

**By-Laws of the
Herbert Hoover Elementary Home School Association
199 Thorncliff Road, Buffalo, New York 14223
(Amended at the Monthly Meeting on May 1, 2025)**

ARTICLE I - NAME

The name of this corporation shall be **The Herbert Hoover Elementary Home School Association.**

ARTICLE II - ORGANIZATION

This organization is formed as a Not-for-Profit corporation (under Section 402 of the Not-for-Profit Corporation Law). It is a corporation as defined in sub-paragraph (aA) (5) of Section 102 and is a type B corporation under section 201. The date of incorporation is November 12, 1980.

ARTICLE III - MISSION STATEMENT

The Hoover Elementary Home School Association (HSA) exists so parents and faculty can work collectively on behalf and in support of our students and our school. HSA is dedicated to supporting enrichment activities and seeks to increase the sense of community in school through social functions, activities and programs to enhance our children's school experience.

ARTICLE IV - MEMBERSHIP

Section 1.

Any individual who subscribes to the Purposes of this organization may become a member of this organization, subject only to compliance with the provisions of the by-laws. Membership in this organization shall be available without regard to race, color, creed or national origin.

Section 2.

This organization shall conduct an annual enrollment of members. Additional members shall be accepted at any time, and membership shall begin on the date of enrollment and extend through September 30th.

Section 3.

The membership year shall be from October 1st through September 30th inclusive. Persons admitted to membership for the first time shall be considered members as of the date of enrollment.

Section 4.

In lieu of annual dues for membership a donation drive shall be held annually in the fall.

ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1.

- (a) The officers of this organization shall be a president, vice-president, treasurer, a recording secretary, communications representative and parent representative.
- (b) Officers shall be elected by popular vote annually in the month of May. However, if there is but one nominee for any office, it shall be the order to move that the secretary cast the elective ballot of the organization for the nominee.
- (c) Officers shall assume their official duties as of July 1st and shall serve for the term of one or two years and/or until their successors are elected.
- (d) Terms shall not be limited.

Section 2.

- (a) There shall be a nominating committee consisting of THREE members, one of whom shall be selected by the Executive Committee from its body, and two elected by the organization at the March meeting. The President shall appoint one of the three to serve as chairman of the committee.
- (b) The nominating committee shall select one nominee for each office to be filled and report at the April meeting of the organization.
- (c) Following the report of the nominating committee, an opportunity shall be given for the nominations from the floor.
- (d) One those who have consented to serve if elected shall be eligible for the nomination, either by the nominating committee or from the floor.

Section 3.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having been given. In case of vacancy in the office of the President, the first Vice-President shall serve notice of this election.

ARTICLE VI - DUTIES OF THE OFFICERS

Section 1. The President shall:

- (a) Preside at all meetings of the organizations and of the executive committee at which he/she may present.
- (b) Have the power to execute all contracts, sign all checks, and, all papers or acts to which the seal of the corporation is affixed.
- (c) Perform all other duties pertaining to the office.

Section 2. The Vice-President shall:

- (a) Act as an aid to the President, be the Program Coordinator, and perform the duties of the program chairman in his/her absence.
- (b) Perform the duties of the President in his/her absence.
- (c) Act as coordinator of publicity and communications for the organization.

Section 3. The Corresponding Secretary shall:

- (a) Conduct all correspondence for the organization as directed by the President.
- (b) Notify the newspaper of all meetings and activities for the organization.
- (c) Notify appropriate organizations of publicity as directed.

Section 4. The Secretary shall:

- (a) Keep the minutes of all meetings, and records of the organization, and perform such duties as may be prescribed by the Board of Directors.
- (b) Provide each Board member with copies of the monthly meeting minutes.

Section 5. The Treasurer shall:

- (a) Have the care and custody of all the funds and securities of the corporation.
- (b) Have the power to sign all checks, drafts, notes and orders for the payment of money as authorized by the Executive Committee.
- (c) Present a statement of account at every meeting of the organization.
- (d) Make a full report at the annual meeting.
- (e) Have an audit of the accounts of the corporation made by a committee appointed by the President and present such audit in writing at the annual meeting.

ARTICLE VII - BOARD OF DIRECTORS

Section 1.

- (a) The Board of Directors shall consist of NINE members. SIX of these members shall be the officers, TWO shall be elected from the membership and ONE shall be the school principal.
- (b) The TWO non-officer Board members shall be elected in the alternate years and serve a term of TWO years. The principal shall be appointed annually.

Section 2.

A vacancy on the Board of Directors shall be filled by one appointed by the President for the unexpired term.

Section 3.

The non-officer members of the Board of Directors shall serve in an advisory capacity. All matters brought before the Board shall be voted upon by the Board plus the Standing Committee Chairpersons.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1.

- (a) The Executive Committee shall consist of the officers of this organization, the chairmen of standing committees, the principal of the school and a teacher representative appointed by the principal.
- (b) The members of the Executive Committee shall serve until the election of their successors.

Section 2. The duties of the Executive Committee shall be:

- (a) To transact any necessary business in the intervals between regular meetings of the organization and such other business as may be referred to by the organization.
- (b) To create and approve the plans of work of the standing committee.
- (c) To present a report at the regular meetings of the organization.
- (d) To prepare and submit to the organization for approval a budget for the fiscal year.
- (e) To approve routine bills within the limits of the budget.
- (f) To appoint special committees.

Section 3. Regular meetings of the Executive Committee shall be held monthly during the school year, the time to be fixed by the committee at its first meeting of the school year. However, this date may be changed for the convenience of the committee by vote at the preceding meeting.

Section 4. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE IX - MEETINGS

Section 1. Regular meetings of this organization shall be held at least FOUR times a year to be determined at the beginning of each year. Written notice of such meetings shall be given to the members.

Section 2. Special meetings may be called by the Executive Committee, FIVE days notice having been given.

Section 3. The annual meeting of this organization shall be in *May*.

Section 4. ONE percent of the membership shall constitute a quorum for the transaction of business at the regular meetings of the organization.

ARTICLE X - STANDING AND SPECIAL COMMITTEES

Section 1. Such standing committees shall be created by the Executive Committee as may be required to promote the purposes and interests of this organization. The Chairman of the standing committees shall be appointed by the President. Their term of office shall be ONE year.

Section 2. The Chairman of the Standing Committees shall present plans of work to the Executive Committee. No committee work shall be undertaken without the approval of the executive committee.

Section 3. Special committees shall be appointed by the Executive Committee and are created and are appointed for a special purpose. These committees go out of existence when their work is done and the final report is accepted or adopted.

ARTICLE XI - FINANCIAL POLICY

Section 1. All checks, drafts, bills of exchange, certificate of deposits, advances for the transfer of payment of funds and orders of delivery of securities must be signed by ONE of TWO officers authorized to sign.

Section 2. The fiscal year shall be from October 1 to September 30.

ARTICLE XII - SEAL

The seal of this organization shall be in the form of a circle and shall bear the name of the Corporation and the year of its incorporation.

ARTICLE XIII - PROCEDURE

Robert's Rules of Order Revised shall govern the proceedings of all meetings, except where same may conflict with the Constitution ByLaws of the organization.

ARTICLE XIV - AMENDMENTS

These bylaws may be amended at any regular meetings of the organization by a TWO-THIRDS vote of the members present and voting, provided that notice of the proposed amendments shall have been given at the previous meeting.

These laws were approved by the general membership on _____.