

**MADISON JUNIOR HIGH SCHOOL
HOME & SCHOOL ASSOCIATION
POLICIES AND PROCEDURES**

- Article I. Name:
The name of this organization shall be the Madison Junior High School Home & School Association, a **Division** of the Naperville District 203 General Home & School Association.
- Article II. Purpose:
The primary purpose of this Association shall be to promote close cooperation, understanding and communication between the school and the home.
- Article III. Membership:
Madison Junior High Home & School shall be comprised of current school staff, administration and the parents and/or guardians of the students associated with said school.
- Article IV. Management:
- Section 1. The elected officers of this Association are to consist of a President, Vice-President, Secretary and Treasurer.
- Section 2. The Executive Board shall be composed of the four elected officers plus the Principal of the school as a non-voting member.
- Section 3. All officers and chairpersons of the standing committees shall take office on the last day of the preceding school year and serve a minimum term of one full year. An elected officer (Executive Board) may serve for a limit of two consecutive years. Any exceptions to this two-year limit must be presented by the Nominating Committee and approved by the Board.
- Section 4: Should vacancies occur in any office, the Executive Board shall appoint a replacement for the remainder of the unexpired term.

Article V. Management Duties of the Executive Board:

Section 1. The President shall preside at all meetings of the Madison Home & School Association and of the Executive Board, attend meetings of the General Home & School Association, have general supervision over all activities of the Association and be an ex-officio member of all committees and perform other duties as designated by the Board. The President shall pay out money as authorized by the Board should the Treasurer be unavailable. The President is authorized to approve any non-budget expenditure up to \$200.00 with approval from the Executive Board. The Board will be notified of such expenditures at the next board meeting.

The President of a Division (Home & School) shall not concurrently hold the position of President or Treasurer on the General Home & School Association's Executive Board.

Section 2. The Vice-President performs the duties of the President in his or her absence, and such other duties as designated by the Board. The Vice-President shall review the Policies and Procedures and bylaws of the Association at a minimum every two (2) years.

Section 3. The Secretary shall have custody of all records and documents including agendas, bylaws, contracts and policies and procedures for the time specified in the Document Retention and Destruction Policy. The Secretary shall record minutes of the meetings of the Association and of the Executive Board and take care of all correspondence and notices to the Board of the meetings. The Secretary shall send a copy of the minutes to each board member within a week of every board meeting. The Secretary shall have charge of all correspondence for the Association.

Section 4. The Treasurer shall receive and disburse all funds and shall keep accurate account of the same and assume any other duties as set forth in the General Home & School's Treasurers' Manual. The Treasurer shall be responsible for the communication for and the deposit of monies from any co-ventures (ie" Target TCEO and e-Scrip). The Treasurer should give a financial report and general ledger to the Board for a vote at each Home & School meeting. The Treasurer will work with

the President on the budget and present the budget. The Treasurer shall adhere to any and all reporting requirements set forth by the General Home & School Board of Managers. The Treasurer shall maintain a maximum fiscal year-end balance in the checking account of \$6,000 for start-up costs for the following school year. This balance does not include any designated funds.

The Treasurer of a Division shall not concurrently hold the office of President or Treasurer of the General Home & School Association's Executive Board.

Section 5. No Board member shall act as agent for the Association in procuring non-budgeted goods and services for said Association nor commit Association funds without the prior approval of the Board except as provided for in Section 1 of this Article.

Section 6. The group shall be non-profit, non-commercial and non-sectarian. No commercial enterprise and no candidate shall be endorsed by the group or by any member acting in an official capacity for any purpose other than the regular work of the Association.

Article VI. Nominations and Elections:

The Volunteers and Nominations Committee chairperson shall appoint a nominating committee existing of at least three committee members, with at least one from each elementary feeder school in attendance area, and none of who may be a candidate for office. This committee will request from Madison Home & School membership any volunteers to serve on the Board and Executive Board for the following school year. The committee will present the slate of available candidates for the four elected Executive Board positions at a Spring Home & School meeting for consideration. This slate must be posted for a time deemed acceptable by the Nominating Committee. The slate shall be voted on at the next scheduled Association Home & School meeting by secret ballot of all members present.

Article VII. Directory/Home & School Donations:

Members are encouraged to contribute \$5.00 annually for the student directory/Home & School donation. This is collected at the time of registration.

Article VIII. Meetings:

- Section 1. Board meetings are held at the discretion of the President, with at least five per year. All members are to be notified of the dates by the Secretary.
- Section 2. Meetings of the Association will be held at the discretion of the Executive Board in an effort to fulfill the needs of the Association. The time of the meetings will be set by the Board and the Principal, and all members of the Association will be notified of pending meetings. General membership may petition for a meeting at any time. Items to be considered for the agenda must be submitted to the President and Secretary prior to the meeting.
- Section 3. Any member of the Executive Board may request an Executive Board meeting.

Article IX. Quorum:

- Section 1. At least 7 of the members of the Board shall constitute a quorum for the transaction of business at a regular or special meeting of the Association with a majority vote required to pass any motion.
- Section 2. All votes will be determined by simple majority of all members present. The President will break any ties. If for some reason a physical vote is not possible, as determined by the Executive Board, voting may be done by proxy (electronic vote) to all board members from the Secretary on behalf of the Executive Board. In the event an electronic vote is required for reasons such as, but not limited to, lack of a quorum or no Home & School Association meeting scheduled prior to a decision deadline, the following procedures will be followed:
1. Secretary issues request for electronic vote to Association members.
 2. Secretary tabulates votes at the end of the deadline given
 3. Decision will be based on majority of vote provided the minimum for a quorum is received according to Article IX, Section 1 of the Madison Junior High School Home & School Association bylaws.

Article X. Committees:

- Section 1. All committees are listed in Addendum 1 along with a brief description of each committee's function. Committees and committee descriptions can be added, eliminated or changed by simple majority vote.
- Section 2. Each committee shall appoint a chairperson (or co-chairs) that will coordinate committee activities and report to the Board as required.
- Section 3. Each chairperson shall ensure that their committee is represented at all regular Board meetings.
- Section 4: If a contract is to be signed between the Home & School Board and a vendor, it must have the approval of the Executive Board and the Principal, with a signature by any member of the Executive Board.

Article XI. Amendments:

These Policies and Procedures may be amended at any regular business meeting of the Madison Home & School Association, provided quorum is met, by a simple majority. Notice of proposed amendments shall be sent in writing with the call for a meeting or may be offered by resolution at the following meeting. When an amendment is approved, it will be distributed to the electronically and notated in the minutes.

Article XII. Donations & Memorial Gifts:

- Section 1. A standard gift of \$50 can be made to charitable organizations with approval of the board.
- Section 2. The Executive Board will normally provide any memorial gifts for the loss of any staff or student, or any immediate family member thereof.
- Section 3. The Board has complete discretion over any memorial gifts or donation for special circumstances by simple majority vote of the Board.
- Section 4. The Board may authorize an expenditure of \$200 or less by simple majority vote of the Board in an effort to do business without a full meeting. Expenditures will be reflected in the minutes and reported at the next Madison Home & School monthly meeting.

Article XIII. Rules of Order:

The rules contained in the most recent revision of Robert's Rules of Order Revised govern at the Association, Committees, and Board in so far as they do not conflict with the provisions of these Policies and Procedures.

Approved May 19, 2005
Revised October 23, 2008
Revised April 13, 2009
Revised April 6, 2010
Revised April 2012
Revised April 2014
Revised May 29, 2015

ADDENDUM 1 – Madison H&S Exec Board & Committees

EXECUTIVE BOARD

President

The President presides over all meetings of the Madison Home & School Association Board and the Executive Board as well as all committees. The President is automatically a member of the Naperville District 203 General Home & School and represents Madison Jr. High in the District and attends all meetings and events as scheduled.

Vice President

The VP is a member of the Executive Board and assumes all duties of the President in the event of the President's absence. The VP also reviews financial transactions of H&S as needed. The Vice President is responsible for updating and maintaining the social media for H&S. The Vice President is responsible for reviewing the bylaws as needed or at a minimum of every 2 years.

Secretary

The Secretary is a member of the Executive Board and keeps minutes of the Madison H&S and Executive Board meetings. The Secretary is responsible for all H&S correspondence and communication; and sends copies of the agenda and minutes to each board member within a week of the upcoming H&S meeting.

Treasurer

The Treasurer is a member of the Executive Board. The Treasurer receives and disperses all H&S funds and keeps accurate accounts of the same. Responsibilities include presenting monthly financials to the board each month for approval as well as coordinating and preparing the budget to the board in May.

COMMITTEES

Directory

Responsible for producing and distributing the Madison Student Directory in the Fall. The data for the directory is provided by the District, as is the directory template. Directory chair is also responsible for collecting checks for the directory (at the beginning of the year) and submitting to the Treasurer for deposit. May require a few additional volunteers to distribute directories during student orientation night

8th Grade Moving-On

Responsible for the 8th Grade Moving On celebration held immediately after the ceremony. The chairperson shall be responsible for coordinating decorations, refreshments and volunteers for set-up and cleanup.

Magazine Sales Fundraising

Responsible for organizing, communicating and managing Madison's ONLY annual fundraiser held in the Fall. Responsibilities include coordinating with pre-selected (by District) vendor and school staff, recruiting volunteers, assembling sales information packets, processing orders, supervising student raffles/games and distributing student prizes.

Health & Safety

Responsible for organizing volunteers for the yearly Vision/Hearing screening, an all-day, one-day testing where volunteers work a morning and/or afternoon shift. The Health & Safety chair is also responsible for organizing volunteers for the make-up screening, a one-half day event. Will work with staff, as needed, to promote health and safety to the students.

LRC Volunteers

Responsible for creating and maintaining a schedule of parent volunteers to work in the LRC during the morning and/or afternoon. Parent volunteers typically work two shifts a month. Other duties include sending out reminders and updates as necessary. In addition, the LRC Chair will solicit volunteers to set-up, work and tear down the book fair, which is held in during Fall and Spring Conferences.

Volunteers & Nominations/Volunteer Coordinator

Responsible for creating and collecting H&S volunteer flyers from registration packets then entering information into a "database" (signupgenius.com) of volunteers for all H&S committees. This work mainly takes place during the first few weeks of school. Spring duties include recruiting committee chairs to fill vacating H&S board (committee chair) positions and presenting an Executive Board slate of candidates to the board for a vote.

SFCP

Responsible for planning/evaluating the SFCP programs with the Principal to support the school's SIP (School Improvement Plan) goals. The Madison Junior High SFCP committee is part of the Home & School board. The SFCP committee chairperson develops and executes a unified schedule of Partnership activities that support the SIP and promotes meaningful parent and community involvement in a manner that encourages collaboration. The SFCP chair serves as Madison's representative to District 203 SFCP Team meetings and the representative to the district SFCP Action Team, attending approximately 3 meetings per school year. The mission of this group is to promote collaboration and communication between all twenty-three schools.

School Supplies

Responsible for school supply kits and PE shirts. As the School Supply chair, you will act as liaison between school, parents, supply kit vendor and gym shirt vendor. In this role, you will determine contents of supply kits for each grade level by working with staff Team Leaders; place the orders; determine the delivery date of kits (with input from Principal) and be present on delivery/distribution date. Other duties include scheduling parent volunteers to assist on distribution day (week before school starts) and arranging payment to vendors with Treasurer.

Spirit Wear

Responsible for all aspects of the Spirit Wear sale in the Fall and Spring including selecting items, distributing flyers, collecting monies and coordinating “delivery” of items. Additional volunteers might be necessary to showcase spirit wear items and sizes during conferences.

Staff Appreciation

Responsible for coordinating 3 luncheons a year for the staff including the ‘Welcome Back’, ‘Soup & Stew’, and ‘Teacher Appreciation’ luncheons. This includes coordinating donations and volunteers for the luncheons as well as set-up, serving, and clean up. Other responsibilities include coordinating the celebration of individual recognition days for the support staff at Madison. (ie: Principal’s Day, Nurses’ Week, etc.)

Madison Parent Ambassadors (MPAs)

Responsible for supporting family and parent engagement at Madison by request of the Principal. The MPAs chairs are comprised of the Home & School Executive Board (President, Vice President, Secretary and Treasurer). Additional volunteers will be handled as needed for special events and new family orientations.

“What’s Up Warhawk?” Editor

Responsible for gathering information and accomplishments from Home & School, administrative staff and Team Leaders to create a quarterly e-newsletter for the parents of Madison Junior High. This e-newsletter highlights upcoming events and informational items pertaining to the school and student activities. Timing of these newsletters is at the discretion of the editor and the staff.