

**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 \$4,000 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
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Revised April 2012
Revised April 2014
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Revised January 25, 2017
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