



**BY-LAWS OF THE  
BALA CYNWYD MIDDLE SCHOOL  
HOME AND SCHOOL ASSOCIATION**

**Updated April 19, 2023**

**Article 1 – Name**

The name of the organization shall be the Bala Cynwyd Home and School Association (BC HSA).

**Article 2 – Purpose**

The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The purpose of the BC HSA is to further cooperation and understanding between the Bala Cynwyd Middle School and student guardians (home); to enrich and strengthen quality education for all students; to connect with and work cooperatively with other district schools or organizations to work towards a common purpose; and to connect with and work cooperatively with administration to further the educational aims of the school and district. The BC HSA does not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, or disability.

In pursuit of these goals, the BC HSA shall:

- Act as a liaison between the home and school,
- Offer a forum for presentation and discussion of school and district issues,
- Enhance a sense of community within the school,
- Represent Bala Cynwyd Middle school in the community,

- Encourage, recruit and organize parent leadership.

### **Article 3 – Membership**

All parents or guardians of children attending Bala Cynwyd Middle School are members of the BC HSA.

BC HSA recognizes that it may not require parents and/or students to financially contribute to the group for any reason.

### **Article 4 – Executive Board and other Board members**

**Section 1** – The BC HSA shall consist of an Executive Board and other Board members as is deemed necessary by the Board. Officers are required to be parents or guardians of current students.

**Section 2** – The Executive Board of the HSA shall be elected and shall be comprised of a President, a Co-President, a Vice President, a Treasurer, a Co-Treasurer, a Secretary, and a Past President when possible. These are voting members. At least one of each position is required. The principal and other administrative staff are ex officio.

**a. President** – The President, or their designee, shall preside over general HSA and Board meetings, serve as primary contact for the principal, represent the HSA at meetings outside the organization, be available to assist on all committees, and coordinate the work of all the members and committees so that the purpose of the organization is served.

**b. Co-President** – The Co-President shall assist the President, and carry out their duties in case of absence or inability to serve. The Co-President will assist the chairpersons of events by ensuring they are clear with their responsibilities, budget, school policy, etc. The Co-President will keep the Board apprised of events and ask for assistance when needed.

**c. Vice President:** The Vice President shall assist the President and Co-President and act as President Pro Tempore if both President and Co-President are unable to fill their roles or if both positions are vacant.

**d. Secretary** – The Secretary shall keep all records of the BC HSA, take and record minutes, and prepare and distribute all official records of the HSA Board and general meetings.

**e. Treasurer** – The Treasurer shall be responsible for all association fund deposits and disbursements into the bank account approved by the Executive Board; shall disburse funds only under an approved budget or as authorized by a vote of the Executive Board; shall keep complete and accurate records of all receipts and expenditures, and shall make these records available to the Board; shall prepare a treasurer’s report to be presented at the Board meetings. The Treasurer’s records shall be available for audit at the end of the school year or at any time requested by the Board. At the end of the year, all financial documents shall be given to the school administration for record keeping.

**f. Past President** – The Past President may assist the Board in transitioning from one year’s activities to the next.

**Section 3** – Other members of the HSA Board can include but are not limited to: Newsletter editor(s), ISC art show representative(s), ISC representative(s), volunteer/event coordinator(s), or grade level representatives or representatives from each feeder school.

**Section 4** – In addition to the specific duties as defined by their position, Executive Board members shall be responsible to review grants submitted by teachers or students to the HSA, and determine what monies shall be awarded. Whether or not money is to be awarded, and the amount, shall be decided by a two-thirds vote of the Board members. A quorum of members must be present. A quorum shall constitute half the number of Executive Board members plus one.

**Section 5 – Terms of Office** – A term shall be a minimum of one year. Each person shall hold only one office at a time.

**Section 6 – Nominations and Elections of the Board** – Elections for the Board (including the Executive Board) will be held at the second to last meeting of the school year. At that

meeting, nominations may be made from members in attendance. Voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken.

**Section 7 – Eligibility** – To be nominated for President or Co-President, a person must be on the Board for at least a year, unless an exception is approved by a two-thirds vote of the Board members.

**Section 8 – Vacancies** – If there is a vacancy in the office of the President, the Co-President will become the President. At the next regularly scheduled meeting, a new Co-President will be elected. If there is a vacancy in any other Board position, Board members may be appointed by the President with elections occurring subsequent to the appointment as deemed necessary to fulfill the purpose of the HSA.

**Section 9 – Removal from Office** – The Executive Board and Board members can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum as defined above) at a regular meeting where previous notice has been given.

### **Section 10 - Liability**

The BC HSA agrees to indemnify, defend and hold harmless the board members and officers, from and against all liability, loss, cost or expense (including attorney's fees) by reason of liability imposed upon the HSA, arising out of or related to its activities, whether caused by or contributed to by the members or any other party indemnified herein, unless caused by the sole negligence of the member or any other party indemnified herein. BC HSA may maintain insurance, at its expense, to protect itself and any such person against any such liability, cost or expense.

### **Article 5 – Meetings**

**Section 1 – Board** – Best efforts will be made to hold meetings at least once a month during the school year with at least one general meeting per year. The Secretary shall prepare an agenda and the Board members will report to the Board, and may raise matters of concern and issues of the HSA. The annual budget shall be presented to the Board at the fall meeting and a treasurer's

report shall update this information at every meeting. An annual budget shall be available to the BC HSA membership upon request.

**Section 2 – Special Meetings** – Special meetings may be called by the President or Co-President, any two members of the Executive Board, or five Board members, by submitting a request to the Secretary.

### **Article 6 – Finances**

**Section 1** – A tentative budget shall be drafted and approved by a majority of the Executive Board members present no later than November 30.

**Section 2** – The Treasurer shall keep accurate records of any disbursements, income, and bank account information and report to the Board in regular intervals.

**Section 3** – Two authorized signatures shall be required on each check over the amount of \$1,000.00. Authorized signers shall be the Treasurer and one other Executive Board member.

### **Article 7 – Amendments**

These by-laws may be altered, amended, or repealed at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and sent to all Board members. Notice may be given by postal mail, e-mail, or facsimile. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

### **Article 8 – Suspension of By-Laws**

Any portion of these by-laws may be temporarily suspended if:

- a. Notice is given to the Board members one month before the proposed suspension; and
- b. Two-thirds of the members present at the meeting vote to suspend the said portion; and c.

There must be a quorum of Executive Board members present.

## **Article 9 – Tax Status/Dissolution Clause**

**Section 1** – 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 described in section 501(c)(3). 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 or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, 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 the 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 the corresponding section of any future federal tax code.

**Section 2** – Upon the dissolution of this 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 Bala Cynwyd Middle School.