

The Home and School Association
of Penn Wood High School Bylaws
Incorporated October 2015
(Revised October 2021)

Article I Name and Location

The name of this organization shall be the Penn Wood High School Home & School Association and its principal physical place of meetings may alternate between 100 Green Avenue, Lansdowne, PA 19050 and 600 Cypress Street, Yeadon, PA 19050. Meetings may also be conducted by electrical means.

Article II Purpose

The purpose of The Penn Wood High School Home and School Association will be to support the mission of (Penn Wood High School) and provide opportunities for increased parent involvement, foster occasions for financial income to support the programs and activities of the high school, and develop overall stronger connections of district family involvement.

Article III Membership

The Association shall consist of memberships and operate on a not-for-profit basis. All income of the Penn Wood High School Home & School Association shall be accounted for, devoted to and doled out as stated in Article 7 of the bylaws. Membership shall be composed of Penn Wood High School Parents, Alumni (i.e. graduates of Penn Wood High School) and honorary members who have expressed a strong interest in supporting the Home & School Association.

Article IV Dues

Association membership dues and the implementation process of collecting and accounting of said dues may be established by a vote of the membership and or shall continue as a two party system, according to pre-existing practices.

Article V Meetings and Votes

The Home & School Association will hold monthly meetings throughout the school calendar year at the predetermined location(s). Specific days, times and possibly alternating campus meeting locations shall be decided upon 30 days prior to the start

of the school year. Meeting notices will be posted on all of the appropriate Penn Wood High School communication tools and via email and or mailing listing of member contact information.

Each attending member is entitled to one vote, with the voting process facilitated by the President and governed by appropriate procedures (most notably Robert's Rules of Order (latest edition.) Members may also vote by postal mail or email, to be sent to the Penn Wood High School Association Secretary or Officers and received in a timely manner in order for their vote to be included in the decision process.

Article VI Officers

The operation and implementation of The Penn Wood High School Home & School Association shall be conducted by the following volunteer officer positions:

President (Co-president)

Vice President

Treasurer

Secretary

An annual due process of election of officers will take place. In the case of vacancy, present members will vote on (according to process) those individuals interested in serving in the available officer positions for the duration of the school year. Removal of any officer may occur due to non-performance, absenteeism and or unsatisfactory service, by majority vote of the current membership.

Article VII Financial Matters

All funds generated as income of the Home & School Association will be accounted for and deposited according to proper accounting practices. Financial requests from school staff will be reviewed and voted upon and allotted as decided by the Penn Wood High School Home and School Association board. Any remaining balance for the current year will be allocated to the following fiscal year.

Article VIII Bylaws

Officers as determined on a case-by-case basis shall make amendments to the existing bylaws, for expediency purposes only. However, officers will not have the ability to pass any bylaws that would alter the status of the Penn Wood High School Home & School Association beyond the capability of the members to restore it.

ROLES and RESPONSIBILITIES OF THE OFFICERS

of the

Penn Wood High School Home & School Association

President – The President provides co-operative leadership and shared strategic direction to the organization. Other responsibilities include facilitating and attending the monthly meetings and generating the meeting's agenda, ongoing communication with all other officers, oversight of all committees, monthly review of the HSA budget, and liaison to the high school's Principal and Vice-Principal(s) for the H&S Association and completes all other Association duties as needed.

Vice-President – The Vice-President attends all meetings and in the absence of the President presides, also acts as a representative of the Association when requested by the President, spearheads/facilitates parent outreach, and H&S Association communications through various channels. Assist and or leads the coordination of H&S Association sponsored and or supported events/programs and completes all other Association duties as needed.

Secretary – The key responsibilities of the Secretary participate in monthly meetings, attend and support H & S Association events and programs. The Secretary will prepare meeting agenda (items for the agenda provided by the President and or Vice President) copies for attendees, make available attendance sign in sheets, and the minutes of meetings of the Association to be typed and ready for approval along with other Association duties as needed.

Treasurer – The H&S Association Treasurer keeps an accurate record of receipts and expenditures. Filling requests for funds for purchases and reimbursements to committee members is also part of the responsibilities. A statement of accounting shall be presented at every meeting of the Association. There will be in addition an accounting as related to the above that will include all other Officers, meaning that at all times there will be a minimum of two officers who sign off on the accounting form when monies are collected. Along with participation in monthly meetings, attend and support the H&S Association programs and events.