

# **Constitution/By-Laws for The Home and School Association of Morris Hills High School**

## **ARTICLE I – NAME, FORM AND PURPOSE OF ORGANIZATION**

The name of this organization is the HOME AND SCHOOL ASSOCIATION OF MORRIS HILLS HIGH SCHOOL (hereinafter the "Association"). It is organized under the laws of the State of New Jersey as a volunteer, nonprofit organization. The Association exists as an unincorporated organization of its members. This Constitution/By-Laws, as from time to time amended, comprise its "Articles of Organization". The Association is organized exclusively for Charitable and educational purposes, including for such purposes, making distributions to Morris Hills High School, an organization exempt from taxation under Section 501(c)(3), or the corresponding section of any future federal tax code, and providing services and programs that enrich the educational experience at Morris Hills High School.

## **ARTICLE II - OBJECTIVES / PURPOSE**

The objectives of the Association are:

- To enrich MHHS education by supporting the students, parents, teachers, staff and administrators through programs and activities as deemed appropriate by the Association Board or membership.
- To Promote Volunteerism within MHHS.

## **ARTICLE III - POLICY**

- The Association shall further its objectives through educational, social and financial means.
- The Association shall not seek to direct the administrative activities of the school or to control its policies.
- Any matters of concern relating to the day to day operations of the school that are presented to the Association shall be promptly referred to the school administration for consideration and handling.
- The Association shall be nonprofit, noncommercial, nonsectarian, and nonpartisan.
- The name of the Association or the names of its officers, members or families shall not be used in any connection with a commercial concern, partisan or political interest, or any purpose not appropriately related to promotion of the objectives of the Association. No person may use the Association name for any purpose without the express approval of the Executive Board.

## **ARTICLE IV - MEMBERSHIP/VOTING PRIVILEGES**

- Membership shall be open to students' parents or legal guardians. Membership shall also be available to teachers, administrators and staff members of Morris Hills High School. In the case of parents or legal guardians, each family of (a) student(s) shall constitute a family membership. In all other cases, memberships shall be individual.
- A member in good standing of the Association begins upon payment of annual dues.
- Sophomore parents who did not pay for their freshman year dues will be allowed to "catch up" with their dues by June of their sophomore year only. Junior and Senior parents will not be allowed to "catch up".
- Amount of annual dues shall be determined by the Executive Board.
- Each individual member in good standing shall have one (1) vote. Each family membership shall have one (1) vote per family.
- All votes shall be conducted during general meetings.
- Voting will only be allowed if a quorum is present.
- A quorum consists of general membership equal to or greater than the executive board present at the meeting.
- Unless specified otherwise, all matters requiring a membership vote will be decided by the necessary majority present at the particular meeting during which the vote is held.
- Unless specified otherwise herein, voting outcomes shall be determined by a simple majority.
- Voting on matters may be accomplished by an open or closed ballot as determined by the Executive Board.

## **ARTICLE V - MEETINGS**

- General meetings of the Association shall be held monthly.
- Meeting dates shall be held once per month as determined by the Executive Board. The annual meeting shall be in May.
- The time, date and location of each shall be published on the school calendar.
- Special meetings may be called by the Association President with the advice and unanimous consent of the Executive Board for good cause. Seven days advance notice shall be given of the time, date and location of these meetings. (added unanimous)(changed sufficient to seven days)
- Meetings shall generally be conducted in accordance with Roberts Rules of Parliamentary Procedure, but may be modified at the discretion of the Executive Board to meet Association needs.

## **ARTICLE VI – EXECUTIVE BOARD**

The Executive Board of the Association shall be:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Secretary
- Treasurer
- Executive Board members shall hold office for a term of no longer than two (2) consecutive years in the same office unless there are no willing successors for election.
- Executive Board members shall be members in good standing and shall be elected by the membership as specified in these Constitution/By-Laws.
- The Executive Board shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer and may also include any other members as deemed appropriate by the President.
- No Association member shall incur any expense for the Association without the approval of the Executive Board.
- Authorized account signatories are President, Treasurer and 3<sup>rd</sup> member of the Executive Board.
- No bank counter withdrawals allowed.
- A vacancy within the executive board shall be filled by a general membership vote.
- Only one board member per family.

## **ARTICLE VII - DUTIES OF EXECUTIVE BOARD**

The Association President

- Shall preside at all meetings of the Association.
- Shall serve as chairperson of the Executive Board.
- Shall solicit and approve appointment of all committee Chairs.
- Shall have general supervision of all affairs of the Association.
- Shall be the custodian of all properties not otherwise assigned to committee chair people.
- Be an ex-officio member of all committees except nominating committee.
- Review and approve all publications and communications of the Association prior to distribution.
- Shall keep current the Association's website.

The Association Vice Presidents (1<sup>st</sup> and 2<sup>nd</sup>)

- Shall assist the President with administering the affairs of the Association.
- Shall perform the duties of the President in the President's absence.
- Shall perform such other duties as determined by the President.
- Shall correspond with the membership via email
- Shall maintain membership database.

## **DUTIES OF EXECUTIVE BOARD CONTINUED**

### **The Association Secretary**

- Shall keep all records of the Association.
- Shall conduct and maintain all Association postal mail correspondence.
- Shall record and keep minutes of all general and Executive Board meetings. Minutes from previous meetings shall be presented for approval by the membership at the subsequent meeting. Once approved, the minutes shall be posted to the website.
- Shall keep meeting attendance records of all Executive Board and general Association members.

### **The Association Treasurer**

- Shall be responsible for all receipts and deposits of Association revenues in a designated bank.
- Shall keep a strict account of Association dues.
- Shall maintain on file copies of all Association documents including, but not limited to, permits, licenses, and any other documents required by law.
- Shall report on all accounts at regular meetings and at the request of the Association Executive Board.
- Shall make disbursements by check upon receipt of bills and ensure that all debts of the Association are presented and paid.
- Shall make all books and records available for audit as necessary.
- Shall file all financial statements as required by law including those required by the Internal Revenue Service and the relevant state regulatory agencies.
- Shall file for all necessary licenses and permits required by law to conduct Association business.
- Shall provide a detailed accounting statement related to all fundraising events, i.e., Tricky Tray.
- Shall present an annual budget of revenues and expenditures at the first general membership meeting of the school year to be voted on by the members present at that meeting and shall make motions to amend the budget as needed throughout the year, with those motions being voted on by the general membership as well.
- Shall not be required to get any other approval for expenditures once the budget is approved, unless the expenditure amount exceeds the approved budget. In that latter case, the proposed expenditure shall be presented at a general membership meeting for a vote by the members present.

## **ARTICLE VIII - COMMITTEES**

Committees shall be appointed by the President with the advice and consent of the Executive Board. Committee appointments shall be for a term not longer than two (2) years.

- A committee chairperson shall normally be designated by the Association President.
- Committees shall be formed on an as needed basis. Standing Association Committees will normally include:
  - Tricky Tray Committee
  - Hospitality Committee
  - Mini-Grant Committee
  - Nominating Committee
  - Scholarship Committee
- There shall be a Nominating Committee consisting of three (3) members, two (2) of which shall be selected by and from the Executive Board and one from the general membership. The chairperson shall be appointed by the sitting President. Nominations will be presented at the April meeting. At this meeting additional nominations shall be accepted from the general membership present. These nominations shall be made upon motion with a second from the membership.
- Nominating committee to be formed no later than February.
- Nominees shall give notice of their intent to run at least 20 days prior to the election.
- Notification must be sent via email or in writing to the President & nominating committee chairperson.
- The election will be held at the May meeting where voting will take place by members present. Elections shall be determined by a simple majority of members present. Voting may be accomplished by open or closed ballot. In the event only a single candidate exists for any particular office, and after all required attempts have been made to secure additional nominations, the Nominating Committee chair shall cast one (1) vote for the lone candidate, that vote being sufficient to elect that candidate to the position so nominated.

## **ARTICLE IX - SCHOLARSHIP**

- The Executive Board shall determine annually the budgeted amount of funding available for scholarships to be voted on by general membership.
- A scholarship committee shall be appointed by the Association President with the advice and consent of the Executive Board. Appointees shall serve on the committee not longer than two (2) years.
- No parent or guardian of a student shall be eligible to serve on the scholarship committee in the year that student anticipates graduating.
- Application for scholarship shall be made on a form approved by the Executive Board and is available in the Guidance Office. Once completed the form should be submitted to the Guidance Office no later than April 30<sup>th</sup> of the student's senior year.
- Scholarship applications will be reviewed by the Scholarship Committee for eligibility. Criteria for eligibility can be found with the application.
- Any disputes concerning the application process, selection process, award amount or any other matter shall be provided in writing to the Executive Board who will resolve the dispute. The decision of the Executive Board is final.
- Only students of families that have been members in good standing for each of the years that student has attended Morris Hills High School shall be eligible for scholarships.

## **ARTICLE X – AMENDMENTS**

- Amendments to these Constitution/By-Laws may be proposed by any member at any General or Executive Board Meeting. Proposals for amendment shall be submitted in writing. Amendment proposals shall be duly recorded in the meeting minutes.
- The Association President shall allow sufficient opportunity for discussion on proposed changes. Executive Board may form a committee to review the proposed amendment and make recommendations with regard to it.
- A proposed amendment shall be slated for vote for final approval at a subsequent general meeting, providing the quorum requirement has been met.
- An amendment shall be approved and become part of these Constitution/By-Laws by a two-thirds majority vote of the members present at such meeting.
- These Constitution/By-Laws shall be reviewed periodically by a committee determined by the Executive Board. This committee will review and recommend changes as needed.
- Committee shall consist of two general members and one executive board member.

## **ARTICLE XI – DISSOLUTION CLAUSE**

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except in the services rendered and to make payments and distributions in furtherance of the purposes set forth in these. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these Constitution/By-Laws, the organization shall not carry on any other activities not permitted to be carried by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all liabilities of the Association, dispose of the remaining assets of the Association exclusively for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be donated to Morris Hills High School in full.

Approved and Adopted on this \_\_15th\_\_ day of \_\_October\_\_, 2015.

X \_\_\_\_\_  
Beth Sweeney – President

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Allison Weiner - Secretary

