

Belmont Hills Home and School Association Bylaws

Article 1 - NAME

The name of this organization is the Belmont Hills Home and School Association, also known as the Belmont Hills HSA.

Article II - PURPOSE

To further cooperation between the school and home in order to advance the education of our children and to explore issues of concern to the parent and the school.

The HSA shall:

- Be a liaison between the home and the school
- Offer a forum for presentation and discussion of district issues
- Enhance a sense of community within the school
- Represent our school in the community
- Encourage, recruit and organize parent leadership

Article III - MEMBERSHIP

Section 1: All parents or guardians of children attending Belmont Hills and all staff members of Belmont Hills shall be members of the HSA.

Section 2: The board may prescribe annual dues in a reasonable amount.

Article IV - ELECTIONS

Section 1: The Co-Presidents shall, with the approval of the Executive Board, appoint the chairperson of the nominating committee in March. The chairperson and Co-Presidents shall form the nominating committee with the approval of the Executive Board.

Section 2: The nominating committee shall consist of five (5) HSA members. The chairperson shall select, to the extent that is practical, members representing all grade levels and various neighborhoods attending Belmont Hills School. Nominating committee members are eligible for elective offices. Once a nominating committee member is considered for an office, that person shall be excused from participating in the nominating for that position.

Section 3: The names of the nominating committee shall be announced to the general membership at the May meeting and in an HSA publication in June or September. The nominating committee shall solicit suggestions for nominations for the elective offices from the general membership.

Section 4: The nominating committee shall present its slate to the general membership at the April HSA meeting and shall can for further nominations from the floor. Only those persons who have signified their consent to serve may be nominated.

Section 5: Voting shall take place at the May general membership meeting. Their nominating committee shall distribute a written ballot at this meeting. A plurality is required for election. Their votes shall be tallied and the new officers announced at this meeting.

Section 6: In the event of a vacancy occurring in the office of the president, the co-president and co-vice presidents would work together for the remainder of the term. The co-presidents would appoint someone to fill any other vacancy on the executive board with the recommendations and approval of the executive board.

Article V - OFFICERS, DUTIES, AND TERMS OF OFFICE

Section 1: The elective officers shall be no more than two co-presidents, two co-vice presidents, Corresponding Secretary, Recording Secretary, Fifth Grade Coordinator and Treasurer. They shall be considered the Executive Board. Any parent or guardian who is a member of the HSA is eligible for election to any office. The Executive may NOT financially obligate future HSA members or future executive to any project, gift, fundraiser, or event beyond the fiscal term.

Section 2: These officers shall serve for one (2 yr) term. Officers shall not serve for more than two consecutive terms in an office or three consecutive years on the Executive Board unless there are no nominations for that office. Officers can NOT hold a previously held Executive post in a 5 yr. period.

- a. President: The Co-Presidents shall call and preside over all HSA and Executive Board meetings, shall serve as members of the Interschool Council (ISC), shall appoint the chairs of all standing and special committees and shall exercise general supervision over the affairs and activities of the HSA. The co-presidents shall be member's ex-officio of all committees of the HSA.
- b. Vice President: The co-vice Presidents shall perform the duties of a co-president in this or her absence and shall assume office of the Co-Presidents the year following his or her election as Co-Vice President. The Co-Vice Presidents shall organize Family Fun Night and oversee all fund-raisers and homeroom parent coordinators.
- c. Corresponding Secretary: There shall be a Corresponding Secretary who shall, by direction of the president conduct all correspondence of the HSA. This shall include distribution of the agenda for the HSA meetings and publishing the weekly bulletin.
- d. Recording Secretary: There shall be a recording secretary who shall keep accurate and official records of each HSA meeting.
- e. Treasurer: The treasurer shall be responsible for all HSA funds. He/she shall deposit all receipts into the bank account approved the board; shall payout funds only under an approved budget or as authorized by a vote of the

Executive Board and general membership; shall keep accurate and complete records of all receipts and expenditures and shall make these records available to the executive committee; shall prepare treasurer's report to be presented at HSA general meetings. The treasurer will meet with the co-presidents to draft an organizational budget in advance of the September general membership meeting, when a budget must be presented. The Treasurer should be aware that the Executive can call for outside audit of the organizations books and reports.

- f. The 5th Grade Coordinator is an Executive member with limited voting rights. The Coordinator is in charge of all fifth grade fundraising, events, gifts and the Budget for 5th grade class. All plans made by 5th grade Coordinator are subject to approval of the greater HSA.

Section 3: The Executive Board shall consist of all elected officers and shall meet at least three times in a school year. All Policy decisions of the HSA are the responsibilities of the Executive board with the direction of the co-presidents. The Executive Board shall not obligate its successors in office to financial obligations beyond the current fiscal year.

Article VI - Committees

Section 1: The Co-Presidents shall institute committees as deemed necessary for the activities of the HSA.

Section 2: The chairperson of all committees shall be appointed by the Co-Presidents and approved by the Executive Board.

Section 3: .All chairpersons shall appoint the members of their respective committees.

Section 4: A report of each committee shall be presented to the general membership at least once in a school year. All purchases made by committees, chairpersons shall present a minimum two (2) price quotes, for each event, or purchase.

Section 5: The standing committees and chairpersons shall be listed in the Belmont Hills School directory.

Article VII - MEETINGS

Section 1: There shall be at least six business meetings of the HSA members during every school year at which the elected officers will report to the membership, and at which matters of concern to the members and within the purposes of the HSA may be raised by the membership.

Section 2: The annual budget shall be presented to the general membership for vote at a fall meeting.

Section 3: The co-presidents may call a special meeting of the membership if business of an urgent nature arises.

Section 4: Meetings shall be conducted in accordance with traditional concepts of parliamentary procedure.

Article VIII - AMENDMENT

These by-laws may be amended by two-thirds vote of those members of the HSA present at any general meeting of the H5A, so long as notice of such amendment has been provided to all members through flyer distribution at least four calendar days in advance of such meeting.

Article IX - SUSPENSION of BY-LAWS

Any portion of these by-laws may be temporarily suspended if:

- a. Notice is given to the membership one month before the proposed suspension.
- b. Two-thirds of the members present at the meeting vote to suspend the said portion.

Article X - TAX STATUS; DISSOLUTION CLAUSE

Said association is organized for charitable and educational purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under Section 501 (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future internal Revenue Law).