



River Woods Elementary School

RIVER WOODS HOME AND SCHOOL ASSOCIATION

MISSION STATEMENT

River Woods Elementary School Home and School's Association's mission is to encourage and facilitate a cooperative partnership among our students, parents/guardians, and District staff and administration to support and enhance the school experience of each student. Home and School initiates and/or supports various programs through the donation of time, sponsorship and community involvement. Home and School remain fluid to meet the ever-changing needs of our diverse student population.

Articles of Association and Bylaws

ARTICLE I NAME:

The name of this organization shall be the River Woods Home and School Association. This is a Division of the Naperville District 203 General Home and School Association.

ARTICLE II PURPOSE:

The primary purpose of this organization shall be the promotion of closer cooperation, understanding and communication between the school and the home for the maximum benefit of the students. The Association is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III MEMBERSHIP:

All parents and/or guardians of children attending River Woods School, River Woods staff and administration are automatically members of this organization and the General Home and School Association.

ARTICLE IV ASSOCIATION MANAGEMENT:

Section 1: The officers of this organization shall consist of a President, Vice-President, Secretary and a Treasurer. The President and Vice President may also consist of 2 individuals to serve as co-officers. These elected officers along with the Principal and Assistant Principal (ex –officio members) shall constitute the Executive Board.

Section 2: The Executive Board of this organization shall consist of the Executive Board as well as the chairperson(s) of the standing committees. One or two staff representatives (appointed by the building Principal) shall act as a liaison between the board and the staff

Section 3: The Vice President shall be elected for a one-year term by means of a slate election and shall succeed to the office of President for the consecutive term without further election. The Secretary and Treasurer shall be elected for two-year terms respectively, with a slate election for Secretary and Treasurer.

Section 4: Should vacancies occur in the Treasurer or Secretary Positions of the Executive Board, the Executive Board shall appoint a replacement for the remainder of the unexpired term. If the vacated office is that of President, the Vice-President shall succeed to that office and a special election shall be held to fill the Vice President position. If the vacated office is that of Vice President, a special election shall be held to fill the Vice President position.

Section 5: The Executive Board shall have the power to initiate action and create such special committees as deemed necessary.

Section 6: No Executive Board, Committee Chair, or volunteer/member shall purchase goods or services for the Association unless it is approved by two Executive Board members or it was an approved expenditure in the budget.

Section 7: Communications, whether to an outside agency/person (ie. flyers, emails, social media, contracts, etc), to the Association membership or to the staff of River Woods School should not be sent without prior approval of the Home and School President and/or Vice-President and the School Principal. An approved copy of the same communication should be left with the school secretary.

ARTICLE V DUTIES OF OFFICERS:

Section 1: The President shall preside at all meetings of the River Woods Home and School Association Board and Executive committee. The President shall be an ex-officio member of all committees and perform such other duties as may be designated by the Executive Board. The incoming President, with the aid of his/her executive officers and the outgoing President (and Vice-President) may serve as an advisor to the Executive Board for the following year. In the case of co-presidents, the two individuals share the role and responsibilities. The President shall represent the interest of River Woods as a member of the Naperville School District 203 General H&S Association Board. The President shall have authority to sign contracts and/or agreements for River Woods. The President and Treasurer must serve a signatory on any Association financial accounts.

Section 2: The Vice-President shall perform the duties of the President in their absence, and other such duties as may be designated by the Executive Board. The outgoing Vice-President (and President), in an advisory capacity, shall appoint all standing chairperson(s) and other representatives as deemed necessary. The Vice-President shall serve as the President in the following term. In the case of co-vice presidents, the two individuals share the role and responsibilities. The Vice-President shall serve as coordinator of volunteers and room parents.

Section 3: The Secretary shall keep the minutes of the Executive Board and the Association meetings and report the same at appropriate meetings. The Secretary shall have custody of all records, documents, and meeting attendance (that are not financial) pertaining to the Association as well as a copy of the Policies and Procedures of the

River Woods Home and School (and record all amendments) and the Articles of Association and Bylaws of the General Home and School. The Secretary shall have charge of all correspondence and be responsible for prior notification of all meetings to the Executive Board. In the case of co-secretaries, the two individuals share the role and responsibilities. In the event of the Secretary's absence, the Executive Board will choose a member to perform the duties. All records shall be shared with the Executive Board. Electronic records shall be kept for seven years. The Secretary shall oversee social media communications.

Section 4: The Treasurer shall receive and disburse all Association funds and keep an accurate account of the same. The Treasurer shall make a financial report to the Executive Board at each meeting. The Treasurer shall make a monthly financial report at each general meeting, and share actual budget figures and bank reconciliation details and summary sheets. Any expenditure in excess of a budgeted amount must be approved by the Executive Board. The Treasurer shall not reimburse for sales tax, or any substances containing alcohol or drugs. The Treasurer shall prepare a yearly budget in collaboration with the Executive Board and submit a written report of the year's financial activities to be presented at the final meeting of the year and the first general meeting for the following year. The Treasurer shall adhere to any and all reporting requirements set forth by the General Home and School Board of Managers. The Treasurer will be responsible for generating all financial reports and managing all information needed for the yearly audit and tax review for the fiscal year in which they served. The timeline for the audit begins in July at the end of the fiscal year and may last into the Fall of the next school year. The Treasurer is required to submit their materials in the summer months even if their term as Treasurer does not extend into the subsequent school year. Failure to produce financial documents and delay the audit review may result in significant fees which will be the responsibility of River Woods Home and School as agreed upon in the Home and School Audit Responsibility Guidelines. Manage electronic payment records and update affected committees as needed. The Treasurer shall make available tax exempt letters to committee heads and communicate deposit and disbursement procedures. The Treasurer shall meet with the President regularly to share copies with and obtain signatures on deposit and disbursal forms. Treasurer must save copies of all meeting attendance, agenda, and meeting minutes, obtained from the Secretary. The Treasurer must save pdf copies of monthly bank statements and keep all financial records for seven years.

ARTICLE VI COMMITTEES:

Section 1: The standing committees of the River Woods Home and School Association shall be listed on an Addendum titled, "River Woods Home and School Association Committees". This document shall be reviewed at least annually and additional committees may be created by the Executive Board as deemed necessary. A job description of each standing committee and any additional committees will be included with but will not be part of this document.

Section 2: Each committee chairperson(s) shall submit a written committee report at the last Home and School Board meeting in May, with one copy going to the President and one copy going over to the succeeding committee chairperson(s). All committees shall turn over their committee notebooks and all electronic information to the succeeding chairperson(s) by June 30th.

Section 3: The Executive Board shall assist the President in appointing Chairpersons of Committees as defined in Section VI, Committees. The Executive Board shall ask the current Chairpersons if they are interested in returning as the Chairperson. For those that are not returning, recommendations should be taken for filling the vacancy. Every effort should be made to finalize all Chairpersons before the school year is complete so that information and relevant material is shared by the outgoing Chairperson with the incoming Chairperson prior to July 1st. Committees not filled at the end of the school year may either be filled at the beginning of the following year or removed at the discretion of the Executive Board.

ARTICLE VII MEETINGS and QUORUM:

Section 1: Executive Board The Executive Board shall meet as deemed appropriate for the proper functioning of the organization. The time of the meetings shall be set by the Executive Board and proper notification shall be given by the President. A majority vote of the members present will be required to pass any motion. The Executive Board shall be convened at the request of the President or any two members of the Executive Board. The Executive Board will hold regularly scheduled meetings once a month.

Section 2: Home and School Association A majority vote of the members present will be required to pass any motion. The quorum consists of the members present and those online. No action will be taken on an item not on the agenda. The item should be placed on the agenda for the next meeting.

Section 3: Electronic Voting In the event an electronic vote is required for reasons such as, but not limited to, lack of a quorum or no Association meeting scheduled prior to decision making deadline, the following procedures will be followed:

1. Secretary issues request for electronic votes to General Home and School Members
2. Secretary tabulates votes at the end of the deadline given
3. Decision will be based on majority of votes provided the minimum for a quorum is received according to Article VII Section 2 of the River Woods Home and School Articles of Association and Bylaws Section
- 4: In the case of co-officers, the office is entitled to one vote to represent both individuals.

ARTICLE VIII NOMINATIONS AND ELECTIONS:

Section 1: Nominations - One month prior to the presentation of the slate of officers for the Executive Board, notice shall be given to all Association members requesting written nominations from the current Executive Board to be submitted to the nominations chairperson. Floor nominations shall be accepted up until one month prior to the final slate being presented to the Association for a vote.

The current President will ask the current Executive Board if they are interested in returning to their current position. If not returning, recommendations should be taken for filling any vacancies. In order to fill a vacancy on the Executive Board, a Member shall have previously served as a Committee Chairperson for at least one (1) year any time prior to the election. It is up to the Executive Board to choose the candidate they feel is the most qualified and best able to hold the office for which they will be elected. The ballot will consist of a slate of at least four candidates to fill the Executive Board positions.

Section 2: It is desirable that the Vice-Presidential nominee be a member in any capacity of the Executive Board for no less than six months prior to the election. The nominee for Secretary can be any member of River Woods Home and School. The nominee for Treasurer can be any member of River Woods Home and School. It is suggested that the nominee for Treasurer have accounting and/or bookkeeping knowledge.

Section 3: The slates presented for the River Woods Executive Board will be distributed to the entire school community, along with the date, time and location of the Home and School meeting at which voting will take place.

Section 4: Voting - The method of election will be determined by the Executive Board of the River Woods Home and School. This election will take place in April or May. The slate shall be considered accepted or rejected by a majority of the votes cast. Anyone who wishes to vote at the meeting must sign in on the attendance sheet. Voting will occur during the first 15 minutes of the meeting. The vote will be a "yes" or "no" vote for the Executive Board slate. No write-in votes will be allowed. If a write-in vote occurs, that ballot will not be counted. The President will announce when the voting is over. Elections shall be by a simple majority of the Members present at the Home and School meeting. The results of the election will be announced by the end of the meeting. Notification of the election results must be communicated to the entire school community.

ARTICLE IX BUDGET AND FISCAL YEAR:

Section 1: The incoming President (along with the outgoing President) shall call a meeting before the end of May for the purpose of determining the following year's budget. The incoming President and Treasurer, along with the school Principal must be in attendance. An effort should be made to have input from all River Woods Home and School committees.

Section 2: The budget shall reflect proper accounting procedures with income and expenditures for each committee.

Section 3: The proposed budget shall be determined by a majority vote of all present at the Executive Board meeting prior to the second to last Association meeting for the school year. At the second to last Association meeting, the budget proposal shall be shared with the general membership. At the final Association meeting of the year, the general membership shall vote on the budget as determined by a majority vote.

Section 4: The Executive Committee will collaborate with the school staff to develop and maintain a River Woods Home and School Wish List (Wish List). The Wish List, as well as any ongoing modifications and needs to the Wish List, shall be approved by a majority vote of the members present at a Home and School Association meeting. At the end of a given Fiscal Year, any net income may be used to fund items outlined in the previously approved Wish List at the discretion of the Executive Committee Board.

Section 5: A reserve of \$10,000 should be kept in the bank account separate from annual budget line items. If any amount of the \$10,000 is used, and not replenished in the same fiscal year, then repayment of the reserve fund must be included in the budget the following fiscal year. Maintain a separate money market or interest-bearing account for at least \$10,000.

Section 6: The Fiscal Year of the Association shall end on June 30 of each year. The Treasurer shall present a fiscal year-end financial report at the first Home and School meeting following the close of the fiscal year.

Section 7: Contracts - Committee members must present and review contracts with an Executive Board member. All contracts must be approved and signed by an Executive Board member.

Section 8: Expense Reimbursement - All receipts for reimbursement must be submitted by the last day that school is in session. Reimbursement checks will be distributed by May 31th. All faculty and staff members must spend any allotted money on school related items by April 30th or the current fiscal year and these funds may not be carried over to the next fiscal year, unless approved by the Treasurer and President.

Section 9: Checks that are still outstanding after 180 days (approximately 6 months) will be voided. A check may be reissued if the receiver wishes to cash the check after it has been voided. Any check that is outstanding after 3 years will need to be sent to the State of Illinois as unclaimed funds. The Treasurer should contact the General Home & School Treasurer for instructions.

Section 10: NSF POLICY – In the event that a NSF (Non-Sufficient Funds) check is received by River Woods H&S, the following procedure should be followed:

- a. Within one week of the NSF notification, the Treasurer will send a letter notifying the payee that the check was returned for NSF. They will be given 30 days to repay the original amount of the check plus any fees incurred by River Woods H&S for the returned check. Repayment must be in the form of a cashier's check, money order or cash.

b. If repayment is not made within 30 days, a second notice will be sent asking for repayment. They will be given an additional 15 days to repay.

c. If repayment is not made within 15 days of the second notice, River Woods H&S will no longer accept checks from that person and they will be placed on a "no checks" list. The Treasurer will send a letter notifying them of this policy.

d. The Treasurer will provide the "no checks" list to all Committees that accept payment.

e. A person will remain on the "no checks" list until they no longer have children at River Woods School.

f. If possible, goods and services will be withheld until repayment is received.

g. All NSF transactions will be recorded in the Bank Charges account.

ARTICLE X AMENDMENTS:

Amendments to and revisions of these Policies and Procedures (bylaws) shall be proposed by action of the Executive Committee and shall require a majority approval vote of the membership of the Association.

ARTICLE XI PARLIAMENTARY PROCEDURE:

Robert's Rules of Order, in its most recent revision, shall govern the general order of all business in so far as they do not conflict with the provisions of these Policies and Procedures and/or the General Home and School Articles of Association and bylaws.

ATTACHMENT A

List of Committees and their Responsibilities

The following committees will each have one chairperson responsible for the coordination of the committee. Each chairperson/co-chairperson is a member of the general board of River Woods Home & School and will be entitled to one vote on any item requiring a quorum by River Woods Home & School. Responsibilities include, but are not limited to the following:

Adult Social

- Plan an adult only event to help promote school spirit and raise money for Home and School programs.
- Set up location and vendors for the event
- Coordinate auction items for the event
- Recruit people to help organize and work at the event

Beautification

- Purchase flowers and plants to fill and maintain the four pots in front of school for fall, winter and spring
- Maintain the Peterson Pride Garden

Birthday Books

- Order books twice a year to keep a supply of books on hand for each child to choose from on his or her birthday
- Responsible for opening orders and shelving boxes
- Get all books signed by principal
- Keep birthday book cart decorated

Carnival

- Plan an all school event to help promote school spirit and raise money for our Home & School programs
- Recruit people to help organize and work at the carnival
- Coordinate vendors needed to support the carnival
- Coordinate effective lines of communication with the staff, students and parents to ensure the success of participation in the event

Dine Out

- Set up River Woods Benefit Nights

Kane County Cougars Reading Program

Family Connections

- Coordinate with the school administration and donors to meet the essential needs of the River Woods families facing hardship by providing temporary means of support.

Field Days

- Plan an all school, outside event for the end of the school year
- Solicit volunteers
- Work with PE teacher to coordinate games
- Organize an ice cream vendor to donate ice cream to all students

Teacher Gift Card Program

- Organize Gift Card purchasing and distribution twice a year

Helping Hands

- Coordinate volunteers for Fall and Spring picture days
- Coordinate volunteers for vision and hearing screenings
- File Helping Hand applications with police department
- Attend one meeting per year with Helping Hands coordinator
- Plan safety patrol party at the end of the school year

Hospitality

- Plan teacher luncheons and special events such as teacher appreciation and conferences
- Coordinate volunteers to bring baked goods and other items to these events
- Help with Veteran's Day and the retirement party by coordinating volunteers to bring in baked goods and other items

Ice Cream Social

- Contact vendors and set up 2 ice cream socials per year
- Arrange day and time of 2 ice cream socials per year – one in early fall and one in late spring
- Distribute information and order forms via flyers
- Collect orders and money
- Organize volunteers to help distribute ice cream during social

LC/Book Fair

- Coordinate and create the LC volunteer schedule
- Solicit and schedule volunteers for Fall and Spring book fairs
- Send out email requests for help as needed to all LRC volunteers

Misc Fundraising Events

- Send out order and pickup information to staff, students and parents
- Organize volunteers to help unload and assist with pickup on delivery day

School Directory

- Gather data from school district via school office to create directory

School Supplies

- Organize all aspects of the annual sale and delivery of school supply kits for all grade levels at River Woods
- Work with school staff and vendors to create supplies lists
- Process all families' orders of school supplies kits
- Coordinate the delivery of all school supplies kits before the first day of school

SFCP

- Recognize that parents, educators and community members share the responsibility for student learning and development
- Focuses on community building, not fundraising
- Assists with the planning and organizing of certain school events throughout the year, such as One School, One Book; Kindergarten Connections, Parent coffees, All-School picnics, enrichment nights like Art, Literacy, STEAM, International.
- Works with principal, H&S Exec board, and teachers

Spirit Wear

- Coordinate the sale of spirit wear each fall
- Distribute order forms and collect orders and money
- Set up a table at September open house for parents/students/staff to see items available
- Distribute orders upon arrival

Veteran's Day

- Work with the music teacher to coordinate a whole school assembly
- Coordinate veteran participation to create a slideshow and Veterans Wall
- Work with hospitality to arrange breakfast items for veterans and their guests

WatchDOGS

- Coordinate with Principal about volunteer needs for Dads of Great Students program
- Support Principal to organize call-out meeting
- Create and manage signup, manage schedule changes from participants throughout the year to minimize empty spots

Yearbook

- Coordinate school event photographers
- Arrange book layout
- Organize yearbook cover contest
- Process orders and collect money for yearbooks

- Coordinate the delivery of all yearbooks to students at the end of the school year