



BYLAWS OF THE MOUNTAIN LAKES HOME AND SCHOOL ASSOCIATION

Revised 2022

ARTICLE I NAME

The name of this corporation shall be the Mountain Lakes Home and School Association, hereinafter referred to as the Association.

ARTICLE II PURPOSE

Section 1. Purpose. The purposes of this Association are:

- To enrich Mountain Lakes public education by supporting the students, parents, teachers, staff, and administrators through programs, scholarships, grants, and fundraising;
- To facilitate communication between the community, homes, and schools through Association publications and meetings;
- To provide services and programs to the Mountain Lakes Public Schools as deemed appropriate by the Association Board; and,
- To promote volunteerism within the Mountain Lakes Public School District.

Section 2. Status. The Association is a nonprofit organization organized exclusively for charitable, scientific, literary, or educational purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code. Monies raised are used primarily to print Association publications, to provide funds for the scholarship program, to fund Association programs, and to provide financial assistance to the Mountain Lakes Public Schools.

Section 3. Restriction. The Association does not seek to direct the administrative activities of the schools nor to control their policies.

ARTICLE III MEMBERSHIP

Section 1. Membership Eligibility. Membership is open to all households and businesses in Mountain Lakes and households of students in the Mountain Lakes Public School District, including the Lake Drive School. Administrators, teachers and staff, present and retired, of the Mountain Lakes Public School District, including Lake Drive School, are also eligible for

membership.

Section 2. Good Standing. Any eligible household becomes a member in good standing of the Association upon the payment of annual dues. The membership year runs from July 1 through June 30.

Section 3. Voting Rights. Each household in good standing is entitled to one vote in all matters requiring a membership vote.

ARTICLE IV DUES AND FISCAL POLICY

Section 1. Dues. Annual dues shall be recommended by the Budget Committee as a part of its proposed budget and thereafter set by membership vote on the budget at the Annual Meeting. Dues shall be payable at the beginning of each membership year.

Section 2. Fiscal Year. The fiscal year shall be from July 1 through June 30.

Section 3. Audit of Books. After the close of the fiscal year, the Executive Board must appoint either an accountant from within or outside of the Association or two members from within the Association to audit or review the financial records from the preceding year.

Section 4. Discretionary Expenses. No member may incur a debt or appropriate funds in excess of \$100 outside the parameters of the approved budget without the approval of the Association Board. Expenditures of \$100 or less may be made with the approval of the President.

Section 5. Use of Name. No member may use the Association's name or may commit the Association to any measure, event, or policy until approved by the Association Board.

ARTICLE V ASSOCIATION BOARD

Section 1. Composition. The Association Board shall consist of the following: President, Vice President, Programming Chair, Fundraising Chair, Fundraising Assistant Chair, Secretary, Treasurer, Wildwood Chair, Wildwood Assistant Chair, Briarcliff Chair, Briarcliff Assistant Chair, High School Chair, High School Assistant Chair, Communications Chair, Parliamentarian, Historian, Scholarship Chair, and Membership Chair.

The following shall be ex officio members of the Association Board: Mountain Lakes Superintendent of Schools, Mountain Lakes High School Principal, Briarcliff Principal, Wildwood Principal, Lake Drive Principal, and one representative from each of the four schools, who shall be either elected by the staff or appointed by the principal of their respective schools.

Section 2. Terms. The Association Board, with the exception of the ex officio members, shall be elected at the Annual Meeting, following the selection and publication of the slate. The newly elected Board members will assume their duties on July 1, following the annual election.

Except as set forth in Article X, Section 2(b), Board members will serve for a term of one year or until their successors are elected or appointed, with the exceptions of the Treasurer, who shall serve a term of two years, the Vice President, who will serve for two years; the first term as Vice President and the second term as President; and the Assistant School Chairs, who will serve for two years; the first term as Assistant School Chair and the second term as School Chair.

Section 3. Duties. In accordance with these bylaws, the Association Board will have the general power to administer the affairs and funds of the Association and will formulate and implement its policies and programs. Specifically, the Association Board shall:

- a. Manage and supervise the business, funds, activities, and programs of the Association;
- b. Establish and maintain policies and procedures for the administration of the Association which are not inconsistent with these bylaws;
- c. Approve all Association programs, events, and fundraisers;
- d. Schedule dates for business meetings, general meetings, and the Annual Meeting for the upcoming year;
- e. Create and disband standing committees and such other positions as may be necessary to carry on the work of the Association as per Article VIII, Section 2;
- f. Authorize all disbursements over \$100 outside of the parameters of the approved budget;
- g. Amend the budget; and,
- h. Perform any other such duties as specified by these bylaws.

Section 4. Business Meetings/Quorum. A quorum shall consist of a majority of the Association Board members. The Association Board shall meet at least eight times per year.

Section 5. Vacancies. Any vacancy may be filled by an Association member appointed by the President and approved by the Executive Board. The newly appointed Association Board member shall serve until the end of the unexpired term. A vacancy in the office of President shall be filled by the Vice President, then the Programming Chair, until the next elections.

Section 6. Replacement. When an Association Board member fails to responsibly fulfill the duties of the position over a sustained period of time, a vote by a minimum of ten members of the Association Board, after due notice to the Association Board member, may declare the office vacant. The ensuing vacancy shall be filled according to Section 5.

ARTICLE VI OFFICERS

Section 1. The officers of the Association shall consist of the President, Vice President, Programming Chair, Fundraising Chair, Secretary, and Treasurer.

Section 2. Duties of Officers. Officers shall perform the duties prescribed by these bylaws, Association policies, procedures, and *Roberts Rules of Order Newly Revised*. They shall perform any other duties assigned by the President or the Association Board.

a. President. The President shall have the usual executive powers of supervision and management pertaining to the office, and such other powers and duties designated by the Association Board, and shall:

1. Preside at Executive Board, business meetings, general meetings, and Annual Meeting;
2. With Executive Board approval, fill vacancies on the Association Board;
3. In consultation with the Vice president and with Executive Board approval, appoint standing committee chairs as per Article VIII, Section 2;
4. With Executive Board approval, authorize special committees and appoint chairs and members as per Article IX, Sections 2 and 3;
5. Be a member of the Budget Committee and an ex officio member of all other committees, except the Nominating Committee;
6. Sign or endorse checks, drafts, and notes in the absence of the Treasurer;
7. Execute, with the Secretary, all legal documents of the Association when so authorized by the Association Board;
8. Review and approve all publications and communications of the Association before distribution;
9. Train the Vice President by meaningfully including her/him in all Association matters, such as copying the Vice President on all emails and text messages and include the Vice President in all meetings, including virtual meetings, as practical as possible, or informing the Vice President of any Association issues shortly thereafter;
10. Serve for two years in the leadership roles; one year as Vice President, followed by one year as President; and,
11. Have final authority of all decision making, unless otherwise stated in the by-laws.

b. Vice President. The Vice President shall have the usual powers and duties pertaining to the office, and such other powers and duties designated by the Association Board, and shall:

1. Assist and support the President in all Association matters;
2. Be involved actively, or as an observer, in all matters conducted by the President;
3. Be trained by the President via active inclusion in all Association matters involving the business of the President by being copied on all emails and text messages and be included in all meetings, including virtual meetings, as practical as possible;

4. Serve for two years in the leadership roles; one year as Vice President, followed by one year as President;
5. Attend, or if necessary, may lead monthly board meetings; and,
6. Attend, as required, all annual budget meetings alongside the President.

The partnership of the President and Vice President is intended to reduce the overall workload of the President and allow for a more seamless transfer to the next President and Vice President.

c. Programming Chair. The Programming Chair shall assist the President and be responsible for the speakers and programs for Association meetings. Under the Programming Chair's supervision shall be committees and positions as may be assigned to her/him by the Association Board. The Programming Chair shall also serve in the Vice President's absence and, until the next elections, assume the office of Vice President in the event of a vacancy in that office.

d. Fundraising Chair. The Fundraising Chair shall oversee the Association's district-wide fundraising activities and shall be informed of, and offer advice to, all fundraising activities conducted in the name of the Association. Under the Fundraising Chair's supervision shall be committees and positions as may be assigned to her/him by the Association Board.

e. Secretary. The Secretary shall be responsible for the correspondence of the Association and shall take the minutes of the general and business meetings. In a timely manner, the Secretary shall send the minutes to all Association Board members and, upon request, to other Association members. The Secretary shall keep the official copies of the minutes and copies of the bylaws of the Association, with amendments thereto.

f. Treasurer. The Treasurer shall have the usual powers and duties of supervision and management of the funds of the Association, and shall:

1. Keep a full and accurate account of all receipts and disbursements;
2. Deposit all monies in the name and to the credit of the Association in such depositories as designated by the Association Board;
3. Prepare checks and make disbursements in accordance with Association policies and procedures;
4. Present a financial report at each business meeting and the annual financial statement at the first business meeting of the school year;
5. Chair the Budget Committee and present the proposed budget at the Annual Meeting;
6. Submit the books annually for audit or review as described in Article IV, Section 3;
7. Complete and file in a timely manner all necessary tax forms; and,
8. Maintain and keep in good order all Association official financial documentation.

**ARTICLE VII
EXECUTIVE BOARD**

Section 1. Composition. The Executive Board shall consist of the President, Vice President, Programming Chair, Fundraising Chair, Secretary, Treasurer, Wildwood School Chair, Briarcliff School Chair, and High School Chair.

Section 2. Meetings/Quorum. Meetings of the Executive Board shall be called by the President as needed. A quorum shall consist of a majority of its members.

Section 3. Duties. The Executive Board shall:

- a. Approve the President's appointments to vacancies on the Association Board;
- b. Ratify the President's appointments to chairmanships of standing committees as per Article VIII, Section 2;
- c. Ratify the President's appointments to chairmanships and membership of special committees as per Article IX, Sections 2 and 3;
- d. Transact necessary and emergent business on behalf of the Association Board and membership in the interim between scheduled business meetings;
- e. Appoint either an accountant from within or outside of the Association or two members from within the Association to audit or review the financial records from the preceding year; and,
- f. Perform any other duties as may be delegated to it by the Association Board.

Section 4. Reporting. The Executive Board shall report on its actions at the next regularly scheduled business meeting.

**ARTICLE VIII
STANDING COMMITTEES**

Section 1. Mandated Standing Committees. The standing committees as mandated by these bylaws shall be: Membership, Wildwood School Committee, Briarcliff School Committee, High School Committee, Scholarship, Parliamentarian, Historian, and Bulletin. Chairs of these committees, as well as the assistant school chairs, shall be elected at the Annual Meeting. These committees shall perform the following duties, as well as any other duties assigned by the Association Board:

- a. Membership.** The Membership Committee shall, with the cooperation of the School Chairs, encourage all parents, members of the community, and teachers to become members of the Association. Membership shall keep records of the dues collected and thereby have a list of the members of the Association.

b. School Chairs. In their respective schools, the School Chairs and Assistant School Chairs shall work with principals and teachers to fulfill the purposes of the Association as set forth in the bylaws. The School Chairs may establish, and make appointments to, various school committees as needed to support the school and the purposes of the Association.

c. Scholarship. The Scholarship Committee shall be responsible for the scholarship program sponsored by the Association and shall work with the High School Guidance Department.

d. Parliamentarian. The Parliamentarian shall attend all general and business meetings and be responsible for parliamentary procedure and interpretation of *Roberts Rules of Order Newly Revised*. The Parliamentarian shall be knowledgeable about the Association's bylaws, policies, and procedures. Annually, the Parliamentarian shall review the bylaws to confirm that they are accurate and current.

e. Historian. The Historian shall advise the Association Board on past activities of the Association. The Historian shall keep the official record of all Association activities for the year, including minutes, lists of Board members, budget, Association publications, and reports from all officers and chairs of standing committees and special committees. At the conclusion of the school year, the Historian shall facilitate the transfer of files between incoming and outgoing Board members and standing committee chairs.

Section 2. Other Standing Committees. Other standing committees may be created by the Association Board as may be deemed necessary to carry on the work of the Association. The Association Board may also disband standing committees established under this section. A standing committee created under this section shall remain in existence until formally disbanded by Association Board vote. Chairs of these committees shall be appointed by the President with Executive Board approval.

Section 3. Membership. A standing committee shall have one or more members. Members of all standing committees shall be appointed by the chairs.

Section 4. Terms. Except as set forth in Article X, Section 2(b), all standing committee chairs and members shall serve a term of one year.

ARTICLE IX SPECIAL COMMITTEES

Section 1. Budget Committee. The Budget Committee shall be composed of the President, Vice President, Programming Chair, Fundraising Chair, Treasurer, School Chairs and Assistant Chairs, Communications Chair, Membership Chair, and any other committee chairs as may be deemed necessary. All positions should be represented by both the current and the nominated Board. The Treasurer shall serve as Chair. The committee shall prepare a proposed budget for the following year and shall submit it to the membership for vote at the Annual

Meeting.

Section 2. Nominating Committee. The Nominating Committee, whose responsibilities are outlined in Article X, Section 1, shall consist of eight members including: (a) The Nominating Chair, who shall be appointed by the President with Executive Board approval; (b) Membership Chair; (c) Historian; (d) One member from the previous year's Nominating Committee to be appointed by the chair of that committee; (e) Two members from either the Association Board or committees to be elected by the Association Board; (f) Two Delegates-at-Large from the Association appointed by the President with Executive Board approval.

Section 3. Additional Special Committees. The President, with Executive Board approval, may authorize additional special committees for specific tasks of limited duration. Special committees may include, but are not limited to, Bylaws Committee and Bulletin Editor Search Committee. Chairs of special committees shall be appointed by the President with Executive Committee approval. Members shall be appointed by the President in consultation with the Chair and shall be approved by the Executive Board.

Section 4. Reporting. Special committees shall make periodic reports to the Association Board as requested and shall submit a final report to the Board at the conclusion of their task.

ARTICLE X NOMINATING AND ELECTION PROCEDURES

Section 1. Nominating Procedure. The Nominating Committee shall prepare a slate for election to consist of candidates for open positions of President, Vice President, Programming Chair, Fundraising Chair, Secretary, Treasurer, Wildwood School Chair, Wildwood Assistant Chair, Briarcliff Chair, Briarcliff Assistant Chair, High School Chair, High School Assistant Chair, Communications Chair, Membership Chair, Historian, Parliamentarian, and Scholarship Chair. The committee shall present the slate to the Association Board and publish it in the April *Bulletin*.

Section 2. Election Procedure

a. Time and Manner of Elections. The Association Board shall be elected at the Annual Meeting following the selection and publication of the slate. When there is but one candidate for each office, the election may be declared unanimous by general consent. In the case of additional nominations from the floor, voting shall be by ballot. The majority of votes cast by members of the Association present shall be required for election.

b. Office-Holding Limitations. A member of the Association Board may not hold more than one elected position at a time, and no member shall be eligible to serve more than two consecutive terms in the same office, unless approved each year by a quorum of the Association Board. The nominee for President must have served at least one year on the Association Board to be eligible for nomination.

c. Commencement of Terms. The newly elected Association Board members will assume their duties on July 1, following the annual election. All Association Board members are required to attend all business meetings.

ARTICLE XI MEETINGS

Section 1. Business Meetings. The Association Board will meet at least eight times per year for the transaction of the Association's business. A quorum will consist of a majority of Association Board members. All business meetings are open to general membership and notice of meetings will be published at least two weeks in advance.

Section 2. General Meetings. There will be at least four general meetings for all Association members each year. The purpose of general meetings shall be to present programs and/or to conduct any necessary business.

a. Annual Meeting. A general meeting to be held in the spring shall be known as the Annual Meeting. The purpose of this meeting shall be to elect Association Board members, adopt a budget, and conduct such other business as may be required.

b. Quorum. Fifteen members of the Association, or three-fourths of the Association, will constitute a quorum. A quorum is not required for a program only meeting.

c. Notice. Dates of general meetings will be by Association Board resolution and notice will be published at least two weeks in advance.

ARTICLE XII DISSOLUTION

In the event of the dissolution of the Association, the Association Board, after payment of outstanding liabilities, shall designate and transfer all remaining assets to an organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as defined in 501(c)(3) of the Internal Revenue Code.

ARTICLE XIII AMENDMENTS AND PARLIAMENTARY AUTHORITY

Section 1. Amending Bylaws. These bylaws may be amended at a meeting of the Association membership. To amend bylaws, a minimum of twenty-five members must be present, nine of whom must be Association Board members. If there are less than twenty-five members, three fourths of the members must be present, and include at least three-fourths of the Association

Board. Notice of the proposed amendments must be published at least two weeks prior to the meeting. A three-fourths vote of the members present shall be required.

Section 2. Parliamentary Authority. The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the Association may adopt.