

F.N. BROWN ELEMENTARY SCHOOL AND COMMUNITY ASSOCIATION
125 Grove Avenue - Verona, New Jersey

F.N. BROWN SCA BY-LAWS

Dated: January 26, 2016

Article 1

Name

The name of this Association is the F.N Brown School and Community Association (SCA) of Verona, NJ.

Article II

Objects

Section 1: The objectives of the Association are:

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

Section 2: Programs and activities to promote the objectives of the Association 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 school and non-school hours;
- d. Parental participation in school programs and activities.

Article III

Basic Policies

The basic policies of the Association are:

- a. The Association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The Association shall cooperate with the schools to support the improvement of education but shall not attempt to interfere with the administration of the school 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 or welfare of children, but persons representing the Association in such matters shall have no authority to make commitments that bind the Association to that action or to policies, unless such authority is specifically delegated under the terms of these By-laws, by approval of the Executive Board obtained by majority vote or under the parliamentary authority adopted in Article X.
- d. Neither the name of the Association nor the names of any Volunteer Participants in their official capacities shall be used in any purpose unless directly related to the promotion of the objectives of the Association; nor shall those names be used in any connection with a commercial concern or with any partisan interest.
- e. 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 statements.

Article IV

Participation

Section 1: Any individual who is a parent/guardian of a student at the F.N Brown School, or is a member of the administrative, teaching, or support staff, and who subscribes to the objectives and basic policies of this Association may become a Volunteer Participant subject only to compliance with the provisions of the By-laws. Volunteer Participation in this Association shall be available without regard to race, gender, color, creed, sexual orientation, or national origin.

- Section 2: The Association shall conduct an annual enrollment of Volunteer Participants, through an introductory letter sent to all Brookdale Families during the first month of school.
- Section 3: Only Volunteer Participants of the Association shall be eligible to participate in its business meetings or in any of its elective or appointive positions.
- Section 4: The Volunteer Participation year of the Association shall be September 1 through August 31.
- Section 5: Annual family Volunteer Participation constitutes one vote per parent/guardian.
- Section 6: Volunteer Participants have the option of paying annual dues or making a Direct Donation to the F.N Brown SCA but their monetary contribution is voluntary and does not determine inclusion as a Volunteer Participant.

Article V

Officers/Executive Board

Section 1: Guidelines of Officers

- a. The officers of this Association, also known as the Executive Board, shall be President (or Co-Presidents), Vice President of Programs, Vice President of Membership, Corresponding Secretary, Recording Secretary and Treasurer. These officers shall perform the duties prescribed by these By-laws and by the parliamentary authority (Robert's Rules of Order) adopted by the Association.
- b. The Executive Board role of President can only be filled by someone who has been an active participant in the Association and has held another Executive Board function such as Vice President of Programs, Vice President of Membership, Corresponding Secretary, Recording Secretary or Treasurer.
- c. The Executive Board role of President will be selected via nominating from the current active Executive Board.
- d. To the extent possible, officers shall be elected at the last general meeting of the school year.
- e. A majority of the Volunteer Participants present shall elect.

- f. Officers shall assume their official duties at the close of the last scheduled meeting of the school year and shall serve for a term of a minimum two (2) years and/or until their successors are elected.
- g. No persons shall be elected to serve for more than two (2) consecutive terms in the same office and/or until their successors are elected.
- h. Any elected officer shall be an active participant of the Association and have a child/children currently enrolled at F.N Brown School.
- i. Officers must attend the general meetings.
- j. The officers shall have general supervision of the affairs of the Association between its meetings, fix the hour and place of the Association meetings, make recommendations to the Association, and shall perform such other duties as are prescribed by the By-laws. The officers shall be subject to the orders of the Association, and none of their acts shall conflict with the action taken by the Association.
- k. Two-thirds (4/6) of the officers shall constitute an Executive Board quorum and may act on behalf of the Association between meetings.

Section 2: A vacancy occurring in the Executive Board shall be filled for the remaining term by a person recommended by the Executive Board and voted upon at the next general meeting. Exception being in the vacancy of the Presidency, the Vice President of Programs shall assume the office.

Section 3: Duties and Powers of Officers:

- a. **President:** The President(s) shall preside at all general and special meetings of the Association; shall attend meetings of the Verona Conference of SCAs and meetings of all SCA Presidents of the district; shall speak at the Kindergarten Orientation Meeting, "Back-to-School" night and all major school and SCA functions; shall serve as liaison between the SCA and the Principal, and the Board of Education; shall recommend chairpersons of Special Committees and present their names to be voted upon. The position of President or Co-President carries one (1) vote.
- b. **Vice President of Membership:** Shall be responsible for the collection of all due and voluntary direct donations; shall involve new parents in the SCA through a letter describing the associations activities and achievements in the past year and host a New Member Tea; shall

provide beverage and a snack for all general meeting attendees; shall maintain records of attendance at Board Meetings; shall coordinate the monthly delivery of “Birthday Greetings” to all students; shall chair the First Day Packet committee and shall be the chair of all committees by ensuring binders are transferred to newly appointed committee chair person(s) every year.

- c. **Vice President of Programs:** Shall prepare in electronic format material for the joint SCA booklet by specific procedure involving meetings with the Principal and President(s); shall chair the Nominating Committee; shall attend meetings of the Verona Conference of SCA's.
- d. **Corresponding Secretary:** Shall attend to all correspondence of the Association, including but not limited to invitations, congratulatory or sympathy cards and notable donations (such as books for the library or monetary donations).
- e. **Recording Secretary:** Shall take minutes at each SCA meeting and shall distribute the minutes of the previous meeting; shall maintain a binder/folder of all recorded and approved minutes; shall amend minutes as deemed necessary by vote; shall maintain written records of attendance at monthly meetings.
- f. **Treasurer:** The Treasurer shall keep accurate financial business records of all receipts and disbursements concerning SCA activities; present the budget at the first monthly meeting of the year, to then be presented for approval of the Association by the President(s), and shall present budget and financial reports at monthly meetings. Additionally, the treasurer is responsible to file and keep up to date any government forms required.
- g. The Board shall determine at its meetings or via email communication among its members the issues that will be brought to an advisory vote at the following general meeting.

- h. Regular meetings of the Board may be conducted in person or electronically. If a meeting is conducted electronically it must be conducted in a matter wherein all participating Board members may hear or observe the comments of the participants and may simultaneously communicate his or her comments to the participants. Examples of an electronic meeting shall include, but shall not be limited to, a telephone conference call or an email sent to all participants with each participant replying to all members of the meeting.

Article VI

Meetings

- Section 1: General Meetings shall be held no less than two (2) and up to six (6) times during the school year unless otherwise provided by the Association.
- Section 2: At the General Meetings, issues determined by the Board to be brought to an advisory vote will be discussed. An explanation of the issue will be given at the meeting. A vote by a show of hands will be taken and the number of “yes” and “no” votes will be counted and recorded into the minutes.
- Section 3: Only those Volunteer Participants in attendance at the General Meeting at the time of the vote may participate in the voting process; no absentee or proxy votes will be considered.
- Section 4: The Board will take the results of the General Meeting vote under advisement and proceed accordingly on the issue.
- Section 5: If a Volunteer Participant attending a General Meeting asks to bring a new issue up for a vote, the Board has the final authority to determine (1) if the issue should or should not be voted upon; (2) if the vote is ready to be taken at the same meeting; and/or (3) if the vote should be postponed to the next successive meeting.
- Section 6: Special meetings may be called by the President, Co-Presidents or by the Executive Board. The purpose of the meeting shall be stated in the communication alerting the Association of the meeting. Except in cases of emergency, at least 5 day notice shall be given.
- Section 7: Two thirds (4/6) of the Executive Board plus the Volunteer Participants of the Association in attendance constitute a quorum for either a General Meeting or Special Meeting.

Article VII

Committees

Section 1: **Standing Committees**

- a. Creation of such Standing Committees may be recommended by any Volunteer Participant of the Association to promote the objectives of the Association. The Chairperson(s) of Standing Committees shall be nominated by the President(s). The creation or eliminating of a Standing Committee must be approved by a majority vote at a general meeting.
- b. The Chairpersons of Standing Committees shall serve a term of two (2) years, not to exceed two (2) consecutive terms unless the position cannot otherwise be filled, with the exception of the following committees which have a term of one (1) year; Fourth Grade Farewell, Pre-Kindergarten Program.
- c. The Chairpersons of all Standing Committees shall present plans of work to the Executive Board. No funds in excess of budgeted amounts shall be spent without Executive Board approval.

Section 2: **Special Committees:** The power to form Special Committees rests with the Executive Board. The Chairperson(s) are appointed by the President(s). The Committee is formed for a specific purpose.

a. **Nominating Committee**

1. The Nominating Committee consists of the Chairperson (Vice President of Programs), two (2) members of the Executive Board and two (2) Volunteer Participants who are recommended by the Executive Board. The President(s) may sit on this Committee on an advisory capacity only.
2. The Volunteer Participants must represent grade levels that are not represented by the Executive Board participants.
3. The Chairperson shall distribute a list and description of the Executive Board positions available to the Volunteer Participants of the Association prior to the Nominating Committee meeting.

4. The Nominating Committee shall select one-candidate or co-candidates for each Executive Board position to be filled. The Chairperson shall report to the Association at the general meeting and also report to the Association by email or bulletin.
5. Only those active Volunteer Participants of the Association shall be eligible for nomination to the Executive Board by the Nominating Committee. An active Volunteer Participant is defined as someone who has chaired and continues to volunteer on various committees at F.N. Brown, including large fundraisers.
6. In the case that the officer's position cannot be filled according to the By-laws, the Nominating Committee may waive the stated requirements.

b. Budget Committee

1. The Budget Committee shall be comprised of the President(s) and the Treasurer. The incoming Treasurer or President, if applicable may be included as well.
2. The Budget Committee shall formulate a budget for the next school year to be presented for approval and voted upon by the Association at the first general meeting of the school year.

Section 3: The President(s) shall be an ex-officio member of all committees except the Nominating Committee.

Article VIII

Conference Membership

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

Section 2: The Association shall be represented in meetings of the Verona Conference of SCA's by the President(s), the Vice President of Volunteers or an alternate voice and vote, and the Principal.

Section 3: The Association shall pay dues to the Verona Conference of SCA's, as required.

Article IX

Parliamentary Authority

Section 1: Robert's Rules of Order Newly Revised shall govern this Association in all cases in which they are applicable and in which they are not in conflict with these By-laws.

Article X

Amendments

Section 1: These By-laws may be amended at any general or special meeting of the Association by a majority vote of the Executive Board and all of the Volunteer Participants in attendance.

Article XI

Dissolution

Section 1: In the event of the dissolution of the Association, its assets shall be distributed to the F.N. Brown School for its own use.

Article XII

Personal Liability

Section 1: The Officers of the Association shall not be personally liable for any debt, liability or obligation of the Association.

Article XIII

Indemnification

Section 1: A majority of the disinterested Executive Board may make a determination as to whether The Association will indemnify each of its officers and Volunteer Participants against all liabilities and expenses, including amounts paid in satisfaction of judgments, in compromise or as fines and penalties, and counsel fees, reasonably incurred by him or her in connection with the defense or disposition of any action, suit or other proceeding, whether civil or criminal, in

which he or she may be involved or with which he or she may be threatened, while in office or thereafter, by reason of his or her being or having been such an officer or Volunteer Participant.

Article XIV

Non-Profit Status

Section 1: Notwithstanding anything in these Bylaws to the contrary, the following shall apply to all affairs and actions of the Association:

Section 2: The purpose of the Association, as stated herein, shall be carried out by its Executive Board in a manner that will enable the Association to qualify as an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and the regulations promulgated thereunder.

2. GLOSSARY OF TERMS

Executive Board (a.k.a "officers") - President(s), Vice President of Programs, Vice President of Membership, Corresponding Secretary, Recording Secretary and Treasurer.

General Meetings - Business meetings of the Association

Quorum - Number or percent of members who must be present at a meeting in order that business may be transacted legally.

Ex-officio - To hold an office or position by virtue of official position.

Standing Committee - Committees appointed for definite time to handle all business on a specific subject which may be referred to them.

Special Committee - Committees appointed to accomplish a specific assignment and to submit a report.

STANDING RULES

1. All notices and flyers should be approved by the Principal and the SCA President prior to being copied or placed for distribution.
2. Officers and chairpersons of committees should give a report at general meetings and contact the President by telephone or email in advance if they cannot attend
3. The President must be notified of any new business
4. Offices and chairpersons 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 expenditures beyond the budgeted amounts require approval by the Executive Board before purchases may be made and will not be reimbursed over budgeted amount.
6. The Executive Board may vote unanimously to spend amounts up to \$500.00 without the approval of the Association but should make efforts to obtain approval of the Association if practicable.
7. Itemized receipts and necessary forms and documentation should accompany all requests for reimbursement.
8. Chairpersons should request them at least three (3) days in advance of the event.
9. All money should be counted by an Executive Board Member 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 two (2) days of the event.
10. Any resignations from committees or requests for additions to committees should be made to the President in writing.
11. The President(s) shall be copied on all written/email communications related to all committee activity.
12. These Standing Rules may be amended at any general meeting by a majority. They shall in no way conflict with the By-laws