

**HOME AT SCHOOL PROGRAM  
(HASP)**

**ADVISORY COUNCIL BY-LAWS**

ARTICLE I

Organization

The name of this organization shall be the Home At School Program (hereinafter referred to as HASP) Advisory Council. HASP is a non-profit organization which functions as an autonomous body in accordance with the by-laws adopted by the Advisory Council and approved by the Board of Education.

ARTICLE II

Purpose

To provide School Age Child Care in an enriching, nurturing, safe, and supervised environment for the children of the Borough of Rutherford.

ARTICLE III

Members

Section 1

Membership shall consist of elected parents of enrolled children and appointed community leaders. The Director, the Board of Education and the Borough Council liaisons, and any selected advisors will serve only in an *ex-officio* capacity. Neither shall any paid employee be a voting member.

Section 2

Membership shall comprise a maximum of seventeen (17) persons with a maximum of five (5) community members. Parents may become Council members upon approval of current membership. Community members may similarly be appointed.

Section 3

Although participation in the governing of HASP is welcome from all involved and concerned individuals, Council membership shall be limited to one adult parent (or guardian) per family of a child (or children) enrolled in HASP.

Section 4

If a resignation occurs, the President may appoint a community or parent member to fill the vacancy.

Section 5

Members who have missed three consecutive meetings may be removed from the Council by majority vote. Typically, a letter will be sent notifying the removed member of this decision and inviting future participation and membership.

**ARTICLE IV**

**Officers**

Section 1

The officers of the Council shall be a President, a Vice President, and two (2) Trustees-at-large. These officers shall be elected at the June meeting to serve a one-year term. No member shall serve for more than two consecutive years in any one position. Upon a position being resigned, a successor shall be elected at the earliest opportunity.

**Nominations and Elections**

Section 2

At the March meeting, a nominating committee of three shall be appointed by the president. This committee shall report at the June meeting. Additional nominations from the floor may be made at that time. If there is but one (1) candidate for the office, election shall be by voice vote, otherwise by ballot.

**Duties of the Officers**

Section 3

- A. The President shall preside at all meetings of the Council, appoint committees as needed, and shall serve as an *ex-officio* member of all committees except the nominating committee.
- B. The Vice President shall assist the President and perform the duties of the President in the absence or inability of the President to serve except in any *ex-officio* capacity.
- C. The Trustee-at-large shall serve at the discretion of the President, They will be members of the Executive Committee. It will be expected that either or both Trustees will be candidates for nomination to President and/or Vice President when those offices are open.

Section 4

- A. In the absence of a professional secretary, appointed/selected Council member(s) will take meeting minutes and distribute them by mail or electronically, in advance of the next meeting, to all Council members including *ex-officio* members.
- B. All official correspondence and documents to the HASP Advisory Council shall be maintained by the President and passed to his/her successor at the conclusion of his/her term.

ARTICLE V

Meetings

Section 1

The Advisory Council shall meet monthly, during the school year, on the second Saturday, at the discretion of the Executive Committee. The meeting in June shall be for the purpose of electing officers, receiving reports and for any other business as may arise. Meeting notifications shall be posted electronically at least five (5) days prior to the meeting. An agenda and minutes of the previous meeting will be distributed in advance.

Section 2

Special meetings may be called by the President. Written notice will be sent to the Council, including *ex-officio* members, at least five (5) days in advance, stating the purpose of the meeting.

Section 3

A simple majority of the current membership shall constitute a quorum.

ARTICLE VI

Committees

Section 1

The Executive Committee shall consist of the President, Vice President, Trustees-at-large and the Program Director as an *ex-officio* member.

Section 2

A majority of the Executive Committee shall, in the event that the Council cannot convene, make decisions on matters of the curriculum, administration, and other requirements on the behalf of HASP.

Section 3

Committees may be appointed by the President for the purposes of publicity, finances, program oversight, the writing or revising of procedures, manuals and contracts, or other such purposes as deemed necessary by the President, with the consent of the Council.

Section 4

Committees shall be established and shall conduct business subject to the direction of the Council.

Section 5

Committees shall consist of at least three (3) Council members, with at least two member being parent child enrolled in HASP.

Section 6

Committees may work directly with the Program Director and Finance Administrator. They will report to the President and to the Council at scheduled meetings.

**ARTICLE VII**

**HASP Director**

Section 1

The Council shall consult with the Board of Education on the appointment of a Director and planning of HASP.

Section 2

The HASP Director shall act under the direction of the Advisory Council, such direction being subject to the approval of the Superintendent of Schools.

Section 3

The Director shall plan and direct the program for each semester of school work and so advise the Advisory Council. The Advisory Council shall determine the program which is to be offered, subject to the approval of the Superintendent of Schools, with the consent of the Board of Education.

Section 4

The Director shall hire and establish the remuneration of the staff of HASP with the approval of the Council. All remuneration shall appear in the minutes of the Board of Education.

## Section 5

The Director shall be an *ex-officio* member of the Council, *ex-officio* member of the Executive Committee, and *ex-officio* member of committees.

## Section 6

The Director shall attend all meetings of the Council and submit periodic reports to the Council at scheduled meetings. The Director may also be required to meet with the school officials, administrators and members of the Board of Education.

## ARTICLE VIII

### Finances

#### Section 1

A separate HASP account shall be maintained by the Board Secretary or his designee. The treasurer of school monies of the school district shall be the legal custodian of all funds allocated by the Board of Education and received from tuition fees or from any other source for the purpose of carrying out HASP activities.

#### Section 2

The Director may authorize purchases necessary for the functions of HASP. Any purchase in excess of Five Hundred Dollars (\$500.00) will require prior permission from the Advisory Council.

#### Section 3

The Finance Administrator shall submit to the Council, a report of income, disbursements and balance at each scheduled Council meeting and at such other times as may be requested by the Council. All financial procedures shall be performed in accordance with State of New Jersey accounting procedures and shall be subject to annual review and comment by the Board of Education auditor.

#### Section 4

HASP shall be a self-sustaining organization whose continued existence is not dependent upon funding by the Board of Education. All expenses shall be funded by tuition and monies received from contributions or other permitted sources.

## Section 5

All contracts of employment and contracts for equipment, goods, supplies, materials and services shall be in the name of HASP and the person or entity in question. The Board of Education shall not be deemed a party to any contract between HASP and the person or entity in question.

## Section 6

In the event that HASP operates at a deficit or there is insufficient enrollment to enable HASP to operate without a loss, HASP shall institute the appropriate procedures for discontinuing the program.

## ARTICLE IX

### Parliamentary Authority

The rules contained in the current edition of Roberts' Rules of Order, Newly Revised, shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with these by-laws or any special rules the Council may adopt.

## ARTICLE X

### Amendments

These by-laws may be amended at any regular meeting or at a special meeting called for this specific purpose by a two-thirds vote of those voting members present. Notice of the proposed amendment(s) shall have been given at a previous meeting. By-law changes shall then be submitted to the Board of Education for approval prior to implementation by HASP.

Adopted: June 12, 1989

Revised: December 11, 1989

Revised: February 10, 1992

Revised: July 17, 1997

Revised: October 8, 2001

Revised and Renumbered: 08/09/04 (2450.1)