



By-laws

Article I: Name

The name of this organization shall be the Washington Junior High School Home & School Association. This is a division under the Naperville District 203 General Home & School Association. Hereafter in this document, this division will be referred to as the WJHS H & S Association.

Article II: Purpose

The purpose of this organization is the promotion of closer cooperation and communication between the school and the home and the facilitation of district-wide activities.

Article III: Membership

All parents and/or guardians of Washington Junior High School students and all current staff of said school are automatically members of the WJHS H & S Association and of the Naperville District 203 General Home & School Association.

Article IV: Donations / Dues

Section 1. The amount and collection of an optional donation to the WJHS H & S Association will be determined by the policy of the current WJHS H&S Board and will be reviewed annually.

Section 2. The WJHS H&S Association will pay dues to the Naperville District 203 General H&S Association for the operation of that organization. The Executive Committee of the Naperville District 203 General Home & School Association determines these dues.

Article V: Management

Section 1. The elected officers of this body are to consist of a President, Vice President, Secretary, and Treasurer. If the Board feels a "Co" or shared position is needed, that position can be added to the body of officers.

Section 2. The Executive Committee shall be composed of the elected officers listed in Section 1 above and the Principal of the school or her/his designated substitute.

Section 3. The WJHS H & S Board members shall be composed of the Executive Committee, the chairpersons of the standing committees and the Principal of the school or her/his designated substitute. All members shall have full voting privileges and will hereafter be referred to as the Board.

Section 4. All officers and chairpersons of standing committees shall hold office for the appointed term of no more than three consecutive years in the same position. Any exceptions to this term limit must be presented by the Nominations Committee and approved by the Executive Committee. Should vacancies occur during the school year, the Executive Committee shall appoint a replacement for the remainder of the term.

Article VI: Management Duties

Section 1. The President shall preside at all meetings of the Association and the Executive Board. She/He will also arrange the agenda for these meetings and any other meetings deemed necessary by the Executive Committee. The President will also be responsible for comparing the WJHS H & S Association bank statements to the Reconciliation Report on a monthly basis. In addition, the President will work on the budget proposal with the Treasurer and Principal, will sign all contracts pertaining to WJHS H&S Association and will retain copies of these contracts. Copies of these contracts will also be held by the respective committees. The President will also attend all District 203 General Home & School Association meetings, oversee WJHS H & S Association committees, produce a write-up for the Wildcat Weekly newsletter and perform other duties which may arise.

Section 2. The Vice-President shall perform the duties of the President in her/his absence. She/He will also pay out money on order of the Executive board should the Treasurer be unavailable. In addition, the Vice-President will be in charge of coordinating parent volunteers and head the Eighth Grade Celebration Committee. The Vice-President will also oversee the Staff Appreciation Committee. The Vice-President will perform other duties which may arise.

Section 3. The Secretary shall attend monthly Board meetings, record minutes of the Board meetings and email a copy of the minutes to each Board member prior to the next Board meeting. She/He will also email an additional copy to the Principal and office staff. He/She will also be responsible for updating bylaws, board directory and monthly minutes on the WJHS website. The Secretary will keep a record of the Board meetings, as well as all records and documents pertaining to the WJHS H & S Association and will perform other duties which may arise. The Secretary will also help organize/maintain the Google Drive.

Section 4. The Treasurer shall attend monthly Board meetings and present financial reports to the Board members present at each WJHS H & S Association meeting. The Treasurer will also receive and disburse funds and keep an accurate account of the same as deemed mandatory

per School District 203's guidelines. With the assistance of the Principal and the President, she/he will be responsible for the preparation of the budget, which shall be subject to the approval of the Board. She/He will also assemble all materials required by the General H&S for the yearly August audit and will perform other duties which may arise.

In addition, 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 WJHS Home and School as agreed upon in the Home and School Audit Responsibility Guidelines.

Section 5. The Executive Committee is empowered to pay miscellaneous expenditures up to \$250. Any non-budgeted expenditure in excess of \$250 must receive Board approval.

Section 6. No Executive Committee member, WJHS H & S Board or Association member may act as an agent for the WJHS H & S Association in procuring goods and services for said Association without the prior approval of the Board, unless said goods and services are budget items.

Article VII: Meetings

Section 1. Board meetings are scheduled monthly and/or when the President deems necessary. All members are notified about the meetings electronically by the Secretary. Meeting dates are made public through the WJHS Wildcat Weekly, the WJHS website, and the WJHS calendar.

Section 2. Meetings of the Association will be held at the discretion of the Board in an effort to fulfill the needs of the WJHS H & S Association. General membership may request a meeting by petition, which requires twenty-five signatures by Association members. The petition must prescribe the purpose of the said meeting. The Board will then set the date and time of the meeting and all Board members will be notified of the pending meeting.

Section 3. The Executive Committee shall be convened at the request of the President, the Principal, or any two members of the Executive Committee.

Article VIII: Quorum

Section 1. A majority vote of the WJHS Executive Committee and the H & S Committee Chairs in

attendance shall be required to pass any motion. At least four (4) Committee Chairs and at least three (3) Executive Committee members in attendance will make a quorum for the transaction of business at a regular or a special meeting of the Association. If quorum is not met, the vote will be put to an electronic vote.

Section 2. Voting on a motion may take place by electronic means, with the exception of the budget and the slate for the Executive Committee. In the case of an electronic vote, the voting members will consist of the Executive Committee and the Committee Chairs. The Secretary will send the initial email on behalf of the requesting party to describe the current proposal and invite discussion. Discussion will be open for a limited amount of time, as deterred by the Executive Board. Replies of Yes or No will be returned to the secretary, who will send a flow up email with the results. A motion will carry when a majority has been met. The results will be noted in the next WJHS H & S Association minutes.

Article IX: Committees

Section 1. The President shall work with the Nominations Committee in appointing the Committee Chairpersons as deemed necessary by the Board.

Section 2. The work of the committees is subject to the approval of the Executive Board.

Section 3. Each chairperson, along with the duties outlined in their job description, will perform any other duties deemed necessary by the Board.

Section 4. A job description and a list of duties of the standing committees and any additional committees will be included with, but not a part of this document. They are to be reviewed annually and may be changed by a simple majority vote of the voting members in attendance at any Board meeting.

Section 5. Each Committee Chair shall prepare a complete report of the year's activities for submission to her/his successor and to the President.

Article X: Nominations and Elections

Section 1. The Nominations Chairperson, along with the President and the Principal shall chair a Nominations Committee. This committee shall report a month before the election with the nominations of one or more candidates for each elected office. The Nominations Chairperson, along with the President and the Principal shall chair a Nominations Committee. This committee shall report one month before the election with the nominations of one or more candidates for each elected office. Nominees for President shall not need to have served on the

WJHS H & S Board. Candidates with previous experience on any Home and School Board(s) within District 203 schools are preferred and will be taken into consideration.

Section 2. The slate of nominees for the Executive Committee should be presented in the WJHS Wildcat Weekly and at a WJHS H & S Board meeting.

Section 3. The slate of officers shall be presented to the Board at the March meeting. The election of the officers shall be held at the April meeting of the Board.

Article XI: Policy Statement

The WJHS Board will adopt an annual Policy Statement, prepared by the President, at the first Board meeting of the school year. This Statement will include, but is not limited to, decisions regarding job descriptions, and the schedule of the Board meetings.

Article XII: Budget

Washington Home & School Association will hold \$7,500 in reserve at all times. If any amount of the \$7,500 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.

Washington Home & School Association will also hold \$4,000 at the end of each fiscal year as carry-over/start up funds for the following fiscal year.

NSF POLICY – In the event that a NSF (Non-Sufficient Funds) check is received by WJHS 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 WJHS 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, WJHS 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 WJHS.

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.

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.

Article XIII: Amendments

Section 1. These By-laws, as well as the Policy Statement, may be amended at any regular business meeting by a quorum of the members present and voting as long as the change does not violate the District 203 General Home & School Association By-laws. Notice of the proposed amendments shall be distributed to the WJHS H & S Board members at the proceeding meeting at which the vote will take place.

Section 2. These By-laws will be reviewed every two years by the Executive Committee and revised, if needed. The Policy Statement will be reviewed yearly by the President and revised, if needed.

Article XIII: Parliamentary Procedure

The rules contained in Robert's Rules of Order shall govern the WJHS H & S Association in so far as they do not conflict with the By-laws of the WJHS H & S Association and the By-laws of the District 203 General Home & School Association. The WJHS H & S Association will abide by all by-laws, policies, and procedures set forth by the District 203 General Home & School Association.

WJHS By-laws reviewed and revised:

1996

2005-2006

2009

2013

2015

2016

2018
2020
2021
2022