

2020-2021

HANDBOOK FOR PARENTS

BY-LAWS AND POLICIES

HOME AND SCHOOL ASSOCIATION

North Boulevard School

Pompton Plains, New Jersey

Dear Parents/Guardians,

The Home and School Association of North Boulevard School welcomes you to our school community. There are many exciting events and enrichment activities that the Home and School has planned for your children during the 2020-2021 school year.

Our role is to facilitate, enhance and support the educational process and enrichment experiences for all children. Hence our mission is to provide opportunities for all children to achieve their academic, social, and emotional potential in a caring, loving, and supportive environment.

The success of our school system stems from your volunteering, interactions with the teachers and staff, the community, and your participation in the Home and School activities. We welcome everyone back and look forward to seeing new and familiar faces throughout the year and at our Home and School meetings.

We look forward to working closely with your family to enhance and support our childrens' experience throughout the year.

The North Boulevard Executive Board

HOME AND SCHOOL ASSOCIATION OF NORTH BOULEVARD BY-LAWS AND POLICIES

Article I: Name

The name of this organization is the Home and School Association of North Boulevard School Inc. It is recognized as a 501 (c) 3 non-profit organization within the State of New Jersey.. It is located in Pompton Plains, New Jersey and organized in accordance with the provisions hereof.

Article II: Statement of Purpose

The Home and School Association of North Boulevard School Inc. is composed of parents and school who are dedicated and committed to supporting excellence in educational programs for the children of North Boulevard School. Through a cooperative effort between the home, school, and community, channels of communication are developed to inform and to involve all members of school community life. The role of the Home and School Association of North Boulevard Inc. is to facilitate, enhance and support the educational process and enrichment experiences for all children, and any other purposes authorized by the New Jersey Nonprofit Corporation Act, to wit, N.J.S.A. 15A:1-1 et seq. The goal of the Home and School Association of North Boulevard School Inc. is to provide opportunities for all children to achieve their academic, social and emotional potential in a caring, loving and supportive environment. This goal and supportive efforts will benefit the children of the current school year. Long-term supportive efforts, including fundraising for special projects, can be planned with the consent of the membership at a regular meeting during the current school year.

Article III: Basic Policy

1. The basic policy of the association is to be an educational and service organization that unites teachers, parents and community on behalf of our children and school. The association will work with the school to provide a quality education for all children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the members to the Board of Education.

2. The HSA shall not address any more than one request for a donation and/or fundraiser for any individual or cause that is not a North Boulevard School family member. Additional requests or donations would be approved via vote.
3. The association may cooperate with other organizations concerned with child welfare, but persons representing the association in such matters shall make no commitments that bind the association unless expressly authorized to do so by the Executive Board.
4. The rules contained in Robert's Rules of Order of Parliamentary Procedure shall be a guideline to administrate meetings and procedures throughout the school year.
5. In the event of the dissolution of this organization, any remaining funds in the treasury of the corporation shall be turned over to the school, and the Pequannock Township Board of Education shall distribute the same solely for charitable purposes consistent with the corporation's Articles of Incorporation and its By-laws.

Article IV: Membership and Dues

1. Membership

a) Membership in this non-profit association shall be made available to any person who subscribes to the purposes and policies as set forth in the By-laws without regard to individual's age, sex (including pregnancy), race, creed, color, religion, ancestry, nationality, national origin, familial status, genetic information, marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, liability for military service, and mental or physical disability (including perceived disability and AIDS and HIV status), and who pays his/her dues.

b) Only members in good standing shall be eligible to vote, introduce motions, hold office, debate, or participate in the business of the association. Any questions regarding loss of good standing by members shall be settled by the Executive Board. Faculty are accepted as honorary Home and School Association members.

c) To be a member in good standing, a person must continually abide by the purposes and policies aforesaid, and pay all dues and assessments when due in a timely manner.

d) The membership shall be from September 1- August 31 of each year.

e) The association shall conduct an annual enrollment of members to be completed by November 1st of each year. However, members wishing to reach out after said date, may reach out to the President. A current membership role will be kept by the Board.

2. Dues

a) Each member shall pay annual dues and/or assessments as prescribed by the association

b) Dues shall be collected on a per family basis.

3. Termination of Membership

a) In the case of a member who is in violation of these By-laws, the Executive Board will review that member's actions and inform that member, in writing, that they are in violation of the By-laws. In the case of additional or continuing violations of the By-laws, that membership will be subject to a vote by the Executive Board.

b) Any member in default in the payment of dues by the period ending November 1st shall be considered to have terminated their membership.

Article V: Meetings

1. General meetings are to be held at least five times a year or more frequently by agreement of the Executive Board/vote by the general membership.
2. Executive Board meetings shall be held at least five times during the school year. The Executive Board members present at such meetings shall constitute a quorum. Any expenditures approved at an Executive Board meeting shall be included in the treasurer's report at the next general meeting. Anyone having business that they wish to add to the next general meeting's agenda must bring it to the vote of the Executive Board at an Executive Board meeting. These meetings will be noted on the school calendar.
3. Special meetings of the Executive Board may be called by the President(s), the Principal, or by a majority of the members of the Board. The purpose of the meeting shall be stated in the call.

Article VI: Executive Officers and Elections

1. Terms
 - a. Officers are elected members in good standing and hold one of the Board's Office positions identified below in item 2.
 - b. Officer's term shall be for two years.
2. Officers
 - a. The officers shall consist of a President or Co-Presidents, Vice President, Recording Secretary, Corresponding Secretary and Treasurer and shall be elected from the General membership.
 - b. The Board may be increased or decreased from time to time but shall not be less than three.
 - c. The Board shall have an odd number of voting positions. How this number shall be arrived at shall be at the discretion of the Executive Board. (Only members in good standing shall be eligible to be nominated for office.)
 - d. The nominees for president must have been voting members for at least one year prior to nominations.
 - e. Each position noted above has a term of two (2) consecutive years with no person holding the same office for more than one (1) consecutive term, unless a written waiver is voted upon at an Executive Board meeting. A waiver may be granted by the nominating committee if no other nominee has applied for the position.

- f. An officer having served more than one-half of a term shall be credited with having served the completed term.
 - g. The Executive Board shall consist of a combination of the officers, Principal, and teacher advisor(s).
3. Nominations and Elections
- a. There shall be a nominating committee of one or more volunteers from the general membership to be appointed at least three months and two general meetings prior to the election. The purpose of this committee will be to nominate a minimum of one nominee for each office. This committee shall be appointed at an Executive Board meeting prior to January. No person running for an office may be on this committee. Appointees need not be present at the Executive Board meeting.
 - b. The nominating committee shall inform the general membership by written notice, including any waivers as stated in Article 5, paragraph b, at a general meeting of executive office positions available and report nominees at the February, March, or April general meeting, this meeting being at least one month prior to the elections.
 - c. Officers shall be elected either by ballot or show of hands, whichever the membership so chooses, every year no later than May.
 - d. A majority vote of all members present shall elect.
 - e. New officers are to attend Executive Board meetings after elections as their transition period for the following year.
 - f. Officers shall assume their official duties on July 1. The outgoing President(s) and Treasurer shall remain in an advisory capacity for a one month transition period to assist the incoming officers.
 - g. Note- all Officers, Officer Candidates, Committee Chairs, and Classroom Parents must be dues-paying members in order to continue in their governing or chairing position. Failure to pay membership in full may result in removal from office or position.
4. Vacancy
- A vacancy occurring in the Executive Board after a partially served term shall be filled for the remainder of the term by a person who shall be nominated by the membership and approved by a special election held at a meeting of the Home & School Association.

Article VII: Duties of the Officers

1. The **President(s)** shall preside at all meetings, speak on behalf of the Executive Board, and perform the customary duties of the office. The President(s) and Treasurer must co-sign all checks. The President(s) shall appoint all chairpersons of the committees. All appointments made by the President(s) shall be for one year. In the event of the resignation of a chairperson, the President(s) shall appoint a replacement for the remainder of the term. The President(s) will periodically meet with the Superintendent of Schools, per his/her request.
2. The **Vice President** shall be responsible for organizing the coordinator & volunteer drive, as well as overseeing all committee chairpersons. Replacing : (shall be responsible for coordinating the annual membership drive). The Vice President shall act as aide to the President(s) and shall perform all duties in the absence of the President(s). In the event the President(s) resign(s), the Vice President shall become the President.
3. The **Recording Secretary** shall record and keep copies of the minutes of all the meetings, both executive and Home & School, shall have a copy of the approved By-laws and shall perform such other duties as may be requested by the President(s). In the absence of the Corresponding Secretary, the Recording Secretary shall perform those duties.
4. **The Corresponding Secretary** shall have charge of such correspondence of the association as is delegated by the President(s), shall read correspondence at Executive Board meetings and shall perform such other duties as are requested by the President(s). In the absence of the Recording Secretary, the Corresponding Secretary shall perform those duties.
5. The **Treasurer** shall receive and disperse all funds of the association as approved by the Executive Board, and shall keep accurate records of all receipts and expenditures. The Treasurer shall be responsible for handling the annual membership drive. A President shall co-sign all checks written by the Treasurer over \$200. The Treasurer shall disclose the balance of available funds at every meeting and at other times when requested by the executive committee or the president, and shall prepare a proposed yearly budget at the beginning of each school year. The Treasurer's accounts shall be reviewed annually by an independent CPA. The checkbook will also be reviewed at the end of each year by a President or Co-Presidents.
6. Records: All officers shall deliver all official records to the successors no later than July 10th.

Article VIII: Executive Board

1. Members

The Executive Board shall consist of the elected Officers of the Association, Principal and teacher advisor(s).

2. Duties

- a) To transact necessary business in the intervals between general association meetings and such other business as may be referred to it.
- b) To approve the work plans of standing committees.
- c) To present a report at the regular meetings.
- d) To assist in creating a balanced budget for the fiscal year.
- e) To approve income and expenses for adoption of a balanced budget for the fiscal year.

3. Voting

Each member of the Executive Board has one vote. In the case where one person holds multiple positions, that person may only vote once.

Article IV: Standing Committees and Special Committees

1. Standing committees shall be created by the Executive Committee to promote the purposes and interests of the association.
2. All Committees, unless otherwise noted, shall consist of a Chairperson(s) and Committee members.
3. The chairpersons of the standing committees shall be appointed by the Executive Board for a term of one membership year. A chairperson may serve on a committee for multiple membership years at the discretion of the Board, with the exception of the 5th grade committees as noted below in item # 4.
4. *Note:* 5th Grade Committee exception: a member may be the chair/co-chair providing that he/she has not chaired the committee in the prior 2 years. Chair and Co-chair positions for these committees will be established prior to the 5th grade academic year.
5. All chairpersons must be an enrolled member of the Home and School association for the current school year.
6. It will be the responsibility of all committee chairpersons to keep in direct contact with their committee members.
7. Additionally, all chairpersons are directly responsible to the Executive Board by presenting work plans to the Executive Board prior to the committee function and by making a general report throughout the duration of any committee function.

8. No committee work shall be undertaken without the knowledge of the Executive Board.
9. Each Committee Chairperson(s) is responsible for maintaining proper financial and activity documentation, for record-keeping and to be passed to future Chairperson(s). Documentation also includes details related to the function of the position and the courses of action taken throughout the year. This documentation shall then be returned to the President(s). Committee guidelines should be followed as outlined in the procedures, and any necessary variation from these guidelines must be reviewed by the Executive Board.
10. Committee budgets must be prepared, as per the guidelines, and in approval of the Executive Board. All Committees should adhere to budget constraints and operate in a fiscally responsible manner. Budgets should be based upon actual or the best projection of expenses. As previously noted above, appropriate records of expenditures are to be kept by the committee chairperson(s) in accordance with the guidelines determined by the Executive Board.
11. Any expenditure over \$200 must be approved by a majority vote of the general membership at a general meeting.
12. Special committees shall be appointed by the Executive board as deemed necessary to carry on business. Since a special committee is created and appointed for a special purpose, it automatically goes out of existence when its work is done and its final report is received.

Article V: Fiscal Year and Finances

1. The fiscal year of the association shall begin on July 1st and end on June 30th (12 months).
2. A tentative budget for the next fiscal year shall be drafted by the current Officers of the Association. In election years, it is strongly advised that both existing and incoming Officers be present for the drafting process.
3. Proposed budget is to be voted on and approved by the majority of members present at the regular September meeting of the Association.
4. Any surplus funds remaining at the end of the fiscal year shall be spent, earmarked for a specific purpose, or kept in savings per membership vote in June of each year. Previously earmarked funds may be subject to review if said purchase is no longer a viable option or plan. Such funds will be applied accordingly upon majority vote of membership at said meeting, provided there is a quorum present.

5. To ensure accurate bookkeeping, all reimbursement requests and deposits should be submitted to the Treasurer no later than 1 month following the event or fundraiser close. All requests and deposits should be submitted, with original documentation and receipts where applicable. It is encouraged all purchases be made with the use of the Tax Exempt Form so that full benefit of funds can be achieved.

Article VI: Order of Business

The order of business shall be as follows at all general meetings of the Home and School Association of North Boulevard Inc.:

1. Reading of the minutes
2. Reading of the correspondence
3. Treasurer's report
4. Principal's remarks
5. Committee reports
6. Upcoming events
7. New Business
8. Adjourn meeting

This order of business may be altered or suspended at any meeting by a majority vote of the members present.

Article VII: Amendments

These By-Laws may be amended by the following process:

1. The suggested amendment must be included in the agenda of a regular or special meeting of the H.S.A.
2. A discussion of the suggested amendment must be a part of the business of this meeting
3. A motion to amend by the By-Laws must be made and seconded by the members present.
4. A two-thirds vote of the members present and voting is necessary for approval.