

BYLAWS
of
Clementon Elementary Home and School Association

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: The name of the organization shall be Clementon Elementary Home and School Association (HSA) associated with Clementon Elementary School located at 4 Audobon Ave, Clementon NJ 08021.

Section 2: The HSA is a non-profit organization that exists for charitable and educational purposes.

Section 3: The purpose of the HSA is to:

- (a) enhance and support the educational experience at Clementon Elementary School;
- (b) develop a closer connection between school and home by encouraging parental involvement;
- (c) improve the environment at Clementon Elementary School through volunteer work and raising funds to benefit student activities;
- (d) to secure and maintain a non-profit status

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be granted to faculty, staff, Board of Education members and community members with children currently enrolled at Clementon Elementary School. Membership dues will be decided on a yearly basis and may not exceed \$5. Members have voting privileges. Only members of the association shall be eligible to serve in any of its elected or appointed positions.

Section 2: Members shall attend meetings at their convenience and volunteer for at least one activity or fundraiser.

ARTICLE III – OFFICERS

Section 1: The Executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. Officer positions can be shared. These offices shall be elected annually at the final HSA meeting of the school year in June.

Section 2: The term year for office begins immediately upon election and ending upon officer election the following year. No person shall serve more than two consecutive years in the same office, unless extenuating circumstances arise. A current officer may choose a second term if uncontested

Section 3: Any HSA member in good standing may become an officer of the HSA.

Section 4: The duties of the Executive Board shall be:

- (a) To transact the necessary business between association meetings;
- (b) To establish and oversee fundraising programs
- (c) To approve and oversee new standing committees;
- (d) To develop the HSA's annual budget
- (e) To approve by majority vote of the board any unbudgeted expenditures exceeding \$100

President – Preside at HSA meetings, serve as the official representative of the HSA, and retain all official records of the HSA.

Vice President – Oversee the committee system of the HSA, assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of HSA meetings, prepare agendas for official meetings, hold historical records for the HSA, manage communications and marketing for the HSA including but not limited to newsletters, internet broadcasts, bulletin boards, etc.

Treasurer – Serve as custodian of the HSA's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report and hold all financial records.

Section 5: An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 6: If a vacancy occurs on the Executive Board, the President shall appoint an HSA member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV – MEETINGS

Section 1: General HSA meetings shall be held to conduct the business of the HSA. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: Each member in attendance at an HSA meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3: Five (5) members of the HSA present and voting constitute quorum for the purpose of voting.

ARTICLE V – STANDING AND SPECIAL COMMITTEES

Section 1: Standing committees shall be created by the action of the Executive Board for the purpose of carrying out the objectives of the association. Committees will be reviewed yearly for continuation.

Section 2: Chairs of standing committees shall be appointed by the Executive Board annually. It is recommended that chairs offer to change positions after two consecutive years of service in one position.

Section 3: The chairs of all standing committees shall present a brief plan of work to the Executive Board for approval. No committee work shall be undertaken without such approval.

ARTICLE VI – BASIC POLICIES

Section 1: All actions of the Clementon Elementary Home and School Association (HSA) shall be governed and qualified by the policies set forth in these bylaws. The Procedures of the HSA (see attached) shall be adhered in the same manner as these bylaws.

Section 2: The association shall be non-commercial, non-profit and non-partisan. It shall not endorse any commercial or political enterprise. The name of the association or names of any of the members in their official capacities shall not be used in connection with any commercial or political concern or for any purpose other than the regular activities of the organization.

Section 3: The organization shall not directly participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its funds or activities in attempting to influence legislation that has a direct bearing on the objectives of the organization.

ARTICLE VII – FINACIAL POLICIES

Section 1: The fiscal year for the organization is from July 1 to June 30 of the following year.

Section 2: All funds shall be kept in a checking account in the name of Clementon Elementary Home and School Association requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account monthly and report all financial activity monthly. The HSA shall arrange an independent review of it's financial records each year.

Section 4: Contract signing authority is limited to the President or President's designee, limited to the members of the Executive Board.

Section 5: The organization shall leave a minimum of \$200 in the designated treasury at the end of the fiscal year

Section 6: In the event of the dissolution of the association, any assets shall be directly donated to Clementon Elementary School.

ARTICLE VIII – BYLAW AMENDMENTS

Section 1: Amendments to the bylaws may be proposed by any HSA member.

Section 2: These bylaws may be amended at any regular meeting of the association by a 2/3 majority vote of those members present, providing notice of said amendment has been given at a previous meeting.

Section 3: The bylaws shall be reviewed every 5 years by the Executive Board.

ARTICLE IX – PARLIMENTARY AUTHORITY

“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.

ARTICLE X – ARTICLES OF ORGANIZATION

The bylaws of the association shall be deemed to be part of its articles of association.

PROCEDURES OF CLEMENTON ELEMENTARY HOME AND SCHOOL ASSOCIATION

1. Newly appointed Executive Board members and committee chairs shall be provided a copy of the bylaws prior to the start of the school year and made available on the Home and School Association website.
2. Any dates for activities during the school day need to be approved by the school Superintendent/Principal and Board of Education via the Executive Board and then noted in the school calendar.
3. During the appropriate months, any committee activity should be reported at general meetings and to the Executive Board.
4. All written communication should be shared with the Executive Board before being copied and distributed.
5. All checks must be submitted to the Treasurer within 7 days of completion
6. All receipts must be turned in to the Treasurer for reimbursement within 30 days after the event or by the end of the school year, whichever occurs first
7. General meeting notes must be made available online within 7 days of said meeting.
8. Outgoing Executive Board members and committee chairs will provide all necessary information relevant to their duties to incumbent prior to the end of the school year.

These bylaws were adopted on May 11th, 2021