

# **ALEXANDER HAMILTON SCHOOL HOME AND SCHOOL ASSOCIATION CONSTITUTION**

April 2022

## **ARTICLE 1 - NAME**

The name of this association shall be called the Alexander Hamilton School Home and School Association.

## **ARTICLE 2 - PURPOSE**

The Hamilton School Home and School Association 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, or corresponding section of any future federal tax code.

The purpose of this Association shall be to contribute to the maintenance of high quality education at the Alexander Hamilton School by:

1. Fostering communication among parents, teachers, and children
2. Providing enrichment and supplemental programs for children; and
3. Raising funds for H.S.A. projects to benefit the children

No part of the net earnings of the Hamilton School Home and School Association shall inure 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 purposes set forth in the purpose clause hereof. 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 any organization exempt from federal income tax under Section 501 (c) (3) 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 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE 3 – MEMBERSHIP**

All teachers and parents (or guardians) of children attending Alexander Hamilton School shall automatically be members. The members shall be asked for a voluntary contribution annually. At the meetings of the general membership of the Association, each family shall have one vote.

### **ARTICLE 4 – H.S.A. EXECUTIVE BOARD and OFFICERS**

The governing body of this Association shall be the Executive Board.

#### Section 1 – H.S.A. Executive Board

The H.S.A. Board shall consist of regular members of the H.S.A. who are elected as officers. The Principal and the Immediate Past President shall be non-voting honorary board members. A faculty representative shall be a non voting member of the Executive Board. The Executive Board shall meet prior to each regular scheduled H.S.A. meeting on the request of any officer or the principal.

#### Section 2 – Officers

The Executive Board of this Association shall consist of the following officers: President, Honorary Vice President, First Vice President, Second Vice President, Third Vice President, Communications Vice President, Secretary, Treasurer , President Emeritus and a Teacher Representative . These titles shall denote the individuals holding these offices.

These officers, excluding the Honorary Vice President, shall be elected for a one-year term commencing July 1st and ending June 30th of the following year. Officers are limited to two consecutive terms in a position and no more than four consecutive terms on the Executive Board. **If no other interested party steps forward, with the exception of the Treasurer position, the current officer may continue with the consent of the Executive Board, and by election of the incoming board by HSA membership. Officers shall also have the opportunity to be re-eligible to the Executive Board after taking a one-year hiatus subsequent to their four consecutive terms.**

The Principal of Alexander Hamilton School shall serve as Honorary Vice President. The choice of the Teacher Representative resides with the Principal of Alexander Hamilton School. The Teacher Representative will be rotated throughout the duration of the school year between different faculty members at Alexander Hamilton School . The Teacher Representative will attend H.S.A. meetings held during the school day.

The President Elect shall attend all the Executive Board meetings held after his/her election.

### Section 3 – Election Procedure

The President and/or the current H.S.A. officers shall submit, in writing, the recommended slate of officers to the general membership in advance of the election meeting. Additional nominations may be made from the floor at the election providing the consent of the nominee has been secured.

### Section 4 – Election and Installation

The election of officers shall take place at a regularly scheduled H.S.A. meeting no later than April 30th. In the event of a contest, election shall be by secret ballot and a plurality vote shall elect.

The officers of the H.S.A. reserve the right to nominate a new officer after the main election should a position be vacant or become vacant throughout the year. The nominated officer shall be elected at the next available H.S.A. general meeting.

### Section 5 – Vacancies

If the President's office becomes vacant, a replacement should be found with the approval of the officers of the board. Should a vacancy occur in the remaining elected offices, the President shall appoint a replacement with the approval of the remaining officers.

### Section 6 – Appointment of Committee Chairpersons

Following the April elections, the Executive Board Elect shall appoint the chairpersons of all special and standing committees and representatives to other organizations, who shall serve until the next election of officers.

## **ARTICLE 5 – MEETINGS**

Regular meetings of the Association shall be held throughout the school year at times scheduled by the President and Principal. There shall be a minimum of four business meetings during the year. The membership must be notified at least two days in advance of the proposed meeting. Special meetings may be called at the discretion of the Executive Board at such times as it may be deemed advisable.

## **ARTICLE 6 – AMENDMENTS**

Any amendment to the Constitution shall be submitted in one of the following ways: 1. At a meeting of the Association and read by the Secretary. It may be voted upon at a meeting of the Association to be held no sooner than two weeks later.

OR

2. To the membership in writing at least two weeks prior to its being voted upon at an Association meeting. The amendments must be ratified by two thirds of the members present and voting.

## **ARTICLE 7 – QUORUM**

Fifteen members of the General Membership constitutes a quorum for voting purposes, at meeting of the general membership. Five members of the Executive Board members constitute a quorum for its meetings. Approval of the budget shall follow the procedure set forth in Article 5, Section 1 of the By-Laws.

## **ARTICLE 8 – RULES OF ORDER**

The practices contained in Roberts Rules of Order Revised shall govern the Association and committee meetings unless otherwise stated in this Constitution.

## **ARTICLE 9 – DISSOLUTION OF THE ASSOCIATION**

(In the event of the final dissolution of the Hamilton School Home and School Association, after payments of all debts, no part of the remaining assets may

be distributed to any officer or member of the Hamilton School Home and School Association, but shall be distributed in accordance with the law; prohibited, however, that the distribution must be to another organization exempt under the provisions of Section 501 (c) (3) of the Internal Revenue Code, or to the United States, or a state or local government for a public purpose.)

Upon the dissolution of the Hamilton School Home and School Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Hamilton School Home and School Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

If this Association should dissolve, the remaining assets will be donated to the Glen Rock Board of Education for the purpose of enhancing the education of Glen Rock's elementary school children.