

# CONSTITUTION AND BYLAWS GLEN ROCK MIDDLE AND HIGH SCHOOL HOME AND SCHOOL ASSOCIATION

## ARTICLE I – NAME & PURPOSE

**Section 1.** The name of this organization shall be the Home & School Association of the Glen Rock Middle School and High School; hereinafter, referred to as the HSA or Middle and High School HSA.

**Section 2.** The purpose of this 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.

**Section 3.** The Middle and High School HSA is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(C)(3) of the Internal Revenue Code of 1986, as amended, (the “Code”.) Any reference herein to the Code or to any provision thereof shall be deemed to refer to the Code or such provision as it may be amended from time to time, and shall refer as well to any subsequent body of laws or provision enacted in its place.

**Section 4.** No part of the net earnings of the Middle and High School HSA shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other provide persons, except that the organizations shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. The HSA shall be non-profit, non-partisan, and non-sectarian. No substantial part of the activities of the Middle and High School HSA 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 or in opposition to any candidate for public office. Notwithstanding any other provision of this document, the HSA 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(C)(3) of the Code, or (b) by an organization, contributions to which are deductible under Section 170(C)(2) of the Code. All activities pertaining to the schools shall be cleared through the administrative offices of the schools.

## ARTICLE II– MEMBERSHIP

**Section 1.** All parents/guardians of the students attending the Middle School and High School shall automatically become members upon payment of annual dues. All faculty members and staff members of the Middle School and High School shall automatically become members upon payment of annual dues.

## ARTICLE III – OFFICERS

**Section 1.** The officers of the HSA shall be: President, Executive Vice-President, First Vice-President, Second Vice-President, Third Vice President, Secretary, Treasurer, President Emeritus, and two Honorary Vice-Presidents. These officers shall constitute the Executive Board.

The Principals of the Middle School and High School shall serve as the Honorary Vice-Presidents.

**Section 2.** The President shall: preside at all meetings of the Middle and High School HSA and of the Executive Board, enforce the Constitution and By-Laws, shall appoint Chairmen of all standing and special committees with the assistance of the Executive Board, be an ex-officio member of all committees except the Nominating committee, be a member of the Federated Council of Home and School Associations.

**Section 3.** The Honorary Vice Presidents shall: serve as advisors to the HSA and as such shall not be voting members of the HSA.

**Section 4.** The Executive Vice-President shall: assist the President in the general conduct of that office, perform the duties of President in the absence or inability of the President to serve, act as a liaison to both Enrichment and Fundraising Committees, serve as Parliamentarian of the HSA.

**Section 5.** The First Vice-President shall: perform the duties of the President in the absence of both the President and the Executive Vice-President, assume the duties of the Federated HSA office assigned to the Middle and High School HSA by rotation.

**Section 6.** The Second Vice-President shall: assume the duties of the Federated HSA office assigned to the Middle and High School HSA by rotation, shall act as Board of Education representative or coordinate with said representative from the membership in order to assure consistent attendance and reporting of Board of Education meetings.

**Section 7.** The Third Vice-President shall: facilitate all electronic communication in acting as support to or holding the position of the webmaster of the HSA's website, communicate with the district webmaster to share necessary information, communicate necessary information to incoming 6<sup>th</sup> grade parents and new faculty.

**Section 8.** The Secretary shall: keep an accurate account of the meetings of the HSA, be custodian of the HSA's records and all special papers including the Constitution and By-Laws, handle all correspondence of the Middle and High School HSA.

**Section 9.** The Treasurer shall: together with the President, prepare a budget to be presented to the HSA at the September meeting, have custody of the funds of the HSA and deposit them to the account of the HSA, pay all bills of the HSA, reconcile such funds and report at each general meeting, submit the books for fiscal review at the end of the school year.

**Section 10.** The position of President Emeritus is held by the most recent and available past-president. The President Emeritus shall serve as advisor to the Executive Board and as such shall not be a voting member of the Executive Board. In the event of a tie in any vote on the Executive Board, the President Emeritus shall cast the deciding vote.

**Section 11.** The Executive Board shall: attend all general and Executive Board meetings, have general management of the affairs of the HSA.

**Section 12.** Any Executive Board member or committee chair found to be incapable or remiss in the carrying out of his or her duties and responsibilities shall be removed by a majority vote of the Executive Board.

## **ARTICLE IV – NOMINATIONS AND ELECTIONS**

**Section 1.** The Nominating Committee Chairperson, appointed by the President, shall be a member of the HSA but not a member of the Executive Board. The Nominating Committee shall consist of the Chairperson, two members from the Executive Board (one representing the Middle School, one representing the High School), and two from the general membership.

**Section 2.** Nominees will be selected from current membership, prospective 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.

**Section 3.** The Nominating Committee shall present the slate of officers 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 at least one month prior to the general election meeting. Additional nominations may be made from the floor of the general meeting providing the consent of the nominee has been secured. In the event of a contest, election shall be by secret ballot and a plurality vote shall elect.

**Section 4.** All officers are elected for a term of one year. If there shall be but one slate of officers, by motion from the floor the election shall be made by general consent. In any other situation majority vote shall prevail.

**Section 5.** The terms of the elected and appointed members of the Executive Board shall be limited to four consecutive one-year terms. No Executive Board member shall hold the same position for more than two consecutive terms. No member shall be eligible for re-election until after the expiration of one year. If a board position on the slate put forth by the nomination committee remains open because a suitable candidate cannot be found, the one-year waiting period for past Board members can be waived by the chair of the Nominating Committee to fill the open position.

**Section 6.** A vacancy occurring in any office in the middle of a term shall be filled by appointment by the President with the advice and consent of Executive Board for the remainder of the unexpired term.

## **ARTICLE V – MEETINGS**

**Section 1.** General meetings of the HSA shall be held at least, but not limited to, five times during the school year, unless otherwise specified. Fifteen members present at any general meeting of the HSA shall constitute a quorum for transaction of business.

**Section 2.** The Executive Board shall meet prior to the first general meeting and subsequently as deemed necessary and advisable by the President. Five voting members shall constitute a quorum for the Executive Board.

**Section 3.** Emergency/Special meetings of the general membership can be called as deemed necessary by the Executive Board.

## **ARTICLE VI – COMMITTEES**

**Section 1.** The HSA President shall appoint Committee Chairs and Representatives for all standing and new committees which will serve to accomplish the goals of the HSA.

**Section 2.** Special Committees and any other committees deemed necessary to the general functioning of the HSA may be appointed by the President and the Executive Board.

**Section 3.** The President shall: Appoint the chair(s) and representatives of all HSA sponsored and supported committees from the list of volunteers with the exception of the Grad Ball Committee. All committee chairs and representatives must be HSA members in good standing. The chair(s) for Grad Ball shall be voted into office by a majority of parents present at the first organizational meeting of that Grad Ball class. All Grad Ball parents shall receive notification of the organizational meeting and shall be given the opportunity to run for the position of chair/co-chair. The names of all those interested will be presented by the HSA President at the organizational meeting and voted upon by secret ballot. The votes shall be counted by the HSA President and a member of the Executive Board. Neither may be a parent of a child in the Grad Ball class.

In the event that the HSA President is a parent of a child in the Grad Ball class, then the member of the Executive Board, if one is available, and an administrator shall count the votes. In the event that no eligible member of the Executive Board is available the administrator shall count the votes on his or her own.

Chairs for all Grad Ball committees will be on a volunteer basis. Parents will be notified in advance of all the committees available. At the first organizational meeting sign-up sheets for committee chairs will be made available. Any parent interested in chairing a committee shall have an opportunity to sign up at that meeting. The Grad Ball chair(s) and the HSA President will then meet and appoint the committee chairs from those names that volunteered for the term of one year.

The Grad Ball chair(s) and the HSA President shall appoint a Finance Oversight Committee comprised of the Grad Ball Treasurer, the HSA Treasurer and one other member of the Grad Ball class excluding all currently sitting chairpersons. This group shall work with the Financial Advisory Committee of Grad Ball (as outlined in the Grad Ball Handbook of Suggested Procedures) to prepare a preliminary budget. The preliminary budget shall be presented to the Grad Ball parents for approval by a simple majority at the same meeting at which the design and plan is presented.

A finalized budget shall be presented and voted on at the first meeting after the fall fundraiser.

After all Grad Ball expenses are paid and there are remaining monies, Grad Ball needs to decide soon thereafter, but no later than December 1 of that year on how to spend the remaining monies. These monies will be transferred to the HSA, after all expenses have been paid and placed in a separate account until the purchase is made. The purchase must be made by June 30 of the following year otherwise the monies will be transferred to the general HSA account. If a decision on how to spend the remaining monies cannot be made by December 1, then the monies will be transferred to the general HSA account.

The Grad Ball committee will pay an accounting fee to the HSA to cover the cost incurred by Grad Ball with regard to the HSA's 501(c)3 tax filing. The recommended fee will be only representative of Grad Ball's portion of the expense and shall not be representative of the entire fee paid to the HSA's tax preparer.

## **ARTICLE VII – FINANCING**

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

**Section 2.** Financing of the activities of the HSA will be achieved through the payment of annual dues and fundraising activities sponsored by the HSA. Annual dues per family or teacher/staff member to be requested for the next fiscal year shall be determined at the June meeting of the HSA.

**Section 3.**

The budget for the next fiscal year shall be presented at a general meeting of the HSA prior to the end of the current fiscal year. It must be approved by a majority of the members present and must be voted on or before the final HSA meeting of the year.

**Section 4.**

Before, but not later than the end of the fiscal school year, the officers, committee chair(s), and representatives shall present to the President a written annual report and financial statement.

**Section 5.**

Expenditures and appropriations of \$250.00 or less can be approved by the President. There shall be no appropriation of monies over \$250.00 made without a majority vote of the Executive Board.

**Section 6.**

Expenditures and appropriations in excess of \$500.00 must be approved by two of the following officers: the president, the vice-president and the treasurer. If the expenditure is being paid for by check, it must be signed by two of the aforementioned officers: Any expenditure to be paid by credit card must be authorized by the current Treasurer and either the President or Executive Vice President of the HSA. In the event that the Treasurer is unavailable the President and the Executive Vice President will sign and or authorize the transaction. Upon completion of said transaction the non-signing board member will be notified in writing.

**Section 7.**

Any monies deposited into the HSA bank accounts will be reconciled prior to deposit by the Treasurer and Committee Chair. Said transaction(s) will be reported to the Executive Board at the board meeting immediately following the date of deposit as part of the financial statement reporting.

**Section 8.**

The Treasurer will present a current financial statement with supporting bank documentation to the Executive Board for review at each Executive Board meeting. As stated in Article 3 Section 9 the financial statement will be reported at the following meeting of the general membership.

**ARTICLE VIII – AMENDMENTS**

**Section 1.** Any amendments to this Constitution and Bylaws shall be submitted in writing by the proposer(s) to the Executive Board of HSA for discussion. If approved by the Executive Board, the proposed amendment(s) must be made available through the Middle School – High School newsletter/website which will be sent electronically to the general membership and published on the HSA website within a minimum of fifteen (15) days prior to the general meeting where it shall be discussed. At said meeting the proposed amendment shall be read, discussed, and voted upon. The proposed amendment shall become part of this document if it is approved by two-thirds majority of the eligible members present and voting. It will be read under the heading of New Business in the Agenda.

**ARTICLE IX – DISSOLUTION**

**Section 1.** 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 X – AUTHORITY**

**Section 1.** Robert's Rules of Order – Revised Edition shall be the parliamentary authority in matters not specified in the Constitution and Bylaws.

*\*Amended and voted in approval of changes June 10, 2014 – General HSA Meeting – Effective June 10, 2014 gmf-c*