

HIGHLANDS HOME AND SCHOOL ASSOCIATION BYLAWS

Policies & Procedures Revised 1994/1995, 1998, 2003, 2004, 2006, 2007

ARTICLE I NAME

The name of this organization shall be Highlands Home and School Association (hereinafter referred to as the "Association"), a Division of the Naperville Community Unit School District 203 General Home and School Association (hereinafter referred to as the "General Home and School").

ARTICLE II PURPOSE

The purpose of the Association shall be the promotion of closer cooperation and communication between the staff of Highlands School (hereinafter referred to as the "School") and the parents and guardians of students attending the School (hereinafter referred to as "Parents"), which shall be for the benefit of the students of the School and for the facilitation of district-wide activities.

ARTICLE III MEMBERSHIP

SECTION 1. ASSOCIATION AND GENERAL HOME AND SCHOOL MEMBERSHIP

All parents and/or guardians of children attending Highlands School and members of the Highlands School staff are members of this organization and of the General Home and School Association.

SECTION 2. BOARD MEMBERSHIP

The Highlands Home and School Association Board (hereinafter referred to as the "Board") shall consist of the President, the Vice President, the Secretary, the Treasurer (hereinafter referred to as "Officers"), the Highlands School Principal and Assistant Principal, the Teacher Representative and the Chairpersons of each of the Standing Committees. The Officers and the Principal of the School shall constitute the Executive Board.

**ARTICLE IV
ELECTION OF OFFICERS AND APPOINTMENT OF COMMITTEE
CHAIRPERSONS AND TEACHER REPRESENTATIVE**

SECTION 1. ELECTION OF OFFICERS

The following positions shall be the elected offices of the Association: President, Vice President, Secretary and Treasurer.

The Board, with advice of the Nominations Committee chairperson, shall select a Nominations Committee by January 15 each year. The Nominations Committee shall consist of its chairperson and two (2) additional members currently serving on the Board. The Nominations Committee Chairperson and members cannot be candidates for elected office the following year. The President and the Principal shall serve as ex-officio members of the Nominations Committee.

During February Open House the Nominations Committee shall accept written nominations for the elected offices from any Association member. The Nominations Committee shall compile a slate of nominees that have met eligibility requirements for their office. Prior to the March conferences written notification of the slate of officers shall be distributed to the Association and posted at the School.

Election of officers shall be conducted by secret ballot, which must be cast in person in the School office during March conferences. Each member is entitled to a vote, except for the school Principal who is a non-voting member of the executive board. The officers shall be the nominees who receive the greatest number of votes. The officers so elected shall assume their offices on the day after the last day of the school year of their election.

SECTION 2. APPOINTMENT OF COMMITTEE CHAIRPERSONS

The Nominations Chair will contact all committee chairpersons (via letter) in January asking if they would like to return to their current position, stay on the board in a new position, or if they are interested in Executive Board.

The President will send out an email to all committee chairpersons in January asking if they are interested in being considered for three parent representative positions – 1 each in the K –1, 2-3, and 4-5 grade levels to serve on a Nominations Committee. Parent representatives must be a current board member.

The Nominations Committee will consist of the Nominations chair; three parent representatives, and the staff representative. The Nominations Committee will be responsible for filling open Executive Board positions, with input from the current Executive Board. In addition, they are responsible for filling all board committee positions. The committee will meet as many times as necessary to complete this work.

The Nominations Committee will meet with the Principal, President, and Vice President in early February to get direction and input on potential nominees.

All open positions will be indicated on a poster and placed in a visible location at school in time for March conferences. In addition, the Executive Board slate will also be posted.

The Executive Board slate will be published in the April Highlands Happenings newsletter. Also in April, a letter will go out to the entire Highlands school community with the Executive Board slate. A non-returned vote is considered a vote of yes.

The committee chairpersons shall assume their responsibilities after the last day of school of the school year of their appointment.

SECTION 3. APPOINTMENT OF TEACHER REPRESENTATIVE

The principal shall appoint the Teacher Representative no later than the first day of the school year.

ARTICLE V MANAGEMENT

SECTION 1. DUTIES OF THE PRESIDENT

The President shall preside at all meetings of the Association and of the Executive Board, appoint committee heads with the consent of the Executive Board (every effort shall be made to secure participation throughout all Highlands School attendance areas), work on the budget proposal with the Principal and the Treasurer, and perform other duties designated by the Executive Board. The President shall pay out money in the absence of the Treasurer and pay out non-budgeted disbursements under \$200.00. The President is a member of the General Home and School Association and serves on its Board. The President will prepare an agenda for Executive Board meetings, and post prior to each Board and/or Association meeting.

SECTION 2. DUTIES OF THE VICE PRESIDENT

The Vice President shall preside in the absence of the President and shall assume all the duties of the President. The Vice President shall oversee all special activities for the children sponsored by the Home and School as designated by the Executive Board. He/she may assign responsibility for such activities to a temporary committee when deemed necessary.

SECTION 3. DUTIES OF THE SECRETARY

The Secretary shall have custody of all records and documents; shall keep a copy of the "Policies & Procedures" and record all amendments thereto; shall keep an accurate record of all meetings, annual, executive, regular and other activities of the association; and shall transmit same to the succeeding Secretary. The Secretary shall have charge of all correspondence for the Association. The Secretary shall send a copy of the previous meeting's minutes to all Board members with notification of the next meeting one week prior to said meeting. The Secretary shall retain records for the preceding seven (7) years and shall transmit all records to his/her successor.

The Secretary shall use the Life Events Guidelines in his/her duties.

SECTION 4. DUTIES OF THE TREASURER

The Treasurer, in cooperation with the Officers, Principal and Standing Committee Chairpersons, shall prepare a budget for the fiscal year (July 1 – June 30), and distribute that budget to the members at the Board's August meeting. At the properly convened August meeting the proposed budget shall be adopted by a simple majority of those voting.

The Treasurer shall receive and disburse all Home and School funds and shall keep an accurate account of the same. The Treasurer is empowered to pay normal budgeted expenses: non-budgeted disbursements over \$200.00 must be approved by the Association Board. The Treasurer shall make a financial report to the Association at each meeting and shall transmit the accounts and undistributed funds to the succeeding Treasurer. The budget for the Association will be reviewed at each board meeting.

The Treasurer shall complete and file any financial records required by any federal or State of Illinois statutes or regulations. The Treasurer shall retain the financial records of the Association for the preceding seven (7) years and shall transmit all records to her/his successor.

SECTION 5. QUALIFICATION AND TERMS OF OFFICE FOR OFFICERS AND CHAIRPERSONS

The President must have served as a member of the Board during the year prior to election as President.

Terms shall not exceed two consecutive years for both the Executive and Standing Committees, unless authorized by a vote of the Highlands Home and School Association Board.

An elected officer may hold no other Board position.

SECTION 6. VACANCIES DURING THE YEAR

Unexpected vacancies in the Executive Board shall be filled by appointment of the Executive Board and the Nominating Chairperson for the Membership at large. Vacancy of the President shall be filled by the Vice President.

ARTICLE VI MEETINGS

SECTION 1. EXECUTIVE BOARD MEETINGS

Executive Board meetings shall occur prior to each Board meeting, or may be called by the President when deemed necessary. To form a quorum of the Executive Board, two-thirds of the members must be present for the transaction of business.

SECTION 2. BOARD MEETINGS

Meetings of the Association will be held at the discretion of the Executive Board in an effort to fulfill the needs of the Association. A minimum of four meetings will be held during the school year. The time of the meetings will be set by the Executive Board and all members of the Association will be notified of pending meetings.

All Board meetings shall be open to all members of the Association.

Each standing committee chairperson and officer shall hold one vote.

Twelve members of the Board shall constitute a quorum for the transaction of business at any regular or special meeting of the Board. Unless otherwise specified in these Policies & Procedures, approval of motions and resolutions of the Board shall require approval by a majority of those Board members voting at such a properly convened meeting.

In the event an electronic vote is required for reasons such as, but not limited to, lack of a quorum or no H&S Association meeting scheduled prior to a decision making deadline, the following procedures will be followed:

1. Secretary issues a request for electronic votes to committee chairmen and executive board members.
2. Secretary tabulates the votes at the end of a specified deadline.
3. Decision will be based on majority of votes provided the minimum number for a quorum is received according to Highlands HS Association Policies and Procedures Article VI, Section 2-Board Meetings.

All motions passed by the Board are binding until such time as they are rescinded by the Board.

ARTICLE VII COMMITTEE OPERATIONS

SECTION 1. REVIEW AND APPROVAL OF WORK

No Executive, Board, or Association member shall act as an agent for the Association in procuring goods and services for said Association without the prior approval of the Executive Board, unless said goods and services are approved expenditures. No communication, whether to an outside agency or to the Association membership should be sent without prior approval of the Principal and Executive Board. The Board is accountable to the Highlands Home and School Association for managing the Association's affairs, and raising and disbursing the Association's money.

All non-budgeted money raised during a Home & School year will be placed under a Ways and Means heading until May of the current school year. At that time any group wishing additional funds may make a presentation to the Home & School Board. The Home & School Board will vote to approve funds dispersed at that May meeting.

SECTION 2. JOB DESCRIPTIONS

Job descriptions and lists of duties of the committees shall be included with, but not become a part of, these Policies & Procedures. Each job description and list of duties shall be reviewed annually by the relevant committee and will stand revised if approved at a properly convened meeting.

SECTION 3. ANNUAL REPORTS

The chairperson of each committee shall prepare a complete report of the prior year's activities and submit one (1) copy off that report to the successor Chairperson and one (1) copy to the President no later than the last day of the school year.

SECTION 4. COMMITTEE MEMBERS

Each committee chairperson shall select as many volunteer members as deemed necessary to carry out the work of that committee, except that the members of the Nominations Committee shall be selected as specified in these Policies & Procedures.

SECTION 5. EXPENDITURES

All faculty and staff members must spend any allotted money on school related items by March 31st of the current fiscal year and these funds may not be carried over to the next fiscal year.

Home and School will donate \$150.00 for retirement parties only for teachers and staff. All other funds for parties may be solicited from parents after approval is received from the Principal.

Any expenditure over \$200.00 must be approved by the Highlands Home and School Association board.

ARTICLE VIII AMENDING AND REVISING THE POLICIES AND PROCEDURES

SECTION 1. AMENDMENTS

These Policies and Procedures may be amended by a two-thirds vote of the Highlands Home and School Association Board. Notice of the proposed amendments shall be sent in writing with the call to the meeting and/or may be posted at the School for one month in advance of the meeting.

SECTION 2. REVISIONS

The Board may appoint a committee to propose revision of these Policies and Procedures. Approval of any such revision shall be in accordance with the above process for approval of an amendment.

ARTICLE IX PARLIAMENTARY AUTHORITY

SECTION 1. RULES OF ORDER

Robert Rules of Order, in its mostly recently revised edition, shall be the parliamentary authority governing the meetings of the Highlands School Home and School Association and its Board, in so far that they do not conflict with the provisions outlined above.

ADDENDUM I

LIFE EVENTS GUIDELINES

Births:

- Staff and Support Services Personnel: A card and gift up to \$35.00 value.
- Current Home and School Board Member: A card.

Weddings:

- Staff and Support Services Personnel: \$40.00-\$50.00 gift certificate.
- Current Home and School Board Member: A card.

Illness/Surgery:

- Staff, Support Services Personnel, and Current Home and School Board Member: A card and gift up to a \$50.00 value (value up to the discretion of the Executive Board).

Death:

- Staff, Support Services Personnel and Student: A permanent memorial left to the school up to \$150.00 value (value up to the discretion of the Executive Board).
- Parent or sibling of a student and parent or spouse of Staff or Support Services- A card and flowers or a donation can be made in the memory of the person to a charitable organization selected by the family up to \$50.00 value.
- Current Home and School Board Member: A card and flowers to family or donation up to \$50.00 value can be made in memory of that person to a charitable organization selected by the family. Parent or spouse of current Home and School Board- A card.

Retirement:

- Staff and Support Services Personnel- A gift and/or party up to \$150.00 in value to be determined by Executive Board by their time and service to Highlands Elementary School.

Moving:

- Staff, Support Services, and Current Home and School Board Member- Possible gift to be determined by Executive Board by their time and service at Highlands Elementary School.

Disaster:

- Staff and Support Services Personnel- Gesture of good will and/or monetary gift can be donated at the discretion of the Executive Board.

Approved May 2007