

Mount Olive High School  
Parents' Club  
2010  
Updated 10/2023

Articles of Association and By-Laws

**ARTICLE I Name and Location of Organization**

**Section 1.** This organization shall be known as the Mount Olive High School Parents' Club located at 18 Corey Road, Flanders, NJ 07836.

**Section 2.** This document supersedes any previously approved By-Laws.

**ARTICLE II Purpose of Organization**

**Section 1.** The objectives of this organization shall be as follows:

- a. Promote the growth and development of Mount Olive High School Students;
- b. Create a forum for the parents, guardians and educators to discuss issues of interest in a candid and non-intimidating manner;
- c. Support the education and extra-curricular needs of the Mount Olive High School students.

**ARTICLE III Inurement**

This organization shall be non-profit, non-political and non-sectarian and shall not be used for dissemination of partisan principles nor for the promotion of candidacy of any persons seeking public office or preferment.

All funds raised shall be used for the sole purpose of the needs of the students and faculty, i.e., scholarships, Project Graduation and Teacher of the Year awards.

**ARTICLE IV Membership**

**Section 1.** The membership of this organization shall be composed of parents, administrators, faculty, staff and friends of the Mount Olive High School Community. Membership shall be open to all who signify the desire to assist by attendance at monthly meetings and payment of membership dues.

**Section 2.** A person, by two-thirds (2/3) vote of the Executive Committee, may be declared an Honorary Member. The Superintendent of the Schools and the Principal at Mount Olive High School shall be honorary Members of the Club. Honorary Members shall have non-voting status.

**Section 3.** Executive Committee members will be a member who must attend meetings and maintain 50% of all activities during the year. Dues must be kept up to date.

## ARTICLE V Discipline

**Section 1.** Any member charged with unbecoming conduct and against whom charges are sustained after a proper hearing before the Executive Committee, may be expelled from membership by a majority vote of the Executive Committee. Thirty (30) days written notice shall be given to the member involved, and signed by the complainant. The aggrieved member shall have the opportunity to present their case before the Executive Committee.

**Section 2.** No member shall acquire an interest in any funds or property belonging to the Club. No member shall use the name or property of the Club for their personal advantage.

## ARTICLE VI Administration

**Section 1.** The administrative affairs of the Club shall be under the supervision of the Executive Committee, which shall consist of the Officers of the Club under the advisement of the Principal.

**Section 2.** The officers of the Club shall consist of the President, Vice-President, a Secretary, a Corresponding Secretary and a Treasurer.

**Section 3.** Term Length- Officers shall assume their official duties at the close of the current school year of their election. The Treasurer shall complete finances through June 30, the end of the Parents' Club fiscal year.

## ARTICLE VII Duties of Officers

### **Section 1. PRESIDENT**

- a. Responsibilities- The President shall preside at all meetings of the organization and of the Executive Committee, shall be a member ex-officio of all committees and shall perform other duties as may be prescribed in these articles or assigned to the President by the organization or by the Executive Committee.
- b. Minor Expenses- The President may approve expenses up to \$50 per request, after consulting with the Treasurer to make sure funds are available, for expenses deemed necessary before the next monthly meeting. All such expenses will be publicly reported at the next monthly meeting.
- c. Voting- The President shall vote only in the case of a tie during monthly meetings of the organization.

### **Section 2. VICE-PRESIDENT**

- a. The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer.

- b. Coordinate concession stand rentals and assist with coordinating and managing fundraising committees.
- c. The President and Vice-President shall divide other duties as deemed necessary so as to give the Vice-President familiarity with a variety of the Parents' Club duties and responsibilities.

**Section 3. SECRETARY**

- a. The Recording Secretary shall record the minutes of all monthly meetings of the organization and of the Executive Committee and place copies of the approved minutes in a public area of the school as designated by the Principal.
  - i. Oversee teacher grant process and student scholarships.
  - ii. Coordinate/manage fundraising committees.
  - iii. Coordinate speakers for meetings.
  - iv. Perform other such duties as may be delegated by the President.
- b. The Corresponding Secretary shall handle any letter correspondences as requested by the President including, but not limited to, informing members of all upcoming events such as meetings and fundraisers.
  - i. Record the minutes in the absence of the Recording Secretary.
  - ii. Manage social media accounts.
  - iii. Create content for the MOHS newsletter to parents.
  - iv. Create Signup Genius for fundraisers.
  - v. Perform other such duties as may be delegated by the President.

**Section 4. TREASURER**

- a. The Treasurer shall receive all monies of the organization.
- b. Keep an accurate record of the receipts and expenditures and pay out local funds only as authorized by the organization.
- c. Present a statement of accounts at every meeting of the organization and at other times when requested by the Executive Committee and present the budget at the first meeting of the school year.
- d. Handle any financial filings for the organization with the assistance of the President.
- e. Meet with the incoming Treasurer and President prior to the end of the school year to provide for the orderly transition of finances.
- f. Maintain Parents Club membership tracking.
- g. Apply for Raffle and Gaming Licenses for Parents Club activities.
- h. Perform other such duties as may be delegated by the President.

**Section 5.** All officers shall deliver to their successors official materials at the close of their service.

**Section 6.** An officer shall not hold one position for more than three (3) years, unless a position has not been filled. If a position has not been filled, then the officer may stay in the position one additional year.

## ARTICLE VIII Finance

**Section 1.** The revenues of this Club shall be derived from the membership dues and from such other sources as may be determined by the Executive Committee.

Section 2. The yearly dues shall be set at \$15.00 per family per year. An additional charge of \$1 for online payments will be added to the membership fee.

**Section 3.** The President shall request three (3) volunteers plus one (1) alternate by June 30 from the membership to audit the Treasurer's books and the final report presented at the first meeting of the school year.

## ARTICLE IX Authorization of By-Laws & Constitutional Amendment

**Section 1.** This Constitution authorizes the creation and enactment of such by-laws as may be necessary to implement the intent and the spirit of this Constitution. All by-laws not accomplishing this end shall be deemed unconstitutional.

**Section 2.** This Constitution may be amended by two-thirds (2/3) vote of voting members.

## ARTICLE X Dissolution Clause

Upon dissolution of the organization, the board shall, after paying or making provisions for the payments of all liabilities of the organization, dispose of any remaining assets of the organization exclusively for one or more exempt purposes, within the meaning of Section 501 (c) 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future Federal Tax Code), or shall distribute the same to the Federal Government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by order of Superior Court of the State of New Jersey in the judicial district where the principal office of the corporation is then located, exclusively for such purpose or to such organization organized and operated exclusively for such purpose as said court shall determine in the case of the Mount Olive Parents' Club, all remaining funds shall be equally divided between all the classes at the Mount Olive High School (Freshman, Sophomore, Junior & Senior classes).