership and Vice President/Communications shall be elected in April of even years and Secretary, Treasurer and Fundraising shall be elected in the off years. Official introduction to the school community will be at the May board meeting.
- (c) Officers shall assume their official duties on July 1st and shall serve for a term of two years or until their successors are elected.
- (d) No person shall be eligible to serve more than two consecutive terms in the same office unless no other qualified member, as set forth in these by-laws, is nominated for that office.

Section 2:

- (a) There shall be a Nominating Committee composed of three people, with one serving as Chairperson.
- (b) Announcement of the forming of the Nominating Committee and the acceptance of nominations shall begin 30 days in advance of election. A slate shall be announced to General Membership one week prior to voting.

- (c) Officers shall be elected by a secret ballot, distributed to the attending membership in the month of May.
- (d) Only those members who have attended a minimum of four monthly meetings in an academic year and have consented to serve if elected, shall be eligible for nomination, either by Committee or from the floor.
- (e) Should only one candidate be nominated for an office, election may be by voice of the attending members present at the regular May meeting.
- (f) In the event that no qualified member is nominated for a position, and no one is qualified as set forth in Article V, Section 1 (d), nominating criteria may be amended by the Executive Committee.

Section 3:

A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Executive Committee, as set forth in this article, due notice of such election having been given. In case a vacancy occurs in the Office of the President, the Secretary shall service notice of the election.

Section 4:

An officer, elected or appointed, may be removed by a majority of the Executive Committee whenever it is deemed as the best interest of the corporation. Any vacancy shall be filled in the accordance of section 3 of this Article.

ARTICLE VI: DUTIES OF OFFICERS

Section 1:

- (a) The President shall preside at all meetings of the Corporation and of the Executive Committee and shall be a member ex officio of all committees, except the Nomination Committee and shall perform all other duties usually pertaining to the office. The President shall also act as a liaison to the Principal and the Teacher Representative. Coordination of RHE calendar of events for all activities.
- (b) The Vice President/Membership shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve. The VP Membership shall also oversee the annual membership drive and the organization of volunteers. They shall maintain the database of Rolling Hills Families and assist other members of the Executive Committee when they need database information. The VP Membership shall act as an outreach to new families and students throughout the year and can be assisted by the President.
- (c) The Vice President/Communications shall maintain the online presence and social media communications with the Rolling Hills Community. They will also support the President with the newsletter and all correspondence as directed by the President to the General membership.

Section 2:

The duties of the Secretary shall be to keep an accurate record of all meetings of the corporation and shall perform such other duties as may be designated to him/her. Duties would include written correspondence on behalf of the Board and submission of building usage forms. They shall also maintain all communications with Homeroom Representatives.

Section 3:

- (a) The Treasurer shall receive all monies of the corporation, shall keep an accurate record of all receipts and expenditures and shall pay out local funds only in such manner as authorized by the Corporation and the Executive Committee. The Treasurer shall present a statement of account at every meeting of the Corporation and at the other times when requested by the Executive Committee and shall make a full report at the annual meeting. See Article XII for more details.
- (b) The Treasurer shall make available all financial records to any member upon request.

Section 4:

The duties of Fundraising shall be to oversee all fundraising events and assist in recruiting committees that will chair specific events. Additionally, they will help oversee passive fundraisers. He or she will work with the board to develop and execute clearly defined fundraising goals on an annual basis.

Section 5:

All board members are asked to help with other board responsibilities should a position not be filled or should a board member need assistance with certain tasks.

ARTICLE VII: MEETINGS

Section 1:

- (a) Regular meetings of the Corporation shall be held during the school year on a monthly basis.
- (b) Special meetings may be called by the Executive Committee with five days' notice.
- (c) The Annual Meeting shall be in May.
- (d) The privilege of holding office, introducing motions, debating and voting shall be the privilege of members whose current dues are paid. All officers are encouraged to attend monthly meetings and special meetings as needed.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1:

The Executive Committee shall consist of the Officers of the Corporation and the Principal of the school.

Section 2:

Its duties shall be to transact necessary business between Corporation meetings and such other business as may be referred to by the Corporation; to create standing committees, to present a report at the regular meetings of the Corporation, to approve for presentation to the Corporation a budget for the fiscal year and to approve routine bills within the limit of the budget.

Section 3:

Regular meetings of the Executive Committee shall *generally* be held the second Tuesday of each month. At a working meeting of the Executive Committee, a majority shall constitute a quorum. The President or a majority of the Members of the Committee may call special meetings of the Executive Committee.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

Section 1:

Such standing committees shall be created by the Executive Committee as may be required to promote the objectives and interests of the Corporation. The Officers of the Corporation shall select the Chairperson of the Standing Committee. Standing Committees are also known as Committee Chairpersons or Event Chairpersons.

Section 2:

Chairperson of the Standing Committee shall present plans of work to the Executive Committee and no work shall be undertaken without the approval of the Executive Committee.

Section 3:

The power to form special committees and appoint their members rests with the Corporation. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is completed and its final report is accepted or adopted.

ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rule of Order Revised shall govern this Corporation in all cases to which they are applicable and in which they are not in conflict with these by-laws.

ARTICLE XI: ARTICLES OF ORGANIZATION

Section 1:

- (a) These by-laws which may be amended at any regular meeting of the Corporation by a majority vote of the members present and voting, provided written notice of the proposed amendments shall have been given at least thirty days beforehand.
- (b) A committee may be appointed to submit a revised set of amendments only by a majority vote at a meeting of the Corporation, or by a two-thirds vote of the Executive Committee. The procedure for action on amendments in Section 1 (a) should then be followed.

ARTICLE XII: TREASURY

Section 1:

- (a) The current treasury of the local corporation shall be discussed by the Executive Committee in May for the following year's budget.
 - 1. Treasurer shall provide the Executive Committee with the current budget for the past year and a proposed budget that includes capital items and other proposed expenditures.

2. At the June or July Executive Committee meeting, the Board shall approve any changes to the proposed budget for the upcoming school year.

- (b) A checking account for long and short-term appropriations is to be maintained by the Treasurer with additional signing privileges given to the President for checks and balances. Both President and Treasurer will have bank debit cards.
- (c) The Treasurer will maintain and oversee the online sales for the corporation. Money will need to be transferred from online sales accounts to the checking account periodically by the Treasurer. The President will also have access to handle and view such transactions.
- (d) The financial records of the Association will be submitted to an independent accountant for review at least one time per year. The financial records run from July 1st to June 30th each year.

Section 2:

- (a) No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except the Corporation shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in the furtherance of Section 501 © (3) purposes.
- (b) Notwithstanding any other provisions of these articles, the Corporation shall not carry on other activities not permitted to be carried on
 - 1. by an organization exempt from federal income tax under Section 501 © (3) of the Internal Revenue Code or corresponding section of any future federal tax code or
 - 2. by an organization, contributions to which are deductible under Section 170 © (2) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE XIII: DISSOLUTION STATEMENT

Upon the dissolution of the corporation, the Board of Directors or governing staff shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all assets of the corporation 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 © (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

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