

CONSTITUTION AND BYLAWS
GLEN ROCK COLEMAN SCHOOL HOME AND SCHOOL ASSOCIATION
Approved on March 29, 2019

ARTICLE I – NAME & PURPOSE

Section 1. The name of this organization shall be the Home & School Association of Coleman School; hereinafter, referred to as the “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 Coleman 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 Coleman 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 Coleman 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 Coleman School shall automatically become members upon payment of annual dues. **All faculty members and staff members of Coleman School will be offered a complimentary membership to the HSA shall they choose to join.**

Section 2. Members shall have the right to vote on all issues before the membership, elect officers, hold office, and chair or serve on a committee.

ARTICLE III – OFFICERS

Section 1. The officers of the HSA shall be: President(s), First Vice-President(s), Second Vice-President, Treasurer, Assistant Treasurer, Corresponding Secretary, Recording Secretary, Webmaster, Assistant Webmaster and President Emeritus. These officers shall constitute the Executive Board. Each officer shall serve for a minimum of one year and a maximum of two years in his/her elected office.

The Principal of the Coleman School shall serve as the Honorary Vice-President.

Section 2. The President(s) shall: preside at all meetings of Coleman School HSA and of the Executive Board, enforce the Constitution and Bylaws, shall appoint Chairpeople 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 (Federated HSA).

Section 3. The Honorary Vice President shall: serve as advisors to the HSA and as such shall not be a voting member of the HSA.

Section 4. The First Vice-President(s) 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 and assume the role of President after the first year of their term. The First Vice President shall be a member of the Home and School Associations (Federated HSA); and be Coleman HSA parliamentarian.

Section 5. The Second Vice-President shall: assume the duties of the Federated HSA office assigned to the Coleman School HSA and, in the absence of the First Vice President, assume all duties of that office.

Section 6. The Recording 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 Bylaws.

Section 7. The Corresponding Secretary shall: handle all correspondence of the Coleman School HSA **and serve as liason to class parents.**

Section 8. The Treasurer shall: together with the President(s), prepare a budget to be presented to the HSA at the last meeting of the year, 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. The fiscal year shall be from July 1 to June 30.

Section 9. The Assistant Treasurer shall: assist the Treasurer in the duties of the Treasurer's office and assume the role of the Treasurer's office in the Treasurer's absence and will assume the office of Treasurer after the first year of their term.

Section 10. The Webmaster is responsible for updating and maintaining the Coleman HSA website, creating and distributing email updates as appropriate. The Webmaster has the option of extending their term by one year.

Section 11. The Assistant Webmaster shall: assist the Webmaster in their duties and assume the role of the Webmaster's office in the Webmaster's absence.

Section 12. The position of President Emeritus is held by the most recent and available past-**president(s)**. 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 13. The Executive Board shall: attend all general and Executive Board meetings, have general management of the affairs of the HSA. If no officer representing an office is able to attend a scheduled meeting, a written report regarding that office shall be submitted prior to the meeting, if applicable and appropriate. Two individuals may be nominated and elected to fill any single office. In this instance, both of the individuals shall be given the rights and responsibilities of the office. Notwithstanding that two individuals sharing an office shall both be members of the Executive Board, each office shall have only one vote.

ARTICLE IV – NOMINATIONS AND ELECTIONS

Section 1. 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 current Executive Board. Consent must be secured from all nominees in writing.

Section 2. The Executive Board shall review slate of officers prior to its presentation to the general membership. Presentation of the slate of officers to the general membership must be made at least two weeks 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 3. All officers are elected for a minimum of one year and a maximum of two years as indicated in Article III. Succession to any one office will be limited to two years, unless otherwise indicated in Article III - Officers. A vacancy occurring in any office shall be filled by appointment by the President(s) with the approval of the remaining officers for the remainder of the expired term. 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.

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. Twelve 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(s). The majority of 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. HSA members will have the opportunity to volunteer for both Committee Chair Positions and Representatives via an online sign-up distributed to the entire HSA. Should multiple people volunteer to chair a particular committee, the HSA President(s) shall appoint a Committee Chair.

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 last meeting of the HSA.

Section 3.

The budget shall be presented at the last general meeting of the HSA. It must be approved by a majority of the members present and voting.

Section 4.

Expenditures and appropriations of \$500.00 or less can be approved by the President(s). There shall be no appropriation of monies over \$500.00 made without a majority vote of the members present from the Executive Board.

Section 5.

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

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 sent electronically to the general membership and published on the HSA website within a minimum of two weeks 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 a simple 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 3/29/2019 – General HSA Meeting – Effective 3/30/2019 – M.Antonelli & L.Coppola (Co-Presidents)*

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ADDENDUM

Order of Business – Sample 1:

1. Meeting called to order
2. Distribution and Approval of the minutes of the previous meeting
3. Teacher's Report
4. Treasurer's Report
5. B.O.E. Report
6. President's Report
7. Committee and Representative Reports (upon the request of the Executive Board)
8. Principal's Report
9. Adjournment