

**BY-LAWS**  
**INDIAN VALLEY HOME AND SCHOOL ASSOCIATION**

**ARTICLE ONE - NAME**

The association shall be known as Indian Valley Home & School Association, after formal adoption of these by-laws.

**ARTICLE TWO – OBJECTIVES**

The objectives of the association shall be the following:

- A. To foster the relationship between home and school, parents, and faculty, so that all may cooperate in the education of the students.
- B. To devise projects to financially support the student activities and education.
- C. To strengthen parent/guardian involvement within the school.

**ARTICLE THREE - POLICY**

- A. The objectives of the association shall be promoted through educational programs and social events that are directed toward students, families, teachers, and the general public.
- B. The association shall seek to neither direct the administrative activities nor the policies of the school.
- C. The association shall be non-commercial, non-partisan, and non-sectarian. No officers or members of the association shall receive any compensation for services.
- D. The association shall cooperate with other organizations and agencies active in child welfare, provided that association's representative individually makes no commitments that bind the association.

**ARTICLE FOUR – MEMBERSHIP**

- A. Membership shall be composed of the parents, legal guardians, and relatives of the current students at Indian Valley, as well as any other persons sympathetic to the mission of the association.
- B. Membership requirements and privileges are as follows:
  - a. Attendance at 2 meetings per school year is required to have voting privileges and to hold an officer position.
- C. Honorary members of this association are the principal, assistant principal and building leader.
- D. Notices of meetings will be sent home with each student. The meeting minutes will be emailed to members, posted on the Association's webpage, and will be distributed at the following meeting. It is the member's responsibility to see that the executive board has an updated email address for said member if they would like to be emailed the information.

## ARTICLE FIVE – OFFICERS AND ELECTION

- A. The elected officers of this association shall be president, vice-president, secretary, and treasurer; referred to as the executive board.
- B. These officers are to be elected annually in the month of May by votes cast by members of the association. Refer to article four for membership requirements. The annual ballot votes will only be accepted in person at the May meeting. No person shall serve more than three consecutive terms in the same office.
- C. An officer vacancy, except president, shall be filled by a majority vote from the executive board within 1 week of vacancy.
- D. The executive board shall have access to inter-school and postal mail in an assigned place per the principal, as well as to the assigned closet space. Only those on the executive board are permitted access to these areas.
- E. In the event that a vote ends in a tie, for any position being filled, a re-vote will take place. If no winner is elected from that voting, the ballots will be placed in a hat and the winner will be drawn by the Principal or Building Leader.

## ARTICLE SIX – DUTIES OF OFFICERS

- A. The President shall preside at all meetings. He/she shall perform such duties as prescribed in these by-laws or assigned to him/her by the association. He/she shall coordinate the work of officers in order that the objectives and policies of the association are carried out. He/she will be able to make decisions for the association as long as the decisions conform to the by-laws. The president shall be the alternate for the treasurer at the umbrella organization meetings.
- B. The Vice-President shall act as the aid to the president and perform the duties of the president in his/her absence. The vice-president will also serve as the chairman for the nominating committee. In the event that the current president is unable to perform his/her duties, the vice-president shall be appointed president.
- C. The Secretary shall record and distribute the minutes to the members at the monthly meetings and any executive meetings. He/she shall also maintain accurate attendance records for voting privileges and membership status. The secretary will also be responsible for other duties that may be delegated to that office.
- D. The Treasurer shall receive all monies of the association and keep a record of all receipts and expenditures. He/she shall pay all invoices approved by the association in accordance with an approved budget. The treasurer shall maintain an annual and updated budget, financial statement, and report on all financial activity at the monthly meetings. The treasurer's accounts shall be audited annually by the Mifflin County School District Financial Officer. He/she will also be the representative for this Home and School Association at the umbrella organization meetings.

## ARTICLE SEVEN – EXECUTVE BOARD

- A. The executive board shall consist of the officers, the principal, the assistant principal, and the building leader.
- B. The president of the association, principal, assistant principal or building leader may call for a meeting of the officers at any time given a week's notice. A majority of the

members must be present (70%) to transact any business that may occur between regular meetings.

C. The by-laws will be reviewed by the executive committee bi-annually and will be presented to the association at the May meeting for approval.

D. Any member of the association may bring business before the executive board as long as it conforms to the by-laws of the association.

E. Any officer not upholding the duties of their office may be removed at the review of the executive board.

#### ARTICLE EIGHT – MEETINGS

A. The officers shall hold bimonthly meetings during the school year. A majority of the members present shall constitute a quorum for the transaction of the association.

B. Date and times for all meetings will be scheduled by the executive board.

C. Motions will be accepted with a vote from the present members at a 60% yes vote in order for the motion to take effect.

D. Committee chairs are required to either attend Home and School meetings, or to send an update to the board prior to monthly meetings. Information will then be provided to members and school administrators so that everyone is informed about the status of Home and School activities and events.

#### ARTICLE NINE – BANK ACCOUNTS

A. Indian Valley Home & School account will be set up per district rules.

B. Two signatures will be required on all checks and two signatures will be required to withdraw monies from the account.

C. All officers are required to sign a signature card provided by the bank that holds this association's account.

D. Bank account statements and information must be available for review at all times.

E. When changing officers at the term end, the checkbook will be turned over to the upcoming officer as soon as the year end bills are paid and the account has been reviewed. The outgoing officer should make all efforts to train the incoming officer in completing the year-end financial information.

#### ARTICLE TEN – AMENDMENTS

A. These by-laws may be amended at a regular meeting of the association by a two-thirds vote of the members present, providing notice of the proposed amendments have been given out to all members within a week of the scheduled meeting date.

**Adopted Date:** \_\_\_\_\_

Signed: \_\_\_\_\_  
President of Association

Signed: \_\_\_\_\_  
Vice-President of Association

Signed: \_\_\_\_\_  
Treasurer of Association

Signed: \_\_\_\_\_  
Secretary of Association

Signed: \_\_\_\_\_  
Principal of Indian Valley Elementary

Signed: \_\_\_\_\_  
Assistant Principal of Indian Valley Elementary

Signed: \_\_\_\_\_  
Building Leader of Indian Valley Elementary