

FRANCONIA HOME & SCHOOL ASSOCIATION

(formerly: Franconia-St. Elementary Home School Association)

CONSTITUTION

ARTICLE I – IDENTIFICATION

Section 1. The name of this organization shall be the FRANCONIA HOME & SCHOOL ASSOCIATION (hereinafter the “Association”).

Section 2. The Association shall be subject to the guidelines of the Souderton Area School District insofar as same have been promulgated for curriculum-type activities and fundraising.

ARTICLE II – PURPOSE

Section 1. The purpose of the Association shall be:

- a) To promote the welfare of children in the home, school and community and Franconia Elementary School (hereinafter the “School”) in particular;
- b) To improve the quality of their educational experience; and
- c) To support the educational programs in the School.

Section 2. The Association is organized and shall be operated exclusively for charitable and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code of 1986 as amended.

Section 3. The Association shall not carry on any 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 of 1986 (or the corresponding provision of any future United States Internal Revenue Law); or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law)

Section 4. Upon the dissolution of the Association by sale, liquidation or otherwise, all the remaining assets shall, after paying or making provision for the payment of all of the liabilities of the Association, be distributed to one or more qualified organizations under Section (c)(3) of the Internal Revenue Code of 1986, as amended, as may be designated by the Executive Board of the Association subject to the laws of the Commonwealth of Pennsylvania. In the event any assets are not disposed of, they shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Association is then located, exclusively for such charitable purposes or to such organization or organizations, as said Court shall determine, which qualify under Section 501(c)(3) of the Internal Revenue Code, as amended, but in no

event shall these assets revert back to any member or officer of this organization for their individual benefit.

ARTICLE III – MEMBERSHIP

Section 1. Membership in this Association shall be open to all parents and teachers of students of the School who are interested in furthering the objectives of the Association, without distinction as to race, color, creed or national/ethnic origin.

Section 2. Members of this Association are not required to pay any dues.

Section 3. All members of the Association shall be eligible to attend and participate in all meetings of the Association. Participation in or at meetings must be in the best interest of the purposes of the Association, as determined by the Executive Board.

Section 4. All members shall be eligible to vote and hold elective offices and serve as members of any committee.

ARTICLE IV – GOVERNMENT

Section 1. The government of this Association, the conduct of its business and the management and control of its property, real and personal if any, the establishing of policies and the supervision of its activities shall be vested in the Executive Board, as the term is defined in the By-Laws of this Association.

ARTICLE V – INTERPRETATION OF, AND AMENDMENTS TO THE CONSTITUTION

Section 1. All questions of interpretation of the Constitution and By-laws shall be decided by the Executive Board, and such decisions shall control unless reversed or altered by a two-thirds (2/3) vote of the Members present and voting.

Section 2. This Constitution may be initially adopted by a majority vote of the Executive Board. Thereafter, amendments to this Constitution may be made upon the affirmative vote of a majority of the Executive Board or by a two-thirds (2/3) vote of the Members present at any meeting, duly called, at which a quorum is present.

Section 3. The text of all amendments to this Constitution shall be attached to the Constitution with a notation of the date when each such amendment was duly adopted.

Section 4. This Constitution has been adopted as the Constitution of the Association this 13th day of April, 2010 and shall be effective as of said date.

BY-LAWS OF THE FRANCONIA HOME AND SCHOOL ASSOCIATION

Revised April 13, 2010

ARTICLE I – NAME

Section 1. The name of this association shall be the Franconia Home and School Association

ARTICLE II – OBJECTIVE

Section 1. To promote the welfare of children in the home, school and community.

Section 2. To inform the parents of new educational methods and standards.

Section 3. To bring into closer relationship the home and school, that parents/guardians and teachers may cooperate in the training and education of the children.

Section 4. To develop between educators and general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. All parents/guardians and teachers interested in the objectives of the Franconia Home and School Association and willing to abide by these by-laws may become a member. Members may be accepted at any time.

Section 2. No dues are required for membership in the Franconia Home and School Association.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1. The officers of this Association will be a president, a vice-president, a secretary and a treasurer.

- a) Two people may share a position on the board in an equal voting capacity
- b) No one person shall hold two board positions at one time

Section 2. The officers of this Association shall serve for not more than two successive terms in the same office. A term is defined as a period of two consecutive school years. (Special Exception: by majority vote of the Executive Board if needed due to lack of candidates)

Section 3. Application for all elected positions shall be made available to all school parents/guardians. Nominations for officers shall be made by the Executive Board at the April Association meeting.

Section 4. The consent of each nominee must be obtained before his/her name is placed in nomination.

Section 5. The Executive Board shall report to the Association at the April meeting the names of two nominees for each office, where possible. They may also submit names of people willing to serve on standing committees.

Section 6. Immediately following the report of the Executive Board at the April meeting, nominations may be made by the members from the floor.

Section 7. Officers shall be elected by vote at the May meeting, with installation of officers taking place at the June meeting.

Section 8. Any vacancy occurring during the term of office may be filled by a majority vote of all remaining members of the Executive Board.

ARTICLE V – DUTIES OF OFFICERS

Section 1. President – He/she shall preside at all meetings of the Association and the Executive Board. He/she shall be a member ex-officio of all committees, creating committees as needed. He/she shall coordinate the work of the officers and the committees of the Association in order that the objectives may be promoted.

Section 2. Vice-President – He/she shall act as an aide to the president and perform the duties of the office in the absence of the president. He/she may be chairperson of any other Committee as deemed necessary by the Executive Board and will be a member ex-officio of the Fundraising Committee.

Section 3. Secretary – The secretary shall record the minutes of all meetings of the Association and of the Executive Board. He/she shall record and report to the Executive Board all correspondence. He/she shall also provide an article containing a summary of the Executive Board minutes and the minutes of the general membership meeting for the newspaper of the school, if desired.

Section 4. Treasurer – The treasurer shall receive and have custody of all monies of the Association. He/she shall keep full and accurate records of all receipts and expenditures. He/she shall pay out funds only as authorized by the Association or the Executive Board. He/she shall present a financial statement of accounts at every meeting of the Association and at other times when requested by the Executive Board. He/she will provide all financial records to the accountant as necessary, to properly file form 990 with the IRS yearly.

ARTICLE VI – MEETINGS

Section 1. Regular meetings of the Association shall be held monthly. Special meetings may be called by the Executive Board provided five (5) days notice is given to the members.

Section 2. The privilege of holding office, making motions, debating and voting shall be limited to members of the Association.

Section 3. A majority vote shall constitute a quorum at any membership meeting.

ARTICLE VII – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the president, vice-president, secretary, and treasurer of the association.

Section 2. The members of the Executive Board shall serve until their successors are elected.

Section 3. The duties of the Executive Board are as follows:

- a) To transact necessary business in the intervals between the Association meetings and such other business as may be referred to it by the Association
- b) To present a report at any regular meeting or in the “Franconia Flyer” of any Executive Board meetings
- c) To appoint an auditing committee to audit the treasurer’s accounts.
- d) To prepare and submit to the Association for approval a budget for the fiscal year, from July 1 to June 30 of each school year.
- e) To authorize, approve and direct expenditures of funds within the limits of the budget.
- f) To nominate officers at the April Association Meeting

Section 4. Meetings of the Executive Boards shall be held at their discretion

Section 5. Special meetings of the Executive Board may be called by the president, or by a majority of the members of the committee

Section 6. A majority vote shall constitute a quorum at any Executive Board meeting.

ARTICLE VIII – STANDING COMMITTEES

Section 1. Standing committees shall be created by the President as may be required to promote the objectives and interests of the Association.

Section 2. The chairpersons of the standing committees shall be selected by the officers of the Association by October 1st of current school year. Their term of office shall be for one (1) year.

Section 3. The chairpersons of all standing committees shall present plans of work to the Association at regular Association monthly meetings. No committee work is to be undertaken without approval of the Association.

Section 4. Standing committees would be established as needed, but would include these listed as follows:

- a) Fundraising – will determine what fundraising activities will be sponsored by the Home & School Association. This committee will present their ideas for board approval and see that approved activities are executed. All fundraising activity must conform to the policies and requirements of the Souderton Area School District.
- b) Hospitality – this committee is responsible for providing and serving refreshments at Association functions. This includes cleaning up.
- c) Family Nights – this committee is responsible for obtaining programs for designed program nights at Franconia Home & School
- d) Homeroom Parents – The primary function of this committee is to assist teachers with arrangements for class parties, contact parents in the homeroom to provide supplies and refreshments for Home & School functions when notified by the Hospitality Committee, and to facilitate communication between the Home and School Association, classroom teachers and parents of children in the Home Room Parents’ designated classrooms.
- e) School Newspaper – this committee shall publish the school newspaper, “The Franconia Flyer”, to communicate with parents about events at school, encourage more interest in the home concerning programs and curriculum and to showcase student accomplishments at Franconia.
- f) Holiday Gift Shop – this committee shall be responsible for the organization and operating of the holiday gift shop.
- g) Pretzels – this committee shall be responsible for the sale and distribution of pretzels each month.
- h) Book Fair – this committee shall be responsible for planning, obtaining and scheduling 2 book fairs per year, if desired.
- i) Hands Across the District – This committee is responsible to coordinate volunteer opportunities at Franconia Elementary School and be the liaison for such activities between the school and the Souderton Area School District.

ARTICLE IX – RULES OF ORDER

Section 1. The rules contained in Robert's Rules of Order Revised shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE X – AMENDMENTS

Section 1. The by-laws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendment has been given at the previous regular meeting.

ARTICLE XI – FINANCE

(amended March 14 2017)

Section 1. Final approval for the proposed budget for the following school year will take place at the May General Membership meeting.

Section 2. Voting guidelines for reimbursement of expenses for changes to the approved budget should be as follows:

- a) Any change(s) to a budgeted line item greater than \$500 per line item (or exceeding \$250 for expenditures not included in the approved budget) must be approved by the General Board. A majority vote shall be needed to pass any measure.
- b) Any change(s) to a budgeted line item \$500 or less (or less than \$250 for expenditures not included in the approved budget) may be approved by the Executive Board. A majority vote shall be needed to pass any measure.