

GLEN ROCK FEDERATED COUNCIL OF HOME AND SCHOOL ASSOCIATIONS

BY-LAWS

As approved – January 13, 2004

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Article I. Meetings.

- Section 1 Federated shall meet no less than four times in one school year. The dates for these meetings shall be set by the President, with at least ten days' notice given to all members.
- Section 2 Special meetings may be called by the President.
- Section 3 The last regular meeting of the year shall be held for the purpose of reorganization, installing new officers, and presenting new programs for the following school year.
- Section 4 At the first meeting, the budget shall be presented and approved. [Top](#)

Article II. Duties of Officers.

- Section 1 **The Federated President** shall preside at all meetings of Federated. S/he shall appoint special committees as necessary, and shall enforce the Constitution and the By-Laws of Federated. The President shall be a member ex-officio of all committees.
- Section 2 **The Federated First Vice President** shall assume the duties of the President in his/her absence and shall act as Vice President/Parliamentarian. S/he shall also be responsible for coordination of developing, printing and distributing the Federated HSA Handbook.
- Section 3 **The Federated Second Vice President** shall be responsible for coordinating, compiling and distributing the annual Federated District School Calendar. S/he shall also be responsible for year-long maintenance and distribution of any necessary Calendar revisions.
- Section 4 **The Federated Secretary** shall keep an accurate account of Federated meetings and shall carry on all correspondence. The Secretary shall distribute the Minutes to the Federated membership and shall provide the individual HSA newsletters with a synopsis of each meeting to be known as Federated Footnotes.
- Section.5 **The Federated Treasurer** shall collect all Federated dues and fees from the individual HSA's. The Treasurer shall also keep an accurate account of the finances of Federated, and shall be authorized to sign any and all checks for Federated. A Treasurer's Report shall be given at each regular Federated meeting.
- Section.6 The term of office in each case shall be for one year beginning in June. The fiscal year of Federated begins July 1.
- Section 7 All Federated officers or their designated representatives are required to attend all Federated meetings. [Top](#)

Article III. Method of Filling Offices.

Section 1 The offices of Federated shall be rotated among the schools in alphabetical order. The following chart indicates this rotation, which shall repeat every five years:

	2004-05 2009-10 2014-15	2005-06 2010-11 2015-16	2006-07 2011-12 2016-17	2007-08 2012-13 2017-18	2008-09 2013-14 2018-19
FEDERATED PRESIDENT	Hamilton 2 nd VP	MS-HS 2 nd VP	Byrd 2 nd VP	Central 2 nd VP	Coleman 2 nd VP
FEDERATED 1 st VP/ PARLIAMENTARIAN/ HANDBOOK	MS-HS 2 nd VP	Byrd 2 nd VP	Central 2 nd VP	Coleman 2 nd VP	Hamilton 2 nd VP
FEDERATED SECRETARY	Byrd 2 nd VP	Central 2 nd VP	Coleman 2 nd VP	Hamilton 2 nd VP	MS-HS 2 nd VP
FEDERATED 2 nd VP/ CALENDAR	Central 2 nd VP	Coleman 2 nd VP	Hamilton 2 nd VP	MS-HS 2 nd VP	Byrd 2 nd VP
FEDERATED TREASURER	Coleman 2 nd VP	Hamilton 2 nd VP	MS-HS 2 nd VP	Byrd 2 nd VP	Central 2 nd VP

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Article IV. Committees.

Section 1. Committee chairpersons shall rotate among the schools in alphabetical order. The following chart indicates this rotation, which shall repeat after every five years:

	2004-05 2009-10 2014-15	2005-06 2010-11 2015-16	2006-07 2011-12 2016-17	2007-08 2012-13 2017-18	2008-09 2013-14 2018-19
FEDERATED BOE REPRESENTATIVE	Hamilton 1 st VP	MS-HS 1 st VP	Byrd 1 st VP	Central 1 st VP	Coleman 1 st VP
FEDERATED ASSISTANT HANDBOOK COORDINATOR	MS-HS 1 st VP	Byrd 1 st VP	Central 1 st VP	Coleman 1 st VP	Hamilton 1 st VP
FEDERATED LEGISLATIVE COORDINATOR	Byrd 1 st VP	Central 1 st VP	Coleman 1 st VP	Hamilton 1 st VP	MS-HS 1 st VP
FEDERATED PUBLICITY & ASSISTANT LEGISLATIVE COORDINATOR	Central 1 st VP	Coleman 1 st VP	Hamilton 1 st VP	MS-HS 1 st VP	Byrd 1 st VP
SAFETY & WELFARE AND SPECIAL PROJECTS COORDINATOR	Coleman 1 st VP	Hamilton 1 st VP	MS-HS 1 st VP	Byrd 1 st VP	Central 1 st VP

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Section 2 Reassessment of the Federated committees shall be made from time to time with consideration given to appropriateness, need, scope, and duties in accordance with the purpose of Federated.

Section 3 Each school HSA may be asked to provide a member to assist the Federated chairpersons in performing their duties. [Top](#)

Article V. Projects.

Section 1 Projects for the current school year shall be instituted or continued at the discretion of the Federated Executive Board in office. New projects must be approved at a Federated meeting.

Section 2 Federated will gather data for the publishing of a school handbook. Included will be information pertinent to each HSA and such information as the Administration and Board of Education shall desire.

Section 3 Financial support for Federated activities will be provided by each member school as specified in Article VI of these By-Laws.

Section 4 A continuing project of Federated shall be coordination of the individual safety programs of each school, in cooperation with the Glen Rock Police Department.

Section 5 It will be considered within the scope of the activities of Federated to sponsor a program at the request of all the HSAs in their mutual interest.

Section 6 It will be the responsibility of Federated to sponsor other projects approved by the membership in pursuit of the Federated purpose to promote the general welfare of the schools through the cooperation of the individual HSAs. [Top](#)

Article VI. Finance.

Section 1 The program of Federated will be financed equally by each school's HSA.

Section 2 A budget for the approved Federated program for the fiscal year will be presented at the first meeting of the school year.

Section 3 Expenses of approved Federated programs and activities will be the responsibility of the member organizations. Contributions will be requested on the basis to be decided upon by the Federated membership at the time.

Section 4 Expenses of a program shall be shared by the individual HSAs, Federated, and any other interested participating organizations.

Section 5 Expenses incurred in publishing the Federated HSA Handbook will be met by assessing each member HSA and monetary support requested from the Board of Education.

Section 6 Federated shall not contribute to any financial drives without the consent of the majority of Federated membership. [Top](#)

Article VII. Amendments.

- Section 1 These By-Laws may be amended at any meeting of Federated by a two-thirds vote of the members present, provided that each member has been notified 10 days in advance that such action is to be considered.
- Section 2 Any section of these By-Laws may be temporarily suspended for the current school year by a majority vote of the members present, provided that each member has have been notified at least 10 days in advance that such action is to be considered.
- Section 3 “Robert’s Rules of Order, Revised” shall be the authority in all cases in which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of Federated. [Top](#)

Article VIII. Activities.

(duties and responsibilities of each chairperson)

- Section 1 **Board of Education Representative.** The chairperson shall attend as many Board of Education meetings as possible and report back to Federated on items of interest. S/he shall also present Federated’s viewpoint on issues before the Board of Education, when so directed by the membership.
- Section 2 **Assistant Handbook Coordinator.** The chairperson shall help coordinate the printing and distribution of the finished handbook. The handbook is prepared and should be ready to go to press as early as possible in the school year. Each individual HSA is responsible for collecting from each school the information to be included in the handbook pertinent to that school. Because the handbook contains general school information as well as HSA information, the Board of Education is requisitioned for money toward the printing expenses.
- Section 3 **Legislative Coordinator.** The chairperson serves as a liaison between the HSAs and the Legislative Committee of the Board of Education. S/he shall be responsible for informing the membership about important proposed and/or enacted education legislation in a timely manner. The chairperson is also responsible for taking the lead on all **publicity** relating to that year’s school budget election issues, and all publicity required by Federated’s ongoing and special programs, if such a forum is requested by the membership.
- Section 4 **The Publicity and Assistant Legislative Coordinator** is responsible for assisting the Federated Legislative Coordinator with all publicity associated with that year’s school budget election and issues relating to it, and shall assist the Legislative Coordinator in informing the membership about other important proposed and/or enacted educational legislation, and in any other legislative capacity as determined by the Legislative Coordinator and/or the Federated Board.
- Section 5 **Safety & Welfare Coordinator.** The coordinator serves as a liaison between the Glen Rock Police Dept. and the HSAs. S/he oversees general safety issues, such as the safety of children going to and from school, special safety programs, playground safety, etc. The coordinator may be asked to oversee or coordinate any special projects deemed necessary by the Federated Executive Board.

- Section 6 All Federated Chairpersons or their designated representatives are required to attend all Federated meetings.
- Section 7 The above duties (Sections 1-6) and responsibilities of the Federated HSA chairpersons are primarily those of organization and coordination. Each individual school HSA should have a chairperson and/or committees paralleling those of Federated. These chairpersons serve as a committee under the Federated chairperson as necessary.
- Section 8 In order to provide continuity in the office of Federated President, it is suggested that the school providing the incoming President have their nominees elected as early as possible so that the incoming President of Federated may be a guest at as many Executive Board and committee meetings as possible before assuming office.

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