

KENNEDY JUNIOR HIGH SCHOOL

Policies & Procedures

Article I: Name

The name of this organization shall be Kennedy Junior High School Home & School Association (further referred to as the “Association”). This is a division under 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. This organization shall also facilitate District-wide activities. The Association is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

Article III: Membership

All parents and/or guardians of Kennedy Junior High School pupils and all current employees of Kennedy Junior High School are automatically members of the Association and of the Naperville 203 General Home & School Association.

Article IV: Management

Section 1: The elected officers of this Association consist of a President, Vice President, Secretary, and Treasurer.

Section 2: The Executive Board shall be composed of the elected officers listed in Section 1 above, and the Principal of the school or their designated substitute.

Section 3: All Officers and Chairpersons of standing committees shall hold office for the appointed term of one year with a limit of three consecutive years. Any exceptions to this three year limit must be presented by the Nominations Chairperson and approved by the Executive Board.

Section 4: Should vacancies occur in any Executive Office or Committee Chair position during the school year, the Executive Board shall appoint a replacement for the unexpired term.

Article V: Management Duties

Section 1: The President shall preside at all meetings of the Association and of the Executive Board, work on the budget proposal with the Principal and the Treasurer, and perform other duties designated by the Executive Board. The President will also be responsible for comparing the Association's bank statement to the Reconciliation Report on a monthly basis. The President shall be authorized to pay out money should the Treasurer be unavailable and/or immediate expenditures are necessary and are less than \$200. All contracts pertaining to Kennedy Home & School must be signed by a member of the Executive Board and a copy must be retained by the President in addition to the copy held by the committee. The President works with the School/Family/Community Partnership Committee on their projects. The President is a member of the Board of Managers of the General Home & School Association and shall attend the District 203 General Home & School Association meetings.

Section 2: The Vice President performs the duties of the President in their absence and provides snacks and drinks for the 6th Grade Orientation. The Vice President is in charge of the Magazine Drive with responsibilities that include coordinating with the pre-selected (by District) vendor and school staff, recruiting volunteers, assembling sales information packets, processing orders, supervising student raffles/games and distributing student prizes. The Vice President also coordinates with the Kennedy office the assembly of the registration packets in July and distribution of schedules at Orientation in August.

Section 3: The Secretary shall have custody of all records and documents, keep a copy of the By-laws, and record all amendments and revisions. The Secretary shall keep a record of the meetings of the Association and of the Executive Board and take care of all correspondence and notices of meetings. The Secretary shall send a copy of the previous meeting's minutes to each Executive Board member and Committee Chairperson prior to the next Home & School Board Meeting. The secretary also handles retirement gifts and coordinates with Committee Chairpersons the gifts to staff and teachers from Kennedy Junior High Home & School.

Section 4: The Treasurer shall receive and disburse all funds, and keep an accurate record and account of the same as per Naperville District 203 General Home & School guidelines. The Treasurer shall be responsible for the preparation of the budget, which shall be subject to approval of the Executive Board and Committee Chairpersons. The Treasurer shall present a financial report to the members present at each Kennedy Junior High Home & School meeting. Books shall be turned over to the successor prior to the beginning of the new fiscal year. The Treasurer shall insure that a start up balance in the amount of \$5,000 is allocated at year end to provide funds for expenditures occurring early in the following year.

Section 5: The Executive Board is empowered to approve any unbudgeted items of up to \$200.00. Any unbudgeted expenses in excess of \$200.00 must receive approval by the Executive Board and Committee Chairpersons.

Section 6: The Treasurer will annually coordinate a Wish List Committee to meet as needed to recommend the disbursement of any additional funds not previously allocated. The Committee shall include, at a minimum, the Executive Board, the Principal, one teacher and one student (each selected by the Principal).

Article VI: Meetings

Section 1: Executive Board meetings are scheduled approximately every 4-9 weeks. All members of the Executive Board are notified 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 times of the meetings will be set by the Executive Board and all members of the Association will be notified by the secretary of pending meetings. General membership may request a meeting by petition. The petition requires 50 signatures of Association members.

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

Article VII: Quorum

Section 1: A majority vote of the Executive Board and Committee Chairs in attendance shall be required to pass any motion. At least three (3) Executive Board members and four (4) Committee Chairs will make a quorum for the transaction of business at a regular or a special meeting of the Association. If a 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. In the case of an electronic vote, the voting members will consist of the Executive Board and Committee Chairs. The Secretary will send the initial email on behalf of the requesting party to describe the current proposal and invite discussion. Discussion highlights will be emailed and a request for a motion and a second to be made. The Secretary will send the motion, by means of email, with the person noted for making it and the person who seconds the motion to the above mentioned voting members. Replies of Yes or No will be returned to the Secretary who will send a follow up email with the results. A motion will carry when a majority has been met. The motion and results will be noted in the next Kennedy Junior High Home and School meeting minutes. Any current Committee Chairperson who does not have access to email will be notified by the Secretary by phone or mail. This need must be made known by the Committee Chair.

Article VIII: Committees

Section 1: The Nominations Committee shall appoint, and the Executive Board shall approve the following standing committees: Book Fair, Directory, Family Connections, Hospitality, Magazine Drive, Moving On Ceremony, Nominations, School/Family/Community Partnership, School Supplies, Spirit Club Liaison, Spirit Wear, Staff Appreciation, and Volunteer Coordinator. The Executive Board can create any additional committees as deemed necessary.

Section 2: Each chairperson, in addition to the following specified duties, will perform any other duties assigned by the Executive Board.

- A. The Book Fair Chairperson serves as liaison between the LRC staff and the Association. The Chairperson works with the LRC director and book fair vendor to coordinate two book fairs per school year and is responsible for staffing volunteers and managing sales and communication.

- B. The Directory Chairperson gathers data, assembles, and distributes the all school Student Directory. The directory is for the personal use of students and families of Kennedy Junior High School only.
- C. The Family Connections Chairperson works with the school Nurse and Guidance Staff to help Kennedy families who are in need of financial or any other kind of family support. This is a **strictly confidential** matter and the Chairperson will keep Kennedy Junior High Home & School informed of any help needed.
- D. The Hospitality Chairperson(s) (maximum of four) coordinate refreshments for school events such as Fall Curriculum Night, Vision and Hearing Screening, Fall/Spring Staff Luncheons, Spring Open House, Senior Reunion, and other social events the Association sponsors.
- E. The Magazine Drive Chairperson(s) assists the Vice President with the Magazine Drive (see Article V: Management Duties, Section 3).
- F. The Moving on Ceremony Chairperson(s) coordinate Decorations, Hospitality, Invitations, Programs, Class Gift, DVD creation and Volunteer coordination for the 8th Grade Moving On Ceremony.
- G. The Nominations Chairperson fills open Committee Chair Positions and fills open Executive Board positions. Refer to Article IX: Nominations and Elections for Nomination guidelines.
- H. The School/Family/Community Partnership Chairperson(s) (maximum of three) coordinate activities in support of the School Improvement Plan. The Chairperson will work closely with the President of the Association on projects benefiting the staff and families of Kennedy Junior High School.
- I. The School Supply Chairperson(s) coordinates the ordering, sale and distribution of school supply packets for the convenience of Kennedy Junior High School students/families.
- J. The Spirit Club Liaison Chairperson orders, sells, and distributes Spirit Signs to student families for each sport, band, and orchestra offered at Kennedy. The Chairperson creates an informational flyer and order form for the Spirit Signs.
- K. The Spirit Wear Chairperson orders, sells, and distributes Kennedy Spirit Wear items and PE uniforms to staff and students throughout the school year and at incoming 6th Grade Parent Orientation in May.
- L. The Staff Appreciation Chairperson distributes gift cards for school personnel for D203 celebrated holidays (such as Principal's day, etc), and facilitates Teacher Appreciation Week and other projects as deemed necessary.

- M. The Volunteer Coordinator maintains a list of volunteers and organizes volunteers for registration, door greeters, and other school related events as needed.

Section 3: The work of the Committees is subject to the approval of the Executive Board.

Article IX: Nominations and Election

Section 1: Beginning in January, the Nominations Committee Chairperson solicits candidates for the Executive Board and Committee Chair positions. Existing Executive Board members and Committee Chairs are asked if they wish to retain their current position or consider another board position. Their decision to return or not return should be made within two weeks of the request. If they do not respond, then it will be the Nomination Committees understanding that they will not be returning to their position for the next term. (Note: The person nominated for President must have served as a member of the Executive Board the preceding year. In the event that this condition cannot be met, then the position of President can be filled by a person that has served as a Committee Chair).

Section 2: The Nominations Chairperson shall present a list of open Committee Chair and Executive Board positions for the following year at the March meeting. This list of open positions will then be made available to the Kennedy Community, via Kennedy Talk 203, or whichever media is deemed appropriate. Those interested in any of the open positions will contact the Nominations chairperson within 30 days of the list being made available.

Section 3: In the event that there is more than one person who is interested in a Committee Chair position, the Nominations Chairperson, along with members of the Executive Board, will interview the candidates to determine the person most qualified. A final list of recommended Committee Chairs will be submitted to the Executive Board by the end of April for final approval.

Section 4: In the event that there is more than one person interested in an Executive Board position, the Nominations Chairperson, along with the President and Principal, shall appoint a nominating committee of not less than three persons who will serve with the Principal and the Nominations Chairperson. This committee shall interview the candidates and select one candidate for each elected office by the end of April.

Section 5: The slate of nominees for Executive Board Officers should be presented to the membership in a Talk 203 message in mid April. During the Kennedy Home & School meeting in May the slate for the Executive Board will be put before the membership and a vote will be taken if a quorum is present. If a quorum is not present, the Secretary shall perform an electronic vote following the guidelines outlines in Article VII: Quorum, Section 2.

Section 6: The new Executive Board shall assume office at the beginning of the new fiscal year which is July 1st. (Fiscal year is July 1st through June 30th). The new Committee Chairs shall assume office on the last day of school.

Article X: By-laws

Section 1: These policies and procedures 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 Article VIII Division Activities of the General Home and School Association Bylaws. Notice of proposed amendments shall be distributed to the Kennedy Home & School Executive Board and Committee Chairs a minimum of 30 days prior to the meeting upon which the vote will take place.

Section 2: By-laws review shall be done on a bi-annual basis in odd numbered years and noted at the end of this document.

Article XI: Rules of Order

The rules contained in Roberts Rules of Order shall govern the Association in so far as they do not conflict with the Policies and Procedures of Kennedy Home & School Association and the Bylaws of the General Home & School Association. Kennedy Junior High School will abide by all by-laws, policies, and procedures set forth by Naperville District 203 General Home & School.

Article XII: Budget

The Kennedy Junior High School budget, cash handling, check request, and deposit form guidelines must be adhered to by all Kennedy Junior High School Home & School committees.

Adopted 11.21.89
Revised 6.17.93
Revised 2.28.96
Revised 5.20.98
Revised 9.14.99
Revised 5.10.00
Revised 10.17.02
Revised 7.26.04

Revised 1.23.05
Revised 1.24.06
Revised 3.16.06
Revised 5.24.07
Revised 5.19.11
Revised 3.20.12
Revised 3.5.15