

**HOME AND SCHOOL ASSOCIATION
OF THE
GLEN ROCK MIDDLE SCHOOL AND HIGH SCHOOL
BY-LAWS**

ARTICLE I - DUTIES OF THE OFFICERS

Section 1. President

The President shall:

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

Section 2. Honorary Vice-Presidents

The Honorary Vice Presidents shall:

1. serve as advisors to the HSA and as such shall not be voting members of the HSA.

Section 3. Executive Vice-President

The Executive Vice-President shall:

1. assist the President in the general conduct of that office.
2. perform the duties of President in the absence or inability of the President to serve.
3. serve as Parliamentarian of the HSA.

Section 4. First and Second Vice-Presidents

A. The First Vice-President shall:

1. perform the duties of the President in the absence of both the President and the Executive Vice-President.
2. assume the duties of the Federated HSA office assigned to the Middle and High School HSA by rotation.

B. The Second Vice-President shall:

1. assume the duties of the Federated HSA office assigned to the Middle and High School HSA by rotation.
2. coordinate with the Board of Education representative from the membership in order to assure consistent attendance and reporting of Board of Education meetings.

Section 5. Recording Secretary

The Recording Secretary shall:

1. keep an accurate account of the meetings of the HSA.
2. be custodian of the Middle and High School HSA's records and all special papers including the Constitution and By-Laws.

Section 6. Corresponding Secretary

The Corresponding Secretary shall:

1. handle all correspondence of the Middle and High School HSA.

Section 7. Treasurer

The Treasurer shall:

1. together with the President, prepare a budget to be presented to the HSA at the September meeting.
2. have custody of the funds of the HSA and deposit them to the account of the HSA.
3. pay all bills of the HSA.
4. report at each general meeting.
5. submit the books for fiscal review at the end of the school year.

ARTICLE II - EXECUTIVE BOARD

The Executive Board shall:

1. attend all general and Executive Board meetings.
2. have general management of the affairs of the HSA.

ARTICLE III - COMMITTEES

Section 1. Standing Committees and Representatives

The standing committees and representatives of this HSA shall be, but not limited to, as follows:

Committees

Handbook	Graduation Ball	Newsletter
Hospitality	Membership	Nominations

Representatives

Affirmative Action	Cultural Enrichment	Special Services
Board of Education	Middle School Teacher	
Booster	High School Teacher	

Section 2. Special Committees

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:

1. appoint the Chairman of these committees and these representatives from a list of volunteers.
2. assign them their duties with their term of office being for one year.

ARTICLE IV- ANNUAL REPORTS

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

ARTICLE V - EXPENDITURES AND APPROPRIATION

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 members present at the general meeting.

ARTICLE VI - FINANCING

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

Section 2.

A. Financing of the activities of the HSA will be achieved through the payment of annual dues and fundraising activities sponsored by the HSA.

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

ARTICLE VII - QUORUM

Section 1.

Fifteen members present at any general meeting of the HSA shall constitute a quorum for transaction of business.

Section 2.

Five voting members shall constitute a quorum for the Executive Board.

ARTICLE VIII - ORDER OF BUSINESS

The order of business at meetings of the HSA shall be as follows:

1. meeting called to order
2. reading of minutes of previous meeting
3. treasurer's report
4. committee and representative reports
5. old business
6. new business
7. Principals' reports
8. adjournment

Order of business may be modified as deemed necessary and appropriate by the President.

ARTICLE IX - AUTHORITY

Robert's Rules of Order - Revised Edition shall be the parliamentary authority in matters not specified in the By-Laws.

Revised: June, 2005