

**CONSTITUTION OF
NEW FOUNDATIONS CHARTER SCHOOL
HOME AND SCHOOL ASSOCIATION**

ARTICLE I – PURPOSE

To support enrolled students in New Foundations Charter School by providing funding for students by, but not limited to, in school or out of school activities. To support enrolled students by supporting faculty in their endeavor to enhance the quality of education for our children and to build a caring community of learners. Home & School is a committee of the Board of Trustees.

ARTICLE II – MEMBERSHIP

Voting Members

All parents or legal guardians of enrolled children at New Foundations Charter School shall have one vote per family provided that annual membership dues have been paid. Grandparents and other significant family members (i.e. Aunt/Uncle/Brother/Sister) that are primary caregivers, but not necessarily the legal guardians and volunteer at New Foundations Charter School shall be eligible to participate in the Home & School Association, including running and holding office, provided that they have paid the annual membership dues. Furthermore, families that are in divorce situations, shall each be eligible to run and hold office and shall each have one vote, provided they each have paid the annual membership dues. All faculty members shall be considered voting members of the Home & School Association. The majority vote, rules.

ARTICLE III – MEETINGS

Part I – Regular Meetings

Meeting will be held during the second week of the month. The meeting is open to all. A calendar of all meeting dates will be distributed at the beginning of each school year. Any changes will be in writing and will be distributed.

Part II – Special Meetings

A special meeting may be called at anytime by the President and ten (10) voting members. Notice of such meeting shall be in writing and all members will be notified in advance.

Part III – Annual Election

The annual meeting of members will be held each year during the month of May, in place of the regular meeting, for the sole purpose of electing officers and transacting such other business as may properly come before the Association. The vote is open to all voting members as described in Article II above.

Part IV – Notice

Adequate notice of Association meetings and other Association functions shall be given to all Association members. It is incumbent upon the Executive Board to determine what notice is sufficient and who will be responsible for such notification,

Part V – New Members

New members of the Association will be provided with a copy of this Constitution with initial materials, or as soon thereafter as is practical.

Part VI – Record Keeping

Minutes from the previous regular meeting shall be made available prior to the next regular meeting.

ARTICLE IV – EXECUTIVE BOARD

Part I – Positions

PRESIDENT	To conduct Association and Board meetings, direct Home & School Association.
VICE-PRESIDENT	To assist the President and to perform the President's duties during the President's absence.
TREASURER	To keep detailed financial records, receive and disburse funds.
RECORDING SECRETARY	To keep records of Association and Board meetings.
CORRESPONDING SECRETARY	To correspond on behalf of the Home & School Association and] Board.

Part II – Terms of Office

- A. All executive positions are for a two (2) year term;
- B. No officer shall be elected to the same position for more than two (2) consecutive terms.
- C. Officers filling vacancies mid-term shall be eligible for one additional full term in the same capacity.

Part III - Elections

- A. Annual elections will be held in May for positions on the Executive Board. Nominations for potential officers will be accepted at the regularly scheduled meeting prior to the meeting designated for elections. In addition, written nominations may be submitted prior to the regularly scheduled meeting prior to the election meeting.
- B. Nominees shall be notified in writing of the nomination. Nominees shall submit writing, either accepting or declining the nomination, to the President no later than one week from notification of the nomination.
- C. All those accepting nominations are required to submit a letter about him/herself prior to the May meeting. The letters will be published in the CCU prior to the vote.
- D. At the annual meeting, the person receiving the majority of votes will prevail. The term will be for two consecutive school years. The President and the Secretaries will be elected on the odd numbered years, and the Vice-President and Treasurer will be elected on the even numbered years.
- E. Terms of office for all newly elected will commence on June 30.
- F. Special elections are to be held as soon as possible to fill vacancies on the Board. Notice of the vacancy shall be announced in the CCU. Nominations for the vacant office(s) will be accepted in writing prior to the next regularly scheduled meeting. The special election will take place at that next regularly scheduled meeting.
- G. Only voting members may be Officers
- H. Members of the same family may not serve on the Board during the same period.

Part IV – Executive Board Meetings

Board meetings are to be held once a month. Executive Board members as well as the Faculty Liaison, Board of Trustee Representative and Chairpersons from active committees should attend. Others may attend if the majority of the Board concurs. Only Board members vote.

Part V- Faculty Liaison

The Faculty shall elect\or appoint a liaison for the purpose of attending Executive Board meeting and of acting in an advisory capacity to the Board on behalf of the group that the individual represents.

Part VI – Removal of Board Member

- A. Any Board member who fails to be properly excused from attending three (3) Board or regular Home & School meetings will automatically be discharged from the Executive Board.
- B. Any Board member may be removed for good cause. Issues in this regard shall be brought to the attention of the Executive Board. If the Executive Board finds good cause, the general membership will be notified, in writing, and a removal vote will be held at the next regularly scheduled meeting. All eligible voting members may participate.

Part VII – Vacancies

- PRESIDENT Should the office of president become vacant; the Vice-President will become the President for the remainder of the term. Thereafter an election for a new Vice-President shall occur in accordance with Article IV, Part III of this document.
- OFFICERS Other vacancies on the Board are to be filled in accordance with Article IV, Part III, paragraph F of this document.
- NO ONE WILLING TO RUN In such cases where no nominations or candidates for an office exist, and the current officer for that position is willing to continue to serve, that person, by a majority vote, would be permitted to serve another term of service.

Part VIII – Rules of Order

All business of the Executive Board shall be conducted informally. If any dispute arises, “Robert’s Rules of Order” shall be the authority.

Part IX – Fiscal Responsibility

Funds are to be kept in accounts that require the signature of two (2) Board members or of one (1) Board member and the Chief Administrative Officer (CAO) authorized to sign. The Treasurer will prepare a monthly report showing income and expenses to date and a reconciliation of income and the cash balance. Appropriate tax returns shall be filed in a timely matter. All financial documents/records are the property of New Foundations Charter School.

ARTICLE V – AMENDMENTS

Amendments to this Constitution may be made by a two-thirds (2/3) majority of those Association members present at any regular Home & School Association meeting when sufficient notice has been given of the proposed amendment(s) prior to such meeting.

ARTICLE VI- FUNDS

The Association will maintain a balance of no less than Five Hundred Dollars (\$500.00) to be carried over from school year to school year.