



## **ROCKAWAY BOROUGH HOME AND SCHOOL ASSOCIATION**

Jaclyn Long & Kimberly Merrick, Co-Presidents

Treasurer

Christina Michelucci, Corresponding Secretary

Sarah Langan, Recording Secretary

### **By-Laws**

Revised 10/1/2024

Approved

#### **Article I: Name**

The name of this organization shall be the Rockaway Borough Home & School Association.

#### **Article II: Purpose**

The corporation is organized for the purpose of supporting the education of children in Rockaway Borough by fostering relationships among the school, parents, and teachers.

#### **Article III: Membership and Dues**

##### Section 1.

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Members have one vote per household.

##### Section 2.

Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

#### **Article IV: Officers and Elections**

##### Section 1 - Officers.

The officers shall be Co-Presidents, Treasurer, Corresponding Secretary, and Recording Secretary. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

- a. Co-Presidents - The presidents shall preside over meetings of the organization and executive board, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Treasurer - The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

c. Corresponding Secretary - The corresponding secretary will maintain a file of all association correspondence and will be the custodian of all stationery supplies. In addition, they will handle all publicity and visibility of the association and its functions.

d. Recording Secretary - The recording secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

#### Section 2 - Eligibility

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

#### Section 3 - Nominations and Elections

Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by secret ballot. This will be waived if there is only one nomination for a position.

#### Section 4 - Terms of Office

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. This is waived if there are no nominations for a particular office by a 2/3 vote of the Executive Board after a thorough search for new candidates.

#### Section 5 - Vacancies

When a vacancy occurs in an elective office, the Co-Presidents shall appoint a member in good standing to fill the unexpired term. The appointment shall be subject to the approval of the Executive Board.

#### Article V – Meetings

The regular meeting of the organization shall be determined by the executive board. Executive Committee meetings will be held whenever necessary at the discretion of the Co-Presidents.

## Article VI – Committees

The following committees shall be held by the organization:

- a. Book Fair
- b. Tricky Tray
- c. Valentines Dance
- d. Other Fundraising EVENTS
- e. *Winter Wonderland*
- f. The board may appoint additional committees as needed. These will be voted on at the beginning of each school year. All committees must have a liaison with an appointed member of the board.

## Article VII – Finances

Section 1.

Annual Dues of the Association shall be twenty dollars (\$20) for members to be paid annually in September and no later than the last day of October. Only members shall be entitled to make motions and/or vote on any decisions in any association elections. Any person who moves to district during the school year may join the HSA at any time, with proof of move.

Section 2.

The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3.

The board shall approve all expenses of the organization.

Section 4.

The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 5.

The fiscal year shall coordinate with the school year.

Section 6.

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

## Article VIII – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/ standing rules.

## Article IX – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article X – Amendments

These bylaws may be amended at any general or Executive Board meeting and will be thus recorded in the minutes. An amendment may become law by a majority vote at the next monthly General meeting.