

BYLAWS OF THE TRAVELL HOME AND SCHOOL ASSOCIATION

ARTICLE I NAME

The name of this association is the TRAVELL HOME AND SCHOOL ASSOCIATION (also referred to herein as the “Association”).

ARTICLE II OBJECTIVES AND POLICIES

2.1 The objectives of this Association are to foster a cooperative relationship among the parents, teachers, and the administration of Travell Elementary School (“Travell”) which;

- a) Focuses upon the well being of the Travell students;
- b) Promotes educational excellence;
- c) Provides an open forum for questions affecting Travell and/or the Ridgewood Public Schools and recommends actions concerning them;
- d) Encourage community awareness;
- e) Advocates for our children through any or all appropriate means;
- f) Provides financial support for enrichment activities.

2.2 This Association is non-profit, non-sectarian, and non-political. It does not discriminate on the basis of race, sex, age, religion, or national origin.

2.3 The name of this Association and the actions of its officers will be directed solely towards those activities, which relate to the Association’s objectives.

ARTICLE III GENERAL MEMBERSHIP

3.1 A General Member shall consists of every parent or legal guardian of any student enrolled in Travell and every teacher and administrator of Travell.

3.2 The General Members **may** recommend and approve the collection of dues from all General Members of the Association. Non-payment of such dues shall not bar any person, as specified in paragraph 3.1, from membership or from voting privileges.

ARTICLE IV MEETINGS

4.1 The Executive Committee Meeting is a meeting of the officers of the Association and shall be held monthly from September to June, unless otherwise ordered by the President or the Principal.

4.2 A General Membership Voting Meeting is a meeting that shall require a necessary vote of the General Members. General Membership Meetings shall be held in October (budget), January and April (board slate for following year). An additional General Membership Voting Meeting may be called by the President or by the Executive Committee or upon written request of ten members of the Association. General Members, physically present, are eligible to vote at these General Membership Voting Meetings and a two-thirds majority vote will constitute approval for an act of the Association. There shall be no minimum number required to constitute a quorum.

4.3 An Association Meeting is a meeting that does not require a necessary vote of the General Members and shall be held in the following months: September, October, January, February, April and May, unless otherwise ordered by the Principal or by the Executive Committee. The General Members shall be invited to attend and all physically present, will be allowed to make motions and vote during the Association Meetings. A two-thirds majority vote will constitute an act of the Association.

4.4 Ten General Members shall constitute a quorum for the Association Meetings.

4.5 Special meetings may be called by the President, the Principal or by the Executive Committee or upon written request of ten (10) General Members of the Association to the President and the Principal. The purpose of this additional Association Meeting shall be stated in the call. At least three (3) days prior notice shall be given for the meeting. The General Members shall receive notice of the special meeting.

ARTICLE V OFFICERS

5.1 The officers of the Association are: President or two Co-Presidents, Vice President or two Co-Vice Presidents, Vice President of Enrichment or two Co-Vice Presidents of Enrichment, Vice President of Fundraising or two Co-Vice Presidents of Fundraising, Treasurer and Assistant Treasurer, Recording Secretary, and Technical Secretary.

5.2 The duties of the officers shall be as follows:

a) President: Any reference to "President" in these Bylaws shall mean either the President or the Co-Presidents, as the case may be. The President shall call and preside at all meetings of the Executive Committee, the Association, and the General Membership and will be ex-officio member (by virtue or because of an office) of all committees except the Nominating Committee. He/She shall appoint chairpersons for all committees, except for the Nominating Committee, with the approval of the Executive Committee; shall attend meetings of the Federated Home and School Association; and shall perform all other duties usually pertaining to this office.

- b) Vice-President: Any reference to “Vice-President” in these Bylaws shall mean either the Vice-President or the Co-Vice-Presidents, as the case may be. The Vice-President will, in the absence of the President, preside at all meetings and otherwise carry out the duties of the President and shall have such other duties as the President may assign. He/She shall succeed to the Presidency in the event a vacancy occurs in that office and shall hold that office until the end of that term.
- c) Vice-President of Enrichment: Any reference to “Vice-President of Enrichment” in these Bylaws shall mean either the Vice-President of Enrichment or the Co-Vice-Presidents of enrichment, as the case may be. The Vice-President of Enrichment shall coordinate enrichment activities and shall perform such duties as the President may assign.
- d) Vice-President of Fundraising: Any reference to “Vice-President of Fundraising” in these Bylaws shall mean either the Vice-President of Fundraising or the Co-Vice-Presidents of Fundraising, as the case may be. The Vice-President of Fundraising shall coordinate fundraising activities with fundraising committee chairpeople and shall perform such duties as the President may assign.
- e) Treasurer and Assistant Treasurer: shall receive all monies of the Association; keep an accurate record of receipts and expenditures and pay out funds as approved in the budget. The Treasurers shall perform such other duties as the President may assign. The Assistant Treasurer shall serve his or her term in that office. The Treasurer and President shall propose an annual budget for the Association, shall prepare a monthly statement of accounts and expenditures and present the statement at the Association Meetings, shall inform event pricing, shall prepare a final financial statement at the end of the fiscal year for the Association, and shall perform such other duties as the President may assign.
- f) Recording Secretary: The Recording Secretary will record the minutes from the Executive Committee Meeting and record, publish and make available the minutes from the Association Meeting and General Membership Voting Meetings. He/She shall maintain the By-Laws in accordance with the standards outlined in the 9th Edition of the Scott, Foresman Robert’s Rules of Order Newly Revised. He/She, as requested by the President, shall prepare the agendas for the Association Meetings, shall maintain the calendar board on Fairfield Avenue, and shall perform such other duties as the President may assign.
- g) Technical Secretary: The Technical Secretary is responsible for preparing, editing, and distributing to the Association the current Home and School electronic news. The Technical Secretary shall assist the President and Executive Committee with all correspondence and shall assist the Recording Secretary as needed. He/She shall perform such other duties as the President may assign through various technological media.

5.3 a) The election of officers for the next year shall be held at the April General Membership Voting Meeting. Election shall be by voice vote if there is only one candidate nominated for each office. If additional candidates are nominated by write in or from the floor at the April General Membership Voting Meeting, voting shall be by secret ballot.

b) To ensure a smooth transition from one school year to the next, the newly elected officers and the outgoing officers shall share responsibilities during May and June. The newly elected officers shall assume all duties as they relate to the forthcoming school year and the outgoing elected officers shall retain all duties as they relate to the current school year. Prior to taking office, the newly elected officers shall attend the June Executive Committee Meeting. Both the newly elected officers and the outgoing officers shall hold an Association Meeting in May. The newly elected officers shall then take full responsibility for the Association as of July 1.

5.4 Vacancies in Office: In the event of a vacancy occurring in an elected office, the vacancy shall be filled for the unexpired term by appointment of the President with the approval of the Association. If an officer is temporarily unable to perform his/her duty, the Executive Committee will appoint a temporary replacement.

5.5 Terms in Office: The officers shall be elected for a term of one year and no member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office, unless the current officer agrees to serve an additional term and is voted on by a two-thirds majority vote at an Association Meeting. An officer who has served more than half a term, December 31st, is considered to have served a full term in that office.

5.6 Removal from Office: a) After thirty (30) days' prior written notice, and after an opportunity to be heard on the issues, any Officer may be removed from office by the affirmative vote of two-thirds of a majority of the Members present at the next Association Meeting.
b) All vacancies may be filled by a two-thirds majority vote of the Members present at the next Association Meeting. Officers to fill vacancies shall be chosen from a slate submitted by the Nominating Committee (10) days in advance of the election to fill a vacancy. Nominations may also be accepted from the floor. Any Officer chosen to fill a vacancy shall be elected for the unexpired term of the vacating Officer.

ARTICLE VI COMMITTEES

6.1 The elected Officers and the Principal comprise the Executive Committee. The Executive Committee shall have general supervision of the affairs of the Association between its Board Meetings, set the hour and place of meetings, and make recommendations to the General Membership. The Executive Committee shall have the power to transact necessary business between Association Meetings and conduct such business as may be referred to it by the General Membership and shall report its actions to the Association at the Association Meeting. The Executive Committee shall be subject to the orders of the Association and none of its acts shall conflict with actions taken by the Association and its Board.

6.2 Meetings of the Executive Committee are to be held monthly. Special meetings of the Committee may be called by the President, Vice President or the School Principal.

6.3 Nominations and Elections of Officers:

a) The Nominating Committee shall consist of seven (7) people of which five (5) are appointed by the Executive Committee. Three (3) of the members of the Nominating Committee shall be members who are chairpersons and two (2) shall be from the General Membership at large. The Principal or acting Principal of Travell shall be appointed to the Nominating Committee with no reservations and a teacher of Travell shall be appointed to the Nominating Committee by the principal. The Executive Committee shall designate the Chairperson, who shall be an individual who served on the Nominating Committee in the previous year, and shall also nominate four (4) members for the Nominating Committee which shall include one returning member from the

preceding year's Nominating Committee, when possible. The Nominating Committee shall solicit the General Membership in their search for nominees. All nominees must be members of the Association and the consent of all candidates must be given before their names are placed in nomination. The Nominating Committee is required to nominate one candidate for each office and present their proposed slate to the General Membership.

b) The Nominating Committee will be named by October and shall report its nominations to the Association in February. The slate selected by the Committee shall be included in the notice of the April General Membership Voting Meeting, which shall be sent to all members at least three weeks prior to the General Membership Voting Meeting, if possible. Additional nominations received by the Recording Secretary in writing, two weeks prior to the election, must be placed on the ballot. Further nominations may be made from the floor at the April General Membership Voting Meeting provided that concurrently with such nominations a written consent of the nominee is submitted at the meeting.

6.4 There shall be such committees created by the Executive Committee as may be required to promote the objectives and interests of the Association. Chairpersons of these committees shall be appointed by the President and approved by the Executive Committee. These chairpersons shall select individual members for their respective committees. The chairpersons of all committees shall attend the Board Meetings and report to the Association on their committees. No proposed plan of action shall be undertaken without prior approval of the Association. Items purchased by the Association shall remain on Travell premises and shall not be taken off the premises without a written request submitted to the President or without prior approval by the Executive Committee. The outgoing chairpersons of committees shall submit to the President and/or Vice President, by the end of June, a summary of their work and completed binders. These summaries shall then be passed on to the incoming chairperson. As soon as practical after a new chairperson is selected, the incoming chairperson is required to meet with the previous chairperson.

ARTICLE VII FINANCES

7.1 The Treasurer will review with the Executive Board, a proposed budget at the September Executive Meeting and during the September General Membership Voting Meeting; the Treasurer shall distribute the proposed budget. Two (2) weeks prior to the October General Membership Voting Meeting, the budget shall be distributed for review. Any proposed changes to the distributed proposed budget, shall be presented and discussed prior to voting at the October General Membership Voting Meeting. At the October General Membership Voting Meeting, the final proposed budget shall be voted upon.

7.2 Check signing privileges are given to the President, the Treasurer, and Assistant Treasurer of the Executive Committee. One signature shall be required for all checks under \$2,000.00. For all checks in the amount of \$2,000.00 or greater two signatures are required.

7.3 The fiscal year shall extend from July 1 until June 30 the following year.

7.4 At the close of each fiscal year, the financial books and records of the Association

shall be audited if the gross revenue (i.e. sale of Scrip, wrapping paper, etc.) exceeds \$250,000 for the year.

7.5 All funds accumulated at the end of the fiscal year will be disbursed when practical in accordance with the objectives and policies of the Association.

7.6 A cash flow reserve fund of \$12,000 shall be maintained when practical. The purpose of this reserve is to ensure the Treasurer and Assistant Treasurer meet the obligations of the Association.

7.7 Committee chairperson expenditures may not exceed the budgeted amount for their committee in the annual budget unless otherwise approved by the Executive Committee. Immediately upon Committee chairperson becoming aware of exceeding the budgeted amount, Committee chairperson shall notify the President, Treasurer and Assistant Treasurer. At the following Association Meeting, the exceeded budgeted amount shall be included on the agenda.

7.8 All anticipated expenditures in excess of \$250 shall require prior Executive Committee approval.

7.9 All funds from the approved budget that were not spent during the current fiscal year shall be appropriated by the Executive Committee in accordance with the Association objectives.

ARTICLE VIII PARLIAMENTARY PROCEDURE

The rules contained in the 9th Edition of the Scott, Foresman Robert's Rules of Order Newly Revised govern the Association in all cases to which they are applicable with these by-laws and any special rules of order the General Membership may adopt.

ARTICLE IX AMENDMENTS

These by-laws may be amended at any Association Meeting by a two-thirds majority vote of all Members attending any Association Meeting, provided that notice of the character of the proposed amendment shall have been given to the Members at least ten (10) days before such amendment is voted upon. Such amendments shall be consistent with the purpose, objectives and intentions of the Association.

ARTICLE X DISSOLUTION

Upon the dissolution or other termination of the Association, no part of the property of the Association or any of the proceeds shall be distributed to or inure to the benefit of any of the Members, Association or Officers of the Association, but all such property and proceeds, subject to the discharge of valid obligations of the Association, shall be distributed exclusively to Federal, State or local government bodies or to other charitable or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and the Regulations as they now exist or as they may hereafter be amended.

First Revision 1971

Second Revision October 1979

Third Revision April 1983

Fourth Revision September 1992

Fifth Revision October 1998

Sixth Revision January 2006

Seventh Revision June 2008

Eighth Revision March 2009

Ninth Revision September 2009

Tenth Revision March 2010

Eleventh Revision January 2012

Twelfth Revision May 2017