

Central School Home and Schools Association Constitution and Bylaws

ARTICLE 1- Name and Purpose

The name of this association shall be the Central School Home and School Association.

The purpose of this Home and School Association (HSA) shall be to establish and support a closer relationship between the home, the school and the community through the voluntary efforts of its members.

The purpose of this association shall be to contribute to the maintenance of high quality education at Central School by:

1. Fostering communication among parents, teachers and children
2. Providing enrichment and supplemental programs for children
3. Raising funds for HSA projects to benefit the school community

No part of the net earnings of Central School HSA shall insure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof.

Every participant is expected to pay whatever fee is associated with the particular event. There is no waiver of fees for individuals who are designated as a chairperson or volunteer of the event or activity. The only exception would be for financial hardship, and those requests must be made by the parent to the Co-Presidents of the HSA. Each situation will be individually considered by the Executive Committee.

No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c3) of the internal revenue code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c2) of internal revenue code, or corresponding section of any future federal tax code.

ARTICLE 2 - General Membership

All parents (or guardians) of children attending Central School shall automatically be members of the HSA. All teachers shall be honorary members and shall not be a voting member of the HSA. The members shall be asked for a voluntary contribution annually. At meetings of the general HSA membership, each family shall have only one vote.

ARTICLE 3 - Officers

Section 1- Executive Board

The Executive Board of the HSA shall consist of the following officers: Co-Presidents, Honorary Vice-President, First Vice-president, Second Vice-president, Third Vice-President, Communications, Secretary, Treasurer, and President Emeritus. These titles shall denote the individual(s) holding these offices.

These officers, excluding the Honorary Vice-President, shall be elected for a two-year term commencing July 1st and ending June 30th of the second year. Officers are limited to one term in a position and no more than two consecutive terms on the Executive Board. After a one-year layoff, an individual may return to the Executive Board.

Section 2 - Duties

All Executive Board members shall attend all meetings of the general HSA and the Executive Board.

A. Co-Presidents

The Co-Presidents shall serve on the Executive Board in staggered terms resulting in one veteran Co-President and one new Co-President each year. Co-Presidents shall preside at all the meetings of the general HSA and of the Executive Board, shall enforce the Constitution and By-Laws, shall appoint chair people and Representatives of all special and standing committees, shall be members ex-officio of all committees, and shall be members of the Glen Rock Federated Council of Home and School Associations. The Co-Presidents shall have one vote. In event that Co-Presidents cannot agree on an issue, the Co-Presidents shall not cast a vote on the issue.

B. Honorary Vice-President

The Honorary Vice President shall be the Principal of Central School, shall serve as advisor to the HSA and as such shall not be a voting member of the HSA.

C. First Vice- President - Enrichment

The First Vice-President shall, in absence of the Co-Presidents, assume all the duties of that office until a replacement is found. The first Vice-President shall assume the duties of the Federated HSA office assigned to the Central School HSA by rotation.

The First Vice-President shall also be responsible for overseeing the activities of the Enrichment Committee and reporting on the same at all General and Executive Board meetings.

D. Second Vice- President - Fundraising

The Second Vice-President shall be responsible for Staff Requests (Wish List) and overseeing all of Central School's fund raising activities and shall report on the same at all General and Executive Board meetings.

The Second Vice-President shall assume the duties of the Federated HSA office assigned to the Central School HSA by rotation.

E. Third Vice-President - Social

The Third Vice-President shall be responsible for overseeing all social events or whatever social events are held during the year and shall report on the same at all General and Executive Board meetings.

F. Communications

The Communications board member shall be responsible for overseeing and coordinating all communication between the school and the home. The Communications board member shall also be responsible for website management and maintaining historical documents on a shared file and shall report on the same at all General and Executive Meetings.

G. Secretary

The Secretary shall keep an accurate account of the meetings of the HSA and the Executive Board and handle all of the correspondence of the HSA..

H. Treasurer

The Treasurer shall have custody of the funds of the HSA and deposit them to the account of the HSA; shall, together with the Co-Presidents, prepare a budget to be presented to the HSA at the September meeting; shall pay all the bills of the HSA; shall keep an accurate account of the receipts and disbursements of the HSA; shall be prepared to give a report at any meeting upon request and shall submit the books for auditing at the end of the year.

I. President Emeritus

The position of President Emeritus shall be offered each year to the outgoing Co-President. The President Emeritus shall serve in an advisory capacity and shall not vote. In the event of tie, the President Emeritus will cast the deciding vote.

Section 3 - Nominations and Election

A. The Co-Presidents shall appoint a Nominating Chairperson. The chairperson shall be a regular member of the HSA who is not an officer. The chairperson shall then appoint the Nomination Committee. The committee shall otherwise consist of at least one Executive Board member and two members of the General HSA Membership not exceeding more than five individuals.

B. Nominees for Executive Board positions will be selected from current HSA members and eligible members of the Executive Board. Any interested person shall make his/her intent known to the Nominating Chairperson. Consent must be secured from all nominees.

C. The Nomination Committee shall prepare a written slate of nominees for executive board positions to the Executive Board prior to its presentation to the General Membership. Presentation of the slate of officers to the General Membership must be made prior to the general election meeting. Any further nominations may be submitted from the floor at the general meeting, with consent secured from the nominee. In the event of a contest, election shall be by secret ballot and a plurality vote shall elect.

D. All officers are elected for a term of two years. A vacancy occurring in any office shall be filled by appointment by the Co-Presidents with the approval of the remaining officers on the Executive Board for the remainder of the expired term. This shall not count towards their elected two year term. The

vacancy replacement would be eligible to serve an additional two year term.

E. All HSA members will be notified of open positions. The Co-Presidents, with the Executive Board shall appoint the chairpersons of all special and standing committees and representatives to other organizations. All committee chairs and representatives must be Central School HSA members and serve for a one year term with no term limits.

F. Special Committees and any other committees deemed necessary to the general functioning of the HSA may be appointed by the Co-Presidents and the Executive Board.

ARTICLE 4 - Meetings

Regular meetings of the general membership of the HSA shall be held throughout the school year at times scheduled by the Co-Presidents. There shall be a minimum of four general meetings during the year. Special meetings may be called at the discretion of the Executive Board at such times it may be deemed advisable. The membership must be notified in advance of the proposed meeting.

ARTICLE 5 - Quorum

Fifteen members of the general membership constitutes a quorum for voting purposes at meetings of the general membership. Five members of the Executive Board members constitutes a quorum for its meetings.

ARTICLE 6 - Amendments

Any proposed amendment to this Constitution and ByLaws shall be submitted in writing by the proposer(s) to the Executive Board for discussion. If approved by the Executive Board, the proposed amendment(s) must be published on the HSA website prior to the general meeting where it shall be discussed. At said meeting, the proposed amendment shall be read, discussed, and voted upon. It shall become part of this Constitution and Bylaws if it is approved by a simple majority of the members present and voting.

ARTICLE 7 - Financing

A. The fiscal year for the HSA is July 1 to June 30.

B. Financing of the activities of the HSA will be achieved through the payment of annual dues and fundraising activities sponsored by the HSA. The amount of individual dues shall be determined by the executive board.

C. The budget shall be presented at the first general meeting of the HSA each school year. It must be approved by a majority of the members present and voting.

D. Expenditures and appropriations of \$250 or less can be approved by the Co-Presidents. There shall be

no appropriation of monies over \$250 without a majority vote of the members of the Executive Board.

ARTICLE 8 - Central School After School Programs

All Central School HSA after school programs shall be run by committee co-chairs and approved by the Executive Board. After school programs must abide by all Central School HSA Constitution and Bylaws. The committee co-chairs shall determine the amount of tuition/payment and shall make all decisions regarding the program with notification and approval of the Executive Board. The program must function within the limits of income from tuition, with any surplus being treated as follows: 1) a reasonable amount for payroll and other anticipated expenses shall be held in a separate bank account for use the following year; and 2) any additional surplus shall be transferred to the HSA's general account. A budget and financial statement will be presented to the Executive Board prior to the Summer budget meeting each year and a statement shall be presented before each executive board meeting. All committee co-chairs, teachers and committee chairs must be selected by June 30th for the following school year.

ARTICLE 9 - Dissolution

In the event of dissolution, all assets will be distributed to an organization exempt under section 501(c)(3) of the Internal Revenue Code. There will not be any inurement of earnings to the benefit of any individuals.

ARTICLE 10 - Authority

Robert's Rules of Order – Revised Edition shall be the parliamentary authority in matters not specified in the Constitution and Bylaws.

