

Revised: February 2006

**BY-LAWS
OF
THE WILLIAM MASON
HOME AND SCHOOL ASSOCIATION**

ARTICLE I. TITLE

The name of this association shall be, THE WILLIAM H. MASON HOME AND SCHOOL ASSOCIATION.

ARTICLE II. PURPOSES

- Section 1. The association shall promote the interests of the William H. Mason School in the home, the school, and the community.
- Section 2. The association shall bring home and school into a closer relationship, so that parents and teachers may cooperation, in every aspect, for the education and well being of every student, and shall secure the greatest advantage for every student.
- Section 3. The association shall disseminate objective and clear information concerning Home and School programs.
- Section 4. The association shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office including that of the school board.

ARTICLE III. MEMBERSHIP AND DUES

- Section 1. Parents of children in attendance at William H. Mason, administrative staff, teaching staff of William H. Mason may become members upon payment of the annual dues.
- Section 2. The annual dues shall be determined by the entire Home and School membership at the annual meeting in May and be approved by majority vote by members present.
- Section 3a. Membership is active from time of payment until the next September meeting of the following school year. Membership will be accepted any time during the year in accordance with Section 1 of this Article.
- Section 3b. In the month of November, the membership committee shall post a general notification stating that those who have not joined the Home and School Association will not be allowed to vote on Home and School issues

ARTICLE IV. VOTING

- Section 1. All current members of William H. Mason Home and School can vote on all issues with one vote per family membership. A closed ballot may be requested by any member for any issues voted upon.
- Section 2. For the elections held at the annual meeting, each family is entitled to one vote per family, with a closed ballot, listing every candidate on it.
- Section 3. An absentee ballot for officer elections may be obtained in the event of the voter's absence from the state of New Jersey during the date of election. The ballot must be submitted three days prior to election.
- Section 4. At the discretion of the President or Senior Co-President, an emergency situation may be voted upon by the Executive Board, not exceeding \$500.00, if the calendar precludes the vote taking place before the next scheduled Home and School meeting.

ARTICLE V. OFFICERS-ELECTIONS AND DUTIES

- Section 1a. The offices of the Executive Board shall be President and Vice-President, or Co-Presidents, Recording Secretary, Corresponding Secretary, and the Treasurer, who shall be elected for a term of two years at the annual meeting. The new officers will assume their respective duties at the end of June. No offices shall serve in the same office for more than two consecutive years unless the position remains unseated and/or uncontested. With the advice and consent of the officers, the President or Senior Co-President shall appoint the Chairmen of the standing committees. All members of the Home and School Board must be members in good standing of the association.
- Section 1b. Any Executive Board decisions made aside from the regularly schedule Home and School meeting should be disclosed at the next scheduled meeting.
- Section 2a. Nominations for office shall be made by a selected Nominating Committee whose chairman will be a member of the Home and School Board appointed by the President or Senior Co-President. This will be a committee of seven members. The chairman will then select the committee, which should consist of: principal, to serve in an advisory capacity, and parent representatives from as many different grade levels as possible.
A notice requesting nominations must be sent to members in March.
Recommendation to the Nominating Committee from members must reach the committee within 4 weeks of the annual meeting in May. Names should be made public at least one month before the annual meeting in May.

- Section 2b. Nominees for the office must have been paid members of the Home and School for at least four months and shall have children in William Mason School at the time of election and for the duration of office.
- Section 2c. Members at large may nominate candidates for office, in writing and signed, to the Nominating Committee. The consent of the nominee to be a candidate must be obtained at this time. The Nominating Committee must register and publish such nominees 4 weeks before the annual meeting in May.
- Section 3. The future President and Vice-President, or Co-Presidents should have been active board members/committee heads for at least one year.
- Section 4. Vacancies occurring in office shall be filled by the President or Senior Co-President with the consent of the Executive Committee for the unexpired term.
- Section 5. The Senior Co-President or President shall preside at all meetings of the association and of the Home and School Board, and shall be an Ex-officio member of all committees with the exception of the Nominating Committee.
- Section 6a. The Junior Co-President or Vice-President shall preside in the absence of the President and shall perform other duties deemed necessary by the President or Senior Co-President. The Junior Co-President or Vice-President should be a delegate to the President's Council scholarship committee (unless he/she has a senior).
- Section 6b. The Junior Co-President or Vice-President shall also provide the Executive Board, the Home and School Board and membership with a copy of the by-laws by the first Home and School meeting of that year.
- Section 7. The Recording Secretary shall keep a record of all meetings of the association and the Home and School Board. The secretary shall preserve a copy of all committee reports for seven years.
- Section 8. The Corresponding Secretary shall be responsible for all Home and School Board notices and other necessary correspondence. He/she shall coordinate attendance records at every meeting and cross check with membership list.
- Section 9. The Treasurer shall receive all monies of the association, shall keep an accurate record of receipts and disbursements and shall honor such expenditures authorized by the Home and School Board. The Treasurer's books shall be audited annually. A written report is to be given to membership at each official meeting.

ARTICLE VI. HOME AND SCHOOL BOARD

The Home and School Board shall consist of the executive committee, the chairman and the standing committees, and the principal. All Home and School positions are uncompensated volunteer positions.

ARTICLE VII. MEETINGS

- Section 1. Executive Board meetings will be held as deemed necessary by the President or Senior Co-President.
- Section 2. The Home and School Board shall hold monthly meetings which shall be open to all interested members of the association.
- Section 2a. It is recommended and strongly encouraged that two teacher representatives, rotating on a monthly basis, attend all Home and School meetings.
- Section 3. There shall be an annual meeting in May and elections will be held at this time.
- Section 4. Other general meetings may be called at the discretion of the President or Senior Co-President and the Executive Board or one-third of the members of the Home and School Board or upon the presentation of a petition to that effect bearing the signatures of twenty or more members. Such meetings will require seven days advance notice.

ARTICLE VIII. COMMITTEES

- Section 1. Standing Committees are established by the Executive Board as deemed necessary and appropriate for the good and welfare of the association and the students. The chairmen of said committees shall be appointed by the President or Senior Co-President to serve as deemed necessary. These names shall be published in the Home and School section of the school handbook in September of each year.
- Section 2a. Each committee is responsible to maintain a running account, any receipts, documents, etc. of expenditures for that school year. Reports are due no later than June 30.
- Section 2b. If expenditures approach the annual budgeted allotment, request for approval from the Executive Board is necessary before any further purchases can be made.
- Section 2c. All items and materials purchased with Home and School money, or

donated to the Home and School, or the benefit of the Home and School immediately become the property of Home and School Association.

ARTICLE IX. PARLIMENTARY AUTHORITY

Robert's Rules of Order (revised) are to be used to govern this association in cases where they are not inconsistent with these By-Laws.

ARTCILE X. AMENDMENT

These By-Laws may be amended at any general meeting of the membership by vote of two thirds of those present. Written notice of the meeting and the amendments must be given one month prior to said meeting.

ARTICLE XI. DISSOLUTION

In the event of the dissolution of the association the Executive Board shall, after paying or providing the payment of all liabilities of the association, transfer all assets of the association by gift to the William H. Mason Elementary School.