

NAPERVILLE CENTRAL HIGH SCHOOL HOME & SCHOOL ASSOCIATION
A DIVISION OF THE
NAPERVILLE DISTRICT 203 GENERAL HOME & SCHOOL ASSOCIATION
BYLAWS, POLICIES AND PROCEDURES

ARTICLE I NAME

The name of this organization shall be the Naperville Central High School Home & School Association, hereafter referred to as the Association. This is a division of the Naperville District 203 General Home & School Association. Dues shall be paid annually by Naperville Central Home & School to the treasury of the General Home & School Association.

ARTICLE II PURPOSE

The purpose of this organization shall be the promotion of closer cooperation, understanding and communication between the school and the home for the maximum benefit of the students. This organization shall also facilitate district-wide activities for that purpose. 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 Naperville Central students and faculty are members of the Association and the General Association. There is not a fee for membership.

ARTICLE IV ASSOCIATION MANAGEMENT

Section 1 The elected officers of the Association shall constitute the Executive Board: President, Vice-President, Secretary, and Treasurer and any other elected officers deemed necessary by the Executive Board; duties of additional officers to be specified by the Executive Board. The school principal is a non-voting member of the Executive Board.

Section 2 These officers and the principal of the school, together with the chairs of the standing and appointed committees, shall constitute the Association Board, hereafter referred to as the Board.

Section 3 The President shall preside at all Executive Board meetings and all meetings of the Board and/or Association, appoint committees not otherwise specified, be an ex officio member of all

committees and perform such other duties as may be prescribed or delegated to him/her by the Board. Represents NCHS Home & School at school and District functions. Is present at various programs promoting the Association. He/she is a member of the Board of Managers of Naperville District 203 General Home & School Association. The President of this Board may not hold the position of President or Treasurer for any other Home & School Association. He/she also cannot hold these positions for the District 203 General Home & School Association.

Section 4 The Vice-President shall perform the duties of the President in his/her absence and other duties delegated by the Board. Coordinates all aspects of the production and distribution of the Association's annual directory. Coordinates the promotion of the Association to incoming 8th grade families.

Section 5 The Secretary shall have custody of all records and documents; accurate records of the meetings of the Executive Board, Board, and/or Association, Policies and Procedures, amendments, and revisions. The Secretary must adhere to the General Home & School Record Retention Policy. The Secretary must also perform the regular duties of the office, including distributing and ensuring the approval of minutes on a monthly basis and other duties as delegated by the Board. The Secretary shall have charge of all correspondence for the Association.

Section 6 The Treasurer shall receive and disburse all Association funds and shall keep an accurate account of the same using QuickBooks. The Treasurer shall follow any and all reporting requirements set forth by General Home & School and adhere to all guidelines set forth in the Treasurer's Manual. The Treasurer shall generate monthly reports: Reconciliation Report, Transaction Detail and Year-to-Date Profit & Loss Budget vs. Actual and present to the Board for approval at each meeting. The Treasurer shall present the next fiscal year's budget and Wish List in the Spring to be approved by the Board no later than the May meeting. The Treasurer shall maintain a reserve fund of \$5,000 and 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 will annually coordinate a Wish List committee as needed. The Treasurer of this Board may not hold the position of President or Treasurer for any other Home & School Association or NCHS Senior Class Party. He/she also cannot hold these positions for the District 203 General Home & School Association.

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 (School Name) Home and School as agreed upon in the Home and School Audit Responsibility Guidelines.

ARTICLE V EXPENDITURES

The Executive Board shall have the authority to make minor decisions and approve expenditures up to \$200 without the consent of the Board.

ARTICLE VI CONTRACTS

Only the President or Treasurer may sign any contract(s) on behalf of or for the benefit of the Association. For the Senior Class Party, only the Senior Class Party Committee Chair(s) are authorized to sign any contract(s) with vendors.

ARTICLE VII BYLAW POLICY AND PROCEDURE REVIEW

The Executive Board shall review the Association's Bylaws, Policies and Procedures at a minimum of bi annually.

ARTICLE VIII TERMS OF OFFICE

The Executive Board and appointed Committee Chairs shall hold office from July 1 to June 30. The Executive Board members may hold no more than two terms (one each year) in any one elected office, unless approved by a majority of the Board as set forth in Article XI, Section 2.

ARTICLE IX VACANCIES

Should vacancies occur in any office, the Executive Board shall appoint a replacement for the remainder of the unexpired term.

ARTICLE X MEETINGS

Section 1 Regular Board meetings shall be held at least seven times per school year during a regular, full in-person attendance school year. During a regular, in-person attendance school year, all members are to be notified of the dates by the Secretary with any members of the Association welcome to attend the meetings.

Section 2 Special meetings may be held at the discretion of the President and/or the Executive Board.

ARTICLE XI QUORUM AND VOTING.

Section 1 Nine members of the Board shall constitute a quorum for the transaction of all business with a simple majority vote required to pass any motion, except for the approval of the Nominations Slate, extension of Executive Board terms, revisions and/or amendments to these Bylaws, Policies and Procedures, and unbudgeted expenses over \$200.

Section 2 Nine members of the Board shall constitute a quorum for the transaction of all business with a 2/3 vote required for approval of the Nominations Slate, extension of Executive Board terms, revisions and/or amendments to these Bylaws, Policies and Procedures, and unbudgeted expenses over \$200.

Section 3 Each member of the Board has one vote regardless of how many committees he/she chairs. Co-chairs each get one vote.

Section 4 Regular voting rules – Voting on any question or in any election may be by voice unless any Officer or Chairperson shall order that voting be by ballot. Voting may be by e-mail as decided by the President.

Section 5 In the event an electronic vote is required for reasons such as, but not limited to, lack of quorum or no Home & School Association meeting scheduled prior to decision making deadline, the following procedure will be followed:

1. Secretary issues request for electronic votes to Board Members.
2. Secretary tabulates votes at the end of the given deadline.
3. Decisions will be based on quorum and voting requirements as set forth in Article XI, Sections 1, 2 and 3.

ARTICLE XII FUNDRAISING

The Association's primary fundraiser is the annual sale of the Student Directory produced in the fall. Funds raised go into the operating budget. All fundraising is to be done within District 203 guidelines.

ARTICLE XIII NOMINATIONS

Section 1 Selection of Nominations Committee:

In January, the Nominations Chair, along with the current President may select up to five other Board Members, to serve on the Nominations Committee. Criteria for selection of the Nominations Committee,

as well as all Board positions include attention to feeder schools, neighborhoods, and regular attendance at board meetings. Members of the Nominating Committee cannot be candidates for any of the Executive Board positions. The Committee will work together to solicit names for all Board positions and Executive Board nominations from January to the April Board meeting. As a courtesy, the Nominating Committee will consult with the President before presenting the proposed slate to the NCHS Home & School Board.

Section 2 Selection of Executive Board Members:

The Nominations Committee shall determine the slate for the Executive Board from among the solicited names. Candidates for the Executive Board must have served on the Board or Executive Board the previous school year. If there are no candidates from the current Board, then anyone who has served on a District 203 Home & School Board (Executive or Committee Chair) can qualify. The final slate will be determined after the Nominations Committee Chair has contacted the nominees to determine interest and availability. By April, this committee will present the slate for each office of the Executive Board for approval by a simple majority of the current Board to be voted on by May. The approved slate of the Executive Board shall be presented for affirmation on the Naperville Central High School website for 30 days. The new officers shall assume office at the end of the fiscal year. In the event there is more than one person interested in an Executive Board position, the Nominations Chairperson, along with the President and Principal, shall appoint a screening committee of not less than three impartial persons who will serve with the Principal and the Nominations Chairperson. This committee shall review the qualifications of the candidates and select one candidate for each elected office by the April meeting. The final slate will be determined after the Committee Chair of the Nominations Committee has contacted the nominees to determine interest and availability. In April, a proposed slate of Executive Board officers will be presented to the Board and posted online. In May, the Board will be asked to approve the proposed Executive Board slate. The new Executive Board officers shall assume office the first day of the new fiscal year (July 1st).

Section 3 Selection of Standing Committee Chairs:

The Standing Committee Chairs shall be appointed by the current Nominations Committee, presented to the current Executive Board, and approved by the current Board. The Standing Committees shall include, but are not limited to Father/Daughter Dance, Mother/Son Brunch, Dance-Decorations, Dance Coat Check, Dance-Refreshments, Database Coordinator, Nominations, Parent Awareness, Parent Coffees, School Store, Senior Class Party, Staff Appreciation, and Volunteer Coordinators consisting of but not limited to: Registration, Blood Drives, Spring Distributions, and Young Hearts For Life (biannually). In the event that there are more people interested in chairing or co-chairing a committee than there are positions available, the Nominations Chairperson, along with members of the Executive Board, will interview the candidates to determine the most qualified person(s). A final list of recommended Committee Chairs/Co-Chairs will be submitted to the Executive Board by the May board meeting for final approval. The new Committee Chairs/Co-Chairs shall assume office the first day of the new fiscal year (July 1st).

Section 4 Other committees shall be appointed as necessary by the Executive Board.

Section 5 The work of all committees shall be subject to approval by the Executive Board. If a contract

is to be signed between a committee and an outside vendor, it must have the approval of the Executive Board and a signature by the President or Treasurer. Senior Class Party contracts follow procedures listed in Article VI CONTRACTS.

Section 6 Committee Chairs shall follow the job descriptions as described in Addendum 1, Policies and Procedures. They shall attend monthly board meetings, maintain historical records, maintain office email, if applies, and provide an annual activity summary report to the President.

Section 7 Senior Class Party:

Senior Class Party is a self-funding committee of the NCHS Home & School Association and shall appoint a Treasurer to maintain all financial records in accordance with reporting requirements set forth by the Naperville District 203 General Home & School Association. Senior Class Party shall operate under the Naperville Central High School Home & School Association tax I.D. Senior Class Party is not a Home & School fundraiser. An annual carryover of \$2000 will provide startup costs and cover fixed expenses for the following school year's party. Any excess funds exceeding the annual carryover amount shall be transferred to the Naperville Central Student Activities account which will earmark the monies for the graduating senior class council to use as it deems appropriate.

Section 8 All committees are listed in Addendum 1, Policies and Procedures, with a brief description of their function.

ARTICLE XIV BUDGET AND FISCAL YEAR, CHARTER ORGANIZATION AND EIN

Section 1 The budget shall be compiled by the Treasurer with input from each Committee Chair and the Executive Board, with final approval by the last day of the current school year. The Association will hold \$5,000 in reserve at all times. If any amount of the \$5,000 is not replenished in the same fiscal year, then repayment of the reserve fund must be included in the budget for the following fiscal year. A maximum balance of \$6,000 must be kept in the operating account to cover any beginning of the year expenses. This balance does not include any designated funds. Money may be carried over in excess of \$6,000 if the Board deems it appropriate after receiving feedback from school administration.

Section 2 An expense will be incurred annually to District 203 General Home & School Association for the annual audit of the combined financial statement and updates of QuickBooks software. The expense amount is determined by the General Home & School Association.

Section 3 The Fiscal Year of the Association ends June 30 of each year.

Section 4 All members may purchase a NCHS School Directory to fund activities. Additional funds may be raised as necessary by action of the Executive Board.

Section 5 All unbudgeted expenses must be presented to the Treasurer in advance and will be subject to Executive Board approval. The Executive Board has the ability to approve up to \$200 of unbudgeted expenses without full board approval. Unbudgeted expenses in excess of \$200 requires full board approval with quorum and voting requirements as set forth in Article XI, Section 2.

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, a non-Home & School board parent selected by Executive Board, the Principal, one teacher and one student (each selected by the Principal).

Section 7 The Treasurer will attach a copy of the bank deposit slip (either carbon or photocopy) and the bank deposit receipt to the white copy of the balanced NCHS Home & School 4-part deposit form prepared for receipt of cash and checks. If these forms do not match, notations must be made on the white copy of the NCHS Home & School deposit form and bank deposit slip.

Section 8 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 General Home & School Treasurer for instructions.

Section 9 NSF POLICY – In the event that a NSF (Non-Sufficient Funds) check is received by Naperville Central 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 Naperville Central 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, Naperville Central 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 Naperville Central School.
- 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.

Section 10: Charter Organizations - No Division of the Association may enter into an agreement to act as a charter organization for any other organization or group, including but not limited to Boy Scouts of America.

Section 11: EIN - General Home & School's EIN may not be used by any group other than the Divisions of the Association.

ARTICLE XV AMENDMENTS

These Bylaws, Policies and Procedures may be amended or revised at any regular business meeting by a two-thirds (2/3) vote of the Board as set forth in Article XI, Section 2. Notice of proposed amendments shall be sent in writing ten days prior to the called meeting or may be offered by resolution at the preceding meeting.

ARTICLE XVI RULES OF ORDER

Robert's Rules of Order, in its most recently revised edition, shall be the parliamentary authority governing the meetings of the Naperville Central High School Home & School Board and the Association in so far as they do not conflict with the provisions of these Policies and Procedures.

Revised 3-4-2017

Revised 4-12-2018

Revised 5-9-2019

Revised 4-19-2021

Revised 5-11-2022

Revised 5-9-24

ADDENDUM 1

NAPERVILLE CENTRAL HIGH SCHOOL HOME & SCHOOL ASSOCIATION POLICIES AND PROCEDURES

President

- Presides over NCHS Home & School meetings. Prepares and sets the agenda
- Represents NCHS Home & School at school and District functions

- Speaks at various programs about NCHS Home & School
- Forwards any changes to the NCHS Home & School website to the school webmaster
- Attends monthly General Home & School meetings
- Works with all committees on the NCHS Home & School Board and troubleshoots
- Maintains the email account napervillecentralhands@gmail.com

Vice President

- Performs the duties of the President in his/her absence and other duties delegated by the Board
- Coordinates the production and distribution of the NCHS Home & School Directory
- Coordinates the promotion of the Association to incoming 8th grade families
- Works with Volunteer Coordinator on volunteer recruitment and ensuring that event volunteer signups are filled
- Maintains the email account napervillecentralhandsvp@gmail.com

Secretary

- Retains a permanent record of NCHS Home & School meeting minutes, Bylaws and charter
- Distributes minutes to all board members and ensures that they are approved by the Board on a monthly basis. Coordinates posting of minutes on NCHS website
- Corresponds as directed for and by the Board
- Conducts evotes when needed in accordance with the Bylaws
- Maintains updated/current copies of the Bylaws, Policies & Procedures of the Board
- Maintains the email account napervillecentralhandssec@gmail.com.

Treasurer

- Maintains all of the financial records of the NCHS Home & School, including deposits and disbursement of monies
- Prepares financial records for audit purposes
- Presents monthly financial reports (including, at a minimum: account balances, transaction detail, monthly bank reconciliation, and year-to-date profit & loss) to the Board for approval
- Coordinates/manages Wish List process
- Maintains the email account napervillecentralhandstreas@gmail.com

Dance Committee

Dance Committee is the volunteer support of 3 separate committees and chairs to the Student Council for the Homecoming and Winter dances.

- Coat Check Committee: provides a secure place for students to leave their coats, purses, and other belongings during the dance.
- Decorations Committee: decorates the cafe area for each dance.
- Refreshments Committee: provides food and beverages to the students in the cafeteria during the dance.

Nominations

- Selects a Nominations Committee in January
- Works with the Nominations Committee to solicit names for all Board positions.
- Presents an Executive Board slate and Standing Committee Chair list to the board by April for approval by the Board by May.

Parent Coffees with the Principal

- Plans two coffees in the first semester with parents and the Principal to be held in parents' homes or at NCHS.
- Provides signup sheets in the summer registration packets and at the Freshman Family Orientation session in January.
- Organizes an 8th grade parent coffee in the Spring.
- Maintains the committee's corresponding email account – NCHSCoffee@gmail.com.

Senior Class Party

- Coordinates all aspects of the Senior Class Party. Is responsible for reporting financials to monthly NCHS Home & School meetings.
- Term of Senior Class Party Chair is May 1 – May 1.
- Maintains the committee's corresponding email account- NCHSSeniorparty@gmail.com. •

See attached Addendum 2 for specific Senior Class Party Policies and Procedures.

Staff/School Appreciation

- Provides treats and refreshments for staff throughout the school year.
- Prepares and serves refreshments for the evening Alumni Recognition Reception in the spring.
- Provides and serves refreshments for seniors, their families, and guests following the evening Senior Commemorative Program during graduation week.

Volunteers

- Work together to schedule the volunteers needed for various pre-approved activities throughout the year, such as: registration, blood drive, EKG screening, senior sign distribution, yearbook distribution, and cap and gown day.
- Support NCHS Home & School in obtaining volunteers as needed.
- Maintains the committee's corresponding email account NCHSVolunteers@gmail.com.

ADDENDUM 2

Senior Class Party Procedural Guidelines

As a school-sponsored event, the school will waive rental fees and extend Naperville District 203 liability insurance.

A Naperville District 203 Staff member must be present during the event.

NCHS Home & School will reimburse Naperville District 203 for the full cost of staff and security per building policy.

The Senior Class Party Committee Chair will maintain responsibility for reporting monthly to the NCHS Home & School Board.

Only the Senior Class Party Committee Chair(s) will be authorized to execute contracts with vendors. Executed service agreements will be shared with the Senior Class Party Treasurer who will generate expense reimbursement check requests.

NCHS Home & School Tax exemption letter must be used when soliciting donations or purchasing

supplies.

The Solicitation Letter must be on school letterhead with the NCHS Home & School logo along with the Chair(s) signature accompanied by the Principal and Student Activities Director signatures.

Senior Class Party Chair, Senior Class Party Treasurer and any Senior Class Party Sub-Committee email accounts need to be maintained and passed to the next class without modification.

Donation Receipts:

- Ideally given at the time of the transaction (deliver upon receipt of gift).
- Log the information for accounting and acknowledgement letter.
- Private Contributors may remain anonymous but should receive a receipt and be logged for the records.

Accounting:

- NCHS Senior Class Party Committee Treasurer will utilize QuickBooks accounting and have their own budget separate from NCHS Home & School.
- The start up budget shall not exceed \$2,000.
- NCHS Senior Class Party Sub-Committee Chairs report to the Senior Class Party Committee Chair(s). NCHS Home & School President signs off on month end reporting.
- Sub-Committee duties include:
 - o Reconciliation of financials
 - o Maintain Gift Log
 - o Distribute receipts to contributors
 - o All cash and gift cards must be kept under dual control until logged and receipted. All cash should be deposited as soon as practical, at minimum on a weekly basis
- All deposits and payments must be issued through the Senior Class Party Treasurer. o Refer to the *Check Disbursement Policy* in the Treasurer's folder before issuing checks
- The Senior Class Party Chair(s) will work with the Senior Class Party Treasurer to return unused funds from the Senior Class Party to the senior class activity fund via the District 203 High School Activities Director. The Activities Director and the Senior Class Counsel shall determine how the unused funds shall be spent/allocated after the Senior Class Party has concluded. All overage funds (less the \$2000 for startup) will be disbursed to the school's senior class activity fund. The disbursement of these funds shall be reported at a monthly NCHS Home & School meeting before the end of the school year.

Effective May, 2024