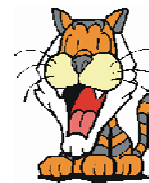


# FORREST HOME & SCHOOL ASSOCIATION



7300 Cottage Street, Philadelphia, PA 19136  
215-335-5652 Fax: 215-335-5983

[www.forrestHSA.org](http://www.forrestHSA.org)



## CONSTITUTION & BYLAWS

### ARTICLE I – NAME

The name of this Association shall be “Edwin Forrest Elementary Home & School Association” of Mayfair/Holmesburg in the city of Philadelphia.

### ARTICLE II – MISSION STATEMENT & OBJECTIVES

- > **Section 1.** To bring into closer relation the home and the school and to promote between educators and the community such united efforts as will secure for every child of Forrest School the best education/highest advantage in education possible.
- > **Section 2.** To work as a group of parent/legal guardian volunteers committed to improving the quality of education at Edwin Forrest Elementary School by effectively involving parents/families in student learning; volunteering; decision making and advocacy. To work in partnership with our teachers and administrators/school Principal.
- > **Section 3.** To work toward the highest standard of American citizenship, and to promote social harmony.
- > **Section 4.** To develop community awareness of the needs of Forrest School.
- > **Section 5.** Forrest H&S is a direct link between parents/legal guardians and their child’s school. H&S will assist parents with issues of concern and offer appropriate resources to help. H&S will advocate for our parents on behalf of our students to improve the quality of education at Forrest School.
- > **Section 6.** Raise funds through board approved activities to support supplemental classroom materials.

### ARTICLE III – POLICIES

- > **Section 1.** The policies of this Association shall be made available without regard to race, gender, creed or national origin to any individual who subscribes to the mission/objectives and basic policies of the Association. The name of the Association, its’ Officers in their official capacities, shall not be used in connection with a commercial concern, or with any political interest, or for any other than the regular work of the Association.
- > **Section 2.** The purpose of the Association shall be educational along child welfare lines. This Association shall not seek to direct the technical activities of the school, nor staff-related issues, nor to control its policies, but may make recommendations in the best interest of our children.
- > **Section 3.** This Association shall not enter into membership with other organizations and agencies, but it may unite for conferences and cooperation only, with other organizations and agencies active in the field of child welfare.

- > **Section 4.** This Association shall support and promote the program of the Philadelphia Home and School Council, where it is in the best interest of the children of Forrest School.
- > **Section 5.** Two signatures must be required on any check (there will be three authorized check signers on record to include President, VP and Treasurer). No two members of one family should ever be the check signers (i.e husband/wife) Monies (proceeds raised from events, etc) must never be counted alone – counting should include Treasurer, chairperson(s) of event, President and/or President’s designee.
- > **Section 6.** Anything in writing, school wide distribution, must have review of the Principal and review/approval of the President before it is distributed.
- > **Section 7.** Discussions, decisions made at Executive Board meetings deemed Confidential must remain confidential. The integrity and professionalism of the Association must be a priority. If confidential matters are disclosed by a member without approval of the Executive Board, that member may be removed from his/her position with the Board. All Executive Board members must sign a Confidentiality Policy upon installation of your position onto the board. Board members are expected to act professional at all times and any unruly or disrespectful behavior will not be tolerated and could lead to dismissal from the Executive Board.
- > **Section 8.** Remember: Money raised is not the executive board’s money; it is the money of this Home & School and every member has the right to know what is being done with it. (we are accountable to our parents & students)
- > **Section 9.** A Home & School year starts on August 1 and ends on July 31.
- > **Section 10.** In case the Home & School Association cannot assume to stay as an organization, the last proceeding board must hold a meeting to deem that funds in the H&S account will be forwarded to the current Instrumental Music & Library programs. If neither of these programs exist, the money should automatically be forwarded to the Principal’s Student Activities Fund.

#### **ARTICLE IV – MEMBERSHIP & DUES**

- > **Section 1.** Membership in this Association is open to parents/legal guardians of children attending Forrest School, the Principal, Faculty and Staff.
- > **Section 2.** The annual dues for the membership in this organization are accepted until October 31<sup>st</sup> with exception of new student/family enrollments after this date. The dues and date of acceptance can be changed by the Membership Committee, upon approval of the Executive Board.
- > **Section 3.** This Association shall be a member of the Philadelphia Home & School Council upon payment of annual dues.
- > **Section 4.** All voting board members must be current on dues by December 1. No exceptions!

#### **ARTICLE V – OFFICERS**

- > **Section 1.** There shall be a President; a Vice President (or Co-VP’s); a Recording Secretary and a Corresponding Secretary; and a Treasurer.
- > **Section 2.** The officers shall be elected by Ballot to serve a term of two (2) years, and shall serve until their successors are elected and qualify. Nominations shall be held in April, and the election shall be held in May, with installation of new members taking place in June.

> **Section 3.** The President shall not be eligible to the same office for more than two (2) consecutive terms, a term being two (2) years (\* unless special Ballot Vote w/Executive Board majority approval). The President, upon expiration of his/her term of office, may act in an advisory capacity for a period of one (1) year succeeding his/her term of office and may be asked to remain a member of the Executive Board during that year, however, has NO voting privileges.

> **Section 4.** All other officers shall be eligible to the same office for no more than two (2) consecutive terms, unless there are no nominees or volunteers interested in/for nomination to fill those positions.

> **Section 5.** Nominations for officers and at-large members of the Board shall be made by Executive Board in April with a Nominating Committee, appointed by the President, with approval of the Executive Board, to manage process with at least one (1) meeting preceding the election. The Nominating Committee shall report the name or names of candidates, for at-large positions, to be filled. Additional nominations for at-large positions will be requested from members of the Home & School Association by letter. The closing date for nominations for at-large positions will be two weeks prior to May election.

> **Section 6.** In the case of any vacancy on any position, such vacancy shall be filled by the President's appointment, with the approval of the Executive Board. If the President shall voluntarily vacate his/her position, the Vice President shall become the "acting President" and serve the remaining term until new elections. In the event of (2) Vice-President's the Executive Board shall vote, in secret ballot, for one "acting President" and the other will remain in the VP position.

#### **ARTICLE VI – DUTIES OF OFFICERS**

> **Section 1.** The **President** shall preside at ALL Executive Board and General Membership meetings of the Association. He/She shall be ex-officio member of all committees, except the Nominating Committee (advisory only) and shall be a member of the School Council. He/She shall appoint all committees and chairpersons, and shall perform all other duties pertaining to the President. He/She shall attend, but shall NOT be required to attend, all meetings of committees of which he/she is an ex-officio member. The President, together with the Treasurer and/or Vice President, shall sign all checks. The President shall have access to Discretionary Funds (Petty Cash) that can be changed and determined each year and voted on by Executive Board, based on previous year's totals and PHSC recommendations. Discretionary Funds are to be obtained by the President from the Treasurer and used ONLY in such instances as hardships, small reimbursements for school event purchases and extreme emergency cases deemed necessary by the Executive Board. The President shall represent the Association at meetings of other organizations including regional Council H&S meetings to further the Association's objectives. (In the event of the President's absence, he/she may appoint a board member to represent the Association). The President shall issue public statements reflecting the majority of the Executive Board. He/She coordinates the work of the officers/executive board/committee chairpersons to avoid overlapping and omitting activities and provides Executive Board members with a list of all standing and special committee chairpersons/co-chairpersons. The President shall delegate to other Officers and Board members/chairpersons of committees fulfillment of such duties and invitations as come within the scope of their assignments. He/She shall ONLY VOTE in the event of a tie at all meetings. He/She shall arrange the installation/end of year ceremony for new officers/executive board members. The President shall promote harmonious working relationships between Officers and Executive Board/ Chairpersons as they carry out the plans agreed by the Executive Board. The President will also be responsible for submitting all copies of recorded minutes and Treasury reports to the PHSC at the monthly regional meetings.

> **Section 2.** The **Vice-President** (or co-VP's) shall perform the duties of the President in the absence or inability of that officer to act; shall assist the President when called upon; and shall assume responsibility for an area as indicated by the President. The VP shall represent the Association at meetings of other organizations at the request of the President and report to the Executive Board and General Membership meetings. The Vice President shall promote the policies and work of the Association to develop good public relations and assume responsibility for such duties as the President may request. The Vice President(s) shall have the responsibility of taking care of the H&S copy machine.

> **Section 3.** The **Recording Secretary** shall take and keep accurate records of Association meetings and take attendance, minutes of Executive Board and General Membership Meetings and distribute minutes in a timely manner. The Recording Secretary must see that a permanent record of all minutes is kept at the school in the H&S parents' room on file. All sign-in/attendance sheets should also be dated and kept on file at school. The Recording Secretary must have minutes of previous meetings available at all meetings in the event that a clarification is needed on an issue, point or vote. This person shall be responsible for the filing of organizational forms and keeping records in an orderly fashion so that all members of the Executive Board can access information at any given time throughout the course of the year. He/She shall keep an inventory of all H&S office supplies and submit written documentation for when supplies are needed. He/She is responsible for keeping an adequate H&S binder for all members of the Executive Board to refer to throughout the course of each year. He/She must maintain an accurate membership list as the Membership chairperson and provide an updated copy for the H&S binder monthly. The Recording Secretary shall also share duties with the Corresponding Secretary when deemed necessary.

> **Section 4.** The **Corresponding Secretary** shall write and send appropriate greeting cards and other correspondence on behalf of the Association. The Corresponding Secretary shall maintain a communications take-home schedule utilizing other board volunteers/communications committee to copy and distribute school-wide Association event fliers; newsletters and school correspondence. He/She must provide all members notice of Executive Board and General Membership Meetings and report to President those board members who cannot attend. The Corresponding Secretary shall also share duties with the Recording Secretary when deemed necessary.

> **Section 5.** The **Treasurer** shall have charge of all funds pertaining to the Association and assist Committee Chairpersons in the collection/deposit of their funds. She/he shall pay all bills upon receipt and keep accurate records of all receipts and expenditures. She/he shall keep all records in such order that they WILL BE professionally audited at the end of each school/fiscal year. She/he shall present a written statement/treasurer's report of finances at each Executive Board meeting and have on hand for review by general membership if requested. The Treasurer shall receive all monies and expend such monies on request of the President or vote of the Executive Board. She/he shall keep on deposit, in a bank, in the name of the Association, any and all money belonging to the Association. The depository of the Association is to be designated by the Treasurer, with approval of the Executive Board. The Treasurer shall close the books of the General Account by August 31<sup>st</sup>. This account shall be audited as provided in these by-laws. The Treasurer and 3<sup>rd</sup> party from the Executive Board, when possible, be present for audit and copy of audit reviewed with Board and copy given to President and maintained in H&S file at school. Treasurer shall NOT be permitted to be on the paid staff of Forrest School or the School District of Philadelphia. The treasurer must present a statement of finance at each board meeting to the Executive Board and PHSC regional representative. The treasurer should also provide a copy of the most current bank statement to the Executive Board at the monthly meetings.

## ARTICLE VII – EXECUTIVE BOARD

- > **Section 1.** The Executive Board shall consist of all Officers and At-Large Members/positions. The Executive Board (officers and at-large members) shall consist of up to 19 members in total. Any additions or deletions of the Executive Board would be voted upon by the existing Executive Board members.
- > **Section 2.** All Executive Board members must be a Home & School member (annual dues paid) and must have a student in Forrest School; however, if for any reason an existing Board member has a child leave Forrest School, he/she may finish out their term.
- > **Section 3.** The purpose of the Executive Board is to transact the business of the Association and act as the parent leadership.
- > **Section 4.** Executive Board Members must notify the Corresponding Secretary if they are unable to attend Executive Board or General Membership meetings.
- > **Section 5.** All members of the Executive Board are required to have both criminal and child abuse background checks (at their expense).
- > **Section 6.** All members of the Executive Board are required to participate (not necessarily be the chairperson) in at least three (3) school events to maintain your status as an “active” board member.
- > **Section 7.** The position of any Executive Board member, who shall be absent from three (3) meetings, without excuse, or fail to perform the duties to which assigned or volunteered, may be declared Vacant by a majority vote of the Executive Board, and the position of such member shall be filled as provided in Article V-Section 6, hereto.
- > **Section 8.** Any member of the Executive Board, having a grievance, should bring it to the attention of the President in writing. It should then be handled in a careful and diplomatic way, even if the grievance requires calling a special meeting of the Executive Board.

## ARTICLE VIII - MEETINGS

- > **Section 1.** Meetings of the Executive Board shall be held monthly during the school year. Special meetings of the Executive Board may be called by the President and the purpose must be stated.
- > **Section 2.** At least four (4) General Membership meetings shall be held during the school year.
- > **Section 3.** General Membership meetings shall be open to all current members.
- > **Section 4.** A quorum of the Executive Board shall consist of at least sixty percent (60%) of the members present, at the time a vote is taken. This is also to be applied to but not limited to online votes. All votes shall never consist of less than the quorum at any given time.

**ARTICLE IX - ORGANIZATIONAL PROGRAMS**

> **Section 1.** There shall be organizational programs, appointed by the Executive Board, as may be required by the Association, to promote the objectives and interests of the organization.

> **Section 2.** Committee Chairpersons are appointed by the Executive Board. The chairpersons shall appoint the members of their committees, with the approval of the President, to include the general membership as far as possible, and shall call meetings as necessary.

> **Section 3.** Committee Chairpersons are responsible for collection (under supervision of Treasurer and/or President) and depositing of their funds, and turning over all receipts to the Treasurer.

> **Section 4.** The five (5) Organizational Programs are listed below:

- **H&S SUPPORT** - the Bylaws, Hospitality, Membership and Nominating Committees are found under this program
- **FUND-RAISING** - the Fall & Spring Catalog sales, Skating Parties, Holiday Shop, Box Tops, Pretzel and Snack sales, Spirit Wear and Restaurant Night Committees are found under this program
- **FORREST SUPPORT** - the Assemblies, Graduation Activities, Fall Pictures, Spirit Week and Testing Incentives Committees are found here
- **COMMUNICATIONS** - the Newsletter, Website, Photocopying, Parent Link, Bulletin Board and Parent Desk Committees are found here

- **PARENT INVOLVEMENT/SOCIAL** - the Back to School Night, Toys for Tots/Food Drive, Volunteers and our many types of Family Night Committees are found under this program.

### **ARTICLE X - SPECIAL COMMITTEES**

- > **Section 1.** Special Committees shall be created by the President, with the approval of the Executive Board, to perform certain tasks not performed by your basic standing committees.
- > **Section 2.** Special Committees shall terminate upon completion of the task assigned.

### **ARTICLE XI - MISCELLANEOUS**

- > **Section 1.** This Association shall provide monies for the purchase of one (1) bus for a class trip for each homeroom. H&S will also provide transportation funds for any extra-curricular clubs that requires it; however, ONLY if sufficient funds are available! This will be determined by the vote of the Executive Board, if need be. H&S will not provide funds for any bus parking fees and tolls.

### **ARTICLE XII – PARLIAMENTARY AUTHORITY**

- > **Section 1.** Robert's Rules of Order **NEWLY** Revised shall govern the procedure of the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws.
- > **Section 2.** The Chairperson of the Bylaws Committee shall act as the Parliamentarian of the Association to advise on matters of procedure.

### **ARTICLE XIII – AMENDMENTS**

- > **Section 1.** This Constitution and Bylaws may be amended at any Executive Board meeting, provided the proposed amendment has been submitted in writing, and approved by a majority of the Executive Board.
- > **Section 2.** This Constitution and Bylaws can be reviewed at the end of each school year if deemed necessary by the Bylaws Committee. Any potential amendments to be approved by a majority of the Executive Board.

**ARTICLE XIV – BYLAWS DISTRIBUTION/FILE**

> **Section 1.** A copy of this Constitution and Bylaws must be given to each Officer and Executive Board member and kept by corresponding secretary. A copy must also remain on file at Forrest School in the H&S office and school office at all times and may be reviewed at any time by school parents/legal guardians.

> **Section 2.** A copy of this Constitution and Bylaws must be given to the Philadelphia Home & School Council, H&S governing organization, and to the school's Principal.

**THIS CONSTITUTION & BYLAWS OF THE  
EDWIN FORREST ELEMENTARY HOME & SCHOOL ASSOCIATION  
WAS AMENDED & APPROVED BY THE BYLAWS COMMITTEE ON:**

**MAY 28, 2008:** Paul Costello, Lorraine Rosenberg, Sandi Emam, Angelina Smith, Rose Gladden & Sharon Weiseman

**AND APPROVED BY THE EXECUTIVE BOARD ON: June 3, 2008**