

Home and School of Wenonah

By-Laws

Wenonah, New Jersey

ARTICLE I: Name

The name of this organization shall be known as Home and School of Wenonah; hereafter referred to as “the Organization” or “Home and School.”

ARTICLE II: Mission & Objectives

The mission shall be to serve as an important bridge between the student’s home and school, promoting an environment of communication and support between the students, parents/caregivers, teachers, and administration.

The objectives shall be:

- To create and nurture a sense of community in our school.
- To facilitate positive communication and a working relationship between the home and the school.
- To develop a closer connection between school and home by encouraging parental voluntary involvement.
- To provide financial support for school functions and projects that promote student growth, education, and development.
- To promote fellowship among students, parents/caregivers, teachers, and administration.

ARTICLE III: Basic Policies

- Home and School shall be noncommercial, nonsectarian, and nonpartisan.
- The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.
- The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to, any candidate for public office.
- Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal Income Tax under section 501(c) (3) of the IRS Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the IRS Code.
- Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations, which have established their tax-exempt status under Section 501 (c) (3) of the IRS Code.

ARTICLE IV: Membership

- The membership shall ONLY include all parents and legal guardians of current Wenonah Elementary School (WES) students, the faculty, and administrative staff of the school.

Section 1: Membership Dues

The dues of the organization shall be determined by the Executive Board. Members submit dues on an annual basis, on or before September 1 each year. The fiscal year shall be July 1 through June 30.

Section 2: Privileges

Members shall have the privilege of holding office, voting, and receiving membership benefits such as attending events, activities and receiving communications.

Section 3: Volunteering

Volunteer activities and opportunities are available to all members in good standing. Non-members may request to volunteer, and approval is at the sole discretion of the Executive Board unless the volunteer activity is at the school in which case both the school and the Executive Board must approve.

Section 4: Member Code of Conduct:

Members are expected to act in the best interests of Home and School. All members should conduct themselves in a professional manner, be willing to work with others, and have respect for other members at all times.

Section 5: Revocation of Membership:

The Executive Board holds within its rights to remove a member from the Home and School of Wenonah Organization. A member may be removed for conduct that may damage the value and goodwill associated with the Organization or any of its members, or violates the purposes, policies, or bylaws of the Organization by a majority vote of the Executive Board at any regular or special meeting called expressly for that purpose. Removal shall take place after the board has reasonably discussed the issue and all attempts have been made toward a resolution.

ARTICLE V: Executive Board

The Organization is governed by the Executive Board.

Section 1: Officers

The officers composing the Executive Board of the organization shall be a President or Co-Presidents, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2: Functions of the Executive Board

The Executive Board shall direct and support the functions of the Organization, including but not limited to the preparation of the yearly budget, approval of committee appointments, review committee activities and reports, report to the membership on necessary business, discuss proposed expenditures of the Organization funds, and other administrative details. The Executive Board may receive input from the membership on matters relating to the Organization's mission and objectives. Actions taken by the Executive Board between meetings shall be reported at the next scheduled meeting.

Section 3: Duties of officers

The duties of the officers are as outlined below. Officers are required to attend Executive Board meetings and maintain membership in good standing throughout the term of office.

President or Co-Presidents: Duties include, but are not limited to:

- Oversee day-to-day functions and business affairs of the Organization.
- Preside at meetings of the Organization and Executive Board.
- Communicate with Executive Board, committees, members, school administration and organization business affiliates.
- Conduct an annual review of these by-laws.
- Maintain list of all standing committees.
- Serve as ex-officio member of all standing committees.
- Represent Home and School at Board of Education meetings as needed.

Vice President: Duties include, but are not limited to:

- Assist the President in overseeing the Organization.
- Lead meetings in the absence of the President.
- Prepare Organization membership forms.
- Serve as ex-officio member of all standing committees.
- Perform other duties as assigned by the President or Executive Board.

Recording Secretary: Duties include, but are not limited to:

- Record and maintain minutes of all Organization meetings.
- Prepare meeting minutes. Once approved, distribute to membership.
- Maintain list of current Organization members.
- Perform other duties as assigned by the President or Executive Board.

Corresponding Secretary: Duties include, but are not limited to:

- Maintain a system to retain all related documents and correspondence for future reference.
- Check Home and School email & mailbox on a regular basis.
- Maintain Social Media or act as liaison to Social Media Committee if one exists
- Prepare and disseminate the Weekly Notes and/or newsletters and any other communications.

Treasurer: Duties include, but are not limited to:

- Collect annual budget requests from Executive Board and Committees for upcoming fiscal year.
- Prepare annual budget and propose to Executive Board for approval by August.
- Collect and record contribution forms.
- Communicate cash reimbursement procedures with committee representatives.
- Report treasury status at all meetings.
- Perform other duties as assigned by the President or Executive Board.
- Pay out funds as authorized by Home and School.
- Oversee an annual audit by an independent 3rd party.
- Routine deposit of funds to bank account.

Section 4: Eligibility to Hold Office

Members in good standing are eligible to hold office.

Section 5: Election of Officers

Officer elections shall take place annually in May. Elections may take place at other times during the year as authorized by the Executive Board. Prospective candidates can be nominated or nominate themselves. The elected officers shall be installed and take office on July 1st. All outgoing officers shall help with the transition and onboarding of new officers, meeting at least once to facilitate onboarding to the new position.

Section 6: Terms

Terms are defined as July 1st-June 30th. Each term is for 2 years.

Section 7: Financial Considerations

Budget requests must be submitted to the Executive Board to request funds for activities. Representatives are responsible for working within the approved budget. Request for reimbursement of funds must be submitted to the Board within 30 days with original receipt of purchase.

Section 8: Vacancies

Vacancies among elected officers will be filled by appointment and decision of the remaining officers of the Executive Board. If the President is not able to serve, the duties of that office shall be assumed by the Vice President. Such appointment shall be effective until the regular expiration of the term is fulfilled. Persons who no longer have enrolled students at WES or resign to the President or Board result in vacancy.

Section 9: Code of Conduct

The Code of Conduct requires that all officers act with the best interest of Home and School in mind. The officers must be willing to contribute enough time to serve Home and School and further its work. The officers must be willing to learn, grow, work well with others as part of a team, and have respect for each other and other members. They must be interested in all programs within the school, the education and the well-being of our children and our community. Within the internal discussion of the Executive Board, dialogue of various views is appropriate. When a decision has been made, all members are expected to support it.

ARTICLE VI: Committees

Section 1: Committees

At the discretion of the Executive Board, standing committees shall be established, responsibilities defined and/or delegated, or dissolved as necessary to promote the objectives of Home and School. Special committees may be established at the discretion of the Executive Board to provide support for a project or serve as a focus group for a particular topic.

Section 2: Duties of Committee Chairpersons and Members

The duties of the chairpersons and committee members shall plan and execute activities to fulfill the purpose of the Committee they represent, and other duties as requested by the Executive Board. Chairpersons and committee members are required to attend meetings and maintain membership in good standing throughout the term of office. Chairpersons are to maintain or create a procedure guide to execute committee duties.

Section 3: Appointment of Committee Chairpersons and Members

Committee chairpersons and members shall be appointed on a volunteer basis by the Executive Board and shall serve through the completion of their duties. No committee or committee members shall have the authority to act on behalf of Home and School on any matter without prior approval of the Executive Board.

Section 4: Financial Considerations for Committees

Budget requests must be submitted to the Executive Board to request funds for committee activities. Representatives are responsible for working within the approved budget. Request for reimbursement of funds must be submitted to the Board within 30 days with original receipt of purchase. Any Committee that raises or exchanges money must have at least two (2) members for auditing purposes.

Section 5: Committee Vacancies

Persons who no longer have enrolled students at WES or resign to the President result in vacancy. Vacancies will be filled by the decision of the Executive Board.

Section 6: Removal of Committee Members

Any member or Chair may be removed from such office with cause, by a majority vote of the Executive Board at any regular or special meeting called expressly for that purpose. The Committee chairperson does not hold the right to remove a member from their committee. They must take the issue to the Executive Board for review and approval of revocation.

Section 7: 6th Grade Committee

In April of the 5th grade year the parents will establish a committee and appoint a chairperson (or persons) for the upcoming 6th grade fundraising needs and activities. The Chair will function as any other Home and School chair and will act as a liaison between the committee and Home and school. The chairperson (or persons) will regularly attend Home and School meetings. Home and School will maintain the fundraising money as a separate account altogether or as a line item within its current budget. All fundraising support requests/questions should come from the chair either at general meetings or to the Executive Board if outside of the general meetings.

ARTICLE VII: Meetings

Section 1: Executive Board Meetings

Meetings of the Executive Board shall be held on a day that accommodates the majority of the Executive Board.

Section 2: General Meetings

General meetings shall take place as scheduled by the Executive Board and will be held monthly from September through June. All members are encouraged to attend. Committee Chairs are required to attend a minimum of 70% of Home and School Meetings. Meetings are limited to members. Non-members may attend at the invitation or approval of the Executive Board.

Section 3: Quorum

A quorum is required for formal actions of Home and School and shall be a minimum of three Executive Board members, including the President or Vice-President.

ARTICLE VIII: Parliamentary Procedures

Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters in which they are applicable and not in conflict with these bylaws.

ARTICLE IX: Amendments

These bylaws may be amended at any meeting of the organization by a two-thirds vote of the members present and voting, provided quorum is present.

ARTICLE X: Liability

The private property of the officers and Executive Committee members of Home and School shall not be subject to the payment of Organization debts. Officers and Executive Committee members shall be immune from civil liability to the extent allowed by the laws of the State of New Jersey.

Home and School of Wenonah
By-Laws Review
(By-law review is required every year)

Date:

October, 2005

June 2, 2010 - reviewed and amended Article VI

April, 2012 - Michelle Contarino reviewed at meeting

February, 2014 - by-laws approved at meeting 2/12/14 Linda Helmbrecht

September 29, 2019 - by-laws reviews by Executive Committee; to be voted on October 9, 2019 at regular meeting. Next review should be October 2021.

October 9, 2019 - by-laws approved at monthly Board Meeting Jocelyn Kenyon.

June 22, 2022 - by-laws reviewed and approved at Executive Board Meeting, Jocelyn Kenyon.