

Limerick Elementary School Home & School League BYLAWS

Article I. Name, Description & Purpose

Section I. Name

The name of the organization shall be Limerick Elementary Home & School League (herein referred to as Limerick Elementary H&SL). Limerick H&SL is located at: Limerick Elementary School, 81 Limerick Center Road, Royersford, PA 19468-1399.

Section II. Description

Limerick Elementary H&SL is a nonprofit, 501(c)(3) organization that exists for charitable, educational purposes and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code. The tax exempt ID is 26-0013353.

Section III. Purpose

The purpose of Limerick Elementary H&SL is to:

- a. Encourage parents to assist with various school activities, functions, and services,
- b. Provide financial assistance where needs are identified,
- c. Foster a community atmosphere, and
- d. Support the mission and vision of the school and school district.

Article II. Membership & Dues

Section I. Membership

Parents or guardians whose children attend Limerick Elementary and faculty and administration at Limerick Elementary who are interested in the objectives and purpose for which Limerick Elementary H&SL was formed may become members.

Members of Limerick Elementary H&SL are able to vote in elections, run for office and vote on Limerick Elementary H&SL financial matters greater than \$5,000.

Section II. Dues

The annual dues for membership in Limerick H&SL shall be set at a reasonable fee per family unit.

Article III. Officers

Section I. Executive Board

The Executive Board shall consist of the following elected officers: President, Vice President, Secretary, Treasurer and Communications Advisor. The Executive Board also consists of the School Principal and a Teacher Representative who is nominated by the School Principal.

Section II. Term of Office (Elected Officers)

The term of office for all elected officers is two years, beginning July 1 and ending June 30. The President, Vice President and Communication Advisor positions are up for election in odd

numbered years. The Secretary and Treasurer positions are up for election in even numbered years. Years ending in '0' are considered even years.

Section III. Term of Office (Faculty)

The term of office for the Principal is infinite. The term of office for the Teacher Representative nominated by the School Principal is a one-year renewable term.

Section IV. Qualifications

Any Limerick Elementary H&SL member in good standing may become an officer of the Limerick Elementary H&SL.

Section V. Assuming Duties Following Elections

- a. Officers elected shall assume their official duties following the close of the year's final meeting and shall serve for a term of 2 years.
- b. Outgoing officers will meet with newly elected officers in April, May, & June to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.
- c. Newly elected officers are welcome to sit on any Executive Board meeting and budget planning meeting prior to the start of their term as guests but will not have voting rights until their term begins.

Section VI. Duties

Executive Board: Develop, monitor and manage Limerick Elementary's H&SL annual budget, establish and oversee committees to conduct work on behalf of Limerick Elementary H&SL, manage membership meetings and approve by majority vote of the Board unbudgeted expenditure of no more than \$5000.

President:- Lead the H&SL for all activities including, but not limited to:

1. Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, suggest items for the agenda and represent the organization at meetings outside the organization.
2. Will also serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served.
3. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Vice President: Assist the President as necessary, including but not limited to:

1. Shall act as an aide to the president.
2. Performs the duties of the president in his/her absence.

Secretary: Record all actions of the H&SL board, including but not limited to:

1. Record and distribute the minutes of all meetings.
2. Prepare and distribute agendas for all meetings.
3. Takes and keeps a roster of all members and voting members attending each H&SL meeting.
4. Maintain current and past records for seven years.
5. Create meeting and event calendars, with assistance of the executive board, and submit the calendar to the school and district.

Treasurer: Serve a custodian of Limerick Elementary H&SL finances, including but not limited to:

1. Has custody of all funds of the H&SL
2. Keeps full and accurate account of receipts and expenditures.
3. Makes disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the H&SL.

4. Has checks signed by two designated Executive Board members.
5. Presents a proposed budget to the Executive Board for approval
6. Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
7. Shall work with an accountant to prepare all tax statements for all taxing authorities as may be required. All such tax statements shall be reported to the membership at a regular business meeting.
8. At the end of his/her term, assist the incoming treasurer and president in review of the books.

Communications Advisor: Manage communications and marketing for Limerick Elementary H&SL, including but not limited to:

1. Serve as main point of contact for Limerick's H&SL email account, while keeping the H&SL board abreast of incoming communications that require action.
2. Manage H&SL website
3. Communicate with membership via social media
4. Develop outgoing email communications to membership

Principal: Acts as a representative for Limerick Elementary school faculty, staff, students and school district.

Teacher Representative: Acts as a liaison between Limerick Elementary H&SL Executive Board and Limerick Elementary school faculty and staff.

Section VII. Board Meetings

The executive Board shall meet monthly during the school year, or at the discretion of the President.

Section VIII. Removal

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board. In the event of a tie, the President will cast the final and deciding vote.

Section IX. Vacancy

If a vacancy occurs on the Executive Board, the President shall appoint a Limerick Elementary H&SL member to fill the vacancy for the remainder of the officer's term. In case of a vacancy in the office of President, the Vice-President shall serve in this position until the next election or until the vacancy can be filled by a volunteer elected by the Executive Board.

Article IV. Meetings

Section I. General Limerick Elementary H&SL Meetings

General Limerick Elementary H&SL Meetings – General H&SL meetings shall be held to conduct the business of Limerick Elementary H&SL. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section II. Voting

Each member in attendance at a Limerick Elementary H&SL meeting is eligible to vote per household. Absentee and proxy votes are not allowed. To vote, the member must complete first day paperwork and have dues paid in full.

Section III. Quorum

Five (5) members of the Limerick Elementary H&SL (excluding the Executive Board) present and voting constitute quorum for the purpose of voting.

Article V. Financial Policies

Section I. Fiscal Year

The fiscal year for the H&SL begins July 1 and ends June 30 of the following year.

Section II. Banking

All funds shall be kept in a checking account in the name of Limerick Elementary Home & School League. Additional accounts may be added at the discretion of the H&SL Board (i.e. Outdoor Classroom, Money Markets, etc.). Two signatures are required on all checks written from said account(s). The bank should be a local institution. Any check written from the H&SL account must have supporting documentation such as receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.

- a. Committees are required to stay within allocated budgets. If additional funds are necessary, prior Executive Board approval is required.
- b. All deposits need to include the appropriate deposit form.

Section III. Reporting

All financial activity shall be recorded in a computer-based accounting system (i.e. Microsoft Money, Excel, etc.). The Treasurer will reconcile the account(s) monthly and report all financial activity on a monthly basis. The financial report for each month will be shared with the H&SL membership monthly at the membership meetings and/or through the Limerick Elementary School webpage.

Section IV. Ending Balance

The Limerick Elementary H&SL shall leave a minimum of \$10,000 in their accounts (combined) at the end of each fiscal year.

Section V. Contracts

Authority to sign contracts is limited to the H&SL Executive Board. In each case, the executive board must consent prior to formally signing any contracts. The executive board can deny any request based on financial health of the H&SL.

Article VI. Bylaws Amendments

Amendments to the bylaws may be proposed by any H&SL member. Amendments presented at a Limerick Elementary H&SL membership meeting shall be considered for voting at a subsequent meeting. In order to adopt an amendment to the bylaws, a vote must occur at a membership meeting and majority approval of all members present is required in order to adopt the proposed amendment.

Article VII. Dissolution

In the event of dissolution of the Limerick Elementary H&SL, any remaining funds shall be donated to Limerick Elementary School following all appropriate IRS procedures and tax code requirements. If Limerick Elementary School was to close, funds shall be distributed to the Spring-Ford Area School District.

Article VIII. Parliamentary Authority

The authority for this organization shall be Robert's Rules of Order, the most current revision. Robert's Rules of Order would be followed in the event issues arise that are not specifically addressed in these bylaws.

Article IX. General Policies

The following are basic policies of the Limerick Elementary H&SL:

1. The Limerick Elementary H&SL officers shall work with the principal to plan and set dates for H&SL programs, activities, and meetings.
2. The Limerick Elementary H&SL officers shall work with committee chairs to ensure use of facilities requests are presented to the school in advance of all meetings and activities organized on school property.
3. Members of the Limerick Elementary H&SL shall make no commitments on behalf of the H&SL unless specifically designated by the H&SL Executive Board to do so.
4. Notwithstanding any other provision of these articles, the organization 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, or
 - b. By an organization, contributions to, which are deductible under Section 170(c)(2) of the Internal Revenue Code.