

**Bylaws
of the
Henry B.Whitehorne Middle School and Community Association**

Adopted: March 7, 2007

Article I.

Name

The name of this Association is: Henry B.Whitehorne Middle School and Community Association (SCA) of Verona, New Jersey.

Article II.

Article of Organization

The Association is a non-profit corporation organized under the laws of New Jersey. Its Articles of Organization comprise the Articles of Incorporation and these bylaws as from time to time amended. In the event of any conflict between the Articles of Incorporation and these bylaws, the Association shall take prompt action to amend the Articles of Incorporation to conform to the provisions of these bylaws.

Article III.

Objects

Section 1. The objects of the Associations are:

- a. To promote the welfare of children in the home, school, and community.
- b. To develop between educators and parents such united efforts as will secure for all children the highest advantages in physical, intellectual, social, and moral education.

Section 2. Programs and activities to promote the objects of the Associations may include but are not limited to:

- a. The exchange of information and opinions among educators, children, and parents;
- b. The dissemination of legislative information concerning the educational process;
- c. Educational activities and programs during non-school hours;
- d. Participation in school programs and activities.

Section 3. Programs and activities of the Association shall be governed by the basic policies set forth in Article IV.

Article IV.

Basic Policies

- a. The Association shall be noncommercial, nonsectarian, and non-partisan.
- b. The Association shall cooperate with the school to support the improvement of education, but shall not attempt to interfere with the administration of the schools or with the conduct of school activities and shall not seek to control school policies.
- c. The Association may cooperate with other organizations and agencies concerned with the education and welfare of children, but persons representing the Association in such matters shall have no authority to make commitments that bind the Association to action or to policies, unless such authority is specifically delegated under the terms of these bylaws or under the parliamentary authority adopted in Article XIII.
- d. Neither the name of the Association nor the names of any members in their official capacities shall be used for any purpose unless directly related to the promotion of the objects of the Association; nor shall those names be used in any connection with a commercial concern or with any partisan interest.
- e. No Board member, officer, member or employee of the Association shall have or acquire any interest, direct or indirect, in any project which the Association is promoting, or in any contract or proposed contract for materials or services or in any lease, mortgage, sale or contract of any nature whatever, relating to any such project or to the Association, without forthwith making written disclosure of same. Such disclosure shall be entered in writing upon the minutes of the Association. No member who has such interest shall vote on any matter relating to such interest.
- f. The Association shall not participate, directly or indirectly, in any political campaign on behalf of any candidate for public office or in opposition to any such candidate; nor shall the Association attempt to affect the outcome of any political campaign in any way, including the publishing or distributing of any statement.
- g. In the event of the dissolution of the Association, its assets shall be distributed to Henry B. Whitehorne Middle School for its own use in accordance to Article XV.
- h. A member of the Executive Committee must approve all significant correspondence written in the name of the Association by a member of the Association itself before publication or mailing. The same rule applies for all public speaking.
- i. Only members of the Executive Committee and the Chairpersons of Standing Committees of the Henry B. Whitehorne SCA shall enter any type of contract or agreement.

Article V.

Membership and Dues

Section 1. Any individual who subscribes to the objects and basic policies of this Association may become a member of this Association, upon the payment of dues, subject only to compliance with the provisions of the bylaws. Membership in this Association shall be available without regard to race, sex, sexual orientation, color, creed, or national origin.

Section 2. The Association shall conduct an annual enrollment of members, but persons may be admitted to membership at any time upon payment of dues.

- Section 3. The Annual dues amount shall be determined by vote at the annual meeting for the following membership year and shall constitute a maximum of two members per family. To be in good standing a member of the Association shall have paid current dues and have been in membership at least fifteen (15) days.
- Section 4. Only members of the Association in good standing shall be eligible to participate in its business meetings, or to serve in any of its elective or appointed positions.
- Section 5. The membership year of this Association shall be from September 1st through August 31st . This may or may not be the same as the fiscal year followed by the Association.
- Section 6. Non members may attend meetings and participate in discussions, after all members wishing to speak have had an opportunity to do so, but may not vote.

Article VI.

Officers

Section 1. Guidelines

- a. The executive officers of the Association shall be a President or Co-Presidents, two (2) vice-presidents (Vice-President of Program, Vice-President of Membership), two (2) secretaries (Corresponding Secretary and Recording Secretary), and Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this Association.
 - b. Officers shall be elected at the annual meeting in the month of May.
 - c. A majority vote shall elect providing a quorum is present.
 - d. Officers shall assume their official duties at the close of the Executive Committee meeting in June and shall serve for a term of 1(one) year and/or until their successors are elected.
 - e. No persons shall be elected to serve more than two (2) consecutive terms in the same office unless all other possibilities have been exhausted.
- Section 2. A vacancy occurring in an office shall be filled for the unexpired term by a person elected at a regular meeting by a majority vote of the remaining members of the Executive Committee.

Article VII

Duties of Officers

- Section 1. The President or Co-Presidents shall be the chief elected officer of the Association and shall be responsible for the management and the direction of the Association; shall preside at all meetings of the Association and of the Board; shall perform such duties assigned to him/her by the Association or by the Executive Committee; and shall coordinate the work of the officers and committees of the Association.
- Section 2. The vice presidents shall act as aides to the President and shall, in their designated order, perform the duties of the President in the absence or inability of that officer to serve; and

shall perform such other duties assigned to him/her by the Association or the executive committee and, more specifically; the Vice President of Program shall be in charge of the yearly SCA calendar and program booklet in connection with the Conference of SCA's; the Vice President of Membership shall be in charge of the summer mailings to the students' families as well as accounting of the SCA dues; and the Vice President of Communications shall be in charge of telephonic and electronic communications.

- Section 3. The Recording Secretary shall record the minutes of all meetings of the Association, of the Board and of the Executive Committee, shall have a copy of the approved bylaws, shall act as parliamentarian, and shall perform other such duties as may be delegated to him/her.
- Section 4. The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President, the Board or the Association.
- Section 5. The Treasurer shall have custody of all the funds of the Association; shall keep an accurate record of receipts and expenditures; shall pay out funds in accordance with the approved budget as authorized by the Association. The Treasurer shall, in cooperation with the President and/or finance committee, submit to the Executive Committee and the Association for approval a budget for the fiscal year; shall present a financial report of accounts at every meeting of the Association and of the Executive Committee; and shall make a full report at the annual meeting. An audit committee shall examine the Treasurer's accounts annually.
- Section 6. All officers shall deliver to their successors all official material not later than ten (10) days following the installation of the successors.

Article VIII

Executive Committee and Board

- Section 1. The Executive Committee of the Association shall be comprised of the President or Co-Presidents, two (2) vice-presidents (Vice-President of Program, Vice-President of Membership), two (2) secretaries (Corresponding Secretary and Recording Secretary), Treasurer, the faculty representative and the Principal.
- Section 2. The Executive Committee of the Association and the chairpersons of standing committees shall constitute the Board.
- Section 3. The Executive Committee shall have general supervision of the affairs of the Association between its meetings, fix the hour and place of the meetings, make recommendations to the Association, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.
- Section 4. Regular meetings of the Board shall be held at times approved by its members.
- Section 5. A majority of the Executive Committee members shall constitute a quorum.
- Section 6. The Executive Committee may authorize the expenditure of no more than \$100 in any single instance and no more than \$500 cumulative in any fiscal year for items not specifically identified in the approved annual budget without the approval of a quorum of the Board.

Article IX

Meetings

Section 1. Regular Meetings

- a. Regular Meetings of this Association shall be held at least twice during the school year.
- b. The last regular meeting shall be known as the annual meeting for the purpose of electing officers, receiving reports of officers, and other such business as may properly come before it.

Section 2. Special Meetings

- a. Any member of the Executive Committee may call a Special Meeting of the Association. The purpose of the meeting shall be stated in the notice. Except in case of emergency, at least five (5) days notice shall be given.

Section 3. Executive Committee Meetings

- a. Any member of the Executive Committee may call an Executive Committee Meeting with at least twenty-four (24) hours notice.
- b. A majority of Executive Committee members must be present.

Section 4. The privilege of holding office, introducing motions, debating, and voting shall be limited to members whose current dues are paid and who have been in membership in this Association at least fifteen (15) days.

Article X

Committees

Section 1. Standing Committees

- a. Standing Committees shall be created by the Executive Committee as may be required to promote the objects and interests of the Association. The President of the Association shall appoint the chairs of the standing committees.
- b. The chairs of all standing committees shall present plans of work to the Board. No committee work shall be undertaken without the approval of the Board.
- c. The chairs of the standing committees are those who are listed in the joint SCA Program and Calendar Booklet.

Section 2. Special Committees

- a. Special Committees may be created by the Executive Committee to address a specific interest of the Association. The members and chair of the special committees shall be appointed by the President and approved by the Executive Committee.
- b. Since a Special Committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and the Association accepts its final report.

Section 3. Nominating Committee

- a. A Nominating Committee of five members shall be appointed by the President and approved by the Executive Committee at least one month prior to the election. The committee shall have one representative from each of the elementary school districts in Verona. The chairperson of the committee shall be the Vice President of Membership.
- b. The Nominating Committee shall select one (1) candidate for each office to be filled and identify an appropriate number of leaders for standing committees and liaison appointments and shall report to the general membership either by bulletin or at a meeting preceding the annual meeting.
- c. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.
- d. Only those members in good standing of the Association who have consented to serve, if elected, shall be eligible for nomination either by the committee or from the floor.
- e. No persons shall be appointed to serve more than two (2) consecutive terms on the Nominating Committee unless all other possibilities have been exhausted.

Section 4. Audit Committee

- a. An Audit Committee of three members shall be appointed by the President and approved by the Executive Committee at its last meeting of the fiscal year. The Audit Committee shall have one representative from the Executive Committee, one from a Standing Committee and one from the membership at-large. The chairperson of the Audit Committee shall be the representative from the membership at-large.
- b. The Treasurer's accounts shall be examined annually by the Audit Committee who, satisfied that the annual report is correct, shall sign a statement of the facts at the end of the report.
- c. The Audit Committee's report shall be made at the first general meeting in the fall.

Section 5. Bylaw Revision Committee

- a. The Bylaw Revision Committee shall be comprised of the President(s) and three (3) other members recommended by the President(s) and approved by the Executive Committee.
- b. The Bylaw Revision Committee shall be formed every four (4) years to review and revise the bylaws as needed, unless deemed necessary by an Executive Board quorum.
- c. These bylaws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the members present and voting. The Bylaw Revision Committee shall cause notice of the proposed amendment to be given at the previous meeting and written notice to be given to the membership at least one week prior to the meeting.
- d. After approval by a two-thirds (2/3) vote of the members present and voting at a regular meeting of the Association, a copy of all amendments shall be sent to the President of the Verona Conference of SCA's, Incorporated within two weeks.

Section 6. Needs Assessment Committee

- a. A Needs Assessment Committee comprised of the President or Co-Presidents, the Treasurer, and at least three members at-large shall be appointed by the President and approved by the Executive Committee at least one month prior to the annual meeting. The chairperson of the committee shall be the Treasurer.
- b. The Needs Assessment Committee shall meet with the Principal and members of the faculty and/or staff to consider potential needs, establish a dedicated gift amount and develop a list of recommended gifts to be presented at the annual meeting for approval by the membership.
- c. No persons shall be appointed to serve more than two (2) consecutive terms on the Needs Assessment Committee unless all other possibilities have been exhausted.

Section 7. The President shall be an ex officio member of all committees.

Article XI

Conference Membership

Section 1. This Association shall be a member of the Verona Conference of SCA's, Incorporated (School and Community Associations).

Section 2. The Association shall be represented in meetings of the Verona Conference of SCA's, Inc. by the President and the Vice Presidents with voice to vote, along with the Principal.

Article XII

Funds

Section 1. The Treasurer shall have custody of all the funds of the Association; shall keep an accurate record of receipts and expenditures; shall pay out funds in accordance with the approved budget as authorized by the Association

Section 2. The fiscal year of the Association shall be July 1st through June 30th.

Section 3. An annual budget shall be presented to the membership for approval at the annual HBW Go-To-School Night in the fall.

Section 4. The Association shall place a minimum of \$1,000.00, but not more than twenty-five percent (25%) of operating expenses, in reserve per fiscal year for the purpose of having funds available prior to the start of the next membership year.

Section 5. Funds in excess of those reserved shall be disbursed to the school in the form of a donation(s) or designated for a specific project or purchase.

Section 6. Unless directed by the Association, designated funds must be scheduled for disbursement by the next school year.

Article XIII

Parliamentary Authority

- Section 1. Roberts Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable and in which they are not in conflict with these bylaws.
- Section 2. Parliamentary Committee.
The parliamentarian from each School and Community Association and the Community Coordinator of the Verona Conference of SCA's shall constitute the Parliamentary Committee. The final parliamentary decisions rest in this committee.

Article XIV

Amendments

- Section 1. These bylaws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous meeting and written notice shall be given to the membership at least one week prior to the meeting.

Article XV

Dissolution

- Section 1. The procedure for the dissolution of the Association is as follows:
- a. The Executive Committee shall call for a meeting of the units' membership and one (1) representative of each School and Community Association unit for the purpose of discussing the advisability of dissolving the Association.
- Or
- b. A member may request the dissolving of the Association providing:
 1. A motion requesting a meeting of the units' membership and one (1) representative of each School and Community Association unit for the purpose of the advisability of dissolving the Association is presented at a regular meeting of the Association.
 2. The motion is approved by two-thirds (2/3) of the membership present, providing there is a quorum.
 - c. After ARTICLE XV, Section a or b has been accomplished, the Executive Committee shall adopt a resolution that the Henry B.Whitehorne School and Community Association be dissolved and directed that the question of such dissolution be submitted to a vote at a meeting of members having voting rights. Written or printed notice stating the purpose of such meeting is to consider the advisability of dissolving the Henry B.Whitehorne School and Community Association shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
 - d. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the meeting shall be mailed to the president of the Verona Conference of School and Community Associations, the parliamentary committee, the Superintendent of Verona

Schools, and the Verona Board of Education at least twenty (20) days before the date fixed for such meeting of the members.

- e. Only those persons who were members in good standing of the Henry B. Whitehorne School and Community Association on the date of adoption of the resolution and who continue to be members in good standing on the date of the meeting shall be entitled to vote on the question of dissolution.
- f. Approval of dissolution of the Henry. B. Whitehorne Middle School of Verona School and Community Association shall require the affirmative vote, by written ballot, of at least two-thirds (2/3) of the members present and entitled to vote at the meeting, a quorum being present.

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Glossary of Terms.

Annual Meeting:	The last regular meeting of the Association during the school year.
Board:	Executive Committee and Chairs of Standing Committees.
Executive Committee:	President(s), Vice-Presidents of Program, Membership, and Communications Corresponding Secretary, Recording Secretary, Treasurer, Principal, Faculty Representative.
Fiscal Year:	July 1 st through June 30 th
Membership Year	September 1 st through August 31 st .
Special Committee:	Committees appointed to accomplish a specific assignment and/or to submit a report (e.g. Fifth Grade Environmental Trip, Verona Centennial Project, etc.).
Standing Committee:	Committees appointed to promote the objects and interests of the Association and to handle all business on a specific subject, continuing from year to year (e.g. Adult Social, Class Baskets, Halloween Window Painting, Hospitality, Teachers' Luncheon, etc.).
Quorum:	A majority of the Executive Committee members.

2006-2007 Bylaws Revision Committee:
Cinzia Cortese; Lisa Freschi; Tracy Held; and Dan McGinley

**Standing Rules
of the
Henry B.Whitehorne Middle School and Community Association**

Adopted: March 7, 2007

1. The Principal and the SCA President should approve all notices and flyers prior to being copied or placed for distribution.
2. Officers and Chairpersons of committees should give a report at regular meetings and contact the President by telephone/email in advance if they cannot attend.
3. The President must be notified of any new business at least twenty-four (24) hours in advance of a meeting.
4. Officers and chairpersons of committees should keep accurate, detailed records of all activities, fundraisers, etc. in a binder/folder to pass on to the next person to hold the office.
5. All chairpersons are responsible for providing notices concerning their activities to the SCA newsletter editor and/or website coordinator by the announced deadline.
6. All expenditures beyond the budgeted amounts require approval by the Executive Committee before purchases may be made.
7. Itemized receipts should accompany all requests for reimbursement.
8. The Treasurer will keep all moneyboxes, calculators, etc. Chairpersons should request them at least three (3) days in advance of the event.
9. Chairpersons shall request monetary advances in the form of a check payable to them, in writing, from the Treasurer at least one week in advance of the event.
10. All monies should be counted by the chairperson before being turned over to the Treasurer for deposit, and should be accompanied by a written report of expenditures and receipts. Money and records should be turned over within three (3) days of the event.
11. These Standing Rules may be amended at any regular meeting by a two-thirds (2/3) vote of the members present and voting. These Standing Rules shall in no way conflict with the Bylaws. The Bylaws Review Committee shall review these every four (4) years.

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