

## **BY-LAWS OF AUTEN ROAD SCHOOL HOME & SCHOOL ASSOCIATION**

### **ARTICLE I**

**Name** 1.1 Name. The name of the organization is “the Auten Road School Home and School Association.” It is hereafter referred to as “the HSA.” 1.2 Purposes. The HSA shall be a non-profit organization organized under the laws of the State of New Jersey and its purposes are exclusively charitable and educational. Specifically, the purposes are: (a) To promote the general well-being of Auten Road School (“ARS”) children in the home, school, and community.

(b) To promote a closer relationship between the home and ARS so that parents/guardians and teachers may cooperate in the educational, social, and recreational development of the students of Auten Road School.

(c) To secure and provide funds and other resources to ARS in order to enhance the educational opportunities available to the children of ARS.

1.3 The purposes of the HSA shall be promoted through school-based activities and shall be developed through the HSA’s Executive Board. The HSA shall be non-partisan and non-sectarian. No commercial enterprise and no political candidate shall be endorsed by it. The name of the HSA or its officers in their official capacities shall not be used in connection with a commercial concern or with any political interest or for any other purpose other than the regular work of the HSA. The HSA shall not attempt to direct, change, or control the administrative policies of ARS. 1.4 Location. The principal offices of the HSA shall be 281 Auten Road, Hillsborough, NJ 08844, or such other location as identified by the Executive Board of the HSA.

### **ARTICLE II**

**Members** 2.1 Members. Membership in the HSA is available at any time during the school year to an ARS staff member, or a parent/guardian of a currently-enrolled ARS student upon payment of annual dues.

Members shall be willing to uphold the objectives for which the HSA is established. Members in good standing (defined as having paid annual membership dues and not having any legal cause of action against the HSA) are eligible to vote to elect officers of the HSA, to hold office, to ratify the annual budget of the HSA, and to vote on any other matters as may be presented to the membership for a vote. 2.2 Membership Dues. Dues shall be collected per family annually. The amount shall be decided upon and approved at the year-end Executive Board meeting. Membership dues may be waived

due to financial hardship as defined by free or reduced lunch, and the annual HSA membership form will include a specific section allowing for parents/guardians to request such a waiver.

## ARTICLE III

### Executive Board

3.1 The Executive Board (“Board”) shall consist of a President or Co-Presidents, Vice President or Co-Vice Presidents, Recording Secretary or Co-Recording Secretaries, Corresponding Secretary or Co-Corresponding Secretaries, Treasurer or Co-Treasurers and Members at Large. The Principal of ARS shall serve as an ex-officio non-voting member of the Executive Board.

3.2 The minimum makeup and size of the Board will be a President, Vice President, Secretary, and Treasurer. The maximum makeup will be two co-Presidents, two co-vice presidents, two co-recording secretaries, two co-corresponding secretaries, two co-treasurers, four members at large, and the ARS Principal for a maximum of fifteen. These officers shall perform the duties as prescribed by these By-Laws and by the parliamentary authority adopted by the HSA. The rest of the By-Laws will refer to positions without reference to jointly held positions. If there is a co-position, the By-Laws pertain to that co-position role.

3.3 With the exception of the Treasurer, the term will run from 1 July through the following 30 June. The term for the Treasurer will run from 1 August through the following 31 July. All successor Board members shall be chosen annually in accordance with the election process as prescribed in Article V of these Bylaws, and shall serve for a term of one (1) year each and until their successors are elected and vetted through a background check through an accredited company the Board deems appropriate at the expense of the HSA, or provide proof of a background check already done by another organization that the Board approves (i.e., a scouting or coaching approved background check). No member may hold more than one elected office at the same time in the same HSA. No officer shall hold the same office for more than two (2) consecutive terms unless there are no other candidates for that office and that officer wants to continue to hold that office.

3.4 Duties of the Board Member include those listed below and other such duties applicable to the office:

3.4.1 The President shall preside at all meetings of the HSA and of the Board and shall be a member ex-officio of all committees. The President is the general liaison between the principal, administration, other associations and all committees. The President, with assistance from the Board as needed, shall develop the agenda for the general HSA membership meetings and ensure distribution in a timely manner to the HSA membership before the meetings. The President shall perform and direct all other

duties usually pertaining to that office. The President may vote at Board meetings or general membership meetings only in the case of a tie vote.

3.4.2 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. The Vice President shall specifically be responsible for identifying committee chairs with the assistance of the Board and overseeing the activities of any committees that the President deems necessary.

3.4.3 The Recording Secretary shall keep a record of all meetings of the HSA and the Board and shall submit and distribute minutes of the general membership meetings to the ARS community. Per Robert's Rules, minutes shall include names of attendees.

3.4.4 The Corresponding Secretary shall be responsible for preparing all correspondence, including sending notice of the upcoming HSA meetings to the school population at the beginning of the school year and a reminder notice along with the subject of any votes to be taken at the general meetings at a minimum of seven calendar days before each meeting through appropriate communication channels such as School Messenger Emails, etc. Such correspondence may include, but is not limited to, invitations to school district officials, etc. and thank you notes and certificates. The Corresponding Secretary shall work with Staples, or similar company for preparation, printing, assembly, and distribution of the HSA Back to School/Welcome packets.

3.4.5 The Treasurer shall receive all of the money of the HSA, shall deposit all funds received and preserve all bills, receipts, bank statements, canceled checks, etc. and material necessary to document the HSA's financial structure. All bills shall be paid by check signed by two Board members. Reimbursements will be granted upon the submission of proper forms and receipts per Article VIII below. The Treasurer shall present a financial statement of the business of the HSA at every regular meeting and at any other time requested by the Board. The financial books and records shall be ready for an audit review by an independent certified public accountant at the end of each current school year if deemed necessary by the Board. Must submit taxes (due 8/1) for that school year through a Certified Public Accountant not associated directly with the Executive Board members.

3.4.6 The Member(s) at Large shall attend all Board and general meetings and assist functions sponsored by the HSA. Additionally, the Member(s) at Large will assist on committees and with special projects, as well as other items assigned by the Board.

### 3.5 Operation of the Board:

3.5.1 The Board shall have all powers and authority necessary for the management of the business, property and affairs of the HSA to do such lawful acts and things as it deems proper and appropriate to promote the objectives and purposes of the HSA. The Board shall be responsible for transacting any necessary business between HSA

meetings in accordance with these By-Laws and such other business as may be referred to it by the HSA. The Board may delegate, as necessary from time to time, responsibility for such affairs, business and property to its Officers or Board members.

3.5.2 The Board must review and approve by two-thirds consent any single budgetary expenditure greater than \$500, including portions of committee budgets.

3.5.3 Requests for non-budgeted items must be presented at a general membership meeting for majority approval vote.

3.5.4 The Board may approve, by a simple majority (greater than 50% voting yes on an item), all non-budgeted emergency purchases less than or equal to \$1,000. These expenditures must be included in the bi-monthly financial report to the general membership. All non-budgeted purchases over \$1,000 must be approved by simple majority of the HSA membership by vote.

3.5.5 Executive Board meetings shall be held prior to the general meetings of the HSA at the convenience of the Board. In addition, the retiring Executive Board shall meet with the incoming Board in June or July. All materials and records shall be turned over to the new Board at this time from the Recording Secretary, Treasurer, etc.

3.5.6 Special meetings of the Board may be called by the President or by a simple majority of the members of the Board.

3.5.7 A majority of Board members shall constitute a quorum of the Board for the transaction of business. A majority vote of those Board members present shall be the act of that body (except that a vote of two-third of the entire Board shall be required in the event that there is a motion to remove a member of the Board).

3.5.8 The Board or any committee of the Board may act without a meeting if, prior to such action, each Board member or committee member shall communicate in writing (which can be on paper or electronically) their agreement to such action. Such written consent or consents shall be filed with the minutes of the meeting.

3.5.9 The Board or a committee of the Board may participate in a meeting of the Board or such committee, by means of a telephone conference call or any other mean of communication by which all persons participation in the meeting are able to hear each other.

3.5.10 An Officer may resign by submitting his or her resignation in writing to the President of the Board. An Officer may be removed with cause by the affirmative vote of two-thirds (2/3) of the entire Board. Missing more than two (2) consecutive meetings of the Board without previously notifying the President may constitute "cause." In addition, budget decisions made unilaterally by a Board member and/or in violation of these By-Laws or the spirit of the By-Laws may constitute "cause." An Officer whose removal is to be considered shall receive at least two weeks' notice of such proposed

action and shall have the opportunity to address the Executive Board regarding such action prior to any vote on such removal.

3.5.11 Purchase and inventory maintenance of office supplies and other supplies for the HSA shall be handled by an Executive Board member to be designated annually.

## ARTICLE IV

### Committees

4.1 Committees shall be implemented or disbanded by the Board and majority of the HSA general membership. Committee chairs shall be identified by the Vice President, with the assistance of the Board as needed. If there is no chair identified for a committee, the Board may assume the responsibility and all decisions for that committee shall be made by majority vote of the Board.

4.2 More than one chair is recommended per committee. However, co-chairs cannot be from the same household unless approved by the Board. All Committee Chairs must be HSA members.

4.3. Committee Chairs shall be provided a Committee Notebook, or file or electronic documents containing information about the past activities of that committee, by-laws, and school rules governing the operation of committees.

4.4 Committee Chairs shall be responsible for communicating the status of their programs to the General Membership on a regular and timely basis as determined by the Executive Board.

4.5 Committee Chairs shall be responsible for keeping expenditures within the approved budget for the committee. The Treasurer shall not reimburse for expenditures above the approved budget without approval by the Executive Board or the general membership. The Chair can request more funds from the general membership at a regular HSA meeting.

4.6 Contracts shall be approved by the President prior to seeking approval from the Principal and District Business Administrator.

4.7 A designated member of the Board and the Principal shall approve all Committee correspondence prior to distribution to the ARS community.

4.8 Committee Chairs must submit to the Board a request for approval of any single budgetary expenditure greater than \$500. For the expense to be allowed, the Board vote must be unanimous in favor of the expense.

## ARTICLE V

### Nominations and Elections

5.1 Nominating Committee: Nominations for officers shall be received by Executive Board or an assembled Nominating Committee if warranted. All members of the Nominating Committee must be ARS HSA members and/or parents rising up with their child from fourth grade to ARS. Members of the Nominating Committee shall be selected prior to the February/March meeting of the HSA and shall present a slate of officers to the HSA prior to the last regular last meeting of the school year. This Committee shall be responsible for distributing descriptions of the Board roles to the general membership of ARS and to rising fourth grade parents/guardians.

5.2 The Executive Board shall conduct the annual election of officers at the last general HSA meeting of the school year. The committee shall first solicit nominations from the floor at the regular February/March meeting and then immediately seek additional nominations from the rest of the membership, as well as from incoming parents/guardians of rising fourth grade students at Hillsborough School District elementary schools who have paid membership dues to the respective elementary school's HSA. Requests for nominations shall be sent to the general HSA membership and rising fourth grade parents/guardians via newsletter, School Messenger Email, or other appropriate communication. Nominations shall continue until the call to order of the last meeting of the year. Nominees shall be contacted for their acceptance by a member of the Executive Board or Nominating Committee prior to their names being placed on the election ballot. From these accepted nominations, the Executive Board or Nominating Committee shall prepare an election ballot for members in attendance at the last meeting of the year to vote.

5.3 Eligibility: Any member of the HSA who is in good standing shall be eligible for any office. However, the office of President, where possible, should be filled by a member who has served on a Hillsborough School District HSA Board for at least one (1) term or has been an active committee chair.

5.4 In the event that no nominee with Executive Board or committee chair experience is recruited, any member of the HSA shall be eligible for election to any of the offices. If there is no candidate for an office deemed essential (i.e. President, VP, or Secretary/Treasurer) for the HSA to operate, a person that is ineligible for membership (i.e. does not have a child in the school or is not staff) can run for an office. Upon election to that office, that non-member must pay dues to the HSA. No member shall hold more than one elected office at the same time in the same HSA.

5.5 It shall be necessary for a nominee for any office to secure a majority vote of the total vote cast to be declared elected. In the event none of the nominees for a certain office secure a majority vote on the first ballot, balloting shall continue until at least one receives a majority.

5.6 If there is but one nominee for any office, the Recording Secretary shall cast the elective vote of the HSA for the nominee.



5.7 A vacancy occurring in any elective office shall be filled by appointment by the President with ratification by the Executive Board.

5.8 If two or more persons run for the same Board position, it is not required that any two of them become one 'slate' unless that is specifically requested by both of the candidates.

## ARTICLE VI

### Meetings

6.1 Members of the HSA shall meet on no less than a bi-monthly basis while school is in session. Special meetings of the members may be called by a majority vote of the Executive Board as needed.

6.2 The schedule of the general HSA meetings shall be determined by the Board and distributed to the ARS community at the beginning of the school year through the available communication vehicles including School Messenger emails and the HSA Back to School/Welcome packets and published on the ARS website. Reminder notifications of general HSA meetings must be distributed a minimum of seven days prior to the meeting to the ARS community by appropriate communication such as School Messenger Emails, etc.

6.3 A quorum for a Board meeting shall consist of a simple majority of the Executive Board.

6.4 Votes to be taken at general meetings shall be announced to the membership at least seven days prior to that meeting.

6.5 Any member including officers, present at a regular meeting has one vote to cast per motion except the President who only votes in the case of a tie.

6.6 Any interested party can attend a meeting; only ARS HSA members can vote at general meetings of the organization. Election voting shall be in compliance with Article V.

ARTICLE VII Finance of the HSA 7.1 The fiscal year of the HSA shall be 1 August to 31 July.

7.2 Committees engaged in financial transactions are required to turn over funds collected to the Treasurer within ten (10) days of the event having taken place or the last day of the current school year, whichever comes first.

7.3 Reimbursements for committee expenses must be made by check from the Treasurer upon submission of receipts and Expense Report form(s). All receipts and

Expense Report form(s) must be submitted to the Treasurer by the last day of current school year or reimbursement may not be provided.

7.4 The annual budget of the HSA shall be developed by the Board and shall be submitted to the membership of the HSA at the second to last general meeting of the school year. Voting to approve the budget shall take place at the following meeting. Changes to the Budget may be voted on by the general membership, given that notice of the vote is presented to the general membership at least seven days prior to the vote being taken, at any time during the school year in accordance with Article VI.

7.5 Checks for the HSA have to be signed by two Board members. The Treasurer shall be responsible for ensuring that HSA checks have a location for two signatures. The President shall periodically verify that this requirement is met.

## ARTICLE VIII

### Amendments

8.1 At any regular meeting of the HSA, these By-laws may be amended provided:

8.1.1 The said amendment(s) is presented in writing or electronic form to the Board at least ten (10) days prior to the meeting at which the changes are to be voted upon;

8.1.2 The Board notifies the ARS community and the HSA by e-notification of the meeting at which the By-Laws will be reviewed and amended and of the specific content of the By-Laws and amendments at least seven (7) days prior to the meeting; and

8.1.3 A majority of the HSA members present vote in support of the amendments.

8.2 The By-laws shall be reviewed every two years by the Board.

## ARTICLE IX

### Conflicts of Interest

9.1 Whenever an officer has a financial or personal interest in any matter coming before the Board, the board shall ensure that:

9.1.1 The interest of the member is fully disclosed to the Board and the general membership, whether it is personal, financial, political, or a professional interest; it must be disclosed in good faith.

9.1.2 No interested Board member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of a Board at which the matter is voted on.



9.1.2. Any transaction in which a Board member has a financial or personal interest shall be duly approved by the Board or the general membership which have no interest or connection, only the best interests of the HSA, in accordance with these By-Laws.

9.1.3 The minutes of meetings at which such vote with a possible conflict of interest shall record the disclosure, abstention, and rationale for approval.

9.2 No employee of the school or school district may vote or lobby on any matter which would benefit their department or from which they may obtain personal, financial, and/or professional benefit.

9.3 Violation of this Article shall constitute “cause” for removal from office.

## ARTICLE X

Additional Provisions 10.1 Parliamentary Authority. The rules contained in the New Robert’s Rules of Order Revised shall govern the HSA in all cases when they are not consistent with these By-laws.

10.2 Dissolution. The HSA may be dissolved by two-thirds vote of the members present, provided the resolution to disband is submitted in writing to the general membership and read at the general meeting prior to the meeting at which the vote is taken. Upon dissolution, after payment of all debts, no part of the remaining assets may be distributed to any member or officer of the HSA but

shall be distributed for one or more of the exempt purposes specified in Section 501(c) (3) of the Internal Revenue Code. 10.3 Compensation. Neither members nor officers shall receive a fee, salary or remuneration of any kind for their services in such capacities, provided, however, that members, and officers may be reimbursed for reasonable expense incurred with approval by the Executive Board upon presentation of vouchers.