

LINCOLN SCHOOL  
HOME/SCHOOL ASSOCIATION BY-LAWS

ARTICLE I

Name

The name of this Association is the "Lincoln School Home/School Association" of Caldwell, Essex County, New Jersey, hereinafter referred to as The Lincoln HSA, "The Association".

ARTICLE II

Articles of Organization

This Association exists as an unincorporated association of its members and shall be governed by these By-Laws, as from time to time amended.

ARTICLE III

Objectives

Section 1. The objectives of the Association are:

- a. To bring into closer relation the home and school so that parents and staff may cooperate and work collaboratively for the benefit of all children, to enhance the education , cultural enrichment, safety, and welfare of the students of Lincoln School.
- b. To maintain viable lines of communication to and from the Board of Education, school administrators, teachers and staff, parents, students and community residents.
- c. To help raise the general level of education of our children in any way possible.
- d. To enlist the aid of our community to achieve our goals.

ARTICLE IV

Policies

The following are the basic policies of this Association:

Section 1. The Association will be non-commercial, nonsectarian and nonpartisan.

Section 2. 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.

Section 3. The Association shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. The Association shall work with the schools to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

Section 5. 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.

Section 6. In the event of the dissolution of the Association, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

Section 7. Criticism or evaluative comments of teachers or administrators, as individuals and/or in groups, shall not be voiced in open meetings.

## ARTICLE V

### Membership, Dues and Voting

Section 1. Any individual who subscribes to the objectives and basic policies of this Association may become a member of this Association subject only to compliance with the provisions of the By- Laws. Membership in this Association shall be available without regard to race, color, creed or national origin.

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, or to serve in any of its elective or appointed positions.

Section 4. Each family of the Association shall pay annual dues as determined by the Association.

(NEW) Section 5. The membership year of this Association shall be from October 1st to September 30th.

Section 6. To remain in good standing with the HSA League, the Association shall:

- a. Operate under By-Laws, which shall be re-approved and submitted to The HSA League at least once every three (3) years
- b. Pay annual dues to the HSA League.

## ARTICLE VI

### Officers and their Election

Section 1. The officers of this Association shall be comprised of a maximum of two (2) Presidents and two (2) Vice Presidents, Honorary Vice President (which is the Principal of Lincoln School), Recording Secretary, Corresponding Secretary and Treasurer. These officers shall be known as the Executive Board.

- a. Officers shall be elected annually at the spring general meeting of the Association. The Executive Board shall present the slate of officers for election and an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination.
- b. A majority vote shall elect.
- c. Officers shall assume their official duties at the close of the last meeting in June and shall serve for a term of two (2) years and/or until their successors are elected. The two year term of the Vice President and President positions shall be served as follows: (i) the first year of their term shall be served as a Vice President; and (ii) the second year of their term shall be served as a President.
- d. An Officer (does not include the Honorary Vice-President) may only serve one term in the same office, however, if there are no nominees to succeed the officer, then such officer, should she or he consent, may serve an additional term in that same office.

#### Section 2. Nominations

- a. There shall be a Nominating Committee consisting of up to two (2) Vice Presidents, and two (2) members of the general membership.
- b. The Nominating Committee shall be appointed during the March meeting.
- c. The Nominating Committee shall select at least a minimum of one nominee for each office.
- d. The Nominating Committee shall be responsible for submitting a slate of officers and all other committee chairpersons at the regular meeting in April
- e. Following the report of the Nominating Committee and before the slate is approved by the (Association) Executive Board at the spring meeting; an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination either by the Nominating Committee or from the floor at the April meeting.
- f. Executive Board shall notify the Association of the approved slate of officers ten (10) days prior to the election at the spring general meeting.

Section 3. A vacancy occurring in an office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given by the Corresponding Secretary.

Section 4. The Honorary Vice President shall serve on the Executive Board. The office of Honorary Vice President shall be held at all times by the Principal of Lincoln School.

## ARTICLE VII

### Duties of Officers

Section 1.       President and/or Co-Presidents

Shall preside at all general meetings of the Association and all meetings of the Executive Board ; shall perform such other duties as may be described in these by-laws or assigned to them 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 objectives may be promoted , as stated in Article III of these By-Laws.

Section 2.       Vice President and/or Co-Vice Presidents

Shall assist and aid the President(s) and shall assume the duties and obligations of the President(s) in case of absence and preside as the Chairperson of the Nominating Committee.

Section 3.       Honorary Vice President

Lincoln School Principal or appointee of Lincoln School Principal:

Shall inform the Association of any pertinent information from the school; shall make suggestions to facilitate the effectiveness of our Association; shall enlist the support of the faculty to the betterment of our Association

Section 4.       Recording Secretary

Shall record the minutes of all meetings of the Association and Association Board; shall maintain a copy of the approved bylaws; shall compile and maintain a logbook of minutes, and shall perform such other duties as may be delegated.

Section 5.       Corresponding Secretary

Shall be responsible for notifying all HSA board members and committee chairpersons two or three days prior to each HSA meeting as a reminder and posting notices at the school of the HSA meetings; shall write any necessary correspondence (thank you notes, etc.) for the HSA as directed by the Co Presidents, Executive Board or the Association; and shall read any incoming correspondence at H SA meetings.

Section 6.       Treasurer

Shall maintain all organizational financial records and advise all members regularly of the financial status of our organization; shall prepare annual bud get recommendations.

The treasurer shall have custody of all the funds of the Association; shall keep accurate records of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the Association. The Treasurer shall be responsible for the maintenance of such books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Association. The Treasurer shall present a financial statement of accounts (deposits and expenditures) at every meeting of the Association and at other times when requested by the Association Board, and shall make a full report at the annual meeting.

The Treasurer together with the Co Presidents shall prepare the annual budget; shall file charitable tax forms to the State of NJ in accordance with the NJ State tax laws; shall file any and all necessary Federal Tax Forms.

The Association's accounts shall be examined annually by the Executive Board 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.

Section 7: All officers and committee chairpersons must deliver to their successors all official material at the last meeting of the school year.

## ARTICLE VIII

### Committee Chairperson and Their Duties

Section 1.       Membership Chairperson

Shall be responsible for recruiting members (parents and teachers) to our organization with a goal of 100% participation.

Shall provide the Executive Board with a list of members in good standing.

Section 2.       Class Mothers Chairperson

Shall organize and maintain a communications committee to dispense information to all parents, particularly in emergency situations.

Section 3.       Hospitality Chairperson

Shall organize and chair a committee to be responsible for refreshments at all HSA meetings, general membership meetings and the Teachers appreciation luncheon.

Section 4.       Bike Rodeo

Shall coordinate safety instruction of bicycle riding for the third-grade.

Section 5.       Newsletter Chairperson

Shall be responsible for publication of the Lincoln Lowdown.

Section 6.       Learning Center Volunteer Program Chairperson

Shall organize and implement a volunteer program to assist in the operations of the Learning Center.

Section 7. Cultural Arts Chairperson

Shall be responsible for organizing a committee to present to the principal, for approval, available educational/entertaining programs.

Section 8. Scholarship Representative

Shall attend monthly JCHS Scholarship Fund meetings; shall advise the HSA members on fund raising ideas.

Section 9. Board of Education Representative

Shall attend monthly public Board of Education meetings and any special public meetings; shall advise the HSA members on points of interest or concern.

Section 10. Special Projects Chairperson

Shall be responsible for recognizing special holidays, people and other noteworthy dates or events.

Section 11. Fun-At-Lunch

Shall organize and chair a committee to provide a once •a week lunchtime program combing fun and learning during the winter months.

Section 12. Family Fun Night

Shall be responsible for coordinating family events several times throughout the school calendar year for Lincoln School students.

Section 13. Various Other Committee Chairpersons

Shall be responsible for overseeing their committees and/or working towards the goals of their particular committee; shall be responsible to communicate all pertinent committee information and/or activities to the HSA members.

## ARTICLE IX

### The Executive Board and Its Duties

Section 1. The officers listed above in Article VI shall comprise the Executive Board

Section 2. The responsibilities and duties of the Executive Board are as follows:

- a. To transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the Association.
- b. to create standing or special committees and to approve the plans of work of standing or special committees

- c. to accept and submit to the general membership its annual budget for approval;
- d. to approve routine bills and expenditures within the limits of the budget;
- e. to meet monthly during the normal school year;
- f. to recommend additional permanent chairs, depending upon the needs of the Association; and
- g. To become familiar with the official duties of their elected positions. (Article VII).

Section 3.

At an executive board meeting, the elected officers shall be entitled to one (1) vote each.

Section 4.

A majority of the executive board shall constitute a quorum.

Section 5.

The officers of the Association appoint the committee chairpersons to their positions

ARTICLE X

Meetings

Section 1. Dates of meetings of this organization shall be determined by the executive board and announced to the general membership. Sufficient notice shall be given of a change of date.

Section 2. Special meetings of the Association may be called by the President(s) or by a majority of the executive board with seven (7) days' notice having been given.

Section 3. The election meeting shall be held in May at a general meeting.

Section 4. Ten percent (10%) of the membership shall constitute a quorum for the transaction of business of any meeting of this Association.

ARTICLE XI

Special Committees

Section 1. The power to form special committees and appoint their members rests with the executive board. As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 2. The President(s) shall be a member ex-officio of all committees except the nominating committee.

## ARTICLE XII

### Parliamentary Authority

Section 1. Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable and in which they are not in conflict with these by-laws.

## ARTICLE XIII

### Amendments

Section 1. These by-laws may be amended at any regular meeting of the Association by two-thirds of the members present and voting, provided that notice of the proposed amendment shall have been given to the membership at least thirty (30) days prior to the meeting.

## ARTICLE XIV

### Effective Date

Section 1. The effective date of this constitution and these by-laws is March 15, 2000.

Section 2. These by-laws have been revised in accordance with Article XIII, Section 1 on October 5, 1978, May 17, 1983, October 10, 1985, June 4, 1986 and January 2, 1995, December 1, 1999, April 21, 2004. Last revision April 25, 2006. Reviewed with no changes, October 12, 2009. Revisions made to Article VI, Section 1, Part d, and voted on May 18, 2010. Revisions made to Article VI, Section 1, Part c and Article VII, Section 2, Article VIII, Section 4, Section 12 and voted on September 26, 2013.