

# TRIANGLE HOME AND SCHOOL ASSOCIATION

## Constitution and By-Laws

### **Article 1. Name**

1.1 The name of this association shall be "The Triangle Home & School Association" (herein referred to as the Association or the THSA.)

### **Article 2. Purpose**

2.1 The purpose of this Association shall be to promote a positive relationship between school and home, as well as to support educational programs, social development, and enrichment of the children in the Triangle School.

2.2 This Association is organized exclusively for this purpose and will make distributions accordingly as outlined by Section 501(c)(3) of the Internal Revenue Code. 2.3 This Association shall be non-sectarian, non-partisan, and non-profit.

### **Article 3. Restrictions**

3.1 The name of this Association or the officers in their official capacities shall not be used in connection with any political interest or for any purpose other than the regular work of the group.

3.2 No part of the net earnings of this Association shall be distributed to its members, directors, officers, or other persons except that the Association pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Sec. 501(c)(3) of the Internal Revenue Code.

3.3 No part of the activities or funds of the Association shall be used for the carrying on of propaganda or attempting to influence legislation. The Association shall not participate in or intervene in (including the publishing of or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

3.4 The Association shall not carry on any other activities not permitted to be carried on: (a) By any organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal Tax Code) or (b) By any organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code (or corresponding section of any future Federal Tax Code).

### **Article 4. Objectives**

The objectives of this group shall be:

4.1 To support the education, development, and welfare of all pupils.

4.2 To promote cooperation between and among all school staff and parents/guardians.

4.3 To promote the betterment of pupil, school, and community, and to raise funds for these purposes.

4.4 To promote a relationship between the school and home communities so that parents and teachers work together ensuring that the educational and social development of the child is fully addressed.

#### **Article 5. Membership and Dues**

5.1 Membership shall be extended to parents, legal guardians, teachers, and Triangle School personnel with an interest in the objectives of this Association upon payment of the annual membership dues. Upon payment of dues, a family will be considered a “member” or a “member in good standing.”

5.2 Yearly dues will be determined by the THSA Executive Board prior to the start of the school year. In cases of severe financial hardship, a request can be made to the Executive Board for waiver of annual dues.

5.3 Dues are non-refundable and shall be charged per family. A current membership record shall be kept updated and on file with the Executive Board.

5.4 Each family in attendance at a general membership meeting is entitled to one vote for each item that is brought to vote at that meeting. Absentee ballots are not accepted.

#### **Article 6. Officers**

6.1 Any member of the Association in good standing shall be eligible for election to any office.

6.2 The Executive Board of this Association shall consist of the following: President or two Co-Presidents, Vice-President or two Co-Vice Presidents, Recording Secretary or two Co-Recording Secretaries, Corresponding Secretary, and Treasurer or two Co-Treasurers.

6.3 The officers shall be elected annually for a term of one year. No member may hold more than one elected office at the same time. No member shall be eligible to serve more than three consecutive terms in the same office unless there are no other candidates for that office.

6.4 The new officers will begin their term of office on July 1 with the exception of the Treasurer or Co-Treasurers. The Treasurer or Co-Treasurer shall continue in office until the books are submitted for review by an accountant and all tax returns are prepared.

6.5 In case a vacancy occurs in the office of President, the Co-President or one of the Vice Presidents shall automatically become President and shall serve as such until the next annual election. If a vacancy occurs in any other office, the Executive Board shall appoint a successor to serve as such until the next annual election.

6.6 An officer of the Executive Board can be removed from office for cause by two-thirds vote of the membership present provided notification of intent was given at a prior meeting.

## **Article 7. Officer Duties and Responsibilities**

7.1 It shall be the duty of the President or Co-Presidents to preside at all meetings, to preserve order, to enforce the Constitution and By-Laws and to coordinate the work of all officers and be an ex-officio member of all committees (except the Auditing and Nominating committees). The President or Co-Presidents shall have the authority to appoint a substitute to perform the duties of an absentee officer at any meeting. Any outgoing correspondence from any committee member must be approved by the President or Co-Presidents and the Principal. (See Attachment to Article 7.)

7.2 It shall be the duty of the Vice-President or Co-Vice Presidents to assist the President or Co-Presidents and to perform the duties of the President or CoPresidents in his/her/their absence. His/Her duties shall also include overseeing the activities of any committees the President or Co-Presidents deem necessary. (See Attachment to Article 7.)

7.3 It shall be the duty of the Recording Secretary or Co-Recording Secretaries to keep a record of all meetings of the Executive Board and the Association and distribute the minutes of the Association meetings to the membership for approval. In the absence of the President or Co-Presidents and Vice-President or Co-Vice Presidents, he/she shall perform the duties of the President or Co-Presidents. (See Attachment to Article 7.)

7.4 It shall be the duty of the Corresponding Secretary to conduct all correspondence incidentals to the Association. In the absence of the President or Co-Presidents, VicePresident or Co-Vice Presidents, and Recording Secretary or Co-Recording Secretaries, he/she shall perform the duties of the President or Co-Presidents. (See Attachment to Article 7.)

7.5 It shall be the duty of the Treasurer or Co-Treasurers to: receive all monies of the Association; deposit all funds received by that officer; and preserve all bills, receipts, bank statements, cancelled checks, and other material necessary to document the Association's financial structure. (See Attachment to Article 7.)

7.5.1 All bills shall be paid by check signed by the Treasurer and President or Vice-President. In the event of Co-Presidents, one signature from a CoPresident is required along with a signature from the Treasurer or one CoTreasurer. However, both Co-Presidents' and both Co-Treasurers' signatures will be on file at the bank as required.

7.5.2 The Treasurer or Co-Treasurers shall present a detailed financial statement of the business of the Association at every Association meeting, or any other time upon request by the Executive Board.

7.5.3 The financial books and records shall be ready for review by July with an accountant and, if requested, by an Auditing Committee (See Article 13.5). The Auditing Committee may also review the books provided a one-month notice is given.

#### **Article 8. General Responsibilities of the Executive Board**

The general duties of the Executive Board are:

8.1 To transact the necessary business between the Association meetings, and such other business as may be referred to it by the Association. The acts of the Board shall not conflict with action taken by the Association.

8.2 To approve work plans of committee chairpersons as presented at the regular meetings of the Association.

8.3 To familiarize each new Executive Board member with the contents of the Constitution and By-Laws.

8.4 To appoint or release from appointment such persons as is necessary to the efficient operation of any and all projects undertaken by the Association.

8.5 To develop and submit to the Association for approval, a budget for the fiscal year (See Article 14 Budget).

8.6 To gift all Association school equipment purchases to the Board of Education.

8.7 The Executive Board may approve, by a simple majority (greater than 50% voting yes on an item), all non-budgeted emergency purchases less than or equal to \$1,000.00. These expenditures must be included in the monthly financial report to the general membership. All non-budgeted purchases over \$1,000.00 must be approved by simple majority of the Association by vote.

#### **Article 9. Nominations and Election of Officers**

9.1 A Nominating Committee shall conduct the annual elections of the Executive Board officers at the May Association meeting.

9.2 The Nominating Committee shall consist of the chairperson (See Article 13) and two assistant members. The committee should be formed in February. The Parliamentarian (the Principal) will be a standing member of this committee.

9.3 Only members of the Association in good standing shall be eligible for election to any office.

9.4 Nominees should make a commitment to attend the Association meeting and should be familiar with the Executive Board job responsibilities.

9.5 Members may submit a letter of nomination to the Nominating Committee at any time prior to the April meeting. Nominations will also be accepted from the floor at the March and April meetings. At the end of the April meeting, the nominations will close.

9.6 Nominees must accept the nomination in person at an Association meeting or in writing prior to the close of the April meeting.

9.7 If there is only one nomination per office, the presiding officer shall instruct the Recording Secretary or one of the Co-Recording Secretaries to cast one ballot for the slate as presented by the Nominating Committee.

9.8 If there are multiple nominations for any given office, the election shall be by closed written ballot. It shall be necessary that a nominee for any office secure a majority vote of the total vote cast to be declared elected. In the event none of the nominees for a certain office secure a majority vote on the first ballot, balloting shall continue until at least one receives said majority.

## **Article 10. Meetings**

10.1 The time and place of regularly scheduled business meetings of this Association shall be determined by the Executive Board officers at the beginning of the school year and published in the Triangle Home and School Association newsletter.

10.2 Special meetings may be called by the President or Co-Presidents upon request of a majority of members present at a meeting or with the approval of a majority of the Executive Board.

10.3 Executive Board meetings will be scheduled as necessary for the efficient operation of the Association.

10.4 A simple majority of Executive Board officers constitutes a quorum at Executive Board meetings.

10.5 A dues-paying teacher/principal shall be present at each Home and School Association meeting.

## **Article 11. Rules of Order**

The rules contained in Robert's Rules of Order, Revised shall govern the proceedings of the Association, except in such cases as are covered by the Constitution and By-Laws.

## **Article 12. Voting**

12.1 Refer to Article 9 regarding the nomination and election of officers.

12.2 Motions and voting on issues other than the election of officers shall be by hand unless the President or Co-Presidents or other members request it differently.

12.3 The membership must be notified no less than one week prior to a vote being taken.

12.4 Votes must be approved by a simple majority.

12.5 Members must be present to vote; absentee ballots are not accepted.

## **Article 13. Committees**

13.1 The Vice President or Co-Vice Presidents shall be responsible for overseeing the filling of all standing chairperson positions and co-chairperson positions with the assistance of the Executive Board. The list of chairpersons must be approved by the Executive Board prior to finalization.

13.2 All committee members should be members of the Association. The committee members must follow the Home and School Committee Guidelines (see attachment to 13.2).

13.3 The chairperson of each standing committee shall present a detailed plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

13.4 It shall be the responsibility of the Committee Chairperson to notify the general membership of its upcoming events for the current school year. The Committee Chairperson should contact the Vice President or Co-Vice Presidents regarding the committee reports to be included in the agenda for the monthly meeting.

13.5 The Committee Chairperson is responsible for keeping expenditures within the approved budget for the committee. The Chairperson can request more funds from the general membership at a regular meeting of the Association. The THSA is not responsible for reimbursement of budget expenditures above the approved budget.

13.6 The Committee Chairperson or responsible Association member must submit all set-up and profit money and a "Daily Cash Report" (See Attachment) with two (2) signatures within 48

hours directly to the Treasurer or Co-Treasurers if the amount exceeds \$100.00 in cash or \$200.00 in checks. If the Treasurer or a Co-Treasurer is unavailable, one member of the Executive Board must be available to accept the money and report. A "Daily Cash Report" form will be available for all events. There will be no money transactions via school-house mail involving children.

13.7 Committees will be dissolved when a chairperson is not available to chair a committee. Committees will be implemented by the Executive Board as necessary for the continued growth and progress of this Association.

13.8 If requested, the Auditing Committee, consisting of three non-board members, shall be appointed by the President or co-Presidents at a general meeting. This committee shall audit the Association books prior to the last meeting at which time its report shall be presented. The President or Co-President shall not be an ex-officio member of the Auditing Committee.

13.9 The Executive Board shall appoint a committee of at least three people to review the Constitution and By-Laws at least every three years and revise if necessary.

13.10 A member may be a chairperson for a maximum of three committees at one time unless there are unfilled openings.

13.11 Chairpersons of HSA events should have a co-chairperson for their committee. The cochairperson should not be a spouse or significant other.

#### **Article 14. Budget**

14.1 The Executive Board shall prepare a budget for the period July 1 of the current year through June 30 of the next year for presentation to the membership at the May meeting of the Association for vote at the June meeting. This budget will indicate projected income, expenses, and profit.

14.2 All monies for standing committees shall be budgeted. Any additional expenditure shall be voted by the membership present at any given meeting.

#### **Article 15. Distribution of Constitution and By-Laws**

Each member of the Executive Board and all Committee Chairpersons shall receive a copy of the Constitution and By-Laws prior to the first meeting of the school year. All members of the Association shall receive a copy of the Constitution and By-Laws on request. All members shall receive a copy of amendments when made on request.

#### **Article 16. Amendments to Document**

This document may be amended at any regular business meeting by a two-thirds vote of the members present, provided notice was given at the previous meeting. Proposed amendments shall be submitted in writing.

## **Article 17. Dissolution**

17.1 The Association may be dissolved by a two-thirds vote of the members present, provided the resolution to disband is submitted in writing and read at the regular meeting prior to the meeting at which the vote is taken.

17.2 In the event of dissolution of the Association, the assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

## **ATTACHMENT TO ARTICLE 7**

### **Officer Duties and Responsibilities**

The President(s) of the HSA is responsible for: Preparing the agenda and presiding over monthly HSA meetings and Executive Board meetings; composing the President's Letter for monthly Newsletter; attending Joint Council HSA meetings; overseeing the HSA Executive Board in preparing the budget; planning programs and activities sponsored by the HSA; assisting Executive Board members and committee chairpersons with their duties as needed.

The Vice-President(s) of the HSA is responsible for: Attending the HSA Meetings each month; attending the HSA Executive Board Meetings each month (usually held prior to the regular HSA Meetings); overseeing all of the HSA committees; maintaining a current list of all committee chairpersons and co-chairpersons; and, filling in for the President if needed at the HSA Meetings.

The Treasurer of the HSA is responsible for: Preparing financial information for the Triangle HSA, which involves processing cash receipts and disbursements of all HSA programs and fundraisers; maintaining accurate financial records; and, producing the monthly and year-end reports for the HSA using QuickBooks.

The Recording Secretary of the HSA is responsible for: Taking the minutes at each HSA meeting, typing the minutes, and then submitting them for approval from the HSA president(s); after approval, emailing a copy to the principal for review and for school distribution prior to the next HSA meeting; and, copying the approved minutes for vote and approval at the next meeting.

The Corresponding Secretary of the HSA is responsible for: Drafting the monthly flyers for the HSA meetings one week prior to the meeting by consulting with the President(s) for any additional information regarding special guests, nominations or voting that needs to be



communicated to the families; getting approval from the Principal for the flyer; copying the approved flyer and distributing to every student; preparing the Welcome Packet at the beginning of the school year; and, reporting at the board meetings any correspondences sent to the HSA.

## **ATTACHMENT TO ARTICLE 13.2**

### **Home & School Committee Guidelines**

Membership: All Committee Chairpersons, Co-Chairpersons, and committee members must be Triangle Home and School (THSA) members.. In the case of financial hardship, please contact the Principal.

Chain of Command: If you have any questions or concerns, please contact one of the Vice Presidents. If he or she has not been able to help you, please contact one of the Presidents. The Treasurer is always the first contact person for any financial questions or concerns. Home &

School Mailbox: The HSA mailbox is located in the room off the main office. Please ask a school staff member for help if needed.

Committee Folders: These are located in the room off the main office and should be checked by the Committee Chairperson for correspondence.

Home & School Storage Areas: There is a trailer in the back of the school where most of the HSA supplies will be kept. The trailer is locked and the President, Vice President and the principal's secretary have a key. Please sign out the key with the principal's secretary if you need access to the trailer. If you need access to the trailer after school hours, you may contact the HSA President or Vice President.

Contracts: All contracts must be submitted to the President for approval first. No Committee Chairperson should sign a contract without the consent of the Executive Board.

Communication: : Committee Chairpersons and Co-Chairpersons should plan on attending the monthly HSA meetings. It is the Committee Chairperson's responsibility to notify the membership of upcoming events for the current school year. Contact the HSA Vice President if you have any topics to be added to the agenda for any upcoming HSA meeting. If your committee has an upcoming event or sale, we ask that you present it at the HSA meeting before it is finalized. At the completion of the event or sale, please report at the next HSA meeting.

#### Letters and Documents:

1. All letters and documents to be distributed must first be approved by the President. Upon the approval of the President, it must then be sent to the Principal for final approval. Please allow three business days for review of the document. Only after the President and the Principal approve them can the letters and/or documents be distributed.

2. Send a copy of the final approved letter and/or document to the President and Vice President.
3. A copy of all letters and documents must be put in the white binder located in the room off the main office, next to the Committee bins.

Making Copies: Use the Risograph copier (located in the library closet) for copies over 25 in number. The larger copy machine (located in the Principal's Secretary's office) is for smaller numbers of copies or for two-sided, collated or stapled copies ONLY. A code is required for this machine. If you need the code or have any questions on how to use either one of these machines, please contact a Board member or the Principal's secretary. The Risograph copier may be used during school hours or after. The other copier may be used during school hours by special arrangement only or after school. Please note that the teachers have first priority to any of the machines and that there may be confidential discussions during school hours that must be respected. Copies should be made using the Family Count when possible. We use Family Count to send only one copy of a letter or document home to each family. The Family Count should be available in mid-October and is located in the red binder marked (Family Count) in the room off the Main Office, next to the Committee bins. If you have any questions about the Family Count, please contact a Board Member. When copies are ready for distribution, make sure they are separated by classroom and labeled with the teachers' names. Put them on the front counter of the Main Office with a note regarding distribution. The office staff is responsible for the distribution of all copies to the teachers. Please leave an additional 60 copies for the teachers and staff.

Correspondence to the School Population via Email distribution list: Letters and documents not requiring a response can be sent via email distribution list. Please remember that all correspondence must first be approved by the President and then the Principal prior to distribution. Please allow three business days for review of the document. Send a copy of the final approved document to the President and Vice President. The email will be sent by the President or the Vice President. Under no circumstances should documents be sent directly from a chairperson's personal email account. Some families do not have email access, therefore, copies need to be made for these families via the Family Count and dropped off in the office for distribution.

Supplies: Paper, envelopes, etc. will be kept in the cabinet labeled HSA in the room located off the Main Office. If you need something, please contact a Board Member.

Reserving Space at Triangle School: After your event has been approved by the President(s) and the Principal, the Committee Chairperson should send a room reservation request by email to the Corresponding Secretary, who will access the district system and will notify the Chairperson when the reservation is complete. Please include the event name, date, start and end time, estimated number of attendees and requested location.

Calendar: Once approved, please be sure to send all events to the Calendar Chairperson for inclusion on the HSA calendar. Newsletter & Bulletin Board: The newsletter and bulletin board are available to you to relay information about your committee. Newsletter submissions can be

sent to the Newsletter Chairperson. A thank you to all of the volunteers for an event should be included in the newsletter. Please contact the Bulletin Board Chairperson about posting event info on the HSA bulletin board.

### Financial Matters:

#### General Information:

The following requirements pertain to each standing Committee Chairperson, unless specifically noted below. Committee Chairperson(s) will:

1. Present a detailed work plan to the HSA Executive Board for approval prior to any event or sale.
2. The detailed work plan should include:
  - a. Total Approved Budget Amount
  - b. Estimated Expense(s) and Date(s) of Payment
  - c. Authorization of Committee Chairperson
3. Be responsible for keeping expenditures within the approved budget for the committee. The Committee Chairperson can request more funds from the general membership at a regular meeting, if necessary. However, the HSA is NOT responsible for reimbursement above the approved budget.
4. Submit all setup and profit money and a "Triangle HSA Cash Report" with the appropriate signature(s) within 4 business days after completion of an event or sale directly to the Treasurer. Note: There should be no money transactions via school-house mail involving children.

B. Check Request Process: The following procedures are designed to help ensure the timeliness and accuracy of processing check requests.

1. Obtain a copy of the "Triangle HSA Check Request Form" from either the Triangle School Website or any Board Member.
2. Complete all relevant information and ensure that the Committee Chairperson(s) has signed the request, including Principal approval if necessary.
3. Submit the approved check request to the Treasurer, along with all supporting documentation (e.g., invoices, signed contract, register receipts) with relevant expense(s) highlighted or noted.
4. Check requests are generally processed weekly. Please advise of any special payment instructions.
5. Any returned checks that result in a fee charged to Triangle HSA will become the responsibility of the individual issuing the check and reimbursement to Triangle HSA will be expected shortly after notification to check issuer.
6. Check requests can be submitted to the Treasurer via several means: a. Present the check request at a monthly HSA meeting b. Mail/Drop off at Treasurer's home c. Send to Treasurer's home via school-home mail

C. Deposit Process: The following procedures are designed to help ensure the timeliness and accuracy of processing various cash receipts:

1. A. "Triangle HSA Cash Report" must accompany all funds presented to the Treasurer within 4 business days after completion of an event or sale.

2. Complete all relevant information and ensure that the Committee Chairperson(s) has signed the report. Submit the approved cash report to the Treasurer along with all funds.
3. Cash Reports and funds can be submitted to the Treasurer via several means:
  - a. Present the check request at a monthly HSA meeting
  - b. Mail/Drop off at Treasurer's home (checks only and prior notice required)Note: All transactions involving cash must be delivered to the Treasurer in person and the Treasurer will count all cash in the presence of the Committee Chairperson(s) or committee volunteer.
4. Any discrepancies between the cash report totals and funds will be communicated and agreed to by the Committee Chairperson(s).