

# **Enfield-Erdenheim Home and School Partnership By-Laws**

## **Article I: Name**

Section 1: The operating name of this organization is Enfield-Erdenheim Home and School Partnership, (Hereafter referred to as EEHSP). The official registered business name with the Pennsylvania Department of State, Bureau of Corporations and Charitable Organizations is Springfield Elementary Home and School Partnership.

Section 2: EEHSP is a local, independent, incorporated, nonprofit organization recognized by the IRS as exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code.

## **Article II: EEHSP Mission**

Section 1: Provide and encourage strong family, staff, and community involvement to strengthen and enhance the educational environment. Provide opportunities for learning, communication, and growth as students and community members.

Section 2: EEHSP acts to empower members to share ideas, experiences, problems, and solutions, and to cooperate in an informed manner in the education of the K-5 students of Springfield Township, Montgomery County, Pennsylvania.

Section 3: EEHSP is committed to providing financial and volunteer support to Enfield and Erdenheim Elementary schools to promote and enhance their educational and social offerings.

## **Article III: Basic Policies**

Section 1: These By-Laws shall constitute the regulating policies, structural organization, and governing rules of EEHSP. A copy of the most recently approved By-Laws shall be posted to the EEHSP website and shall be made available upon written request.

Section 2: EEHSP is a non-commercial, non-profit, non-sectarian, and non-partisan organization. It shall not endorse any commercial enterprise or any political candidate. The name EEHSP or name of any members in their official capacity shall not be used in conjunction with any commercial concern or with any political interest.

Section 3: EEHSP shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for office.

Section 4: EEHSP shall not seek to direct the administrative activities of the schools, but shall work in conjunction with the administration to provide a quality educational experience for all K-5 students of Springfield Township.

Section 5: Any activities not specifically prohibited by these By-Laws may be undertaken by EEHSP if it is reasonably believed that the activity is consistent with its goals as defined herein.

Section 6: There shall be no mandatory dues for membership. Voluntary contributions may be requested to support EEHSP initiatives.

## **Article IV: Organization**

Section 1: Any parent, guardian, or other adult standing in loco parentis for a student in, or any staff member employed by, the elementary schools of Springfield Township is automatically a member of EEHSP. EEHSP serves the entire population of families of elementary school students and staff and all are invited to exercise ownership in the organization and make it their own.

Section 2: The officers of EEHSP shall be: Co-Presidents, Co-Vice Presidents of Schools (Enfield and Erdenheim), Co Vice-Presidents of Fundraising, Co-Treasurers (Accountant and Accounts Payable/Receivable), Co-Communications Directors (Messaging and WebMaster), Volunteer Coordinator, Spirit Wear Director, and Recording Secretary.

Section 3: Officers shall be elected at the last annual meeting of the general membership of EEHSP. If any board positions remain unfilled after the last annual meeting, new board members may be voted in at any subsequent General Meeting.

Section 4: Nominations for officers will be conducted as outlined in EEHSP Operating Procedures.

Section 5: At the last annual meeting of the general membership, the Executive Board will present a slate of officers for election. Voting shall be by voice vote if the slate presented consists of only one candidate for each office. If more than one person is running for an office, a ballot vote may be taken; attendees via Zoom may submit their ballot vote via a private chat within the Zoom. Candidates will be elected by a simple majority (51%) of those in attendance.

Section 6: Officers are elected for a two year term, with eligibility to run for an additional one (1) year term. An Officer may not hold the same position for more than two consecutive terms. Each person elected shall hold only one office at a time.

Section 7: Each co-officer has all the powers of the other, and in the event one officer cannot fulfill their term, their co-officer will act on an interim basis until the vacant position has been filled.

Section 8: Vacancies occurring in any office shall be filled by appointment of the Executive Board, if fewer than five months of the school year remain. The appointed Officer shall serve the remainder of the year and will be eligible for election to the position for the following school year, during regular elections at the last General Meeting of the current school year. If five or more months of the current school year remain, a vote will be held at the next General Meeting to elect a nominee or the appointee as an Officer of the Executive Board.

Section 9: Officers can be removed from office for failure to fulfill duties, unethical behavior, or conduct detrimental to EEHSP, by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given. The officer shall be given the opportunity to speak before a final vote is taken.

Section 10: An officer may resign at any time by providing written notice to the Executive Board. The resignation shall take effect upon receipt of the notice, unless a later date is specified. The Executive Board shall acknowledge and document all resignations in the meeting minutes.

Section 11: If an Officer needs to take a temporary leave of absence, they must notify the Executive Board in writing. The Executive Board may appoint an interim officer to carry out the duties during the absence.

Section 12: The principals of the elementary schools shall be asked to serve in an advisory capacity to the organization. These shall be non-voting positions.

Section 13: The following Executive Board positions must be filled in order for EEHSP to continue to operate as a 501(C)(3) non profit organization - President, Treasurer, and Recording Secretary.

## **Article V: Duties of Officers**

Section 1: The Co-Presidents shall preside over all general member and executive board meetings, represent EEHSP at meetings outside the organization, and coordinate the work of all the officers and committees of EEHSP, as enumerated in the Operating Procedures.

Section 2: The Co-Vice Presidents of Schools shall each oversee EEHSP activities at one school, Enfield or Erdenheim, shall support the Co-Presidents, oversee the Grade Level Leads and Room Parents, and attend monthly meetings, as enumerated in the Operating Procedures.

Section 3: The Co-Vice Presidents of Fundraising shall oversee fundraising efforts for events and activities of EEHSP, shall support the Presidents, and attend monthly meetings, as enumerated in the Operating Procedures.

Section 4: Co-Treasurers (Accountant and Accounts Payable/Receivable) shall receive all funds of EEHSP, keep accurate records of receipts and expenditures, oversee the annual budget, pay out funds as authorized by the Executive Board, and attend monthly meetings and present current financial/budget updates, as enumerated in the Operating Procedures.

Section 5: The Co-Communications Directors (Messaging and Web Master) shall be responsible for maintaining and updating the EEHSP website and social media accounts, preparing Email and digital correspondences, communicating timely information to the schools for school-distributed communications and newsletters, and oversee the approval of all communications distributed from EEHSP concerning events and activities, as enumerated in the Operating Procedures.

Section 6: The Volunteer Coordinator shall organize and coordinate volunteers for school or EEHSP events and activities, in conjunction with Committee Chairs as needed, as well as support the Board Co-Presidents in the recruitment of new Board members, as enumerated in the Operating Procedures.

Section 7: The Spirit Wear Director shall oversee the selection, ordering, and distribution of Spirit Wear fundraiser items or promotional EEHSP/SDST branded products. The Spirit Wear Director works closely with committee members to ensure quality product selection, manage inventory, and support fundraising goals, as enumerated in the Operating Procedures.

Section 8: The Recording Secretary shall record and maintain the minutes of all general member and executive board meetings, as well as other important documentation, as enumerated in the Operating Procedures.

## **Article VI - Executive Board**

Section 1: The Executive Board shall consist of the Officers of EEHSP.

Section 2: The Executive Board governs the operation of EEHSP in accordance with the Operating Procedures and shall meet at regularly scheduled intervals, as determined by the Executive Board at the beginning of the school year. Special meetings may be called by any two Board members, with 72 hours notice to all Executive Board members. Emergency meetings may be called as needed, provided that a majority (51%) of the Executive Board members are able to be present.

Section 3: Half the number of the Executive Board members, plus one, constitutes a quorum.

Section 4: Newly elected Executive Board Officers shall begin training with current officers immediately following elections through the last day of school in June. Newly elected officers will assume full duties at the start of the new fiscal year on July 1. Outgoing officers shall remain in an advisory position and

accessible to newly elected officers through the date of the first EEHSP meeting of the elected school year.

#### **Article VII - Meetings**

Section 1: EEHSP shall hold regular meetings throughout the school year at a time and place determined by the Executive Board at least one month before the meeting in accordance with the Operating Procedures.

Section 2: Special or emergency meetings may be called by: (a) the Co-Presidents; (b) any two members of the Executive Board; or (c) five members in good standing as defined herein, by submitting a written request to the Recording Secretary in accordance with the Operating Procedures.

Section 3: A majority vote of EEHSP Membership present at the meeting is required for the transaction of any business at a regular meeting of this organization.

#### **Article VIII - Finances**

Section 1: A tentative budget shall be drafted by September 15th for each school year and shall be approved by the general membership no later than the October meeting.

Section 2: The Co-Treasurers (Accountant and Accounts Payable/Receivable) shall keep accurate records of any disbursements, income, and bank account information.

Section 3: The Co-Treasurers (Accountant and Accounts Payable/Receivable) shall provide financial records and statements for semi-annual review by an external auditing facility.

Section 4: A financial summary report will be available for inspection by all members at every general member meeting and all bank statements will be available upon request.

Section 5: The fiscal year shall begin on July 1 and end on the following June 30th.

#### **Article IX - Compensation**

Section 1: Prohibition of Compensation. All Executive Officers and general members of EEHSP shall serve in a voluntary capacity. No officer, board member, or general member shall receive any monetary compensation, payment, or salary for their services to the organization.

Section 2: Reimbursement of Expenses. Notwithstanding the above, individuals may be reimbursed for reasonable, documented expenses incurred on behalf of the organization, in accordance with the organization's financial policies and procedures.

Section 3: Conflict of Interest. To avoid any real or perceived conflict of interest, any financial transactions involving members, officers, or their immediate family must be disclosed and approved in accordance with the organization's Conflict of Interest Policy, as enumerated in the Operating Procedures.

## **Article X - Expenditures**

Section 1. At least two (2) names shall be required and four (4) names shall be allowed on EEHSP bank accounts (Co-Presidents and Co-Treasurers).

Section 2: Two signatures (One President and one Treasurer) shall be required on all checks written from EEHSP bank accounts.

Section 3: Bank statements shall be reviewed by the Executive Board at each Executive Board meeting.

## **Article XI - Standing Committees**

Section 1: Committees shall be designated by the Executive Board as needed to promote the objectives and goals of this organization, as enumerated in the Operating Procedures.

Section 2: All committees and chairpersons are required to adhere to all standing rules, policies, procedures, and budget conditions as approved by the Executive Board and EEHSP.

Section 3: The term of office for each committee chair is two years with eligibility to extend for a third year.

## **Article XII - Parliamentary Authority**

Robert's Rules of Order shall govern all EEHSP meetings and will be the authority on all questions of Parliamentary procedures, except where they may conflict with the by-laws, in which case these by-laws control.

## **Article XIII - Standing Rules**

Standing Rules and Operating Procedures shall be drafted and approved by the Executive Board. The Recording Secretary shall keep a record of the standing rules for future reference. No standing rule or procedure should be approved which conflicts with these By-Laws. In the event there is a conflict, these By-Laws control.

## **Article XIII - Amendments**

Section 1: These By-Laws may be amended at any regular meeting of the membership by a majority vote of the members present, provided the general membership has been provided a draft copy of the amended By-Laws and notified of upcoming voting at least one week prior to the meeting. Approved amendments are to be enacted immediately. Any amendments related to term limits will take effect at the General Election Meeting in May.

Section 2: A review of the By-Laws shall be made every two years from the date that the By-Laws were confirmed.

Section 3: Current By-Laws shall be posted on the EEHSP website. Members may also request a copy of current By-Laws by submitting a written request to [presidents@eehsp.org](mailto:presidents@eehsp.org).

#### **Article XIV - Dissolution**

EEHSP may be dissolved at a meeting called for that purpose, as enumerated in the Operating Procedures.