

The Richboro School Association, Inc.

Bylaws

by Article and Section

I. NAME

The name of the Corporation shall be The Richboro School Association, Inc., Richboro, PA, hereafter referred to as the RSA.

II. PURPOSE

The purpose of the Richboro School Association, Inc. shall be:

1. To be a non-profit organization consisting of family volunteers, faculty and staff whose goal is to enhance the learning experience of the students at Richboro Elementary School.
2. To provide programs that support the curriculum and recreational events that reflect community values and reinforce a healthy school spirit in each child.
3. To raise funds during the school year to be spent on activities that benefit the school community.

III. POLICIES

1. The Corporation shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the Corporation or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the Corporation.
2. This Corporation shall seek neither to direct the administrative activities of the school nor to control its policies.
3. This Corporation may cooperate with other organizations and agencies active in the welfare of children, such as conference groups or coordinating councils, provided its representative makes no commitments that bind the group he/she represents.
4. Upon disagreement of the current Board of Officers, the Executive Committee will include the immediate Past President and Treasurer as voting members. The Principal of the school shall be on the committee in an advisory capacity only

IV. MEMBERSHIP AND DUES

1. Membership to the RSA shall be open to all parents/guardians of children enrolled in Richboro Elementary School and all administrators and faculty

members.

2. The annual dues shall be set for the following year by the Executive Committee.
3. An annual enrollment of members shall be valid through July of the following year. Active members are those members who had paid their annual dues.
4. Only active members of this Corporation shall be eligible to participate in its business meetings or bring issues before the Board.
5. Only active members shall be eligible to participate in elections.

V. OFFICERS AND THEIR ELECTIONS

1. Officers

- a. The Board of officers of this Corporation shall be President(or Co-Presidents), Vice President, Secretary, Treasurer and Communications Director and Events Coordinator.
- b. Nominees for President must have been a member of the RSA for a full school year, must have served as chairperson of a standing committee or served as an officer for at least one year within the past three (3) years and must have attended at least three (3) regular meetings during the current school year. Nominees for Secretary, Treasurer and Communications Liaison must have attended at least (2) regular meetings during the current school year, except for special circumstances.
- c. Each officer shall serve a two (2) year term.
- d. President (and/or Co-Presidents):
 - i. In situations where there will be more than one (1) president, the 2 officers will serve as Co-President.
 - ii. The Co-Presidents shall be elected in opposite years.
- e. The Treasurer, Secretary, and Events Coordinator shall be elected in odd numbered years.. The Vice President and Communications Director shall be elected in even numbered years.
- f. Officers shall assume their official duties at the close of the school year and shall serve a term of two (2) years or until their successors are elected, with the exception of the Treasurer, who shall remain in office until the audit is completed.
- g. A person shall not be eligible to run for a second term as President or Treasurer, unless such nomination is approved by an affirmative vote of 2/3 of the members present at a meeting where prior notice of the meeting has been given. If no one comes forward, the Secretary or Communications Liaison may serve more than two consecutive terms, but not the President or Treasurer.

2. Elections

- a. There shall be a Nominating Committee formed in March consisting of the two (2) officers whose terms are expiring and one member of the RSA. If any of the Nominating Committee members cannot serve as a member of the Committee, the President shall have the ability to appoint an RSA member or other Executive Committee member to fulfill the duties.
- b. There shall be a school-wide notice to all RSA members in March seeking nominees for the electing offices for the following term.
- c. The Nominating Committee shall present a slate of nominees at the April meeting.
- d. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.
- e. Only those who have consented to serve, if elected, shall be eligible for nomination, either by committee or from the floor.
- f. Election Process:
 - i. Should only one candidate be nominated for an office, election shall be by vote of the active members at the April? ~~May~~ meeting.
 - ii. If there are two nominees for any given position, officers shall be elected by secret ballot, one per family, distributed to the general membership during the April? meeting.
 - iii. In the event of a tie, the deciding vote will be cast by the active members present at the April? meeting.

3. Special Elections

- a. Candidates for any special election shall be nominated by the Executive Committee.
- b. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the active members present at the next regular meeting, due notice having been given.

VII. DUTIES OF OFFICERS

1. President(s)

- a. The President shall preside at all meetings of the Corporation and the Executive Committee and shall be a member ex-officio of all committees.
- b. The President shall work with the Vice President/Event Coordinator to identify the chairperson for all events and committees .
- c. The President shall perform all other duties usually pertaining to that office, including approval of information to the general membership via

Communications Director.

- d. Represent Richboro Elementary as needed with other area school organizations or CRSD activities.
- e. If there are two officers in this position, they will be referred to as Co-Presidents. In this situation, both will have equal duties and can represent the Corporation equally.

2. Vice President

- a. The Vice President will serve as the backup for President/Co-President as needed, and have the following additional duties:
 - i. Coordinate the selection of Event Chairs
 - ii. Work with Communications Director and Event Coordinator to plan calendar of events. Work with Principal and School to coordinate events as needed.
 - iii. Promote membership recruitment
 - iv. Assist Treasurer with Membership Toolkit setup and management, including event setup, reporting, etc.
 - v. Manage the Google Drive file storage

3. Secretary

- a. The Secretary shall keep an accurate record of all meetings of the Corporation and of the Executive Committee and shall perform such other duties as may be delegated.
 - i. Agendas shall be published prior to each membership meeting
 - ii. Minutes will be made available to Executive Board
- b. The Secretary shall send a notice to all members identifying the requirements to serve as an Officer of the Corporation and the membership election process.
- c. The Secretary shall work with the Vice President to organize the Google Drive and file storage

4. Treasurer

- a. The Treasurer shall receive all money of the Corporation, shall keep an accurate record of receipts and expenditures and shall pay out local funds only in accordance with the approved budget.
- b. The Treasurer shall present a written statement of account at every meeting of the Corporation and at other times when requested by the Executive Committee.
- c. Manage ownership of Membership Toolkit

- d. The Treasurer's accounts shall be examined in November, February, and May by a Finance Committee made up of three (3) members, including the Treasurer, who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that effect at the end of the report. An accountant may be retained annually or bi-annually to perform an audit.

5. Communications Director

- a. The Communications Director shall oversee all communication activities of the Corporation to the community at large via website, ~~the outdoor signage and any other duties as may be delegated.~~ newsletter, and social media, with approval of the President(s) as appropriate.
- b. The Director will maintain compliance with RSA social media guidelines and maintain said accounts as per Article XIV when creating and maintaining social media and website posts. General CRSD guidelines and policies regarding communication will be supported.
- c. May also act as Liaison to CRSD District Communications to promote RES Events to a wider audience

6. Event Coordinator

- a. The Event Coordinator will be responsible for planning and coordinating events that typically may not require a specific event chair. This would include the Back to School Picnic, Teacher Appreciation Week, and special meals for teachers (Welcome back, Conference night). Other Officers will assist in these events, but the EC will be the primary POC.
- b. Responsible for ensuring that Facilities Requests are submitted for RSA meetings, as well as for school-based events. (Specific event chairs can submit the requests, but EC will be the point person for questions)
- c. Will work with Vice President and Event Chairs for guidance, planning, and execution of events.

7. Duties of all Officers:

- a. Assist with mentoring Event Chairs and newer officers as needed.
- b. Supporting beginning of year activities, including Kindergarten Orientation, Back to School Night,
- c. Manage Facebook or other Social Media, including reviewing posts and membership requests

- d. to transact necessary business between regular meetings and such other business as may be referred to it by the members of the Corporation,
- e. to approve the plans of work and budget of the standing committees,
- f. to appoint a Finance Committee at the May meeting to review the Treasurer's accounts in July, prior to turning the report over to the accountant for review (said Finance Committee shall include the Treasurer and two (2) non-Executive Committee members)
- g. to approve a budget for the fiscal year for presentation to the members of the Corporation,
- h. to approve routine bills within the limit of the budget, and,
- i. to allocate any additional funds for additional school needs.

VIII. EVENT CHAIR RESPONSIBILITIES

- 1. Event Chairs will be determined at the beginning of the school year, for events and programs that are known at that time.
- 2. Event Chairs who previously managed events/programs will be considered prior to opening up to the membership at large.
- 3. Event Chairs must be active members of the Corporation
- 4. All event chairs will be granted access to the appropriate file folder within Google Drive for any materials or prior year documents.
- 5. Event Chairs are responsible for promotion of events, including flyer, posting on Facebook page, etc. Assistance and guidance from the board will be available as well.

IX. MEETINGS

- 1. Regular meetings of the Corporation shall be held at least seven (7) times during the school year, unless otherwise provided by the Executive Committee. At least seven (7) days' notice shall be given of any change of date.
- 2. Special meetings of the Corporation may be called by the Executive Committee upon seven (7) days written/email notice.
- 3. At the Back-to-School Night, sponsored by the Council Rock School District, a member of the Executive Committee will announce the officers, briefly outline the Corporation goals, and acquaint parents with the organization.
 - a. This is dependent on the format of the Event. If the event is not

structured for this, alternate methods of message delivery could include: Table/Board at school entrance, messaging/video in teacher presentations, etc.

- b. Similar presentation should be made at Kindergarten Orientation.
4. The privilege of holding office, introducing motions, debating and voting, and voicing opposition shall be limited to active members.
5. Six (6) active members, including at least three (3) members of the Executive Committee, shall constitute a quorum for the transaction of business at any regular meeting.

Special meetings of the Executive Committee (including immediate past president and treasurer) may be called by the President or by a majority of the Committee. Three (3) persons present shall constitute a quorum.

IX. STANDING AND SPECIAL COMMITTEES

1. Such standing committees shall be created by the Executive Committee as may be required to promote the objectives and interests of the Corporation. The chairpersons of the standing committees shall be selected by the Executive Committee following the announcement of officers in April. Elected officers, other than the President or Treasurer, may serve as a committee chairperson. Committee chairpersons shall be limited to serving for two (2) years as chairperson of the same committee whenever possible.
2. The chairperson of each event committee or their representative shall present an account of planned and/or completed work at all meetings leading up to their event. No purchases over \$1,000.00 may be made without the approval of the Treasurer and President.
3. The power to form special committees and appoint everests with the Executive Committee. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is completed and its final report is accepted or adopted. A special committee can be changed to a standing committee at the discretion of the Executive Committee.
4. Any committee chairperson who is not compliant with the RSA bylaws may be removed from his/her role as chairperson (by majority vote of the Executive Committee) and a new chairperson will be assigned by majority vote of the Executive Committee.

X. PARLIMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this Corporation in all cases to which they are applicable and in which they are not in conflict with these bylaws.

XI. ARTICLES OF ORGANIZATION

The bylaws of the Corporation shall be deemed to be part of its Articles of Organization.

XII. AMENDMENTS

1. These bylaws may be amended at any regular meeting of the Corporation by a 2/3 vote of the active members present and voting, provided notice of the proposed amendment(s) has been posted on the website and RSA Social Media pages.
2. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the Corporation or by a 3/4 vote of the Executive Committee.
3. These bylaws were revised and readopted in 2025 shall be reviewed every five (5) years thereafter.

XIII. STANDARD OPERATING PROCEDURES

1. There is an Interim Fund for long term appropriations (next budget year) and a Savings Fund for short term appropriations (current budget year) and a checking account.
2. The checking account, to provide sufficient administrative funds, should not be less than \$500.00 to begin the fiscal year.
3. When a capital purchase is made, the Principal shall bill the Treasurer, who will pay the amount from the Savings Fund. If the item purchased is 10% more than the budget amount, approval of the Executive Committee shall be required.
4. A scholarship will be awarded to a graduating senior of Council Rock High School South who attended Richboro Elementary School. This graduate must be pursuing some form of higher education. This scholarship will be awarded to one student graduating from Council Rock South High School.
5. All profits during the school year must be placed in the Interim Fund for expenditure the following year, EXCEPT the profits from any special fundraisers which may become necessary, may be spent during the same school year.
6. Other than purchases made by the Treasurer, a completed reimbursement form, as well as detailed receipts, will be required to be submitted to the treasurer.

XIV. SOCIAL MEDIA

1. The RSA will support a Facebook page of which the sole purpose will be to promote RSA events. The RSA Facebook page will not include subjective material or information. It will include only information specific to RSA events; RES and CRSD specific info will be found on the CRSD website. No personal or identifiable information (personal email addresses, student pictures, phone numbers, etc.) will be included or posted. No photos of people

will be posted by the RSA. Any negative posts or any information posted that does not comply with RSA or CRSD social media policy will be removed as soon as the RSA is made aware of it.

2. The RSA mascot/logo/support materials are for RSA use only. These materials may not be used or disseminated at non-RSA events.
3. Promotion of RSA events will occur via the RES and RSA websites, internal school publication and the RSA Facebook page Any other promotion of events publicly must occur via the Communications Director
4. The RSA Facebook page content will be moderated by the Officers of the board. Membership will be limited to members of the school community.
 - a. When there are questionable membership or content requests, the board can use its discretion in making a determination. (Example, membership requests for incoming students prior to the school year, etc)
5. There is currently a separate Parents of RES Facebook group that is less closely moderated by the RSA Officers. Membership is not as limited, and posts can be made without Officer approval.

XV. DISSOLUTION

In the event of the dissolution of the Corporation, the assets of the Corporation shall be turned over to Richboro Elementary School for the specific use designated by the membership. Such specific use may not include the personal benefit to any individual and must fall within the guidelines of the objectives of the organization as stated in ARTICLE II of these bylaws.