

CALDWELL - WEST CALDWELL
HOME SCHOOL ASSOCIATION LEAGUE BYLAWS

ARTICLE I - NAME

The name of this Association shall be the Home School Association League of Caldwell-West Caldwell.

ARTICLE II - OBJECTIVES & CORE VALUES

The main objectives of the League shall be:

- A. To maintain viable lines of communication to and from the Board of Education, School Administrators, Individual Schools, Parents, Students, Caldwell-West Caldwell Education Association and Community Residents.
- B. To promote and coordinate activities that enhance the education, cultural enrichments, safety and welfare of the students of the Caldwell-West Caldwell School District.

The core values of the League shall be:

- A. Collaboration: All HSA's shall work in partnership with a variety of individuals and organizations to accomplish their agreed-upon goals.
- B. Commitment: All HSA's shall dedicate their resources to promoting children's physical and emotional health and well-being in conjunction with their educational success through strong parent, family, and community involvement.
- C. Accountability: All HSA's shall acknowledge their obligations to the staff, students, and families of their school communities and to the best of their ability deliver on them.
- D. Respect: All good standing members of the HSA shall value their colleagues both within their own organizations and in partnering organizations throughout the district. All HSA members shall expect the same high quality of effort and thought from themselves as they do from others.
- E. Inclusivity: All HSA's pledge to invite the stranger and welcome the newcomer as well as value and seek input from as wide a spectrum of as many viewpoints and experiences as possible.
- F. Integrity: All HSA's shall act consistently with the beliefs of the Caldwell-West Caldwell School district.

ARTICLE III - POLICIES

SECTION 1. The objectives of the League shall be accomplished through school activities, committees, and conferences.

SECTION 2. The League may cooperate with other organizations and agencies to further educational, cultural, safety and welfare goals and objectives approved by the membership.

SECTION 3. The League may raise funds to meet the financial obligations as deemed necessary to further educational, cultural, safety and welfare goals and objectives approved by membership.

SECTION 4. Each school shall have equal representation in the League. Representatives are governed by their own bylaws and/or executive boards. They share their plans for activities with the League, but do not submit their plans to the League for review or approval.

SECTION 5. Each school shall have the opportunity to publicize one fundraiser per school year throughout the entire school system.

ARTICLE IV - MEMBERSHIP AND DUES

SECTION 1. VOTING MEMBERS OF THE LEAGUE ARE:

- A. Elected Officers: President(s), Vice President(s), Secretary (s), and Treasurer (s)
- B. Two representatives from each H.S.A. in the school district (Co-Presidents)
- C. The superintendent of schools
- D. The principal or a staff delegate from each school
- E. One representative from the Board of Education
- F. One representative from the Caldwell-West Caldwell Education Association
- G. One representative from the James Caldwell High School Scholarship Fund

SECTION 2. Annual dues shall be assessed for each Home School Association (H.S.A.) and payable by November 1. The amount is to be determined yearly by the League and shall be voted on.

ARTICLE V - OFFICERS AND THEIR ELECTION

SECTION 1. Officers of the League shall be: President(s), Vice President(s), Secretary and Treasurer.

SECTION 2. The Nominating Committee shall consist of a chairperson and two other members of the League Board. The current President(s) shall appoint a member to act as Chairperson. The three members of the Nominating Committee shall be voted upon by the membership at the January meeting.

- a. The Nominating Committee shall present a slate of officers at the March meeting. Written notification of the proposed slate of officers shall be available at the March meeting. Elections of the incoming slate of officers will take place at the May meeting.
- b. Nominations for any elective office may be made by petition with the approval of twelve (12) members of the organization.
- c. No nominations shall be made from the floor, except where a vacancy exists on the slate presented by the Nominating Committee on election day, in which case floor nominations will be accepted. The last regular meeting of the school year shall be the meeting at which officers are elected and installed.

SECTION 3. It is preferred, but not required, that all President (s) and Vice President (s) shall be previous President (s) or Vice President (s) of an H.S.A. in our district. Secretarial or Treasurer positions shall be filled by any officer or committee chair of an H.S.A. in our district.

SECTION 4. All officers of the League shall not hold a dual position of an Executive Board Member or any voting position in the League during concurrent terms of office unless voted upon by the membership at the reorganization meeting.

SECTION 5. Officers shall serve for a term of one (1) year assuming their duties at the installation meeting. No officer shall be eligible for the same officer for more than two (2) consecutive terms, unless voted upon by the membership at the reorganization meeting.

SECTION 6. If a vacancy occurs in any office, that vacancy shall be filled at the next general meeting by appointment by the President(s) with the approval of the membership.

ARTICLE VI - DUTIES OF THE OFFICERS

SECTION 1. The President(s) shall: preside at all meetings of the League; shall coordinate the work of officers and committees of the League; shall perform all other duties as prescribed in these bylaws; and shall be a member ex-officio of all League committees except the Nominating Committee. The

Presidents shall also be the liaison for the 5th grade pool party and coordinate the planning of this event along with the representative of the lead school.

SECTION 2. The Vice President(s) shall: assume, in absence of the President(s) all the duties of that office. This position assumes the responsibility to act as an assistant to the President(s). The Vice Presidents should serve and the internal auditors of the HSA League and review all financials at the end of each term before transitioning the new officers.

SECTION 3. The Secretary shall: keep an accurate record of all League meetings; carry on all incoming and outgoing correspondence necessary to the function of the League; send minutes to all League members within two weeks of the meeting; and shall perform such other duties as may be delegated including obtaining updated copies of each individual school H.S.A. bylaws.

SECTION 4. The Treasurer shall: receive all monies of the League; keep an accurate record of receipts and expenditures; pay out funds only as authorized by the League; and present a statement of accounts at regular League meetings. The financial statements shall become a permanent part of the minutes of each meeting.

- a. The Treasurer's accounts shall be examined annually by an internal auditor, or an auditing committee, who satisfied that the Treasurer's annual report is correct, shall sign a statement of the facts at the end of the report. The fiscal year shall begin July 1 and end the following June 30.
- b. The Treasurer will work to find a tax account to help file taxes.
- c. The Treasurer will be responsible for filing all necessary tax filing before the appropriate deadlines.
- d. The Treasurer will be responsible for filing all required license renewals on a timely basis.

ARTICLE VII - MEETINGS

SECTION 1. A minimum of four (4) meetings (virtual or in person forum) shall be held to include the calendar meeting, usually in the months of October, January, March and May. Other meetings shall be called as deemed necessary by the President(s).

SECTION 2. A quorum is necessary for the transaction of business. Two (2) elected officers and fifteen (12) members shall constitute a quorum.

SECTION 3. Minutes from the meetings will be posted within two weeks of the meeting on the BOE website.

SECTION 4. Treasurer will share a financial report at each meeting. High level balance and any disbursements made since last meeting.

ARTICLE VIII - CHAIRPERSONS & LIAISONS

SECTION 1. The function of the chairpersons shall be to promote the goals and objectives of the League.

SECTION 2. The standing committees are: Cultural Arts, Special Programs, Fundraising & Social Media.

- A. The Cultural Arts Chairperson shall consist of a Cultural Arts Coordinator, who shall coordinate cultural arts activities and functions throughout the district. The Cultural Arts Coordinator shall be the liaison to the cultural arts chairperson(s) of each individual H.S.A.
- B. Special Program Chairperson shall arrange for the district wide parent oriented programming. The topic of any special program shall be reviewed, approved and paid for by the League.

- C. The Fundraising Chairperson shall work with all the local HSA's to plan and execute an event that would raise money each year to enhance the schools or to raise money for educational programming.
- D. The Social Media Chairperson shall establish and maintain a social media presence for the HSA's in our district. They will post events being offered within the district on facebook, instagram and twitter.

SECTION 3. The committee chairpersons shall be appointed by the President(s) and confirmed by the membership of the League. The incoming League President(s) shall review the term of office for these committee chairpersons/coordinator at the May H.S.A. League reorganization meeting. No committee chairperson/coordinator shall be eligible for the same committee for more than two consecutive terms unless the position is unable to be filled.

SECTION 4. Chairpersons/coordinator of all these committees shall present plans of work to the League and no committee work shall be undertaken without approval of the League membership.

SECTION 5. Liaisons will serve on the HSA League in the capacity to support the organization they represent. The following are the Liaison Organizations:

- CWC Educational Fund
- JCHS Scholarship
- SEL Chair
- SEPAG Chair

ARTICLE IX - FINANCES

SECTION 1. Fiscal Year

The fiscal year of the HSA League shall begin on July 1st and end on June 30th.

SECTION 2: Budget

A tentative budget of the HSA League shall be drafted by the Treasurer and approved by the Executive Board, at least ten (10) days prior to the first General Membership meeting of the school year. Any modifications to the budget must be approved at an Executive Board meeting.

SECTION 3: Records

The Treasurer shall keep accurate records of any receipts, disbursements, and bank account information of the HSA League. The bank account(s) shall be reconciled monthly and reviewed by the Treasurer-Elect.

SECTION 4: Restricted Funds

Restricted funds received by the HSA League for specific purposes (e.g. library, choir, etc.) will be accounted for separately by the Treasurer.

SECTION 5: Disbursements

Disbursements by the HSA League require an approved check request form. Check request forms for Executive Officers shall be approved by the Treasurer. Check request forms for standing committees must be approved by the committee chair and submitted to the HSA League Treasurer. The principal of <School Name> shall approve faculty requests. Two (2) authorized signatures shall be required on each check. Authorized signers shall be the President, President-Elect, and Treasurer.

SECTION 6: Reporting

The Treasurer shall prepare a monthly financial report of the HSA League for review and approval by the Executive Board.

On an annual basis, the Treasurer shall prepare a consolidated End of Year financial report of the HSA League and its subgroups for review and approval by the Executive Board.

The Treasurer will work with the tax account to ensure taxes are filed yearly, as needed.

SECTION 7: Commitments

A. No contract or commitment binding the HSA League shall extend beyond the current school year. No contract or commitment shall be made which places the HSA League in a deficit position. No loans may be executed by the HSA League, the Executive Board or general membership of the HSA League.

B. All contracts or binding commitments of the HSA League, or its sub-groups, must be approved by the Executive Board or authorized individuals of the sub-group. Approved contracts must be signed by two (2) members of the Executive Board or authorized individuals of the sub-group. All contracts entered into must be in the name of the HSA League or appropriate sub-group, not under <School Name>.

C. Sub-groups entering into contract situations will be responsible for upholding said contract. Should any breach of contract arise, the signing sub-group will be liable.

D. Any individual signing a contract on behalf of the HSA League or sub-group without the approval of the Executive Board or sub-group will be held personally liable and responsible for any and all expenses incurred from any breach of the contract.

E. All contracts or binding commitments entered into by a sub-group must be reported at the next monthly Executive Board meeting.

ARTICLE X- DISSOLUTION

SECTION 1. The League may be dissolved by a two-thirds (2/3) affirmative vote of the membership.

SECTION 2. Upon the dissolution of the League, the elected officers shall, after paying or making provisions for the payment of all liabilities of the League, dispose of all remaining assets of the League in a manner appropriate to fulfilling the goals and objectives of the League and which qualify under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The Rules contained in "Robert's Rules of Order Revised" shall govern the League in all cases in which they are not inconsistent with these Bylaws and those of the local Home School Association.

ARTICLE XII - AMENDMENTS OF BYLAWS

These Bylaws may be amended at a regular meeting of the League by a two-thirds (2/3) vote of the membership present, provided written notice of the proposed amendment has been given.

ARTICLE XIII - REVISING BYLAWS

These Bylaws shall be re-approved or revised at least once every three (3) years. A committee of three current league members shall review the Bylaws.

ORIGINAL DATE 1/7/1976

REVISED 3/12/1992

REVISED 3/18/1996

REVISED 10/6/1999

REVISED 3/25/2003

REVISED 3/27/2006

REVISED 3/24/2009

REVISED 1/24/2012

REVISED 5/19/2015

REVISED 6/6/2017

REVISED 3/2/2022