

**Bylaws of  
Brookdale H.S.A., Inc.  
(revised 2012)**

**BYLAWS OF  
BROOKDALE H.S.A., INC.  
A New Jersey Nonprofit Corporation**

**ARTICLE I  
NAME**

The name of this Corporation shall be the Brookdale H.S.A., Inc. (hereinafter referred to as the "Corporation" of H.S.A.) This Corporation shall be a member of the Bloomfield Home and School Council of Bloomfield, New Jersey.

**ARTICLE II  
OBJECTIVES**

**Section 1.** To bring the home and the school into closer relation with each other, so that parents and teachers may cooperate in the quality of education for the children.

**Section 2.** To develop united efforts between educators and parents that will secure for every child high standards and advantages in intellectual, physical, mental, and social education.

**Section 3.** To promote the welfare of children and youth in the home and school community, and to these ends to further adequate laws for the education, welfare, care, and protection of children.

**Section 4.** To stimulate public interest in the welfare of the child and the well-being and standards of school.

**ARTICLE III  
POLICIES**

**Section 1.** This corporation may cooperate with other organizations and agencies active in child welfare.

**Section 2.** This Corporation shall be noncommercial and nonpartisan. No commercial enterprise and no political candidate or Board of Education candidate shall be endorsed by it. The name of the Corporation and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan or political interest, or for any purpose other than the regular work of the Corporation.

## **ARTICLE IV MEMBERSHIP**

**Section 1.** Any persons responsible for a child attending Brookdale School and interested in the objectives of the Corporation and willing to uphold its policies and subscribe to its Bylaws may become a unit member (one member per family unit) upon payment of dues as hereinafter provided.

**Section 2.** The annual dues shall be *\$20.00 per family and \$15.00 per single parent family*, payable at Back to School Night in September, or any time before or thereafter. Failure to pay dues shall result in forfeiture of *voting rights*.

## **ARTICLE V EXECUTIVE BOARD/OFFICERS**

### **Section 1. Officers and their Election.**

- a. The Executive Board of the Corporation shall be President, Vice President or Co-President, Secretary and Treasurer (with the option for an Assistant Treasurer).
- b. Election of the Officers shall be held in the month of April.
- c. Officers shall assume their official duties at the close of the regular meeting in May and shall serve for a term of two years or until their successors are elected.
- d. No person shall serve more than one consecutive term in the same office. However, if no other candidates come forth, that officer may stay for another term.

### **Section 2. Nomination of Officers**

- a. The Nominating Committee shall consist of one Co-President and 2 members of the Corporation.
- b. The Nominating Committee shall collate the nominees for each office to be filled and shall render its report at the H.S.A meeting in March, listing all eligible nominees for each office.
- c. **Half of the executive board shall be elected each year; alternating between Co-President and Treasurer one year and CO-President and Secretary the next. This electoral process will allow for a smooth ongoing transition in the executive board.**
- d. The list of candidates shall to set to each parent at least three weeks before the April meeting.

- e. Additional candidates for each office may enter their names to the roster through a petition, signed by twenty-five H.S.A. unit members. Candidates should state their name and position sought. This petition shall be sent to the chairperson of the Nominating Committee at least one week prior to the spring general meeting.
- f. The chairperson of the Nominating Committee shall present a complete roster of the candidate's names, and all the names entered by petition, at the spring general meeting as a vote. If there is more than one person running for a particular office, paper ballots will be provided.
- g. Only those who have consented to serve and who qualify as dictated by the these bylaws shall be eligible for nomination either by the Committee or through petition.

### **Section 3. Vacancies**

- a. If a vacancy should occur in any office, the remaining members of the Executive Board shall find a suitable replacement to fill the position. This replacement shall be formally presented to the general membership at the next H.S.A. meeting.
- b. A vacancy occurring in the Chairmanship of any committee shall be filled by appointment made by the Co-Presidents, and approved by the Executive Board.

## **ARTICLE VI DUTIES OF OFFICERS**

**Section 1.** The purpose of the Executive Board shall be to transact and supervise the necessary business of the Corporation, declare policies and objectives as to all matters in business, projects and activities of the Corporation, and to further the objectives and policies of the Corporation. The Executive Board shall consist of the Corporation.

**Section 2.** The Co-Presidents shall have serviced on the Executive Board for at least one year in the past five prior to his/her election, unless no other candidates surface, and shall:

- Preside at all meetings of the Corporation and of the Executive Board.
- Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Corporation or by the Executive Board.
- Oversee the functioning and operation of the corporation *including approving all written communication and all activities of the committees.*
- Act as liaison of the H.S.A. to the principal.
- Report any changes or decisions that affect the school to the principal.

**Section 3.** The Vice-President shall:

- Assist the Co-Presidents *and act as his/her aide-deletion of phrase here*
- Perform the duties of the Co-Presidents in his/her absence.
- Assume responsibility for the administrative details delegated to him/her by the Co-Presidents.
- Represent the Co-Presidents upon request.

**Section 4.** The Secretary shall:

- Keep the accurate record and minutes of all meetings of the Corporation and Executive Board.
- Conduct all correspondence of the Corporation and notify the members of the meetings.
- Perform such other duties as may be delegated to him/her.
- Act as a custodian of all records except those specifically assigned to others.
- Preside over meetings in the absence of the Co-Presidents and Vice President until a chairperson is elected pro tem is elected.

**Section 5.** The Treasurer shall:

- Receive all monies of the Corporation and make all payments as authorized by the Executive Board.
- Keep and render accurate accounts of receipts and disbursements.
- Present a statement account at every meeting of the Corporation and of the Executive Board and make a full report at each meeting.
- Compile a budget for the next administration in conjunction with the Co-Presidents and the Treasurer-elect.
- Submit his/her books, records, and accounts for periodic auditing or examination if requested.
- Arrange all necessary details with the bank for proper exercise of his/her function.
- Give a verbal report of income and expenses at each H.S.A. meeting.

The signature of either Co-President or the Treasurer are required in making disbursements unless otherwise authorized by the Executive Board. He/she may consult the officers when called upon to make extraordinary expenditures. *Double signatures?? Potential change here*

## **ARTICLE VII MEETINGS**

**Section 1.** Regular meetings of this Corporation shall be held at the school at the direction of the Executive Board.

**Section 2.** Special meetings of the Corporation may be called by the Co-Presidents or by a majority of the members of the Executive Board.

**Section 3.** The Executive Board shall transact any emergency business arising between meetings.

**Section 4.** A quorum shall be necessary to conduct regular business of the Corporation.

A quorum shall consist of "1/2 plus 1" of those chairpersons present and signed in at the beginning of any H.S.A. meeting.

**Section 5.** The Executive Board's discretionary fund shall be \$400.00. Any monies spent above this limit must be reported on separately from the Treasure's report at the following H.S.A.

## **ARTICLE VIII FACULTY REPRESENTATIVES**

**Section 1.** The Principal shall be an ex-officio member of all appointive committees, and serve as a consultant in all matters related to school personnel, Board of Education, use of building and legal affairs. The Principal has the final approval of all H.S.A. activities.

**Section 2.** The Faculty Representative shall serve as liaison between teachers and the H.S.A. and report on matters or developments of interest to both groups.

## **ARTICLE IX PARLIAMENTARY AUTHORITY**

**Section 1.** Roberts Rules of Order Revised shall govern this Corporation in all cases to which they are applied and in which they are not inconsistent with these bylaws.

**ARTICLE X  
AMENDMENTS**

**Section 1.** These Bylaws may be amended at any regular meeting of the Corporation by a two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendment shall have been sent to the members at least two (2) weeks before the meeting.

**Section 2.** A committee may be appointed to submit revised Bylaws as a substitute for the Bylaws only by a majority vote at a meeting of the Corporation, or by two-thirds vote of the Executive Board.

**Section 3.** All amendments shall become effective upon approval of the membership.

**ARTICLE XI  
REMOVAL FROM OFFICE**

**Section 1.** Any persons elected by the general membership may be removed from office for cause by a two-thirds vote of those members in good standing and voting at a general membership meeting, providing that the number of affirmative votes amounts to at least one-quarter (1/4) the total number of fully privileged members of this Corporation as of the 1<sup>st</sup> day of the month in which the motion to remove is put forth.

A motion for removal from office cannot be voted upon at the general membership meeting at which the motion is made, but must be the first order of business at the next general meeting. The Executive Board, by a majority vote, may suspend such person, effective immediately, pending the vote of the general membership.

**Section 2.** Any persons appoint to a Chair or Co-Chair position may be removed from office for cause by a majority vote of the Executive Board.

**Section 3.** The status of a person as a member of the Corporation shall not be affected solely by reason of removal or suspension from office.

**ARTICLE XII  
PROCEDURES  
COMMITTEE RESPONSIBILITIES**

**Section 1.** There shall be the following standing Council Committees: Curriculum, Welfare and Block, School Affairs, Drug and Alcohol, and Special Services (**Committee to be deleted – No longer have these Council Committees**)

**Section 2.** Special ongoing committees may consist of : Classroom Parents, Publicity, Library (**delete**), **Assembly Programs replaces** School Programs, Girl's Softball (**delete**), Membership, Basketball, Scholarship, Telephone Squad (**delete**), Hospitality, Yearbook, **Beautification replaces** Gardens and Beautification, Board of Education Representative and liaison (**delete**), (**add**) **Fundraising**, Community Outreach (**delete**), Holiday Gift Shop, Fun Fair, Family Nights (may include dances), Enrichment (academic/community service programs in coordination with faculty).

Special Events Committees may consist of : Fall/Spring Fundraisers, Holiday Committees, Valentine Dance, Halloween Dance, Plant Sales, Bake Sales (**delete**), and other committees approved by the Executive Board.

Committee chairpersons and co-chairpersons will be selected by the current Executive Board. Committee chairperson selections will be based on the volunteer sheets submitted in May. The activities of special Committees may be suspended by a majority vote of the Executive Board.

Section 3. The chairpersons of all committees shall present plans and projects to the Executive Board and no Committee work shall be undertaken without the approval of the spending any monies. Receipts must be given Treasurer for all reimbursements. Any special arrangements involving the use of school facilities shall be submitted to the Principal for approval and implementation. All chairpersons of special committees must attend all H.S.A. meetings.

**Section 4.** Each committee shall consist of a Chairperson, Co-Chairperson, and as many members as volunteer.

Each Committee chairperson must present a written report, and/or a complete activity folder, to the newly chosen Committee Chairperson at the June Board meeting.



**Section 5. (delete section- committee no longer exists) The duties of the Curriculum Committee shall be to attend town-wide meetings with the purpose of keeping parents informed of curriculum development in our school.**

**The committee acts as a clearinghouse on all curriculum questions raised by parents.**

**Section 6. (delete section- committee no longer exists) The duties of the School Welfare/Block Parent Committee shall be to attend the Home and School Council meetings, with the purpose of keeping parents informed of School Welfare developments.**

**The committee acts as a clearing house with the purpose of keeping parents informed.**

**Section 7. (delete section- committee no longer exists) The duties of the School Affairs Committee shall be: The chairperson, with the help of the Principal, checks the school building and property for maintenance or items to be budgeted by the Board of Education. A list is discussed at the Home and School council budget meeting to secure improvements necessary for the safety and welfare of personnel, the maintenance of property and school facilities.**

**Section 8. (delete section- committee no longer exists) The duties of the Drug and Alcohol Committee shall be to attend the Home and School Council meetings, with the purpose of keeping parents informed of Drug and Alcohol council activities.**

**The committee acts as a clearinghouse with the purpose of keeping parents informed.**

**Section 9. (delete section- committee no longer exists) The duties of the Special Service Committee shall be to attend the Home and School Council meetings with the purpose of keeping parents informed of Special Service activities and any developments.**

**Section 10. The duties of the Classroom Parent Chairperson shall be:**

- To select classroom parents from the volunteer list in June. They will randomly select 2 classroom parents for each class. If the person selected has already served as class parent for this child in the previous year, they will not be eligible, unless no other volunteer surfaces.
- To contact new class parents as enrollments are made and acquaint them with procedures.
- To conduct an orientation meeting in September.
- To inform classroom parents of specific needs as they arise through the year.

The duties of the Classroom Parent shall be:

- To consider themselves chairperson of the classroom and strive to involve all parents as volunteers.
- To contact parents due to emergency school closings.
- To monitor parent-teacher conferences if needed by the faculty.
- To assist in main fundraising events.
- To collect membership due and party dues on Back-To-School Night.
- To assist chaperoning of school trips as planned and arranged by teachers.
- To assist teachers with class parties and other class activities.
- At least one classroom parent from each class must attend all H.S.A meeting.

**Section 11.** The duties of the Publicity Committee shall be to procure as much publicity as possible for the Corporation; to thoroughly publicize H.S.A activities using all available media; to develop and improve public relations; to maintain the H.S.A. bulletin board and display photos of recent events. Any photos to be submitted to the newspaper must be checked by the principal.

**Section 12.** The duties of the school Assembly Committee shall be to arrange several programs for the students with the final approval given by the Principal and funded by the Corporation.

**Section 13.** The duties of the Membership Committee shall be:

- To enroll parents as members of the Corporation.
- **To purchase corsages for the teachers for Back-To-School night (delete this).**
- **To give a monthly report of membership to the Co-Presidents (delete this).**
- To receive and record membership dues collected by classroom parents, and to enroll parents not previously registered.

**Section 14.** The duties of the Basketball Committee shall be:

- To organize teams, establish schedules and practices, recruit volunteers for managing and coaching.
- To coordinate any scheduling with the town and/or other schools.
- Expenditures shall be limited to the purchase of essential needs. Any spending above budget must have prior approval of the Executive Board.

**Section 15.** the duties of the Scholarship Committee shall be:

- To establish scholarship criteria
- To coordinate essential dates with the Bloomfield High School scholarship representative.
- To prepare all documentation and have an announcement printed in the local newspaper.
- To collect and compile all applications.
- Along with the principal and two faculty members, evaluate candidates and award two scholarships.

**Section 16. (delete this section- committee no longer exists)**

- **To staff and maintain the school library.**
- **To hold a book fair each year to raise money**
- **To encourage acquisition and reading of books by the students.**
- **To staff volunteers for the book fair. All proceeds from the book fair will go into the media account.**

**Section 17. (delete this section- committee no longer exists) The duties of the Softball Committee shall be:**

- **To organize the softball teams, set up schedules, recruit volunteers for managing, coaching, and umpiring, and to secure field permits from the Bloomfield Board of Education for the purpose of practice sessions and games. This will be done under the direction of a committee chairperson and co-chairperson.**
- **Expenditures shall be limited to purchase of essential equipment and supplies (where needed) that are not supplies by the Board of Education.**
- **Any additional expenditures, beyond those budgeted to this committee, may be made only by approval of the Executive Board.**

**Section 18. (delete this section- committee no longer exists) The duties of the Telephone Squad Committee shall be:**

- **To secure volunteers to make phone calls to the homes of absentee children verifying absence.**
- **A.M. and P.M. shifts on a rotating basis shall be required.**
- **The committee chairperson shall be responsible for supplying telephone numbers to the Squad**

**Section 19.** The duties of the Yearbook Committee shall be:

- Open only to 5<sup>th</sup> and 6<sup>th</sup> grade parents.
- Responsible for collecting, collating, and submitting all information and photos to a publishing company to produce a yearbook for the 6<sup>th</sup> grade students.
- No parent shall be pictured in the yearbook.
- Final yearbook to be approved by the H.S.A. Co-Presidents and principal before going to print.

**Section 20.** The duties of the Hospitality Committee shall be: **(revised- provide and maintain adequate kitchen supplies; to serve refreshments as part of the social hour at H.S.A meetings; to serve refreshments for any additional social event hosted by Brookdale School)**

- Purchase cards and gift cards for those members of the faculty who have celebrations or family loss.
- Expenditures shall be limited to the amount set forth by the Corporation.

**Section 21.** The duties of the School Beautification Committee shall be to work with school administration in determining ways to improve the appearance of the school and school grounds.

**Section 22. (delete section – committee no longer exists) The duties of the Board of Education Parent Representative is to attend BOE meetings monthly and report pertinent information at our H.S.A monthly meeting.**

**Section 23.** The duties of the Liaison Committee shall be: **(revised-to work together with teachers in determining ways for parents to volunteer in the classroom. Each class liaison will have different responsibilities depending on the needs of the class).**

- To assist the Class Parent during class parties.
- To take on Class Parent duties if position is left or unable to be fulfilled.
- To assist classroom teacher in planning readers for class reading days.
- Recruit volunteers for class reading and manage schedule, sending reminders, and keeping classroom teacher advised.

