

# *The Richard E. Byrd School Home and School Association*

## **Constitution**

- ARTICLE I. **Name.** The name of this Association shall be the Home and School Association (H.S.A.) of the Richard E. Byrd School.
- ARTICLE II. **Purpose.** The purpose of this Association shall be to contribute to the maintenance of high-quality education at the Richard E. Byrd School by:
1. Fostering communication among parents, teachers and children
  2. Providing enrichment and supplemental programs for the children; and
  3. Raising funds for H.S.A. projects to benefit the children\*
- \* 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 school children. *(Revised in an official amendment to the Constitution, December 1999)*
- ARTICLE III. **Membership.** Every parent who has a child attending the Richard E. Byrd School and each staff member in this school shall be deemed to be **regular** members in this Association. All former regular members of this Association shall be deemed **honorary** members in this Association. Honorary members shall be entitled to attend meetings and to participate in discussions, but shall not be entitled to vote or hold office.
- ARTICLE IV. **H.S.A. Board and Officers.**
- The governing body of this Association shall be the H.S.A. Board.
- Section 1. **H.S.A. Board.** The H.S.A. Board shall consist of regular members of the Association elected as officers, appointed as chairpersons of the special and standing committees, or appointed as representatives to other organizations, and the principal of the Richard E. Byrd School, who shall serve as the Honorary Vice President.
- Section 2. **Executive Board.** The H.S.A. Executive Board shall consist of regular members of the Association who are elected as officers, and the principal of the Richard E. Byrd School. The Executive Board shall meet prior to each regular/scheduled H.S.A. meeting on the request of any officer or the principal.
- Section 3. **Officers.** The officers shall consist of a President, **1<sup>st</sup> Vice President,\*** **2<sup>nd</sup> Vice President,** **3<sup>rd</sup> Vice President,\*** Recording Secretary, Corresponding Secretary and a Treasurer. The officers shall be elected each year at the April H.S.A. meeting. No member of the Executive Board shall be elected to, or serve more than two consecutive years in, the same Executive Board office, nor can any member serve on the Executive Board for more than four consecutive years.
- \* *(Renamed / added in an official amendment to the Constitution, May 1995)*
- Section 4. **Election of Officers.** The President shall appoint a nominating chairperson. The chairperson shall be a regular member of the Association who is not an officer. The chairperson shall then appoint the Nomination Committee. The committee shall otherwise consist of one officer and three members of the H.S.A. Board. The Nomination

Committee shall prepare a written slate of nominees for officers' positions to be presented at the March H.S.A. meeting. Any further nominations may be submitted from the floor at the April meeting, with consent secured from the nominee. All nominations shall be presented and voted upon at the April meeting of the H.S.A. In the event of a contest, election shall be by secret ballot and a plurality vote shall elect.

Section 5. **Appointment of Committee Chairpersons.**

Following the April elections, the President 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 V. **Meetings.**

There shall be H.S.A. meetings throughout the school year. All general meeting dates will be publicized, and these meetings shall be open to all members of the Association.

ARTICLE VI. **Amendments.**

Any proposed amendment to this Constitution shall be submitted in writing at a meeting of the H.S.A. The proposed amendment shall be read by the Recording Secretary under the heading of New Business. If it is approved at the next regular meeting of the H.S.A by a two-thirds vote of the members present and voting, the proposed amendment shall become part of the Constitution.



ARTICLE VII. **The Order of Business.** At meetings of this Association, the order of business shall be conducted as follows:

1. Meeting called to order
2. Reading of the minutes of the previous meeting
3. Treasurer's Report
4. Communications
5. Committee Reports. All should be submitted at the H.S.A. meeting
6. Unfinished business
7. New business
8. Adjournment

ARTICLE VIII. **Amendments.**

Any proposed amendment to the By-Laws shall be submitted in writing at a meeting of the H.S.A. The proposed amendment shall be read by the Recording Secretary under the heading of New Business. The amendment shall be voted on at the following meeting. It shall become part of the H.S.A. By-Laws if it is approved by a two-thirds majority of the members present and voting.

ARTICLE IX. **Dance Committee.\***

The Byrd School Dance Program is H.S.A.-sponsored, but financially independent. The program must function within the limits of income from tuition, with the surplus from one year being held over to the next. All Dance income is to be used for the benefit of the Dance program. Decisions regarding the program, including budget, will be made by the Dance Committee with notification and approval of the Executive Board. A budget and financial statement will be presented to the H.S.A. Board at the beginning of each school year and a statement shall be presented in March and June.

\* *(Added in an official amendment to the Constitution, May 1986)*