

NORTH WALES HOME AND SCHOOL BY-LAWS**NORTH WALES HOME AND SCHOOL****BY-LAWS**

(Amended January 9, 2018)

ARTICLE I – NAME

1. The name of this incorporated non-profit NW H&S shall be the North Wales Home and School (NW H&S).
2. The registered office of the corporation shall be at 201 Summit St., North Wales, PA 19454.
3. The NW H&S is a chapter member of the North Penn Coordinating Council, Inc. established pursuant to the Pennsylvania Non-Profit Corporation Law, Section 5511. To the extent the provisions of the chapter's by-laws conflict with the dissolution purpose, or financial reporting requirements set forth in the Coordinating Council's by-laws, the provision of the Coordinating Council by-laws shall prevail.

ARTICLE II – OBJECTIVES

The objectives of NW H&S shall be to:

1. Promote the welfare of children and youth in home, school, and community;
2. Open lines of communication and encourage community involvement in school activities;
3. Sponsor and assist student centered activities;
4. Provide community representation at the district level;
5. Promote the advocacy of educational purposes and the support of educational institutions within the community so long as such advocacy and such institutions comply with the requirements for exempt organizations under Section 501c of the Internal Revenue Code or corresponding section of any future federal tax code.

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1. 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.
2. 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.
3. 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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ARTICLE IV – MEMBERSHIP AND DUES

1. Any parent, guardian, faculty member or administrator interested in the objectives of the NW H&S and who is willing to uphold its policies and subscribe to its by-laws may become a member.
2. The annual membership dues shall be all inclusive and The Executive Board shall adjust the amount prior to the start of the school year.

ARTICLE V – FISCAL YEAR

1. The fiscal year of the NW H&S will begin July 1st and end June 30th of each year.

ARTICLE VI – FINANCE

1. A proposed annual budget of estimated income and expenses and a statement of financial position showing assets and liabilities of the NW H&S shall be prepared by the incoming Executive Board prior to the September NW H&S meeting. Any expected disbursements between May and the September NW H&S meeting shall be presented for approval at the last meeting of the school year.
2. The proposed annual budget and statement of financial position shall be presented for review at school and on the H&S website, one (1) week prior to the September NW H&S meeting.
3. The proposed annual budget and statement of financial position shall then be presented to the NW H&S's general membership by the Treasurer at the first NW H&S meeting in September for approval.
4. At the same time the proposed annual budget of estimated income and expenses are prepared and submitted along with the statement of financial position as described above, the Executive Board shall also prepare a statement of income and expense. The statement of income and expense shall show results of all fundraising activities and expenditures for the prior fiscal year. The statement

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of income and expense shall be made available for review with the other financial information described above.

5. The Executive Board shall cause the NW H&S to file all reports and registration forms that may be required annually or otherwise by federal, state or local government agency and shall be authorized to hire accounts or other professional personnel as the Executive Board deems necessary and competent for this purpose.
6. The Executive Board, by a majority vote, shall have the authority to approve an expenditure of up to \$100 over the budget of a particular committee or up to \$100 for special requests by school organizations or up to \$450 per mini grant request. The total amount for all the mini-grants shall not exceed the total allocated to mini-grants in the annual budget. A mini grant must be a one-time request, enhance the curriculum, require grade level collaboration and be approved by the school Principal prior to submission to the Executive Board.

ARTICLE VII – MEETINGS

1. The NW H&S shall have a minimum of one (1) meeting every other month during the school year.
2. The President, with the consent of the Executive Board, may call special meetings. The President shall state the reason for the special meeting and no other business shall be conducted.
3. Budget review, by-law review, and agenda review will be held as needed during general membership meetings.
4. General membership will vote on the budget and other items deemed necessary by the Executive Board at regular meetings. Motions are passed based on a majority of the members present at regular meetings.
5. With the exception of Executive Board meetings, all NW H&S meetings listed on the school calendar shall be open to all parents, guardians, faculty, and administrators affiliated with the school.

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1. The officers of the NW H&S shall be a President, a first Vice-President, a Second Vice-President, a Secretary and a Treasurer. Any of these positions may be shared by two individuals.
2. The duties of each office shall begin at the state of the Fiscal year, July 1st.
3. Officers shall remain in office until the close of the Fiscal year.
4. All NW H&S members will be invited to run for an office.
5. Nomination forms shall be distributed to the membership in March.
6. Only those who have consented to serve if elected shall be placed on the ballot.
7. The Secretary shall present the slate consisting of the names of at least two candidates, if possible, for each office at the May meeting.
8. A ballot that is distributed to all members present at the May meeting shall elect the officers.
9. A vacancy occurring in any office except the Presidency shall be filled by appointment of the Executive Board.

ARTICLE IX – DUTIES OF THE OFFICERS

1. The President shall preside at all meetings of the NW H&S and of the Executive Board, shall be a member ex-officio of all committees, and shall perform all other duties pertaining to the office.
2. The First Vice-President shall oversee fundraising and social events, as well as support committee chairpersons. The First Vice-President shall assume the duties of the President in the absence, inability or resignation of the President.

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3. The Second Vice-President shall oversee fundraising and social events, as well as support committee chairpersons. The Second Vice-President shall function in the absence of the First Vice-President and President.
4. The Secretary shall:
 - (a) Keep careful and authentic records of the proceedings of the organization;
 - (b) Preserve all documents of the organization except those specifically assigned to others;
 - (c) Authenticate by his/her signature all records and documents;
 - (d) Bring to each meeting a copy of the by-laws and standing rules of the NW H&S.
 - (e) Shall assume the position of the Nominating/ Election Process.
5. The Treasurer shall:
 - (a) Receive all money of the NW H&S and keep an accurate record of all receipts and expenditures;
 - (b) Pay out funds only as authorized by the Executive Board and present a statement of account at every meeting and at all times when requested by the Executive Board;
 - (c) Be one of the two signatories on all checks. The other signatory shall be one of the Executive Officers;
 - (d) Prepare the organization's account to be examined annually by an auditing committee of three members (if possible) who, satisfied that the Treasurer's records are correct, shall sign a statement of the fact which shall become part of the official records. The Auditing Committee shall have sufficient time to audit the records and prepare their statement for the last meeting of the school year.
 - (e) Arrange for or prepare for all filings and reports to be completed in Article VI of these by-laws.

ARTICLE X – EXECUTIVE BOARD

1. The Executive Board shall consist of the officers of the NW H&S. The members of the Executive Board shall serve until the end of the fiscal year.

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2. The duties of the Executive Board shall be to:
 - (a) provide vision and leadership,
 - (b) conduct necessary business between NW H&S meetings,
 - (c) assist and support committee chairpersons and members,
3. A seat on the Executive Board may be considered vacant by the President if a member is absent without good cause for three consecutive general meetings.
 - (a) The President shall then request approval of the declared vacancy by a vote from the Executive Board. If the Executive Board concurs, an appointment to fill the declared vacancy may be made.
 - (b) The President shall then direct the Secretary to prepare written correspondence informing the ex-board member of the Executive Board's action.
4. The Executive Board shall propose an annual budget.

ARTICLE XI – COMMITTEES

1. The Executive Board shall elect the chairperson of each standing committee.
2. The Chairperson shall keep an organized file of all information related to the committee. The Chairperson shall deliver to their successor all files related to the committee.
3. Each Chairperson shall prepare a brief written committee report to be presented at the monthly meeting and shall have the opportunity to verbally present the report at the monthly meeting.
4. All publicity and related written information distributed to the NW H&S or students shall have prior approval of the appropriate Executive Board member and Principal.
5. Special committees shall be created by the Executive Board as may be required to promote the objectivities and interests of the NW H&S. The Executive Board shall select the chairperson of the special committee.
6. The special committee automatically goes out of existence when its work is completed and a final report is made to the Executive Board.

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1. These by-laws may be amended when new amendments are proposed and submitted to the Executive Board in writing.
2. After review and approval by the Executive Board, the proposed amendment(s) will be presented at the NW H&S meeting, for review by the general membership.
3. At the following NW H&S meeting, a majority vote of members present shall be needed to approve the amendment(s).
4. In no event shall any amendment to these by-laws be adopted which shall contravene or conflict with the charitable purposes and dissolution provisions set forth herein or in the Article of Incorporation of the NW H&S.

The by-laws of the North Wales Home and School (NW H&S) herewith have been presented to the general membership, and approved and accepted this 9th day of January 2018.

Accepted by: _____

President

Secretary