

WILSON HOME AND SCHOOL ASSOCIATION BY-LAWS

The name of this association is the Wilson Home School Association of West Caldwell, Essex County, New Jersey, hereinafter referred to as The Wilson HSA, or "The Association".

Article II Articles of Organization

The Association exists as an unincorporated association of its members, and shall be governed by these Bylaws, as from time to time amended.

Article III Goals

Section 1. The Goal of the Association is to promote and coordinate activities that enhance the education, cultural enrichment, safety, and welfare of the students of Wilson School.

Section 2. The Goal of this Association is promoted through an educational program involving parents, teachers, administrators, and the general public, and is governed and qualified by the basic policies set forth in Article IV.

Article IV Basic Policies

The following are basic policies of this Association:

A. The Association shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the Association nor the names of any members in their official capacities shall be used in connection with any commercial concern, any partisan interest or for any purpose not appropriately related to promotion of the Goals of the Association.

B. The Association shall not, directly or indirectly, participate in or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

C. The Association shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the school. The Association may participate in the decision and policy-making processes, when appropriate, recognizing that the legal responsibility to make policy decisions is vested in the Board of Education. Notwithstanding the foregoing, the Association, and the Executive Board, shall not take a position on employment related personnel matters regarding Board of Education employees.

D. The Association may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Association in such matters shall make no commitments that bind the Association, without Executive Board approval.

E. In the event of the dissolution of the Association, its assets shall be distributed for one or more of the exempt purposes specified by section 501 of the Internal Revenue Code, as determined by a majority vote of the Executive Board.

F. Criticisms of individuals shall not be voiced at any public meeting of the Association.

Article V Membership and Dues

Section 1. Any individual who subscribes to the Goals and Basic Policies of this Association may become a member of this Association, subject only to compliance with the provisions of the By-Laws.

Section 2. The Association shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3. Only members who have paid their dues to the Association shall be eligible to participate in its business meetings, and have voting rights, or to serve in any of its elected or appointed positions.

Section 4. Each member of the Association shall pay annual dues to the Association, as determined by the Executive Board.

Article VI Executive Board and Its Election

Section 1. Executive Board

a. The Executive Board shall consist of the elected officers of the Association, including Co-Presidents, Vice Presidents, Secretary & Treasurer as well as honorary officers, to include the School Principal, faculty liaison member and the immediate Past Co-President(s).

b. Each Officer and Honorary Officer, as stipulated in Article VI section 4, shall have one vote. Each Standing Committee, regardless of the number of co-chairpersons, shall have one vote.

Section 2. Officers

a. The Officers of this Association shall be:

1. President or Co-Presidents;
2. A minimum of two, and not more than four, Vice Presidents.
3. Recording Secretary;
4. Treasurer.

b. Officers shall be elected by ballot bi-annually at a general meeting to be held in the month of April or May. A plurality vote shall elect. If there is but one nominee for any office, it shall be in order to move that the Recording Secretary cast the elective ballot of the Association for the nominee.

c. The outgoing Officers shall meet and cooperate with the incoming officers to assure a smooth transition. Officers shall assume their official duties at the close of the last General or Executive Board meeting, whichever is later, and shall serve for a term of one year and/or until successors assume their duties.

d. Officers are allowed to serve two consecutive terms in the same office. An Officer will be allowed to serve an additional third term (with the exception of the Treasurer) in the event a successor does not come forward. The Officer will have to be re-elected by plurality vote by the board for the third term.

e. Officers shall be required to attend 75% of HSA meetings throughout the year. Board members should communicate in writing with Co-Presidents prior to the monthly meeting if they will not be present. If a Board member does not attend the percentage of meetings required, they may be asked to step down from their position. This will be determined by majority vote of the remaining board. All extenuating circumstances will of course be excused.

Section 3. Other members

- a. The Executive Council shall include the following Standing Committee Chairpersons:

Class Parent Liaison
Hospitality Chairperson(s)
Holiday Boutique Chairperson(s)
Passive Fundraising Chairperson(s)
Cultural Arts Chairperson(s)
Board of Education Reporter(s)
Sunshine Chairperson(s)
Book Fair Chairperson(s)
Teacher Appreciation Chairperson(s)
Kids-Stuff Coupon Book Chairperson(s)
5th Grade Committee Chairperson(s)
Bagel Coordinator(s)
Talent Show Coordinator(s)
Movie Night Coordinators(s)
Box Tops for Education Chairperson(s)
5th Grade Committee Chairperson(s)
Field Day Chairperson(s)
Fun at Lunch Chairperson(s)

- b. The Co-President(s) shall appoint the chairpersons of Standing Committees and will notify the Officers and Honorary Officers of these appointments.

- c. Appointed members shall assume their official duties immediately upon appointment. Chairpersons shall serve for a term of one year and/or until successors assume their duties.

- d. No person shall serve more than two consecutive terms in the same Chair with exceptions made for a position where there is no successor available. In those cases, a third term will be allowed.

Section 4. Honorary Officers

- a. The following shall be Honorary Officers
- Principal
 - Faculty Liaison – A teacher designated by the Principal (1 year term)
 - Immediate Past Co-President

Section 5. Past President

The immediate Past President or the Past Co-President shall have the option to remain on the Executive board for no more than one consecutive year after their Presidency, but after a one-year hiatus, their participation in the HSA is no longer restricted.

Section 6. Quorum

A quorum of seven (7) voting members is required, which must include at least a President and two (2) other elected officers.

Section 7. Nominating Committee

- a. The Nominating Committee shall be a special committee, headed by a Chairperson, not currently an Officer, appointed by the Co-Presidents, and approved by the Executive Board.
- b. The Nominating Committee shall contain six (6) additional members assembled by the Chairperson. The Chairperson shall attempt to appoint a parent from each grade level. Not less than three members shall be selected from other than the Executive Board.
- c. The Nominating Committee shall be selected no later than the first day of February. An effort shall be made to vary the membership of the Nominating Committee from year to year.
- d. The Nominating Committee shall select nominees for each elective office and report at a meeting of the Executive Board held in March. Nominating Committee members are not eligible to nominate themselves.
- e. Nominations shall be reported to the general membership prior to the thirtieth day of April by publication in the Wilson Window.
- f. Any other nominations shall be presented to the Chairperson of the Nominating Committee by petition containing at least thirty members' signatures no later than the tenth day of May.
- g. Only those members of the Association who have consented to serve if elected shall be eligible for nomination, either by the Nominating Committee or by petition.
- h. A vacancy occurring in an office shall be filled for the unexposed term by a person elected by a majority vote of the Executive board, notice of such election having been given by the Recording Secretary.

Article VII Duties of Officers

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Section 1. The President or Co-Presidents shall preside at all meetings of the Executive Board and General Meetings; shall perform such other duties as may be prescribed in these by-laws or assigned by the Association or by the Executive board; and shall coordinate the work of the Officers and committees of the Association in order that the Goals may be promoted.

and
Section 2. The Vice-President(s) or Co-Vice-Presidents shall assist the President or Co-Presidents perform any duties assigned; shall coordinate the recruiting of general members; shall coordinate all family and community activity functions. Each Vice President should take one main event to plan, coordinate and execute.

Section 3. The Recording Secretary shall record the minutes of all meetings of the Association and of the Executive Board; shall have a copy of the approved By-Laws available at every General Membership and Executive Board meeting and shall perform such other duties as may be delegated.

Section 4. The Treasurer shall prepare the annual budget; shall have custody of all the funds of the Association; shall keep an accurate record of receipts and expenditures; shall file charitable tax forms

with to the State of NJ in accordance with the NJ State tax laws; shall pay out local funds in accordance with the approved budget, and as authorized by the Association; shall present a financial statement of accounts at every meeting of the Association and at other times when requested by the Executive Board; and shall make a full report at the General Membership Meetings.

The Association's accounts shall be examined annually by an objective and qualified individual, who shall be satisfied that the Treasurer's annual report is correct and shall sign a statement of the facts at the end of the report. The audit shall be completed prior to presenting the new budget at the first general meeting of the school year.

Failure to comply with any of the above will result in immediate termination, based on a majority vote of the Executive Board.

Section 5. All Officers shall deliver to their successors all official material in accordance with Article VI, Section 2c.

Article VIII Duties of the Executive Board

Section 1. The duties of the Executive Board shall be to:

- A. Transact necessary business in the intervals between Association meetings, and such other business as may be referred to it by the Association, Administration, or HSA League of Caldwell-West Caldwell;
- B. Create Special Committees as necessary and appropriate;
- C. Approve the plans of all Standing and Special Committees;
- D. Present a report at the regular meetings of the Association;
- E. Accept and submit to the Association, for approval, a budget for the fiscal year;
- F. Approve routine expenditures within the limits of the budget;
- G. Perform such other functions as are otherwise described by these By-Laws.

Section 2. Meetings of the Executive Board shall be scheduled monthly throughout the school year. The Co-President(s) or a majority of the members of the Board may call special meetings.

Article IX Standing Committees and Special Committees

Section 1. Additional Standing Committees may be created by a majority vote of the Executive Board.

Section 2. Standing Committees may be disbanded by a majority vote of the Executive Board.

Section 3. The Chairperson(s) of all Standing Committees shall present progress reports to the Executive Board at Executive Board Meetings.

Section 4. The Executive Board as may be required to promote the Goals of the Association shall create special Committees. The Chairperson(s) of Special Committees shall be selected by the President(s) as approved by the Executive Board. Their term shall be at the pleasure of the Executive Board.

Section 5. The Chairpersons of all Special Committees shall present progress reports to the Executive Board at Executive Board Meetings as required.

Section 6. The President or Co-Presidents shall be ex-officio member(s) of all committees, except the Nominating Committee, but may be selected to serve on the Nominating Committee by the Executive Board, in accordance with Article VI, Section 7.

Section 7. The following are the duties of the Standing Committees:

- A. Class Parent Liaison - Shall work directly with the Co-Presidents to facilitate as the go-between regarding communications to class parents. The CPL will not be responsible for choosing the class parents but they will be the person to announce the placements each year. The CPL will plan and execute the Parent / Teacher Meeting in September.
- B. Hospitality Chairperson(s) - Shall be responsible for planning and executing the Back to School Teacher breakfast the day before school begins, the End of the Year Luncheon on the Half Day in June. Shall be responsible for planning, setup and cleanup of the water / orange table for Field Day. Shall be responsible for the setup and cleanup of the hospitality table for Open House. Shall be responsible for the planning, setup and cleanup of the Water Table at Family Fun Night.
- C. Holiday Boutique Chairperson (s) - Plan, organize and run this 2 day event in December where kids can buy inexpensive gifts. Responsibilities include planning, coordinating and organizing all aspects of this event.
- D. Passive Fundraising Chairperson(s) - Shall work with Co-Presidents and Treasurer to come up with a passive fundraising plan for the year. These passive fundraisers include but are not limited or restricted to the following: Mom's Night Out, Dad's Night Out, Painting Fundraiser, Stop & Shop Fundraiser.
- E. Cultural Arts Chairperson(s) - Help select cultural events for student assemblies. Topics vary and include performing arts, science, and history.
- F. Board of Education Reporter(s) - Shall attend all BOE monthly meetings and provide a report via email to the Board following the meeting.
- G. Sunshine Chairperson(s) - Responsibilities include sending cards to school families and staff when needed, handling retirements of staff member.
- H. Movie Night Coordinator(s) - Work with the school principal to plan and host movie nights several times each year. Water & popcorn shall be provided by HSA.
- I. Box Tops for Education Chairperson(s) - Work with the vendor to run the fundraiser. Coordinate with the school secretary to plan the fundraiser several times throughout the year.
- J. Book Fair Chairperson(s) - Shall be responsible for scheduling the Annual Scholastic Book Fair in March. They will be responsible for getting parent volunteers to help, setup class visiting schedules with the help of the school secretary and setup / cleanup for the event. They will also be responsible for hosting the Saturday KickOff Breakfast for the event.
- K. Teacher Appreciation Chairperson(s) - Shall be responsible for planning & executing all things involved with Teacher Appreciation Week with the help of her committee.

- L. Kids-Stuff Coupon Book Chairperson(s) - Shall be responsible for contact the vendor to setup the fundraiser for the year. They shall distribute all books to youngest / only child in each Wilson School family by the end of the 2nd week of school. They shall work with the treasurer to coordinate the money.
- M. Talent Show Chairperson(s) - Plan, coordinate and put together this event which showcases Wilson School students' various talents in the spring.
- N. 5th Grade Committee Chairperson(s) - The committee chairs are responsible for overseeing and coordinating all of the planning and sub-committees for all the special Fifth grade specific activities and events throughout the year.
- O. Field Day Chairperson(s) - Field Day is a school wide, one day event, usually held in September or October. The committee chairs' responsibilities are to support Mr. Squires in the planning and coordination of the day's events and volunteers.
- P. Bagel Coordinator(s) - Coordinate bagel orders as well as volunteers to help prepare bagels for students on early dismissal days.
- Q. Fun At Lunch Event Chairperson(s) - Work to plan fun activities during lunch for the students during the colder months of January & February.

Article X Activities

- Section 1. The purpose of the family and community activities is to provide a means of communication and interaction between home and school, in order to meet the Goals listed in Article III.
- Section 2. All activities are open to actively enrolled Wilson School students, and/or their families as indicated for each event. Unless otherwise stated.
- Section 3. The number of activities held each year shall be as determined by the Executive Board.

Article XI Finances

- Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.
- Section 2. Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.
- Section 3. All major fundraising events must have their own account, separate from that of the main HSA account.

Article XII General Membership Meetings

- Section 1. The following are required General Membership Meetings:
 - a. An Open House, at the beginning of the school year for the purpose of approving the Budget;
 - b. The election and installation of officers, bi-annually in May or June.

Section 2. Twenty-five members shall constitute a quorum for the transaction of business at a General Membership meeting.

Section 3. Introducing motions, debating and voting shall be limited to members of the Association.

Section 4. Other General Membership Meetings may be held at the discretion of the Executive Board. Public notice must be provided at least 15 days in advance.

Section 5. The membership year of this Association shall be from the first General Meeting of the school year to the following school year first General Meeting.

Article XIII Amendments

Section 1. These Bylaws may be amended at any General Membership Meeting of the Association by a majority of the members present and voting, provided that notice of the proposed amendment shall have been given to the General Membership at least fifteen days prior to the meeting.

Section 2. A Special Committee shall be appointed every three years to review the By-Laws and to submit a revised set of By-Laws, if so determined. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.

Section 3. All incoming Co-Presidents shall be required to review By-Laws. At the first open HSA meeting of each school year, should there be revisions, they should be proposed at this meeting. Vote shall happen at the following open meeting. If no revisions are needed, special note shall be made and indicated in the minutes.

Article XIV Parliamentary Authority

Robert's Rules of Order Revised shall govern this Association in all cases in which they are applicable and not in conflict with these By-Laws.

Revised/ Approved: 4/97 – Laura Zarkoskie

Revised/ Approved: 6/00 – Mary Martucci

Revised/ Approved: 6/03 – Lisa Stein

Revised/ Approved: 9/03 – Susan Lucin

Reviewed, no revision needed: 6/06 – Tom Matthews, Andrea Reeves

Revised/ Approved: 4/13 – Lenore Cooperman, Karen Treacy

Revised/ Approved: 3/17 - Samantha Fliegler, Lauren Capozzi

Revised / Approved: 1/19 - Vicki Gesuelli, Schelli Wilson (and Full HSA Board)