

**HOME AND SCHOOL ASSOCIATION  
OF THE SOUTHBURY TRAINING SCHOOL, INC.  
BY-LAWS**

**ARTICLE I.            NAME**

The name of this Association shall be “The Home and School Association of Southbury Training School, Inc.”

**ARTICLE II.            MISSION STATEMENT**

**Sec. 1.** To aid in promoting the welfare of the residents of the Southbury Training School.

**Sec. 2.** To establish and maintain close relationships among residents, parents, family members, guardians, friends, and the Southbury Training School administration and staff to ensure that there shall be cooperation to the fullest extent in the care, training and general well-being of each resident of the school.

**Sec. 3.** To lend our efforts at all times toward the achievement of the highest standards of care, safety, education, training, residential living and general morale at the school; and to initiate, carry out and assist in projects for improving the general welfare and increasing the happiness and dignity of the residents.

**Sec. 4.** To establish and maintain communication with the Department of Developmental Services relative to support, programming and all plans that may affect the Southbury Training School and its residents.

**Sec. 5.** To foster better understanding of issues related to intellectual/developmental disabilities and the operation of the Training School, in particular through affiliation with state and national organizations and relevant governmental agencies.

**Sec. 6.** To support the provision of a full spectrum of choice in treatment for individuals with intellectual/developmental disabilities.

**Sec. 7.** To encourage revision of existing restrictive legislation concerning admission to Southbury Training School.

**Sec. 8.** Should Southbury Training School be closed, to provide guidance with respect to the interests of individuals who have left Southbury Training School and others the Board of Directors of the Association deems appropriate..

**ARTICLE III.            GENERAL POLICIES**

**Sec. 1.** In carrying out Association objectives the Association shall continue to be involved by providing input to the Southbury Training School administration and the Department of Developmental Disabilities.

**Sec. 2.** Every program and project of the Association, both in broad design and in specific action, shall be planned so as to serve the best interests of Southbury Training School and its residents and individuals with intellectual/developmental disabilities.

**Sec. 3.** All gifts and bequests made to the Association, unless specifically designated, shall be graciously accepted, acknowledged and placed in the General Fund of the Association to be used to promote the general well-being of Southbury Training School residents and individuals with intellectual/developmental disabilities.

#### **ARTICLE IV. ORGANIZATION AND ADMINISTRATION**

**Sec. 1.** The Board of Directors shall consist of a minimum of three (3) Board Members, who shall serve for a term of two (2) years. The Board of Directors shall have the power to elect additional Directors and to fill vacancies. The immediate Past President of the Association and the President of the Southbury Training School Foundation, Inc., shall also be members of the Board of Directors, if they choose.

**Sec. 2.** The officers of the Association shall be a President, who shall serve as Chairman of the Board of Directors, a Secretary and a Treasurer and such other officers as may be designated by the Board. These officers shall be elected by the Board and shall serve until their successors are elected and qualified.

**Sec. 3.** There shall be no restriction on renominations or succession in office for Officers or Board Members.

**Sec. 4.** The Director of the Training School may, in the discretion of other Board Members, be a non-voting member of the Board of Directors.

**Sec. 5.** The nomination of Board Members shall be made by a Nominating Committee consisting of two members of the Board of Directors elected by the Board. The Nominating Committee shall choose a minimum of three candidates to serve as Directors. Every candidate must be a current member of the Association and the consent of each candidate must be obtained before his/her name is placed in nomination. The slate of nominees shall be listed on the notice of the Biennial Election Meeting which shall be sent out two weeks before the Biennial Election Meeting. Additional nominations may be made from the floor.

**Sec. 6.** A majority of the votes cast by the members present at the Biennial Election Meeting shall elect members to the Board of Directors.

#### **ARTICLE V. DUTIES OF OFFICERS**

**Sec. 1.** The officers of the Association shall be a President, a Secretary and a Treasurer. The Board of Directors may name additional officers.

**Sec. 2.** The President shall be the Chief Executive Officer of the Association and the President or such other Board Member as shall be designated by the President or the Board of Directors shall preside over all meetings of the Association and the Board of Directors. He/she shall perform all the duties pertaining to the office consistent with these By-Laws. The President shall be a member ex-officio of all Committees except the Nominating Committee, and may cast a vote in case of a tie.

**Sec. 3.** The Vice-President, if there is one, shall act as an aide to the President and shall have the power to perform the duties of the President in the absence, incapacity or resignation of the President.

**Sec. 4.** The Secretary or a recording secretary retained by the Board of Directors shall keep an accurate record of all meetings of the Association and of the Board of Directors. The Secretary shall perform such other duties as may be assigned.

**Sec. 5.** The Treasurer shall receive all monies of the Association, shall maintain and keep an accurate record of receipts and expenditures, and shall disburse funds only as authorized by the Board of Directors. The Treasurer shall present a statement of receipts and disbursements, and a full statement of assets and liabilities at least twice a year. The Treasurer shall give a similar report at a General Membership meeting only when directed to do so by the Board.

## **ARTICLE VI. STANDING AND SPECIAL COMMITTEES**

**Sec. 1.** Such Standing Committees deemed necessary to promote the objectives and interests of the Association shall be created by the Board of Directors. The Chairpersons of the Standing Committees shall be appointed by the President subject to the approval of the Board of Directors.

**Sec. 2.** Special Committees as deemed necessary shall be appointed by the President with Board approval.

**Sec. 3.** The Chairpersons of Standing and Special Committees shall present plans of work to the Board of Directors, and no committee work shall be undertaken without the approval of the Board of Directors.

## **ARTICLE VII. DUTIES OF THE BOARD OF DIRECTORS**

**Sec. 1.** The Board of Directors shall transact the necessary business of the Association. Board meetings shall be scheduled for January, February, March, April, May, September, October and November. Meetings may be omitted or added by the President or a vote of the Board.

**Sec. 2.** At the discretion of the President, regular Meetings of the Board of Directors shall be held either previous to or immediately following the General Membership Meetings of the Association. A majority of members of the Board of Directors shall constitute a quorum.

Special Meetings of the Board of Directors may be called by the President or by a majority of the members of the Board.

Relatives, guardians, residents, Southbury Training School employees and invited guests may attend Board Meetings at any time. Other visitors must be approved by a vote of the Board.

**Sec.3.** The Board shall authorize an annual compilation of accounts for preparation and timely filing of tax reports. The Board shall also authorize the Treasurer to select a qualified accountant to prepare tax returns.

## **ARTICLE VIII. FISCAL YEAR**

**Sec. 1.** The fiscal year shall be from April first (**1<sup>st</sup>**) to March thirty-first (**31<sup>st</sup>**).

## **ARTICLE IX. GENERAL MEMBERSHIP MEETINGS**

**Sec. 1.** A minimum of one meeting of the General Membership shall be held each year at the Southbury Training School, or such other location as may be designated by the President or the Board (the Biennial General Membership Meeting in the even years). A special meeting may be called by a petition of five members of the Association.

## **ARTICLE X. MEMBERSHIP AND DUES**

**Sec. 1.** Any parent or relative of a resident, or any other person who is interested in the objectives for which the Association is organized, and all employees of the Southbury Training School are eligible to become members of the Association upon payment of dues as hereinafter provided. This shall be the sole requirement for membership other than emeritus membership.

**Sec. 2.** There shall be two types of membership: active and emeritus.

a. Active members are entitled to vote and to hold office as established by the Board of Directors.

b. Emeritus members may be elected by the Board of Directors from those who have rendered exceptional service to Southbury Training School residents. They shall be ineligible to hold office or serve on committees, shall have no vote in the affairs of the Association, and shall pay no dues.

**Sec. 3.** The membership year shall be from January first (**1<sup>st</sup>**) to December thirty- first (**31<sup>st</sup>**).

**ARTICLE XI.**            **AMENDMENTS TO BY-LAWS**

**Sec. 1.** These By-Laws may be revised or amended by a two-thirds vote of the members present and voting at any regular meeting of the Board of Directors, provided notice of the proposed revision has been given to the Board of Directors.

**ARTICLE XII.**            **DISSOLUTION**

**Sec. 1.** Dissolution of the Association shall be governed by the Connecticut Revised Nonstock Corporation Act, as it may be amended from time to time.

**ARTICLE XIII.**            **GOVERNING RULES**

**Sec. 1.** To the extent deemed appropriate by the Board of Directors, the Association will seek to act in compliance with the rules contained in **Robert's Rules of Order** in all cases in which they are not inconsistent with these By-Laws.

**ARTICLE XIV.**            **INDEMNIFICATION**

**Sec. 1.** The Association shall indemnify, and advance expenses to, its members, Directors, officers, employees, and agents to the full extent permitted by the Connecticut Revised Nonstock Corporation Act, as it may be amended from time to time.

These By-Laws were revised and approved on: \_\_\_\_\_