

**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 Association 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. In the event that no person accepts an elected officer position, a person who has served in the available position for two consecutive years may then be nominated to serve one additional year.
- 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 Junior High School 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 and Vice President shall review the Policies and Procedures and bylaws of the Association at a minimum every two (2) years.

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

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 Madison Junior High School Home and School as agreed upon in the Home and School Audit Responsibility Guidelines.

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 Volunteer Coordinator shall act as the Volunteers and Nominations Committee chairperson unless he or she is running for an Executive Board Board position. If that is the case, a retiring Executive Board Board member shall act as the Volunteers and Nominations Committee chairperson. This chairperson shall form 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 Executive Board 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. If there are more than one candidate for a position, the current Executive Board will provide a list of questions for the candidates. The Volunteers and Nominations Committee will use candidates' answers to these questions to pick the suggested slate. 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 half of the current committee chairs 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. If there are two committee chairs, each chair will count as a vote and will be able to vote independently.

Section 2. All votes will be determined by a 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 board 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 other 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.

Article XIV. Financials

Section 1. Madison Junior High School Home & School Association fiscal year begins July 1st and ends June 30th.

Section 2. Reserve and Start Up Funds

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not
repayment of the
the following

Madison Home & School will hold \$5000 in reserve at times. If any amount of the \$5000 is used, and replenished in the same fiscal year, then reserve fund must be included in the budget fiscal year.

of each
following

Madison Home & School will hold \$2000 at the end fiscal year as carry-over/start up funds for the fiscal year.

Section 3. Wishlist

excess of
and carry
following
wish list
and Principal.

At the end of the fiscal year, any funds remaining in budget expenditures, reserve funds, start up funds, over funds needed to cover budget deficits for the school year are set aside for Wish List items. A committee shall consist of the Executive Board

School
teachers, staff,
members.

Wish List items may be purchased with Home & monies at the request of Madison Jr. High parents/guardians, students and community Non-staff members must partner with a staff

sponsor.

Wish
Madison Home &

Anyone requesting Wish List funds shall complete a List Form Request and submit it to the School Executive Board no later than April 1.

discuss
Principal and
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School Board to be
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and

The Principal and Executive Board Officers shall proposed Wish List items monthly. Upon Executive Board approval, Wish List items in \$1000 shall be presented to the Home & voted on. This can be done via electronic vote not present at the meeting. All Wish List items approved by the April Home & School meeting purchased by May 1st.

check may be
after it has

Section 4. Outstanding Checks
Checks that are still outstanding after 180 days (approximately 6 months) will be voided. A reissued if the receiver wishes to cash the check been voided.

to be
The
Home & School

Any check that is outstanding after 3 years will need sent to the State of Illinois as unclaimed funds. Treasurer should contact the General Treasurer for instructions.

Section 5. NSF Policy

In the event a NSF (Non-Sufficient Funds) check is received by Madison Home & School Association, the following procedures should be followed:

- a) Within one week of the NSF notification, the Treasurer will send a letter notifying the payee of the returned NSF check. The payee will be given 30 days to repay the original amount plus any fees incurred by Madison Home & School Association for the returned check. Repayment must be in the form of a cashier check, money order or cash.
- b) If repayment is not made within 30 days, a second notice will be sent providing an additional 15 days for repayment.
- c) If repayment is not made within 15 days of the second notice, Madison Home & School Association will no longer accept checks from such payee. The Treasurer will send a notice to the payee with notification of this policy.
- d) The Treasurer will notify all Committee Chairs who accept payment.
- e) Payment from such payee will not be accepted in any form other than cashier check, money order or cash for the time

during which they have children at Madison Junior High School.

- f) If possible, goods and services will be withheld until payment is received.

Approved May 19, 2005
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Revised April 6, 2010
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Revised April 2014
Revised May 29, 2015
Revised January 25, 2017
Revised May 5, 2019
Revised May 13, 2020
Revised April 15, 2021
Revised April 25, 2022

ADDENDUM 1 – Madison Junior High Home & School Association Executive 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. The President and Vice President are responsible for reviewing the bylaws as needed or at a minimum of every 2 years. The President will maintain the Gmail account assigned to the position as well as maintain the files within the Drive for this position.

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 Madison Junior High Home & School Association as needed. The Vice President is responsible for updating and maintaining the social media for Madison Junior High Home & School Association. The President and Vice President are responsible for reviewing the bylaws as needed or at a minimum of every 2 years. The Vice President will maintain the Gmail account assigned to the position as well as maintain the files within the Drive for this position. The Vice President should attend Madison Junior High Home & School Association monthly meetings.

Secretary

The Secretary is a member of the Executive Board and keeps minutes of the Madison Madison Junior High Home & School Association and Executive Board meetings. The Secretary is responsible for all Madison Junior High Home & School Association correspondence and communication; sends out minutes and financials for electronic votes (when needed) and sends copies of the agenda and minutes to each board member within a week of the upcoming Madison Junior High Home & School Association meeting. The Secretary will maintain the Gmail account assigned to the position as well as maintain the files within the Drive for this position.

Treasurer

The Treasurer is a member of the Executive Board. The Treasurer receives and disperses all Madison Junior High Home & School Association 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. The Treasurer will maintain the Gmail account assigned to the position as well as maintain the files within the Drive for this position.

COMMITTEES

Directory/Directory Spot

Responsible for compiling and uploading data for the Madison Directory Spot in the fall. The data for the directory is provided by a secretary at Madison. The directory template is available in the Madison Home & School Google Drive. The Directory Spot chair is also responsible for submitting the Directory Spot bill to the Treasurer for electronic payment. Chair also should confirm the directory is accurate and all fields are correct within the Directory Spot app. Chair is responsible for notifying Madison Junior High secretary when Directory Spot is complete and available to families, so families can be told via the school communications system. Chair is responsible for adding new families at their request or making changes at a family's request.

8th Grade Moving-On

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

Magazine Sales Fundraising

Responsible for communicating and managing Madison's only annual fundraiser held in the Fall. Responsibilities include coordinating with pre-selected (by District) vendor and school staff, communicating with the Madison community about the fundraiser, recruiting volunteers, 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.

Volunteers & Nominations/Volunteer Coordinator

Responsible for creating SignUp Genius for volunteers for all H&S committees. This work mainly takes place over the summer. During the school year, the Volunteer Coordinator will communicate with committee chairs and support them as needed. 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 the Treasurer. In addition, payment will be made exclusively for any “extra” kits sold. All other kits sold on consignment will be returned to the vendor.

Spirit Wear

Responsible for all aspects of the Spirit Wear sale in the Fall and Spring including selecting items, distributing flyers, and coordinating “delivery” of items. Payment for items is handled online directly with the vendor. Additional volunteers might be necessary to showcase spirit wear items and sizes during conferences (should conferences return to in-person).

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.). In the Board supports a gift card program as an extension of teacher appreciation in December and/or in May, the Staff Appreciation chair(s) will coordinate the collection and counting of monies as well as the distribution of the gift cards. Such efforts may include the coordination of volunteers to assist in the counting of monies and distribution of gift cards.

S.U.C.C.E.S.S.

Responsible for coordinating all events supported by S.U.C.C.E.S.S with the support of District 203 leadership. Funds supporting S.U.C.C.E.S.S. events are generated via independent fundraising efforts.