

FAIRFIELD HOME & SCHOOL ASSOCIATION. INC. BY-LAWS FAIRFIELD, NJ

ARTICLE I

The name of the organization is the Fairfield Home & School Association, Inc. The Association is a not-for-profit corporation organized under the laws of New Jersey.

ARTICLE II

The goals of the Association are:

- a. To promote the welfare and safety of children in the home, school and community.
- b. To secure adequate laws for the care and protection of children.
- c. To bring into closer relation the home and school so that parents and staff may cooperate intelligently in the education of children.
- d. To enhance the instructive and creative experience of every child by providing goods and services deemed appropriate by membership.

ARTICLE III POLICIES AND STANDING RULES

Section 1

The following are the basic policies of the Association:

- a. The Association shall be noncommercial, nonsectarian and nonpartisan.
- b. 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.
- c. The Association shall work with the Administration and Board of Education to provide quality education for all children and shall seek to participate in the decision making policies, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- d. The Association may cooperate with other organizations and agencies concerned with child welfare, but the Association shall not partner with such organizations, and shall not make any commitments that bind the Association in any way.
- e. The Association may not run for any office or join a committee that directly or indirectly interferes with the by-laws of the Association.
- f. Criticism of individual teachers and administrators and any other individuals shall not be voiced in open meetings, i.e. HSA, BOE, Town social media platforms, etc.

Section 2

The following are the standing rules of the Association:

- a. Officers and chairpersons of committees should be prepared to give a report at HSA general business meetings or should contact the Co-Presidents in advance if they cannot attend.
- b. All notices and flyers sent home from school must be submitted to the Co-Presidents who will obtain approval from the Superintendent and the Principal(s).
- c. We are paperless. No copies will be made without the approval of the Co-Presidents.

- d. Officers and Chairpersons must keep accurate and detailed records of all activities, fundraisers, events, meetings, etc. to pass on to the next person to hold office or to chair the committee. These records will be kept in a folder for each committee. A detailed description of the responsibilities are kept in the folder. Folders must be returned to the Co-Presidents after the event.
- e. The by-laws are posted on the HSA website.
- f. All expenditures beyond budgeted amounts require approval before purchase can be made.
- g. All requests for reimbursements should be accompanied by itemized receipts.
- h. All money 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 30 days of the event or by June 25. Whichever comes first due to the end of the fiscal year. If receipts are not submitted, it will be a donation to the Association.
- i. Committee chairpersons and class parent representatives MUST attend a minimum of three (3) HSA general business meetings per school year but are encouraged to attend regularly.
- j. Standing Rules may be amended or suspended at any general business meeting by a majority vote.

ARTICLE IV

MEMBERSHIP AND DUES

Membership policies are as follows:

- a. Membership into this Association shall be available without regard to race, color, creed or national origin to any parent/legal guardian of a registered and/or enrolled student and to each staff member.
- b. All members of the HSA shall be eligible to participate in general business meetings but only members in good standing are able to serve in any elective or appointive positions.
- c. A member in good standing remits the payment of membership dues before November 30th.
- d. The HSA shall conduct an annual enrollment of members at back to school night at both schools. Membership enrollment will be open year round.
- e. Each family/staff member shall pay membership dues of \$15.00/year to the Association, which constitutes membership.

ARTICLE V

ELECTION/NOMINATION OF OFFICERS/REPRESENTATIVES

Section 1.

Nomination

- a. The officers/representatives of the Association shall be:
Two Co-Presidents
Two Co-Vice Presidents

Two Teacher Representatives: Preferably 1/Churchill, 1/Stevenson
One Corresponding Secretary
One Recording Secretary
One Treasurer

- b. There shall be a Nomination Committee, which will be composed of the Co-Presidents. In the event both Co-Presidents are nominated and nominations are accepted, the Nomination Committee shall be appointed at a general business meeting.
- c. The Co-Presidents shall inform all members prior to the formation of the Nomination Committee that no member of the Nomination Committee shall be able to take a position on the Executive Board.
- d. A nomination form will be available at the discretion of the Executive Board, sometime between February and April, and shall be distributed to membership.
- e. Written consent from the nominee shall be presented to the chair at the time of the nomination.
- f. The Nomination Committee shall submit a slate of nominees at a general business meeting.
- g. A member nominated for the position of Co-President shall have previously served on the Executive Board in the position as a Co-Vice President. In the event a Co-Vice President has not accepted a nomination for Co-President, any member of the Executive Board shall take precedence. In the event a Co-President or thereafter, an Executive Board Member has not accepted a nomination, any member in good standing may be nominated for the Co-President position.
- h. All positions with the exception of the Co-President should not be served by the same member for more than two consecutive terms unless any member, including current and past Executive Board Members have not accepted the nomination.
- i. Only members in good standing who have attended at least 3 general business meetings and chaired at least one event can be nominated unless no other members are nominated for that position.

Section 2

Election

- a. The officers of this Association shall be elected by ballot every two (2) years at a general business meeting.
 - Each member in good standing will sign in before voting.
 - Only members that are present and have attended at least 3 general business meetings will be able to vote and run for the Executive Board.
 - Each member will have one vote by secret ballot.
 - An Executive Board member shall be present while votes are tallied by the Nomination Committee.
 - Results shall be announced once tabulated.
 - Submitted ballots will remain in the custody of the Recording Secretary.
 - If there is but one nominee for each/any office, the election may be by voice vote upon presentation of the slate.
- b. A member accepting the office of Co-President, Co-Vice President, Treasurer, Recording Secretary, Corresponding Secretary and Teacher

Representative, shall serve a two (2) year term in each respective position. In the event of a vacancy occurring in an office during the respective two (2) year term, the Co-Presidents shall appoint any member of the Association who remains in good standing to the vacant position for the remainder of the term. All incoming officers will be sworn in at the June general business meeting and assume their duties on the first day following the last day of school. The Treasurer will assume his/her duty on July 1.

ARTICLE VI DUTIES OF OFFICERS

Section 1

The Co-Presidents shall:

- Preside at all meetings of the Association and of the Executive Board.
- Perform such other duties that may be prescribed or assigned to them by the Association or by the Executive Board.
- Be responsible for appointments of chairperson(s) for all committees.
- Coordinate the work of the officers and committees of the Association in order that the goals may be promoted.
- Be an authorized signatory for the Association's checking account and all contracts.
- Will help familiarize the Co-Vice Presidents with their duties in the event of the absence of a Co-President at any meeting or event.
- Be the liaison between Parents, Food (lunch) Service company, and Board Administrator.
- Will train the elected, incoming Co-Presidents for one month prior to the new Co-Presidents being sworn in.

Section 2

The Co-Vice Presidents shall:

- Act as aides to the Co-Presidents.
- Perform the duties of the Co-Presidents in the absence or inability of those officers to serve.
- Determine which of the following two positions they will fill during their term:
 - 1) *Technology Director*: Duties include, but are not limited to, maintaining the HSA website, HSA app, social media page(s), distributing emails to the membership, and input all events and forms onto the website and calendar.
 - 2) *Fundraising Director*: Duties include, but are not limited to organizing with volunteer assistance fundraising events. Act as a liaison between the Executive Board and the volunteers. Apply and obtain license raffles and complete and submit all necessary Reports of Operation to the Office of Legalized Games and Chance. Explore opportunities to raise additional funds for the Association. Reach out to local businesses to solicit corporate financial support for the Association for events

and programs.

- Familiarize themselves with each other's position/duties in the event they need to substitute for one another.

Section 3

The Recording Secretary shall:

- Record the minutes of all meetings of the Association and of the Executive Board.
- Have a copy of the membership list available at every meeting.
- Perform such other duties as may be delegated by the Executive Board.
- Compile and issue the minutes after public HSA meetings within ten business days.
- Keep attendance of all meetings of the Association and compile into a spreadsheet.

Section 4

The Corresponding Secretary shall:

- Conduct the correspondence of the Association as directed by the Co-Presidents, Executive Board or the Association.
- Act on behalf of the Executive Board to oversee the Sunshine Fund, report activity and balances at meetings, and keep a file of necessary Reports of Operation.
- Share correspondence the Association receives by teachers, students, families and community members.
- Responsible for purchasing holiday gifts for BOE members, school secretaries and custodians.
- Provide a copy of the monthly bank statement to the Treasurer.

Section 5

The Treasurer shall:

- Have preferred finance background.
- Have custody of all the funds of the Association.
- Give access to view only the bank account or provide copies of the monthly statements to the Co-Presidents.
- Keep an accurate record of receipts and expenditures.
- Count any cash withdrawals and/or deposits with the chair of that event or another Executive Board member. The withdrawal slip should be signed by both the treasurer and either chair or additional Executive Board Member. A Cash Verification form should be signed by both the treasurer and either the chair person or other Executive Board Member who counted the cash to deposit.
- Pay out local funds in accordance with the approved budget, as authorized by the statement of accounts of the Association, and at times when requested by the Executive Board.
- Make a report of the budget at the annual meeting.
- Make all deposits within 5 business days.
- Oversee the compilation and implementation of the 300-

- charity license including a CPA audit annually.
- Oversee the compilation and implementation of 990 tax-exempt forms.
- Any outgoing Treasurer shall work with the incoming Treasurer through the end of the fiscal year.
- The Treasurer's accounts shall be examined annually by an auditor. The auditor shall be appointed by the Co-Presidents.
- Be an authorized signatory for the Association's checking account.
- Maintain a calendar of events that a cash box is needed for and have ready 24 hours in advance of said event. Treasurer shall make arrangements directly with the chairperson to deliver the cash box.
- Reimburse within one week of receipt funds prepaid by any chairperson, board members and/or any member for any approved expenditure for any HSA event.
- Submit a monthly report to the Co-Presidents on invoices/expenditures payment allocation.

Section 6

All officers shall deliver to their successors all official materials at the June general business meeting, except for the Treasurer, who will complete reports through the end of the month and the Co-Presidents who will hold their position until the last day of school.

ARTICLE VII EXECUTIVE BOARD

Section 1

The Executive Board shall consist of the Co-Presidents, Co-Vice Presidents, Corresponding Secretary, Recording Secretary and Treasurer. The members of the Executive Board shall serve until their successors are sworn in at the June meeting except as noted in Article VI, Section 6 above. All Executive Board members must sign and adhere to the Association's Code of Conduct. The Code of Conduct will be reviewed bi-annually as part of the by-laws. The Code of Conduct may be amended at any general business meeting by a majority vote.

[Fairfield Home and School Association Code of Conduct](#)

Section 2

The duties of the Executive Board shall be:

- To transact necessary business in the intervals between general business meetings, and such other business as may be required or referred to by the Association.
- To create standing committees.
- To approve the plans of work of the standing committees.
- To present a report at the general business meetings of the Association.
- To accept and submit to the Association a budget for the fiscal year.

- To approve routine bills within the limits of the budget.
- To assist all committees in any way necessary, however no member of the Executive Board shall chair a committee unless no chairperson is available.

ARTICLE VIII MEETINGS

- a. General business meetings of the HSA shall be held on any day of the month during the school year, unless otherwise provided by the Association or by the Executive Board. Twenty four (24) hours written notice shall be given of a change of date.
- b. The sole purpose of HSA meetings is to conduct business relevant to the HSA. This business shall include, but is not limited to committee work updates, a Treasurer's report, Sunshine Fund report and a Recording Secretary's report. Regular business meetings shall also conclude old business, introduce new business, and may host guest speakers at the discretion of the Executive Board and/or the Administration. In order to keep the meetings inclusive to all members present, it is expected that all present will adhere to the confines of these by-laws, and keep proper attention to relevant subject matter.
- c. Special meetings may be called by the Executive Board once twenty-four (24) hours notice has been given.
- d. Ten members shall constitute a quorum for the transaction of business in any meeting of the HSA.
- e. The privilege of holding office, introducing motions, and voting shall be limited to members in good standing and attended three (3) meetings in the current year. During an election year, the three (3) required meetings to vote does not include the meeting at which the election will be held. Members must be present at any given meeting in order to introduce motions, and/or vote. Refer to Article IV Membership and Dues point c for definition of a member in good standing.

ARTICLE IX STANDING COMMITTEES

Section 1

Such standing committees shall be created by the Executive Board, as may be required to promote the goals and interests of the HSA.

Section 2

- a. Nomination Committee
See Article V, Section 1
- b. By-Law Revision Committee
This committee shall include one (1) Co-President, (1) Co-Vice President, and at least three (3) other members, but no more than five (5).
- c. Cultural Programs Committee

This committee shall consist of at least one or two co- chairpersons who shall work closely with the principals of both Stevenson and Churchill Schools to ensure quality programming consistent with curriculum.

d. Class Parent Committee

This committee shall consist of the 2 Co-Presidents who shall be responsible for distributing the class parent sign-up and selecting the class parents based on pre-established criteria.

Section 3

The power to form a special committee nests with the Co-Presidents. Any new committee is to be formed for a specific purpose.

Section 4

The chairperson(s) of all committees shall present plans of work to the Executive Board on a regular basis. No committee work shall be undertaken without the approval of the Executive Board. Contracts will be signed by one or both of the Co-Presidents.

Section 5

The Co-Presidents shall be ex-officio members of all committees, except the Nomination Committee unless as noted in Article V, Section 1.

ARTICLE X MEMBERSHIP YEAR

The membership year of the HSA shall be from October 1st through September 30th.

ARTICLE XI FISCAL YEAR

The fiscal year of the HSA shall be from July 1st through June 30th. By July 1st, each new Co-President and the Treasurer shall become sole signatories for the Association's checking account.

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern this Association in all cases in which they are applicable.

ARTICLE XIII AMENDMENTS

These by-laws may be amended, revised and/or restated at any general business meeting of the HSA by a two-thirds vote of the members present and voting.

ARTICLE XIV MISCELLANEOUS

Section 1

A committee chairperson may receive funds in advance to fulfill the requirements of their committee, as long as a contract is provided prior to funds being disbursed. Checks shall be made payable to the vendors. All receipts and a tally of expenses shall be provided to the Treasurer within 72 hours of the completion of the event. Any additional budgeted funds expended can be reimbursed at this time. In the case of expenditures in excess of budgeted amounts, it must go before membership to vote for approval of the new dollar amount PRIOR to spending. All chairpersons shall strive to stay within the amount budgeted for their committee at all times. An expenditure of \$301.00 or less can be approved by the Executive Board. This shall be reported at the subsequent general business meeting.

Section 2

All net proceeds of HSA Events and Activities shall be earmarked for specific purposes, within the guidelines of the HSA goals (Article II). Any events not earmarked for specific purposes, will be at the discretion of the Co-Presidents.

- a. Lunch Program: Any monies from this program shall be budgeted toward maintenance of equipment. A percentage of remaining monies not used for maintenance/equipment may be allocated at the discretion of the Co-Presidents towards funding of feast and/or similar requests.
- b. Fall Fundraiser: All profits are budgeted toward class trips.
- c. Spring Fundraiser: Any monies from this fundraiser shall be budgeted toward School Administration "wish list" or requests (40% to go towards Stevenson and 60% to go toward Churchill School). All requests made from this fund will be voted on at a public meeting.
- d. 6th Grade Fundraiser: Any monies from this fundraiser shall be budgeted toward end of year gifts and activities for the sixth grade students.
- e. Book Fair: Any profits are budgeted towards Author Day. At the Executive Board's discretion, any remaining funds may be allocated towards the school libraries. Any monies from this fundraiser shall be budgeted toward School Administration "wish list" or requests (40% to go towards Stevenson and 60% to go toward Churchill School). All requests made from this fund will be voted on at a public meeting.

Section 3

Any motion, as well as any expenditure over \$301.00, may be voted on at any general business meeting of the HSA by members present and voting, provided that notice of the proposed motion or expenditure shall have been given in writing to the Executive Board at the previous general business meeting.

Section 4

The Executive Board shall meet in May to develop and adjust the proposed budget for the new fiscal year. It shall then be presented and voted on at the June general business meeting.

Section 5

Sunshine Fund Guidelines

The purpose of the Sunshine Fund is for it to be utilized as an expression of concern or sympathy in times of need, in celebration, or to show gratitude from the HSA. The guidelines originally established by the HSA were voted on at the January 1997 general business meeting. They are as follows:

1. Immediate families of the HSA membership and Staff members in the event of a tragic life event would receive up to \$75.00 by means of a gift certificate, flowers or whatever means deemed acceptable. "Immediate family" is defined as a sibling, parent, child or grandparent living within the household. "Tragic life event" is defined as a death in the "immediate family" as defined above, or recuperation from any event that required a hospital stay.
2. It will be at the discretion of the HSA Executive Board to allocate the gift.
3. The Corresponding Secretary will report to the membership any gift given and the Sunshine Fund balance at each general business meeting.
4. 10% of the net proceeds from HSA events, whose profits are not already designated for a specific purpose, shall be added to this fund, not to exceed \$1000.00. In the case of depletion of funds, at the Executive Board's discretion monies may be allocated out of the Miscellaneous.

Section 6

Fundraiser Fund Guidelines

1. 10% of the net proceeds from HSA events, whose profits are not already designated for a specific purpose, shall be deposited into this account, not to exceed \$10,000.00.
2. Additional deposits may be made at any time by a majority vote of the Fundraiser membership, provided notice shall have been given at the previous general business meeting.
3. All Staff requests shall be routed to the fund. Requests for withdrawals from this account must be submitted in writing by a District Administrator to the Co-Presidents of the HSA and may be voted on at any general business meeting by members present and voting, provided that notice of the proposed expenditure shall have been given in writing at the previous general business meeting.
4. The Treasurer shall report any disbursements made and the Fundraiser Fund balance at each general business meeting.

Updated November 14, 2023 General Meeting