

Constitution and Bylaws
The Richard E. Byrd School Home and School Association

ARTICLE I. Name & Purpose.

A. The name of this Association shall be the Home and School Association (“HSA”) of the Richard E. Byrd School (“Byrd School”).

B. The purpose of the HSA shall be to contribute to the maintenance of high-quality education at Byrd School by fostering communication among parents, teachers and children; providing enrichment and supplemental programs for the children; and raising funds for HSA projects to benefit the students of Byrd School.

C. The 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 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 provisions enacted in its place.

D. No part of the net earnings of the HSA shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other related persons, except that the organization 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 this Article. The HSA shall be non-profit, non-partisan and non-sectarian. No substantial part of the activities of the 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 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. All parents/guardians of the students attending Byrd School shall automatically become members of the HSA upon payment of annual dues. All faculty members and staff members of Byrd School shall automatically become members upon payment of annual dues.

ARTICLE III. HSA Executive Board and Officers.

A. The officers of the HSA shall be: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer and Honorary Vice President. These officers shall constitute the Executive Board.

B. The President (or co-Presidents) shall preside at all meetings of the HSA; shall enforce the Constitution and By-Laws and shall appoint chairpersons of all special and standing committees. The President(s) shall serve for a two-year term.

C. The 1st Vice President shall attend all meetings of the HSA; shall, in the absence of the President, assume all duties of that office; shall be a committee chairperson of the Federated H.S.A. and shall be board parliamentarian.

D. The 2nd Vice President shall attend all meetings of the HSA; shall, in the absence of the President and 1st Vice President, assume all duties of the office of President; and shall be an officer of the Federated HSA.

E. The 3rd Vice President shall attend meetings of the HSA; shall, in the absence of the President, 1st and 2nd Vice Presidents, assume all duties of the office of President, and shall handle special projects as requested by the President.

F. The Honorary Vice President shall be Principal of Byrd School, shall serve as advisor to the HSA and as such shall not be a voting member of the HSA.

G. The Secretary shall keep an accurate account of the meetings of the HSA and the Executive Board and handle all of the correspondence of the Association.

H. The Treasurer shall have custody of the funds of the HSA and deposit them to the account of the HSA; shall, together with the President(s), prepare a budget to be presented to the HSA at the September meeting; shall pay all the bills of the HSA; shall keep an accurate account of the receipts and disbursements of the HSA; shall be prepared to give a report at any meeting upon request and shall submit the books for auditing at the end of the year. The same person shall not serve as Treasurer for more than two consecutive years.

I. The Immediate Past President(s) shall remain as an honorary board member for a period of one year.

J. The Executive Board shall attend all general and Executive Board meetings and have general management of the affairs of the HSA.

Article IV. **Nominations and Elections**

A. 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 HSA Board.

B. Nominees for Executive Board positions will be selected from current membership, prospective members, and eligible members of the Executive Board. Any interested person shall make his/her intent known to the nominating Chairperson. Consent must be secured from all nominees.

C. The Nomination Committee shall prepare a written slate of nominees for officers' positions to the Executive Board prior to its presentation to the general membership. Presentation of the slate of officers to the general membership must be made at least one week prior to the general election meeting. Any further nominations may be submitted from the floor at the general meeting, with consent secured from the nominee. In the event of a contest, election shall be by secret ballot and a plurality vote shall elect.

D. All officers are elected for a term of one year unless otherwise indicated in this Article. A vacancy occurring in any office shall be filled by appointment by the President with the approval of the remaining officers on the Executive Board for the remainder of the expired term. If there shall be but one slate of officers, by motion from the floor the election shall be made by general consent. In any other situation majority vote shall prevail.

E. At the end of each school year, with the advice of the Nominating Committee, 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. All committee chairs and representatives must be HSA members in good standing.

F. 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.

ARTICLE V. **Meetings.**

A. General meetings of the HSA shall be held at least, but not limited to, four times during the school year, unless otherwise specified. All general meeting dates will be publicized, and these meetings shall be open to all members of the HSA. Twelve members present at any general meeting of the HSA shall constitute a quorum for transaction of business.

B. The Executive Board shall meet prior to the first general meeting and subsequently as deemed necessary and advisable by the President(s). A majority of voting members shall constitute a quorum for the Executive Board.

C. Emergency/Special meetings of the general membership can be called as deemed necessary by the Executive Board. Emergency/Special meetings of the Executive Board can be called as deemed necessary by the President(s).

Article VI. **Financing**

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

B. Financing of the activities of the HSA will be achieved through the payment of annual dues and fundraising activities sponsored by the HSA. Annual dues per family or teacher/staff member to be requested for the next fiscal year shall remain at the rate charged the previous year unless an increase is approved at the last general HSA meeting of the school year.

C. The budget shall be presented at the first general meeting of the HSA each school year. It must be approved by a majority of the members present and voting.

D. Expenditures and appropriations of \$250 or less can be approved by the President(s). There shall be no appropriation of monies over \$250 without a majority vote of the members of the Executive Board.

ARTICLE VII. **Byrd Dance**

The Byrd School Dance Program shall be run by officers approved by the Executive Board. The officers shall determine the amount of tuition and shall make all decisions regarding the program with notification and approval of the Executive Board. The program must function within the limits of income from tuition, with any surplus being treated as follows: 1) a reasonable amount for payroll and other anticipated expenses shall be held in the Dance Program's account for use the following year; and 2) any additional surplus shall be transferred to the HSA's general account. A budget and financial statement will be presented to the Executive Board at the beginning of each school year and a statement shall be presented in March and June.

Article VIII. **Amendments**

Any proposed amendment to this Constitution and ByLaws shall be submitted in writing by the proposer(s) to the Executive Board for discussion. If approved by the Executive Board, the proposed amendment(s) must be published on the HSA website within a minimum of two weeks prior to the general meeting where it shall be discussed. At said meeting, the

proposed amendment shall be read, discussed, and voted upon. It shall become part of this Constitution and Bylaws if it is approved by a simple majority of the members present and voting.

ARTICLE IX. Dissolution

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 X. Authority

Robert's Rules of Order – Revised Edition shall be the parliamentary authority in matters not specified in the Constitution and Bylaws.