

# CONSTITUTION

## HAWORTH HOME & SCHOOL ASSOCIATION

### ARTICLE I: NAME

Section 1. This organization shall be called THE HAWORTH HOME & SCHOOL ASSOCIATION (hereinafter referred to 'HHSA').

### ARTICLE II: OBJECT AND PURPOSE

Section 1. The object of HHSA shall be to promote a better understanding between parents of children attending Haworth Public School, its faculty and administrators.

Section 2. The HHSA shall undertake projects which will benefit Haworth Public School, its students and its graduates.

Section 3. The HHSA shall be a charitable organization which is non-corporate, non-commercial, non-sectarian, non-partisan and non-political.

Section 4. The HHSA shall not seek to direct the activities of the Administration, the Board of Education or activities of the faculty or control the policies of the Administration, Board of Education or Faculty.

Section 5. The HHSA may cooperate with and endorse activities that pertain to education.

Section 6. The HHSA may, at the discretion of the Executive Board, engage in activities of in support of the school budget.

Section 7. The HHSA may, at the discretion of the Executive Board and with the approval of the Administrators, raise funds to enhance the programs and facilities of the Haworth Public School.

Section 8. The HHSA may, at the discretion of the Executive Board and with the approval of the Administrators, may engage in activities to foster an exciting educational experience for the students and faculty as well as a spirit of community within the entire school district.

### **ARTICLE III: MEMBERSHIP**

- Section 1. Membership in the HHSA shall be open to parents or guardians attending Haworth Public School, as well as members of the residential and business community of Haworth.
- Section 2. A 'qualified' applicant shall become a member on payment of dues provided herein.

### **ARTICLE IV: DUES**

- Section 1. Dues shall be payable annually in September for the ensuing school year.
- Section 2. The dues, amount of which to be determined by the HHSA Executive Board, shall be paid per family per the ensuing school year.
- Section 3. Only members in good standing shall be eligible to make or second a motion, vote or nominate for office, or hold office or a position as chairperson of an HHSA committee.

### **ARTICLE V: FINANCE**

- Section 1. The fiscal year of the HHSA shall run from July 1 to June 30 inclusive.
- Section 2. Bank accounts shall be in the name of the 'Haworth Home & School Association' and shall be opened only with the authorization of the President(s) for the ensuing school year.
- Section 3. All monies received shall be deposited in the authorized accounts and disbursed by check signed by the Treasurer or President of the HHSA.
- Section 4. Bank statements and treasury records shall be available for audit at the end of the fiscal year.
- Section 5. All expenditures in the amount of \$ 250.00 or more, with the exception of the normal operating expenses, budget items for the ensuing school year and/or expenses connected with self-sustaining projects, shall be presented to and approved by the HHSA Executive Board prior to disbursement of funds.
- Section 6. In the event of the liquidation and/or dissolution of the HHSA, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its

remaining property, or its proceeds. The balance of all monies or property received and/or due to the HHSA shall be used or distributed exclusively for purpose within Section 502(c) 3 of the Internal Revenue Codes of 1954 there under as the same now exists or as may be hereafter amended from time to time.

## **ARTICLE VI: EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS**

- Section 1. The Executive Board shall consist of a maximum of nine members. Current members of the Haworth Board of Education, faculty or school administration are not eligible to hold a position within the HHSA Executive Board.
- Section 2. The Officers of the Executive Board of the HHSA shall be a PRESIDENT (or 2 CO-PRESIDENTS); 1<sup>st</sup> VICE PRESIDENT; 2<sup>nd</sup> VICE PRESIDENT; RECORDING SECRETARY; CORRESPONDING SECRETARY; TREASURER; AND ASSISTANT TREASURER.
- Section 3. Other members of the HHSA may be CHAIRPERSONS (Up to 2 per Committee) of its operational Committees as follows:
- MEMBERSHIP
  - WAYS & MEANS
  - CLASS PARENTS
  - PROGRAMS & ASSEMBLIES
  - NEWSLETTER
  - LIAISON TO THE BOARD OF EDUCATION
  - HOSPITALITY
  - LUNCH PROGRAM, COORDINATOR
  - LUNCH PROGRAM, CHAIRPERSON/HEAD PER LUNCH
  - BOOK FAIR
  - SCHOOL PHOTOS
  - BINGO FAMILY FUN NIGHT
  - TRICK or TRUNK FAMILY FUN NIGHT
  - ICE CREAM FRIDAYS
  - WRAPPING PAPER FUNDRAISER
  - BOX TOPS FOR EDUCATION FUNDRAISER
  - TYSON PROJECT A+ PROGRAM
  - BLUE BOOK (Tri-annual Fundraising Project)
  - WELCOMING COMMITTEE
  - PUBLICITY
- Section 4. HHSA members may be appointed by the President as deemed necessary to supplement any operational or fundraising committee.

- Section 5. If a vacancy occurs in the elected membership of the EXECUTIVE BOARD, the PRESIDENT shall appoint an HHSA member to fill the position with the approval of the EXECUTIVE BOARD for the unexpired term.
- Section 6. EXECUTIVE BOARD members serve a maximum term of two (2) years. Committee chairperson shall serve a minimum term of two (2) years and a maximum term of four (4) years in the same office. Upon service of the maximum term by any EXECUTIVE BOARD member or Committee Chairperson, the position will be open and available for consideration at the upcoming Job Fair.
- Section 7. Should the office of the PRESIDENT become vacant before the expiration of term, the 1st VICE PRESIDENT shall assume the full duties and title of the PRESIDENT until the end of the current school year. A NOMINATING COMMITTEE shall, then, be organized to appoint a PRESIDENT to fill the unexpired term.
- Section 8. The EXECUTIVE BOARD is empowered to conduct the regular business of the HHSA. Any change in the basic policy, however, shall be decided upon by the HHSA membership.
- Section 9. All EXECUTIVE BOARD MEMBERS and Committee Chairpersons are required to attend Executive Board meetings which generally occur the second Wednesday of the month from September through June. Failure to attend three (3) meetings during any school year, except for reason of illness or with the permission of the PRESIDENT, will result in resignation being requested. Members unable to attend a meeting shall inform the PRESIDENT in advance of the meeting.

## **ARTICE VII: ELECTIONS AND NOMINATING COMMITTEE**

- Section 1. The PRESIDENT shall appoint the Vice President as Chairperson, NOMINATING COMMITTEE, as well as (1) member of the EXECUTIVE BOARD and (3) additional members from the general membership to serve on said Committee.
- Section 2. In April, this Committee shall publish notice in the HHSA newsletter announcing the date and time of the annual JOB FAIR in May.
- Section 3. In April or May, a letter will be issued to present Executive Board members along with Committee Chairpersons advising of each person's position within the organization and whether their term has been served pursuant to Article VI herein.
- Section 4. At the meeting in May, the HHSA membership will be provided with positions available and job descriptions. At that time, HHSA members may submit their names for consideration of an available position. HHSA members who submit their names for consideration may be members in good standing .
- Section 5. Elections shall be held at the last general meeting of the HHSA for the year by paper balloting. Additional nominations for available positions may be made from the floor.

- Section 6. All elected members shall take office at the close of the June meeting of the HHSA following their election.
- Section 7. Only HHSA members may vote in the Election or on constitutional changes.

### **Article VIII: MEETINGS**

- Section 1. General meetings of the HHSA shall be held on the 2<sup>nd</sup> Wednesday of each month from October through June of the ensuing school year. The General meetings may be postponed and/or rescheduled upon the recommendation of the PRESIDENT.
- Section 2. Twenty-five (25) qualified HHSA members shall constitute a quorum. A majority of those present shall carry a vote. In the events that there are no twenty-five(25) qualified HHSA members present, 2/3rds vote of the members present shall carry a vote.
- Section 3. The EXECUTIVE BOARD shall meet two (2) times during the ensuing school year and/or at the discretion of the PRESIDENT.
- Section 4. Nine (9) members of the EXECUTIVE BOARD shall constitute a quorum at said meetings.

### **ARTICLE IX: DUTIES OF THE EXECUTIVE BOARD**

- Section 1. Duties of the PRESIDENT shall be to preside at all general and Executive Board meetings of the HHSA, be a member ex-officio of all Committees, coordinate all activities of the HHSA, to appoint the Nominating Committee when deemed necessary, to endorse all official communications of the HHSA, to represent the HHSA at school, HHSA committee and civic functions, where necessary, and to appoint other Ad Hoc committees as deemed necessary by the PRESIDENT.
- Section 2. The duties of the 1<sup>st</sup> VICE PRESIDENT shall be to assist the PRESIDENT in all matters, to officiate at functions where the PRESIDENT is absent, to take over as interim PRESIDENT in case of PRESIDENT's incapacitation or resignation, and to serve as chairperson of the Nominating Committee. Upon the expiration of the two (2) year term of the presiding President, the 1<sup>st</sup> Vice President shall transition into the Presidency for a maximum term of two (2) years.
- Section 3. **RECORDING SECRETARY:**  
Shall keep accurate and permanent records of all HHSA meetings; shall count a rising vote when requested by the presiding officer; and, to publish the minutes on the bulletin board and website within two (2) weeks of the HHSA general meeting.
- Section 4. **CORRESPONDING SECRETARY:**  
Shall notify Executive Board members, Committee Chairpersons, class parents, teacher representatives, administrators and school board liaison of all meetings, in advance. Shall conduct any correspondence authorized by the President.

Section 5.       TREASURER:  
Shall keep an accurate and detailed account in the Treasurer's ledger of all monies received and paid out. Submits a statement at all general meeting including total balance on hand. Submits a written statement to the PRESIDENT itemizing monthly income and expenditures. Pays by check all bills authorized by the PRESIDENT. Shall work with the PRESIDENT and accountant to prepare tax statement and filings of the HHSA.

Section 6.       ASSISTANT TREASURER:  
Receives all monies for all accounts and deposits all funds in HHSA authorized bank accounts. Provides deposit information to Treasurer for proper accounting.

## **ARTICLE X: DUTIES OF COMMITTEE CHAIRPERSON(S)**

Section 1.       PROGRAMS & ASSEMBLIES:  
Chairpersons shall be responsible for the investigation of and retention of assemblies, programs and/or special events which are of educational benefits for all students of Haworth Public School within its HHSA budget allocation for the ensuing school year.

Section 2.       MEMBERSHIP:  
Chairperson(s) shall be responsible for the collection of dues and maintenance of membership files of the HHSA. Shall submit a list of members to the PRESIDENT and update the list as needed.

Section 3.       WELCOMING COMMITTEE:  
Chairperson(s) shall contact new families to Haworth Public School to welcome them and inform of activities, events along with encouraging participation in the HHSA. This Committee is for an Orientation Reception in April/May for incoming Kindergarten families and new families to Haworth Public School and the Kindergarten Welcome Reception during the first week of school of the ensuing year. The date and time of the Orientation Reception and Kindergarten Welcome Reception will be scheduled upon agreement with the PRESIDENT, Chairperson and School Administrators.

Section 4.       HOSPITALITY:  
Chairperson(s) are responsible for refreshments at the Teachers' Breakfast on the first day back to school for teachers; Responsible for securing and delivering gifts for staff, faculty and administrators for Teacher/Staff Appreciation Day in May; and, responsible for organizing lunch and refreshments for the Staff Appreciation Lunch in early June.

Section 5.       PUBLICITY:  
Responsible for all media publicity for the HHSA as well as signs for upcoming events and activities.

Section 6.       NEWSLETTER:

Editor(s) responsible for soliciting advertisements for the HHSA newsletter which is published three (3) times during the school year. Responsible for the publishing and mailing of the newsletter town wide within the discretion of the PRESIDENT.

- Section 7. CLASS PARENTS:  
Chairperson(s) responsible for obtaining the required number of parents per class to sever as class parents for each homeroom beginning in September of the ensuing school year. All Class Parents must be members of the HHSA. These parents comprise the telephone chain and/or email chain committees which function primarily during emergencies. The Chairperson(s) will be contacted by the PRESIDENT whenever this Committee needs to function within the above-capacity. This Committee shall also serve to inform parents about special events at the discretion of the HHSA PRESIDENT. The Chairperson(s) is responsible for an Orientation Reception for Class Parents in September. Class Parent attendance at HHSA meetings is not necessary.
- Section 8. LIAISON BETWEEN HHSA AND BOARD OF EDUCATION:  
Liaison(s) attend all public meetings of the Board of Education and reports, in writing, to the PRESIDENT once a month about the issues and findings of the Board. In the event that the LIAISON is unable to attend a Board of Education meeting, he or she is responsible for finding a replacement. In the event that the Liaison is unable to attend the monthly HHSA meetings, a report is to be made in writing to the membership.
- Section 9. WAYS & MEANS:  
Chairperson(s) responsible for the scheduling and organization of the Bi-annual Fashion Show. Chairperson(s) responsible for overseeing all other Committees raising funds for the HHSA including, but not limited to, Lunch program, Blue Book, Book Fair, BoxTops for Education, School Photos, Tyson A+ Project Program, Wrapping Paper.
- Section 10. LUNCH COORDINATOR:  
Coordinator is responsible for the organization and coordination of the Lunch Program for the ensuing year served to all students.
- a. CHAIRPERSON(S)/HEADS, LUNCH PROGRAM  
Chairperson(s) responsible for the coordination of one lunch for students of Haworth Public School.
- Section 11. BOOK FAIR:  
Chairperson(s) responsible for the organization of the Annual Book Fair in the fall semester of the ensuing school year. Chairperson(s) responsible for scheduling the date for the Book Fair one (1) year in advance for the next school year.
- Section 12. BLUE BOOK:  
Chairperson(s) responsible for solicitation of ads and publication of the town directory every three (3) years.
- Section 13. FAMILY FUN NIGHT
- a. TRICK OR TRUNK

Chairperson(s) responsible for the organization and coordination of Trick or Trunk in October including signing up volunteers with their vehicles to set up stations for Trick or Treating at each vehicle's trunk. Event is organized for grades K thru 5 with younger siblings. Chairperson(s) responsible for coordinating volunteers to collect admission fee.

b. BINGO NIGHT

Chairperson(s) responsible for the organization and coordination of BINGO NIGHT for families with children in Grades K thru 3 including snacks and prizes.

c. KARAOKE NIGHT

Chairperson(s) responsible for the organization of KARAOKE NIGHT for students in Grades 4 thru 6 including snacks, prizes and the rental of necessary equipment.

d. RECREATION NIGHTS:

Chairperson(s) responsible for the schedule of rec nights for the 7<sup>th</sup> and 8<sup>th</sup> graders on Friday evening including set up/clean up of snacks and activities in either the MPR or gym for nights and coordinating necessary chaperones for the evening.

Section 14. WRAPPING PAPER FUNDRAISER:

Chairperson(s) responsible for scheduling the fundraiser along with organizing and coordinating the distribution and collection of forms and orders.

Section 15. BOX TOPS FOR EDUCATION

Chairperson(s) are responsible for promotion of the General Mills Box Tops for Education Program including incentive programs. Chairperson(s) are responsible for the set up of school receptacles; collection of box tops from the receptacles; and, sending box tops to General Mills for payment.

Section 16. TYSON'S PROJECT A+ PROGRAM

Chairperson(s) are responsible for promotion of the TYSON'S PROJECT A+ PROGRAM including incentive programs. Chairperson(s) are responsible for the set up of school receptacles; collection of A+ labels from the receptacles; and, sending A+ labels to TYSON'S for payment.

Section 17. ICE CREAM FRIDAYS:

Chairperson(s) are responsible for ordering ice cream snacks within the School's nutritional guidelines to be sold on Fridays during lunch. Chairperson(s) are responsible for coordinating volunteers to sell ice cream at designated times and locations.

Section 18. SCHOOL PHOTOS:

The Chairperson(s) is responsible for the retention of a photographer, scheduling school pictures in October of the school year along with scheduling a photograph re-take date. The Chairperson(s) is responsible for coordinating volunteers for the Picture Day and Re-take Day to assist on these days with the students. Chairperson(s) is responsible for the distribution and collection of order packets and money. Chairperson(s) is

responsible for scheduling the photographer to be present to take pictures of the graduating class immediately prior to Graduation.

- Section 19. President and 1<sup>st</sup> Vice President shall establish additional Committees and sub-Committees as they deem necessary for the promotion of the object and purpose of the HHSA.

## **Article XI. THE CONSTITUTION**

- Section 1. This Constitution is a binding document upon the HHSA Executive Board, Committee Chairpersons and membership. The Executive Board, Committee Chairpersons and membership are obligated to adhere to the object, purpose, policies and procedures of the HHSA.
- Section 2. This Constitution may be amended by two-thirds vote of members present at any regular HHSA meeting or Executive Board meeting at which a quorum of no less than 25 members is present.
- Section 3. The rules contained in *Roberts' Rules of Order, Revised* shall govern the HHSA in all cases.
- Section 4. Any proposed amendment to this Constitution must be presented to the membership in writing including but not limited to publication in the HHSA Newsletter at least two (2) weeks prior to the meeting at which the vote is to be taken.
- Section 5. The Constitution may be reviewed at the discretion of the President and 1<sup>st</sup> Vice Present.
- Section 6. The Constitution may be read, within the discretion of the President, at the first yearly meeting of the HHSA Executive Board