



Bylaws

Article I: Name

The name of this organization shall be the Washington Junior High School Home & School Association. This is a division under the Naperville District 203 General Home & School Association. Hereafter in this document, this division will be referred to as the WJHS H & S Association.

Article II: Purpose

The purpose of this organization is the promotion of closer cooperation and communication between the school and the home and the facilitation of district-wide activities. Our mission is to support and enhance the school experience of each student and remain constantly fluid to meet the ever-changing needs of our diverse student population.

Article III: Membership

All parents and/or guardians of Washington Junior High School students and all current staff of said school are automatically members of the WJHS H & S Association and of the Naperville District 203 General Home & School Association.

Article IV: Donations / Dues

The WJHS H&S Association will pay dues to the Naperville District 203 General H&S Association for the operation of that organization. The Executive Committee of the Naperville District 203 General Home & School Association determines these dues.

Article V: Management

Section 1. The elected officers of this body are to consist of a President, Vice President, Secretary, and Treasurer. If the Board feels a "Co" or shared position is needed, that position can be added to the body of officers.

Section 2. The Executive Committee shall be composed of the elected officers listed in Section 1 above and the Principal of the school or her/his designated substitute.

Section 3. The WJHS H & S Board members shall be composed of the Executive Committee, the chairpersons of the standing committees and the Principal of the school or her/his designated substitute. All members shall have full voting privileges and will hereafter be referred to as the Board.

Section 4. All officers and chairpersons of standing committees shall hold office for the appointed term of no more than three consecutive years in the same position. Any exceptions to this term limit must be presented by the Nominations Committee and approved by the Executive Committee. Should vacancies occur during the school year, the Executive Committee shall appoint a replacement for the remainder of the term.

Section 5. The fiscal year of the Association shall end on June 30 of each year.

Article VI: Management Duties

Section 1. The President shall preside at all meetings of the Association and the Executive Board. She/He will also arrange the agenda for these meetings and any other meetings deemed necessary by the Executive Committee. The President will also be responsible for comparing the WJHS H & S Association bank statements to the Reconciliation Report on a monthly basis. In addition, the President will work on the budget proposal with the Treasurer and Principal, will sign all contracts pertaining to WJHS H&S Association and will retain copies of these contracts. Copies of these contracts will also be held by the respective committees. The President will also attend all District 203 General Home & School Association meetings, oversee WJHS H & S Association committees, and perform other duties which may arise.

Section 2. The Vice-President shall perform the duties of the President in her/his absence. She/He will also pay out money on order of the Executive-Committee should the Treasurer be unavailable. In addition, the Vice-President will be in charge of coordinating parent volunteers and head the Eighth Grade Celebration Committee. The Vice-President will also oversee the Staff Appreciation Committee. The Vice-President will perform other duties which may arise.

Section 3. The Secretary shall attend monthly Board meetings, record minutes of the Board meetings and email a copy of the minutes to each Board member prior to the next Board meeting. She/He will also email an additional copy to the Principal and office staff. He/She will also be responsible for updating bylaws, board directory and monthly minutes on the WJHS website. The Secretary will keep a record of the Board meetings, as well as all records and documents pertaining to the WJHS H & S Association and will perform other duties which may arise. The Secretary will also help organize/maintain the Google Drive and produce a write-up for the Wildcat Weekly newsletter.

Section 4. The Treasurer shall attend monthly Board meetings and present financial reports to

the Board members present at each WJHS H & S Association meeting. The Treasurer will also receive and disburse funds and keep an accurate account of the same as deemed mandatory per School District 203's guidelines. With the assistance of the Principal and the President, she/he will be responsible for the preparation of the budget, which shall be subject to the approval of the Board. She/He will also assemble all materials required by the General H&S for the yearly August audit and will perform other duties which may arise. In addition, The Treasurer will be responsible for generating all financial reports and managing all information needed for the yearly audit and tax review for the fiscal year in which they served. The timeline for the audit begins in July at the end of the fiscal year and may last into the Fall of the next school year. The Treasurer is required to submit their materials in the summer months even if their term as Treasurer does not extend into the subsequent school year. Failure to produce financial documents and delay the audit review may result in significant fees which will be the responsibility of WJHS Home and School as agreed upon in the Home and School Audit Responsibility Guidelines.

Section 5. Back-up financial data should be performed regularly. Automatic back-ups of data are recommended and encouraged, but they are not enough. The Association will comply with 3-2-1 rule of data security: (3) copies of data should be saved, (2) types of media should be used (internal drive, external drive, cloud), (1) of those copies should be a cloud back-up.

Section 6. Debit cards associated with the Association's bank account may only be issued to the signature holders, the President and the Treasurer. They are not to be shared with anyone else for purchases. A report of all debit card activity will be recorded at the Home & School meetings. Any fraudulent activity will be reported to the bank and a police report will be filed within days of a suspected fraudulent transaction.

Section 7. The Executive Committee is empowered to pay miscellaneous expenditures up to \$500. Any non-budgeted expenditure in excess of \$500 must receive Board approval.

Section 8. No Executive Committee member, WJHS H & S Board or Association member may act as an agent for the WJHS H & S Association in procuring goods and services for said Association without the prior approval of the Board, unless said goods and services are budget items.

Section 9. The General Home & School will define what qualifies and disqualifies a Home & School from being part of the 501c3. The General Home & School has the authority to make these decisions, but will give the Home & School in question an opportunity to correct whatever structural or procedural violations they might have.

Article VII: Meetings

Section 1. Board meetings are scheduled monthly and/or when the President deems necessary. All members are notified about the meetings electronically by the Secretary. Meeting dates and agenda are made public through the WJHS Wildcat Weekly, the WJHS website, and the WJHS calendar.

Section 2. Meetings of the Association will be held at the discretion of the Board in an effort to fulfill the needs of the WJHS H & S Association. General membership may request a meeting by petition, which requires twenty-five signatures by Association members. The petition must prescribe the purpose of the said meeting. The Board will then set the date and time of the meeting and all Board members will be notified of the pending meeting.

Section 3. The Executive Committee shall be convened at the request of the President, the Principal, or any two members of the Executive Committee. At a minimum the Executive Committee will meet three times during the school year for the following purposes: 1. before the school year to set the schedule for the year, 2. after the Fall Fundraiser to determine the wish list and 3. in February to work on the budget for the following school year.

Article VIII: Quorum

Section 1. A majority vote of the WJHS Executive Committee, Board members and members of the Association in attendance shall be required to pass a motion. At least four (4) Board members and at least three (3) Executive Committee members in attendance will make a quorum for the transaction of business at a regular or a special meeting of the Association. If quorum is not met, the vote will be put to an electronic vote.

Section 2. Voting on a motion may take place by electronic means. In the case of an electronic vote, the voting members will consist of the Executive Committee and the Board members. The Secretary will send the initial email on behalf of the requesting party to describe the current proposal and invite discussion. Discussion will be open for a limited amount of time, as determined by the Executive Committee. Replies of Yes or No will be returned to the secretary, who will send a follow up email with the results. A motion will carry when a majority has been met. The results will be noted in the next WJHS H & S Association minutes.

Article IX: Committees

Section 1. The President shall work with the Nominations Committee in appointing the Committee Chairpersons as deemed necessary by the Board.

Section 2. The work of the committees is subject to the approval of the Executive Board.

Section 3. Each chairperson, along with the duties outlined in their job description, will perform any other duties deemed necessary by the Board.

Section 4. A job description and a list of duties of the standing committees and any additional committees will be included with, but not a part of this document. They are to be reviewed annually and may be changed by a simple majority vote of the voting members in attendance at any Board meeting.

Section 5. Each Committee Chair shall prepare a complete report of the year's activities for submission to her/his successor and to the President.

Section 6. The Home & School Executive Committee should follow sponsorship guidelines for charitable organizations when approving sponsorships for events. These guidelines include, but are not limited to, securing a formal contract that outlines promises made between the parties. The contract must clearly specify that the sponsorship does not allow for sponsor advertising (as defined by the IRS under Qualified Sponsorship Payment). Sponsorship payment does not result in a benefit to the sponsor other than acknowledging their name, logo or product line name. No prices, special offers or comparative language can be displayed for them.

Section 7. When there is a parent or family-owned business involved in sponsorships or in-kind donations for auctions, a brief statement identifying the relationship should be made available. All rules should be followed concerning Qualified Sponsorship Payments or any other disclosures determined by the IRS for 501c3 organizations.

Article X: Nominations and Elections

Section 1. The Nominations Chairperson, along with the President and the Principal shall chair a Nominations Committee. This committee shall report a month before the election with the nominations of one or more candidates for each elected office. The Nominations Chairperson, along with the President and the Principal shall chair a Nominations Committee. This committee shall report one month before the election with the nominations of one or more candidates for each elected office. Nominees for President shall not need to have served on the WJHS H & S Board. Candidates with previous experience on any Home & School Board(s) within District 203 schools are preferred and will be taken into consideration.

Section 2. The slate of nominees for the Executive Committee should be presented in the WJHS Wildcat Weekly and at a WJHS H & S Board meeting.

Section 3. The slate of officers shall be presented to the Board at the March or April meeting. The election of the officers shall be held at the April meeting of the Board or voted

electronically in May.

Article XI: Policy Statement

The WJHS Board will adopt an annual Policy Statement, prepared by the President, at the first Board meeting of the school year. This Statement will include, but is not limited to, decisions regarding job descriptions, and the schedule of the Board meetings.

Article XII: Budget

Washington Home & School Association will hold \$7,500 in reserve at all times. If any amount of the \$7,500 is used, and not replenished in the same fiscal year, then repayment of the reserve fund must be included in the budget the following fiscal year.

Washington Home & School Association will also hold \$2000 at the end of each fiscal year as carry-over/start up funds for the following fiscal year.

Every year, all funds not set aside as reserve funds or carry-over/start up funds will be designated as surplus funds. The Executive Committee must assign a purpose for the surplus to further the goals of the Home & School and avoid the appearance of mismanagement.

NSF POLICY – In the event that a NSF (Non-Sufficient Funds) check is received by WJHS H&S, the following procedure should be followed:

- a. Within one week of the NSF notification, the Treasurer will send a letter notifying the payee that the check was returned for NSF. They will be given 30 days to repay the original amount of the check plus any fees incurred by WJHS H&S for the returned check. Repayment must be in the form of a cashier's check, money order or cash.
- b. If repayment is not made within 30 days, a second notice will be sent asking for repayment. They will be given an additional 15 days to repay.
- c. If repayment is not made within 15 days of the second notice, WJHS H&S will no longer accept checks from that person and they will be placed on a "no checks" list. The Treasurer will send a letter notifying them of this policy.
- d. The Treasurer will provide the "no checks" list to all Committees that accept payment.
- e. A person will remain on the "no checks" list until they no longer have children at WJHS.
- f. If possible, goods and services will be withheld until repayment is received.

g. All NSF transactions will be recorded in the Bank Charges account.

Checks that are still outstanding after 180 days (approximately 6 months) will be voided. A check may be reissued if the receiver wishes to cash the check after it has been voided. Any check that is outstanding after 3 years will need to be sent to the State of Illinois as unclaimed funds. The Treasurer should contact the General Home & School Treasurer for instructions.

Article XIII: Charter Organizations

Neither the Association (General Home & School) or any of its Divisions (individual school Home & Schools) may enter into an agreement to act as a charter organization for any other organization or group.

Article XIV: Employer Identification Number

General Home & School's EIN may not be used by any group other than the Divisions of the Association.

Article XV: Dissolution Clause

If dissolved, the assets shall be distributed to another organization qualified under Section 501(c)(3) of the Internal Revenue Code or to a federal, state, or local government entity for a public purpose, as determined by a vote of the membership and provided any such distributions align with the organization's exempt purpose.

Article XVI: Amendments

Section 1. These By-laws, as well as the Policy Statement, may be amended at any regular business meeting by a quorum of the members present and voting as long as the change does not violate the District 203 General Home & School Association By-laws. Notice of the proposed amendments shall be distributed to the WJHS H & S Board members at the proceeding meeting at which the vote will take place.

Section 2. These By-laws will be reviewed every two years by the Executive Committee and revised, if needed. The Policy Statement will be reviewed yearly by the President and revised, if needed.

Article XVII: Parliamentary Procedure

The rules contained in Robert's Rules of Order shall govern the WJHS H & S Association in so far as they do not conflict with the By-laws of the WJHS H & S Association and the By-laws of the District 203 General Home & School Association. The WJHS H & S Association will abide by all by-laws, policies, and procedures set forth by the District 203 General Home & School Association.

WJHS Home & School By-laws reviewed and revised:

1996

2005-2006

2009

2013

2015

2016

2018

2020

2021

2022

2024

2026