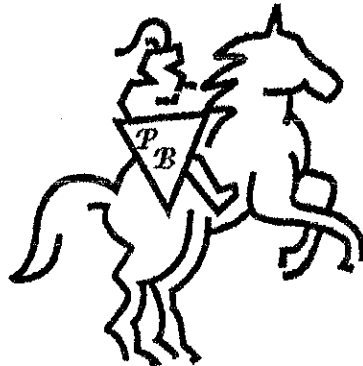


PENNBROOK  
HOME AND SCHOOL ASSOCIATION

BYLAWS  
Amended 10/11/2018



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**PENNBROOK**  
MIDDLE SCHOOL

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PENNBROOK  
HOME AND SCHOOL ASSOCIATION

BYLAWS  
Amended 03/20/2017

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# PENNBROOK HOME & SCHOOL ASSOCIATION BYLAWS

## ARTICLE I NAME

The name of this Association shall be the Pennbrook Home & School Association.

## ARTICLE II OBJECTIVES

- Section 1. To promote the welfare of Pennbrook students in the school, home, and community.
- Section 2. To provide a forum for the free exchange of ideas between home and school in order to secure the highest educational advantages for each student.

## ARTICLE III BASIC POLICIES

- Section 1. The name of the Association or the names of any members in an official capacity shall not be used in any connection with a commercial concern or with any partisan interest.
- Section 2. The name and/or the treasury to the Association shall not be committed to any action without the approval by majority vote of the members present at a general membership meeting.
- Section 3. In the event of the dissolution of the Association, no part of the assets of the Association will inure to the benefit of any member but will be distributed to organizations described in Section 170(c) of the Internal Revenue Code. It is the intention of the Association that it qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE IV**  
**REPRESENTATIVES AND MEMBERSHIP**

- Section 1. Parents or guardians of Pennbrook students and faculty members interested in the attainment of Article II of these Bylaws shall be eligible for participation in this Association.
- Section 2. The school representatives shall consist of the Principal, the Assistant Principal, and the teachers interested in serving on the Association.
- Section 3. An annual donation shall be collected during the Membership drive in the Fall of each fiscal year.
- Section 4. The donation amount shall be set by the officers of the Association.

**ARTICLE V**  
**OFFICERS AND DUTIES**

- Section 1. The Officers of the Association shall be a President, Co-President or Vice-President, Secretary and Treasurer, which are elected for a term of two years.
- Section 2. a) The President or Co-Presidents of this Association shall have served one year as an officer or board member of this Association prior to serving in this position. If the previous board membership requirement cannot be met, this requirement can be waived by a majority vote of the members present at a general membership meeting.
- b) The President or Co-Presidents shall preside at all meetings of this Association. The President or Co-Presidents shall be (a) member(s) ex officio of all committees.
- Section 3. The Vice-President shall act as aide to the President or Co-Presidents and perform the duties of the President or Co-Presidents in that officers absence. The Vice-President shall assume responsibility of taking minutes at meetings if the Secretary is absent. Attend meetings as scheduled.
- Section 4. The Secretary shall record the minutes of all meetings of the Association and shall present them at the subsequent meeting. The Secretary shall conduct such other correspondence as directed by the President or Co-Presidents.
- Section 5. The Treasurer shall have custody of all funds of the Association, shall keep a full and accurate account of receipts and expenditures and shall make disbursements approved by the Association. The Treasurer shall present a financial statement at every meeting of the Association. The Treasurer shall be responsible for the maintenance of all books of accounts and records that are subject to a review at the request of the President or Co-Presidents. The review will be performed by members who do not serve as officers of the Association. These members will be appointed by the President or Co-Presidents.
- Section 6. The President or Co-Presidents and Treasurer will be signers on the Associations checking account.

**ARTICLE VI**  
**NOMINATION AND ELECTION OF OFFICERS**

- Section 1. a) Nominations shall be made by a Nominating Committee appointed by the President or Co-Presidents. The Nominating Committee shall present at the March meeting of the Association at least one (1) nominee for each office. The consent of each nominee must be secured prior to presenting the list of nominees.
- b) Election of the officers shall be in May.
- Section 2. a) If a vacancy occurs in the office of President, it is recommended the Vice-President becomes the President until the end of the term. All other vacancies shall be filled by appointment by the President or Co-Presidents for the balance of the term with the majority vote of the members present at a general membership meeting.
- b) Officers shall assume their official duties at the close of the last meeting of the school year.
- c) Officials are elected for a term of 1 year.

**ARTICLE VII**  
**PENNBROOK HOME AND SCHOOL ASSOCIATION**

- Section 1. Duties of the Association.
- a) Promote the objectives of the Association.
- b) Transact all necessary business.
- c) Create committees as necessary.
- d) Approve the work of all committees.
- e) Approve all expenditures.
- Section 2. Meetings and Quorum
- a) Meetings shall be held on a regular basis during the school year in accordance with the school calendar.
- b) Any number of Association members present shall constitute a quorum.
- c) When voting on an issue, the majority vote of the Association members present shall carry.
- d) Roberts' Rules of Order shall apply.

**ARTICLE VIII**  
**COMMITTEES**

- Section 1. The Committees shall be established on a yearly basis by the President or Co-Presidents.

a) Standing committees at present include the following:

Coordinating Council – One representative and one alternate will share the responsibility of attending Coordinating Council meetings. This person is a liaison between our school and the school district. They report to the Home and School at each monthly meeting.

Grocery Receipts – One chairperson or persons shall introduce the program, collect, total and administer the program for redemption on behalf of the Home and School Association.

Volunteer Coordinator – Shall secure volunteers to meet the needs identified by faculty, administration, and Home & School. This person shall keep a current listing of all volunteers working at the school.

Technology Coordinator – This person or persons shall introduce the program, collect and administer the program for the Home & School Associations website.

Section 2. Ad Hoc Committees shall consist of any special activities the Association shall decide to undertake.

**ARTICLE IX**  
**AMENDMENTS**

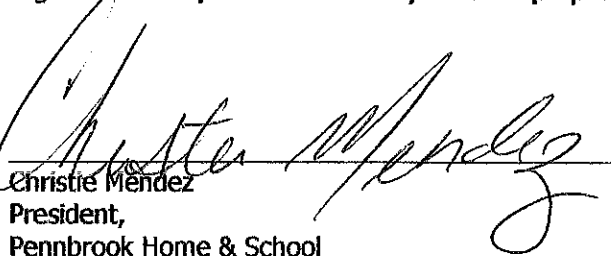
These Bylaws may be amended at any regular meeting of the Association by simple majority vote of the members present, provided notice of the proposed amendment(s) and its content have been made available to members at a previous meeting. It is recommended the Bylaws be reviewed every two years.

Pennbrook Home and School Association is a chapter of the North Penn School District Coordinating Council, Inc. established pursuant to the Pennsylvania Non-Profit Corporation Law, Section 5511. To the extent the provisions of this chapter's Bylaws conflict with the dissolution, purpose, or financial reporting requirements set forth in the Coordinating Council Bylaws, the provision of the Coordinating Council Bylaws shall prevail.


Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

  
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Christie Mendez  
President,  
Pennbrook Home & School

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11/27/18  
Date

  
\_\_\_\_\_  
Melanie Cantonese  
Treasurer,  
Pennbrook Home & School

\_\_\_\_\_  
11/27/18  
Date