

**BY-LAWS
OF THE
COLUMBUS HOME AND SCHOOL ASSOCIATION, INC**

A CORPORATION NOT FOR PROFIT THAT IS GOVERNED BY AN ELECTED BOARD OF TRUSTEES.

ARTICLE I

MISSION STATEMENT

It is our hope and challenge as the Columbus Home and School Association that parents, teachers, administration and support staff of the John Hydock Elementary School and the Mansfield Township Elementary School unite to honor our children's success with both open minds and open hearts.

CHARGE

- * To uphold the by-laws of the Association.
- * To serve as volunteers for the benefit of our schools and community.
- * To participate in the decision making for acquisition of purchases related to the needs of the schools.
- * To facilitate in activities related to the educational needs of the children.
- * To represent concerns related to issues within the jurisdiction of the Home and School Association.
- * To offer a forum where open communication will occur.
- * To act as a liaison between the Board of Education and the membership of the Home and School Association.
- * To communicate and disseminate information related to the Home and School Association and its activities.

OBJECTIVES

- * To foster a positive environment through social activities within the schools and community.
- * To encourage the children to participate in community service opportunities both in the schools and community to enhance personal growth and character.
- * To promote an enthusiastic school spirit of enjoyment and enrichment.
- * To promote goodwill between teachers, parents, administration and support staff for a continued cohesive environment.

ARTICLE II

OFFICES

The Corporation may have such offices as the Board of Trustees may require. The principle office shall be located at 200 Mansfield Road East, in the city of Columbus, the township of Mansfield, the county of Burlington, and the state of New Jersey.

ARTICLE III

MEMBERS

- 1) The first members of the Corporation shall consist of the members of the original Board of Trustees of the Corporation, unless they have resigned or their membership has otherwise terminated. Thereafter, the eligibility and qualifications for membership and the manner of and admission into membership shall be prescribed by resolutions duly adopted by the Board of Trustees of the Corporation or by such rules and regulations as may be prescribed by the Board of Trustees. All such resolutions or rules and regulations relating to membership adopted by the Board of Trustees of the Corporation shall be affixed to the By-Laws of the Corporations and shall be deemed to be a part thereof. Such resolutions or rules and regulations adopted by the Board of Trustees may prescribe, with respect to all members, the amount and manner of imposing and collecting any initiation fees, dues or other fees, assessments, fines and penalties, the manner of suspension or termination of membership, and for reinstatement of membership, and, except as may hereinafter otherwise be provided, the rights, liabilities and other incidents of membership.

- 2) The Board of Trustees may cause to be issued certificates, card or other instruments permitted by law evidencing membership in the corporation. Such membership certificate, card or other instrument shall be non-transferable, and a statement to that effect shall be noted on the membership certificate, card or other instrument. Membership certificates, cards or other instruments, if issued, shall bear the signatures or facsimile signatures of an officer or officers designated by the Board of Trustees and may bear the seal of the Corporation or a facsimile thereof.
- 3) The members of the Corporation shall be drawn from the schools and community without regard to race, color, creed, national origin, or gender. Members must possess an interest in serving the schools and the students. Only members shall be eligible to participate in business meetings or serve in any elected or appointed position. Members shall pay annual dues as set annually by the Board of Trustees. The membership year of the Corporation shall be from September to September, and persons may be admitted to membership at any time during the membership year.
- 4) A member in good standing is one who is current in payment of dues, and who complies with all other requirements for membership.
- 5) The Membership Committee shall consist of at least one (1) active member in good standing that shall be appointed by the President or a majority of the Board of Trustees. It shall be the duty of the Membership Committee to secure members for the Corporation and to examine the applications for membership with the criteria for membership set forth in these By-Laws.

ARTICLE IV

MEETING OF MEMBERS OF COLUMBUS HOME AND SCHOOL ASSOCIATION, INC

- 1) ANNUAL MEETING. An annual meeting of the membership shall be held in May each year. The Board of Trustees shall determine the date, the time, and the place of the meeting. The meeting will be for the purpose of holding elections and for the transaction of such other business as may come before the meeting.
- 2) SPECIAL MEETINGS. The President or the Board of Trustees may call special Meetings of the members.
- 3) NOTICE OF MEETINGS. Written notice shall be posted for the membership not less than ten (10) days nor more than sixty (60) days before the date set for the annual meeting and not less than three (3) days before the date of any special meeting.

Such notice shall state the place, day and hour of the meeting. Notice for an Annual Meeting shall state that the meeting is being called for the holding of elections and of the transaction of such other business as may properly come before the meeting. Notices of Special Meetings shall state the purpose or purposes for which the meeting is called.

Notice shall be deemed to have been given when posted at the John Hydock Elementary School and the Mansfield Township Elementary School in Columbus, New Jersey. Any meeting of members may be adjourned from time to time. In such event, it shall not be necessary to provide further notice of the time and place of the adjourned meeting if announcement of the time and place of the adjourned meeting is given at the meeting so adjourned.

- 4) QUORUM. At least ten (10) members must be present at any membership meeting before business may be conducted. However, if a quorum is not present, a majority of the members present at the meeting may adjourn the meeting from time to time without further notice.
- 5) VOTING. At all meetings, except for the elections of officers or Trustees, the membership will vote by a showing of hands. Written ballots will be used for all elections and when otherwise requested by a simple majority of members present. Any member may vote by written proxy. All votes whether by proxy or in person must be counted. (If the vote results in a tie, any abstention vote counts as a "yea" vote.) If a tie vote occurs, the President breaks the tie.

ARTICLE V

BOARD OF TRUSTEES - DIRECTORS

- 1) **REQUIREMENTS.** Each candidate is required to be a member in good standing, have chaired at least one event, and shall express written interest in participating on the Board of Trustees.
- 2) **GENERAL POWERS.** Its Board of Trustees who shall be elected from among the members in good standing by the membership shall manage the affairs of the Corporation. Trustees must be members of the Corporation. All officers of the Corporation not otherwise elected are ex-officio members of the Board of Trustees.
- 3) **BOARD MEMBERS.** The number of Trustees shall be not less than six (6) or more than twelve (12) members including the ex officio members (administrative representatives). Each trustee shall hold office until his or her successor is elected at the annual meeting of the membership, and duly qualified, subject to earlier terminations by removal or resignation. The Board shall consist of all officers along with such other trustee positions as determined by the membership at their annual meeting. Each Board of Trustee member is required to chair at least one event with the exception of President and Treasurer during their term. Board members are required to attend monthly meetings. An officer should not be allowed more than three unexcused absences.
- 4) **TERM.** The length of term shall be two (2) years.
- 5) **REGULAR MEETINGS.** The Board of Trustees shall hold their annual meeting after the annual meeting of members. The Board may provide by resolution for additional regular meetings to be held without notice except as provided by the resolution itself.
- 6) **SPECIAL/EXECUTIVE MEETINGS.** The President or any two Trustees may call for special meetings of the Board and fix the time and place for said meetings. A quorum must be present to conduct business. Said business is at the discretion of the executive board.
- 7) **NOTICE.** Trustees shall be notified of any special meeting by advance notice, which shall be sent by postal mail, electronic mail, or verbally at least three (3) days before the time set for the meeting. The notices may be sent to the addresses as shown on the records of the Corporation. Lack of notice is waived by written waiver or attendance at the meeting without protest.
- 8) **QUORUM.** A majority of the Trustees must be present in order to conduct business. However, a majority of those present may adjourn the meeting from time to time without further notice.
- 9) **VACANCIES.** Any vacancy on the Board may be filled by the affirmative vote of a majority of the remaining Trustees. A trustee so elected to fill a vacancy shall complete the unexpired term of his or her predecessor in office. If additional Trustees are to be elected to increase the size of the Board, this shall be done by election at the annual meeting of the membership.
- 10) **COMPENSATION.** No compensation shall be paid by the Board of Trustees unless otherwise provided by resolution hereinafter adopted by the Board. The Board may also provide by resolution that any employee or corporate agent be paid and/or indemnified for expenses and costs, including legal fees which were necessarily incurred in connection with any claims asserted against him or her being or having been a corporate agent. However, no indemnification shall be allowed if the Trustee employee or corporate agent was guilty of misconduct regarding the matter in which indemnity is sought.
- 11) **REMOVAL.** The Board of Trustees may remove any trustee at any time if, in its judgment, the best interests of the Corporation would be served thereby. The Board of Trustees may also suspend the authority of any officer to act as an officer for cause. However, any officers elected by the membership may not be removed except by the membership; the Board of Trustees may still suspend the authority of such officer for cause to act as an officer.

ARTICLE VI

OFFICERS

- 1) OFFICERS. The officers of the Corporation shall be as follows:

President
Vice-President, John Hydock Elementary School
Vice-President, Mansfield Township Elementary School
Treasurer
Recording Secretary
Corresponding Secretary
Board of Trustee Member #1, John Hydock Elementary School
Board of Trustee Member #2, John Hydock Elementary School
Board of Trustee Member #1, Mansfield Township Elementary School
Board of Trustee Member #2, Mansfield Township Elementary School

The same person except the offices of President and Secretary may hold any two or more offices. There will be at least one ex officio member (administrative representative) representing each school.

- 2) TERM. The initial officers shall be elected by the Board of Trustees at their organizational meeting. Thereafter, the Board of Trustees at their annual meeting shall elect the officers. The term of each office shall be two (2) years. The ending years of such two (2) year terms shall alternate so that only one half of the board members will be up for reelection upon any given year. Vacancies may be filled at any meeting of the Board of Trustees. Each officer shall remain in office until his or her successor is elected and qualified, subject to earlier termination by removal or resignation
- 3) PRESIDENT. The President shall be the principle officer of the Corporation and shall supervise and control all of the business and affairs of the Corporation. The President shall preside at all meetings of the membership and the Board of Trustees. He or she shall have all such powers as may reasonably be construed a belonging to the chief executive of a non-profit corporation. In addition, the President is required to have served at least one term on the Board of Trustees in another position.
- 4) VICE-PRESIDENTS. The Vice-Presidents shall perform the duties of the President in the absence of the President or in the event of the President's inability or refusal to act. One Vice-President shall be elected to represent the John Hydock Elementary School and one shall represent the Mansfield Township Elementary School.
- 5) RECORDING SECRETARY. The Recording Secretary shall keep the minutes and records of the Corporation in appropriate books, see that all notices are given in accordance with these By-Laws or as provided by law, keep the seal of the Corporation and affix same to corporate documents, keep a list of all members and their mailing addresses and, in general, perform all duties incidental to the office of secretary and such other duties as may be assigned by the President or the Board of Trustees.
- 6) CORRESPONDING SECRETARY. The Corresponding Secretary shall assist the Recording Secretary in replying to general correspondence of the Corporation and in the assistance and maintenance of the goodwill of the Corporation. The Corresponding Secretary should prepare and distribute monthly meeting announcements to both schools.
- 7) TREASURER. The Treasurer shall have charge and custody of, and be responsible for, all fund and securities of the Corporation, and, in general, perform all the duties incidental to the office of Treasurer and other duties as may be assigned by the President or Board of Trustees. Additionally, the Treasurer is required to have served at least one term on the Board of Trustees in another position. The Board of Trustees reserves the right to elect a Treasurer based upon bookkeeping, organizational, and other skills related to such position.
- 8) BOARD OF TRUSTEE MEMBER. The Board of Trustee members preside on the Board and, in general, perform all the duties incidental to this office and such other duties as may be assigned by the President.
- 9) EX OFFICIO MEMBERS. There will be at least one ex officio member representing each school. These members are administrative representatives that preside on the Board, and in general, assist in managing the affairs of the Corporation, but are not elected by the membership.

ARTICLE VII

COMMITTEES

The Board of Trustees may, by resolution of a majority of the Board, establish committees of two or more Trustees to conduct the management of the Corporation. Other committees shall be established consisting of members of the Corporation, but may not exercise the authority of the Board of Trustees in the management of the Corporation. All committees shall function in accordance with the rules and procedures established by the Board of Trustees.

ARTICLE VIII

SEAL

The seal of the Corporation shall be in the form affixed immediately below.

ARTICLE IX

FISCAL YEAR

The Fiscal year of the association shall be from July 1, to June 30.

ARTICLE X

POLICIES AND PROCEDURES

- 1) **POLICY AND PROCEDURES FOR ANY MEETING.** Only items placed on the agenda will be discussed during the meeting. Anyone wishing to place an item on the agenda must notify the President at least one (1) week in advance of the meeting. There will be no formal decisions made until all discussion is completed and all information is presented to the Board of Trustees members. All votes whether by proxy or in person must be counted. If tie vote occurs, the President may break the tie with his or her vote. No continuance of discussion whether verbally or written shall be made once decision and/or vote has been made and taken.
- 2) **FORMAL VOTING POLICY.** The following situations will require a formal vote: financial matters which include changes in the budget or monies spent on items not included in the budget; amendments and revisions to the bylaws; alterations to the organizational structure; and elections and/or impeachments. This vote may take place in a regular meeting format, by email or telephone vote.
- 3) **FUNDRAISING POLICY.** This written fundraising policy has been developed to allow outside vendors the opportunity to raise funds for our organization with the board members maintaining the right to accept/reject the fundraiser. A fundraising section will be added to the Columbus Home and School sign-up sheet to be distributed to the families of the John Hydock Elementary School and the Mansfield Township Elementary School in the beginning of the year and the end of the year. The fundraising section will include ideas for fundraising, chairing a fundraiser, and volunteering on the fundraising committee. The purpose of the committee will be to analyze the sign-up list, contact those volunteers, and present the ideas to the Columbus Home and School board members at least twice a year, fall and spring. The committee's sole responsibility is to act as a liaison between the volunteers and the Columbus Home and School board members. All fundraisers will be subject to final approval by the Columbus Home and School board members
- 4a) **DISTRIBUTION OF FUNDS.** Distribution of funds is to be made by authorized personnel only. Funds distributed by check may only be made by authorized Board members (e.g. the treasurer, President or other designated Board member). Requests for distribution of funds must be accompanied by sufficient written documentation (e.g. receipt, letter, etc.). Gifts for the betterment of the school(s) and school community shall be voted upon at the discretion of the Board of Directors and/or the school administration on an "as need basis". The Board of Directors shall determine the annual amount for such gifts. Requests for such gifts will be considered throughout the year.
- 4b) **COLLECTION OF FUNDS.** The collection of funds shall be performed by a Board of Director, or designated representative. The designated representative should (shall) be a current member of the Columbus Home and School Association.

- 5) HOME AND SCHOOL EVENTS. A procedure manual should be in place to assist the chairpersons of all Home and School events. Any major change to the current procedures of a Home and School event must be presented to the attention of the Home and School board members. No formal vote needs to be taken unless a majority of the board members deem a vote necessary. At such time the discussion and vote of the change must be placed on the agenda for a future meeting so that all board members will be notified of such formal vote.
- 6) HOME AND SCHOOL COMMUNITY OUTREACH COMMITTEE POLICY. A Home and School officer must chair the Home and School Community Outreach committee. The Home and School Community Outreach committee will help in the event of a tragedy. Examples of tragedies are house fire, death in immediate family, terminal illness / hospitalization of immediate family member, natural disaster (i.e. flood, tornado, etc.), and accidents leaving immediate family member hospitalized or hurt. We could send a card or flowers. The Home and School Association may donate up to \$50.00 directly out of their account, but no more than \$50.00. Fundraising individually will fund any money above that amount. We could prepare and deliver meals. We could also collect and donate household items and clothing. We will also do fundraising at school events for the Home and School Community Outreach to establish a "buffer" in the Home and School checking account that could therefore, cover the \$50.00 donation from Home and school without actually using money that could be used for other items.
- 7) ELECTION POLICY. Any member in good standing interested in serving on the Board of Trustees must submit a written request to the current President by March 31st of the election year. Any candidate who fulfills the requirements will be accepted as a nominee. Names of the nominees will be announced at the regular April Home and School meeting. Elections will be held at the regular May Home and School meeting by written ballot. All proxy ballots must be submitted to the President prior to this meeting. Newly elected officers will be installed during the June meeting. New members must take the oath office which reads as follows: "I, _____, do solemnly swear that I will support the Constitution of the United States, the constitution and the laws of the state of New Jersey, and the policies of the Mansfield Township School District and the Columbus Home & School Association. During my term, I will faithfully and impartially discharge the responsibilities of the office to the best of my ability."
- 8) POLICY REGARDING SIBLINGS DURING SET UP FOR EVENTS: It is the policy of the Columbus Home and School Association that parents/guardians are not permitted to bring their student or other siblings with them when setting up for the following events: 4th grade Halloween Party, 5th grade Spring Party, 6th grade Winter Party. If a parent/guardian does arrive with their student/sibling, they will be asked to take their child home if they want to participate in that capacity. All students attending the above referenced events will be admitted at the same time. No one is permitted to enter the event early unless a medical condition warrants; i.e., wheelchair, crutches, etc.
- 9) In Accordance with the above excerpt from the Mansfield Township School District Student Handbook/Code of Conduct and Board Policies #5131 and 5131.9, students are encouraged NOT to bring cell phones or hand held video devices to any Columbus Home and School Sponsored events such as movie nights, class parties, fun nights etc. If such a device is found, it will be confiscated by a chaperone and returned to the student at the end of the function. Adult chaperones will be on hand with cell phones in the event of an emergency.

ARTICLE XI

AMENDMENTS

These By-Laws may be amended or repealed by an affirmative vote of at least fifty-one percent (51%) of those present at a meeting of the membership called for the purpose of acting upon such amendment (provided that a quorum is present). The By-Laws must be reviewed at least every five years. It shall be the duty of the President to appoint at least two Board of Trustee members, in good standing, to periodically review this By-Laws.

Revised May 2010
Approved May 2004