

BYLAWS
New Hanover Upper Frederick
Parent Teacher Children's Association
2547 Big Road
Frederick, PA

Article I: Name

The name of this organization is the New Hanover Upper Frederick Parent, Teacher, Children's Association (hereafter referred to as NHUF PTCA).

Article II: Purposes

The purposes of the NHUF PTCA are:

1. To provide a support network to students, staff, and families of the New Hanover Upper Frederick Elementary School.
2. To promote the welfare of children in home, school, and community.
3. To provide activities that enhance children's school experience.

Article III: Basic Policies

The following are basic policies of the NHUF PTCA:

1. The organization shall only engage in activities related to promoting the purposes of the organization.
2. Upon the dissolution of this organization, after paying or providing for any debts and obligations of the organization, any remaining assets shall be distributed to the NHUF Activity Fund.

Article IV: Membership

1. Membership is open to any parent or legal guardian who has a child in the NHUF Elementary School, or any staff member at NHUF.
2. Members may be accepted at any time.
3. Members have the right and responsibility to attend meetings and participate in the NHUF PTCA activities.
4. Membership dues may be determined by the Executive Board.

Article V: Meetings

1. NHUF PTCA meetings will be held at the NHUF Elementary School, or may be held at another location with advance notice given to members.
2. All NHUF PTCA meetings are open to the community. Non-members who wish to speak at a meeting must inform the Executive Board of the subject of their remarks 14 days prior to the meeting.
3. Meetings shall be governed and conducted in accordance with "Robert's Rules of Order."
4. A quorum shall be members present at a meeting. A simple majority shall constitute a passing vote at a meeting.
5. Acceptance of the NHUF PTCA annual budget shall be voted on by members at the November meeting.
6. Election of the Executive Board will take place at the May meeting.

Article VI: Executive Board

1. The Executive Board shall consist of the following officers: President, Vice President, Vice President Ways and Means, Secretary, Treasurer, 2 Members at Large; the Principal of NHUF Elementary School and a teacher representative.
2. The budget expenditures, operation and activities of the NHUF PTCA shall be managed by the Executive Board.
3. No person may serve in more than one elected position in NHUF PTCA simultaneously.
4. Officers shall assume their duties at the close of the May meeting and serve for 1 year.
5. The Executive Board may create standing committees.
6. The Executive Board will take under advisement any issues or concerns brought forward by a member of the NHUF PTCA.
7. A member of the Executive Board shall be responsible for monitoring communications including: mail, email, phone messages.

Article VII: Duties of Officers

1. The President shall
 - a. preside at meetings, in accordance with Robert's Rules of Order.
 - b. Provide an agenda for meetings.
 - c. Meet with the administration of NHUF and Boyertown Area School District, as needed, to schedule activities.
 - d. Coordinate and oversee the work of the officers and committees of the NHUF PTCA.
 - e. Work with the Executive Board to arrange speakers for meetings.
2. The Vice President shall
 - a. Assume the duties of the President in his/her absence.
 - b. Be responsible for notifying members of meetings (dates, times, location, topics)
 - c. Work with the Executive Board to arrange speakers for meetings.
3. The Vice President Ways and Means shall
 - a. Coordinate the annual fundraiser.
 - b. Work with the Executive Board to arrange speakers for meetings.
4. The Secretary shall
 - a. Keep accurate minutes of all meetings.
 - b. Be responsible for copying minutes. Distribute Executive Board minutes to the Board. Provide the minutes of the general meetings to members.
 - c. Be responsible for sign-in sheet at meetings.

5. The Treasurer shall
 - a. Maintain accurate records of all receipts, expenditures, insurance policies, and financial activities of the NHUF PTCA.
 - b. Provide a financial summary to the Executive Board and membership every two months.
 - c. Pay out funds as authorized in the budget or by the Executive Board.
 - d. Propose a budget in October.
 - e. Arrange for preparation of annual tax return (May 31)
6. The Members at Large shall
 - a. Work with the Executive Board to arrange speakers for meetings.
 - b. Assist with activities/committees as needed.
7. The Principal of NHUF Elementary School shall
 - a. Serve as advisor to the Executive Board and keep them informed in matters pertaining to the NHUF PTCA.
 - b. Provide a report at general membership meetings.
8. The staff of NHUF will select a teacher representative to serve on the board. The Teacher Representative shall
 - a. Be a member of the NHUF faculty.
 - b. Act as a liaison between faculty/staff and the NHUF PTCA.

Article VIII: Nominating Process

1. A nominating process will be conducted annually for the Officers of the Executive Board. Nomination information will be sent to all members in March.
2. A person may not run for more than one office simultaneously.
3. Elections will be held at the May meeting.
4. Vacancies in offices/chaired positions may be filled by presidential appointment.

Article IX: Committees

1. Committees may be created as necessary to promote the purposes of NHUF PTCA.
2. Each committee shall have a chairperson and consist of members who volunteer to serve on the committee.
3. A list of committees and a request for volunteers will be made available to all members.
4. Committee chairpersons shall provide a status report at general membership meetings.
5. Activities and expenditures must be approved by the Executive Board prior to implementation.
6. Committee chairpersons may spend their approved budget amount as needed for their projects. Whenever an expense will exceed the budgeted amount it must be approved by the Executive Board prior to purchase.
7. Any unused funds in committee budgets will revert to the PTCA's general fund on October 1st of the next budget year.
8. Committee chairpersons shall supply a written report, including financial information, to the Executive Board within two weeks of completion of the committee project.