

CONSTITUTION AND BYLAWS GLEN ROCK FEDERATED COUNCIL OF HOME AND SCHOOL ASSOCIATIONS

ARTICLE I – NAME & PURPOSE

Section 1. The name of this organization shall be the **Glen Rock Federated Council of Home and School Associations**; hereinafter, referred to as “**Federated HSA**”.

Section 2. The purpose of the Federated HSA shall be to promote the general welfare of the Public Schools of Glen Rock through the cooperation of the individual Home and School Associations (HSA organizations). In addition, it shall be the policy of the Federated HSA to cooperate as fully as possible with other local agencies and organizations of a non-partisan nature in the general interests and welfare of the public schools.

Section 3. The Federated 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 Federated 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 Federated HSA shall be non-profit, non-partisan, and non-sectarian. No substantial part of the activities of the Federated 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 Federated 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. General membership shall consist of all dues-paying members of each of the elementary schools and of the MS/HS HSA, the President(s) of the Glen Rock Special Education Parent Advisory Council or designated member, the Superintendent of Schools; the principal of each school or Vice Principal in the Principal’s absence, Director of Special Services, Director of Curriculum and Instruction, Business Administrator, Director of Guidance, Director of Communications, Facility Supervisor, Supervisor of Athletics, President of the Glen Rock Education Association or a designated representative and President of the Board of Education or a designated representative. Each voting member has one vote only, even if he/she is a member of the HSA at more than one school.

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

Section 3. The manager of the Community School and representatives of school-oriented organizations, such as the Community School Advisory Board, TIC TOC, and the Glen Rock Education Foundation, may participate as non-voting associates.

ARTICLE III – MEETINGS

Section 1. General meetings of the Federated HSA shall be held at least, but not limited to, four times during the school year, unless otherwise specified. The dates for these meetings shall be set by the President, with at least ten days’ notice given to all members. A quorum of a meeting of the general membership of the Federated HSA shall consist of fifteen of its members. Eligibility to vote is limited to members only. A quorum must be present in order for a vote to be taken.

Section 2. The Executive Board shall meet prior to the first general meeting and subsequently as deemed necessary and advisable by the President. The majority of the Executive Board shall constitute a quorum for Executive Board meetings.

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

ARTICLE IV – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Federated HSA Officers (as defined in Article V hereof), Federated HSA Committee Chairpersons (as defined in Article VII hereof), the Presidents of the individual school HSA organizations, and the President of the Glen Rock Special Education Parent Advisory Committee.

Section 2. If any Executive Board position is held by two or more people, that position shall have only one vote.

Section 3. The Executive Board shall have general supervision of the affairs of the Federated HSA between its regular meetings, set the hour and place of meetings, and make recommendations to general membership when appropriate.

ARTICLE V – OFFICERS

Section 1. The Officers of the Federated HSA shall consist of a President, First Vice President, Second Vice President, Treasurer and Secretary.

Section 2. The Federated HSA Officer positions shall be filled by the Second Vice President of each elementary school HSA and the Second Vice President of the MS/HS HSA (as defined in Article IX, Section 1 hereof). In the event that a Second Vice President is unable or unwilling to serve, the individual school's HSA Executive Board may appoint a different member of its Executive Board to serve as a Federated HSA officer. Should no officer be willing or able to serve, the Federated Executive Board may appoint any current Executive Board member to the position for the next term.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The **Federated HSA President** shall preside at all meetings of the Federated HSA. S/he shall appoint special committees as necessary, and shall enforce the Constitution and By-Laws of the Federated HSA. The President shall be a member ex-officio of all committees.

Section 2. The **Federated First Vice President** shall assume the duties of the President in his/her absence, shall act as Vice President/Parliamentarian and shall also be responsible for assembling and distributing the Federated HSA Handbook.

Section 3. The **Federated Second Vice President** shall be responsible for assembling and distributing the annual Federated District School Calendar, including any necessary Calendar revisions.

Section 4. The **Federated Secretary** shall keep an accurate account of Federated meetings and shall carry on all correspondence. The Secretary shall distribute the Minutes to the Federated HSA membership and shall provide the individual HSA organizations with a synopsis of each meeting.

Section 5. The **Federated Treasurer** shall collect all Federated dues and fees from the individual HSA organizations. The Treasurer shall also keep an accurate account of the finances of the Federated HSA and shall be authorized to sign any and all checks for the Federated HSA. A Treasurer's Report shall be given at each regular Federated meeting.

Section 6. The term of office shall be for one year beginning July 1 and ending on June 30 of the following year, unless an officer requests a second term and the Executive Board votes to grant a one-year term extension.

Section 7. A vacancy occurring in any office shall be filled by appointment by the President(s) with the approval of the Executive Board for the remainder of the expired term. Should there be a vacancy in the position of the President, the First Vice-President shall take over the position. If the First Vice-President declines to assume the position of President, then the First Vice-President shall recommend the appointment with the approval of the majority of the Executive Board.

Section 8. All Federated Officers are required to attend all Federated meetings.

Section 9. In order to provide continuity in the office of the Federated HSA, incoming Federated HSA Executive Board members are expected to attend the last Executive Board, committee, and general Federated HSA meetings before assuming office.

ARTICLE VII – COMMITTEE CHAIRPERSONS

Section 1. The committee chairpersons of the Federated HSA shall consist of a Board of Education Representative, Assistant Handbook Coordinator, Ombudsman, Publicity Coordinator and Webmaster, and Special Events and Projects Coordinator. These committee chairs and the officers shall constitute the Executive Board.

Section 2. The Federated HSA committee chair positions shall be filled by the First Vice President of each elementary school HSA and the First Vice President of the MS/HS HSA (as defined in Article IX, Section 2 hereof). In the event that a First Vice-President is unable or unwilling to serve, the individual school's HSA Executive Board may appoint a different member of its Executive Board to serve as the specified committee chair. Should no officer be willing or able to serve, the Federated Executive Board may appoint any current Executive Board member to the position for the next term.

Section 3. Reassessment of the Federated HSA committees shall be made from time to time with consideration given to appropriateness, need, scope, and duties in accordance with the purpose of the Federated HSA.

ARTICLE VIII – DUTIES OF COMMITTEE CHAIRPERSONS

Section 1. The **Board of Education Representative** or designated representative shall attend as many Board of Education meetings as possible and report back to the Federated HSA on items of interest and also shall present the Federated HSA's viewpoint on issues before the Board of Education, when so directed by the Executive Board.

Section 2. The **Assistant Handbook Coordinator** shall help coordinate the compiling, printing and distribution of the Federated HSA Handbook, assisting the First Vice President where needed.

Section 3. The **Ombudsman** shall investigate issues or complaints that arise, follow up with the pertinent parties involved, keep the Executive Board informed as new information arises, and attempt to resolve them through recommendations or mediation. When possible, the Ombudsman can aim to identify systemic issues in the Glen Rock Schools that create issues for students, parents or teachers.

Section 4. The **Publicity Coordinator and Webmaster** shall be responsible for managing and updating the Federated HSA website and informing the membership in a timely manner about important proposed and/or enacted policies, processes, events or programs. S/he is also responsible for taking the lead on all publicity relating to that year's school budget election issues, and all publicity required by the Federated HSA's ongoing and special programs, if such a forum is requested by the membership.

Section 5. The **Special Events and Projects Coordinator** shall oversee or coordinate any special events or projects deemed necessary by the Federated HSA Executive Board, such as safety-related or environmental initiatives.

Section 6. All Federated Committee Chairpersons or their designated representatives are required to attend all Federated meetings.

ARTICLE IX – METHOD OF FILLING OFFICERS AND COMMITTEE CHAIR POSITIONS

Section 1. The Officers of the Federated HSA shall be rotated among the schools in alphabetical order. The following chart indicates this rotation, which shall repeat every five years:

	2014-15 2019-20	2015-16 2020-21	2016-17 2021-22	2017-18 2022-23	2013-14 2018-19 2023-24
Federated President	Hamilton 2 nd VP	MS/HS 2 nd VP	Byrd 2 nd VP	Central 2 nd VP	Coleman 2 nd VP
Federated 1st VP/ Handbook	MS/HS 2 nd VP	Byrd 2 nd VP	Central 2 nd VP	Coleman 2 nd VP	Hamilton 2 nd VP
Federated Secretary	Byrd 2 nd VP	Central 2 nd VP	Coleman 2 nd VP	Hamilton 2 nd VP	MS/HS 2 nd VP
Federated 2nd VP/ Calendar	Central 2 nd VP	Coleman 2 nd VP	Hamilton 2 nd VP	MS/HS 2 nd VP	Byrd 2 nd VP
Federated Treasurer	Coleman 2 nd VP	Hamilton 2 nd VP	MS/HS 2 nd VP	Byrd 2 nd VP	Central 2 nd VP

Section 2. The Committee Chair positions of the Federated HSA shall be rotated among the schools in alphabetical order. The following chart indicates this rotation, which shall repeat every five years:

	2014-15 2019-20	2015-16 2020-21	2016-17 2021-22	2017-18 2022-23	2013-14 2018-19 2023-24
Federated BOE Representative	Hamilton 1 st VP	MS/HS 1 st VP	Byrd 1 st VP	Central 1 st VP	Coleman 1 st VP
Federated Asst. Handbook Coordinator	MS/HS 1 st VP	Byrd 1 st VP	Central 1 st VP	Coleman 1 st VP	Hamilton 1 st VP
Federated Ombudsman	Byrd 1 st VP	Central 1 st VP	Coleman 1 st VP	Hamilton 1 st VP	MS/HS 1 st VP
Federated Publicity & Webmaster	Central 1 st VP	Coleman 1 st VP	Hamilton 1 st VP	MS/HS 1 st VP	Byrd 1 st VP
Federated Special Events & Projects Coordinator	Coleman 1 st VP	Hamilton 1 st VP	MS/HS 1 st VP	Byrd 1 st VP	Central 1 st VP

ARTICLE X – FINANCING

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

Section 2. Financing of the activities of the Federated HSA will be achieved through the payment of annual dues by each elementary school HSA and the MS/HS HSA, and fundraising activities sponsored by the Federated HSA. Annual dues per school HSA to be requested for the next fiscal year shall be determined at the last meeting of the HSA and due to the Federated Treasurer prior to the first Federated HSA meeting.

Section 3. The budget for the next fiscal year shall be presented at the last general meeting of the Federated HSA. It must be approved by a majority of the members present and voting. It shall be published thereafter to the general membership.

Section 4. Expenses of a program shall be shared by the individual HSA organizations. Should any of the individual HSA organizations choose not to participate, the event or program shall not take place as a Federated HSA sponsored event or program. However, any individual HSA organization, individually or in collaboration with another HSA organization, may opt to fund the event or program.

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 outside of the approved budget without a majority vote of the members of the Executive Board.

ARTICLE XI – AMENDMENTS

Section 1. Proposals for amendments to the Constitution and Bylaws will be accepted by the Executive Board at any time. If a majority of the members of the Executive Board approves the amendments, they shall then be presented to the general membership. Proposed amendments must be presented in writing to members at least ten days before the general membership meeting. Approval shall be by a majority of those attending the meeting. Any amendment adopted shall be posted for the members as soon as possible after its adoption.

Section 2. Any section of these Federated HSA Constitution and By-Laws may be temporarily suspended for the current school year by a majority vote of the Executive Board, provided that each member has been notified in advance of such action being considered.

Section 3. “Robert’s Rules of Order, Revised” shall be the authority in all cases in which they are applicable, and in which they are not inconsistent with the Constitution and By-laws of the Federated HSA.

ARTICLE XII – 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 XIII – AUTHORITY

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

The Constitution and By-Laws of the Federated HSA were originally adopted prior to 2002, and amended March 2002, January 2004, 2005, and 2011. This document, dated 10/14/2014, updates and combines all previous amendments and therefore supersedes all prior versions of the Federated HSA’s Constitution and By-Laws. *Amended and voted in approval of changes at 05/21/2014 Federated HSA Meeting. Effective 05/21/2014.*

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