

The

# CONSTITUTION

and

# BY-LAWS

of the

DEMAREST  
HOME AND SCHOOL  
ASSOCIATION

# **THE CONSTITUTION OF THE DEMAREST HOME AND SCHOOL ASSOCIATION**

## **Article I – NAME**

The name of this organization shall be the Demarest Home and School Association of Bloomfield and shall be considered a not for profit organization per the state of New Jersey.

## **Article II – MISSION**

The mission of the aforementioned non-profit Association is to establish and maintain a collaborative working relationship with the professional staff and administration of Demarest School for the explicit purpose of supplementing and enriching the educational, emotional, social and learning process of those students attending Demarest Elementary School in Bloomfield, New Jersey.

## **Article III – OBJECTIVES**

To accomplish said mission, the aforementioned Association shall organize and staff committees to run various enrichment programs, educational functions and social events, foster communication between the professional staff and administration of Demarest School, other Home and School Associations, Community Organizations, and the families of Demarest School students. The names and specific functions/ responsibilities of said committees are identified in Article III of the Demarest Home and School Association By-Laws. Additionally, the Demarest Home and School Association will plan, organize and implement fundraising activities whose receipts will be used to fulfill the overall mission of the Association.

## **Article IV – MEMBERSHIP**

All parents and/or legal guardians of current Demarest Elementary School students, teachers, staff and principal of Demarest School are eligible for membership of the Association and may become said member upon payment of annual dues.

## **Article V – DEFINITIONS**

**“Association”**– The Association as used herein is the Demarest Home and School Association of Bloomfield.

**“Executive Committee”** – The executive committee shall be comprised of the five (5) officers of the Association.

**“Executive Board”** – The executive board shall be comprised of the elected officers of the Association, the immediate past president, all the chairpersons (including all co-chairpersons) of standing committees, the school principal and the attending teacher representative(s).

**“Officers”** – The officers shall be the persons in the specific roles of two co-presidents, a secretary, a treasurer and an immediate past president.

**“Assistant Officer”** – An officer, other than the co-presidents and immediate past president, shall be permitted to appoint an assistant to aid them in the scope of their duties.

## **Article VI – MEETINGS**

A schedule of all general meetings shall be formulated by the executive committee and disseminated at Back-To-School Night. Meeting date and times shall also be posted on the monthly Demarest School calendar, and if available printed in the Association’s newsletter and posted on the website. Any emergent changes in the established meeting schedule disseminated at Back-To-School Night shall be announced to the entire membership through the most practicable methods available to the executive committee, including but not limited to flyers to students, website, newsletter or email communications.

## **Article VII – OFFICERS/ELECTION OF OFFICERS**

**Section 1** – The officers of the Association shall consist of two co-presidents, secretary, treasurer and immediate past president. Each officer shall serve a term of two (2) consecutive years, with the exception of the immediate past president, who shall have a one year term. No officer shall be re-elected to the same office immediately after completing his or her previous term, unless a successor cannot be identified and elected. In no event shall an officer serve more than four (4) consecutive years in one position.

**Section 2** - All officers, other than the immediate past president, which is an appointed position, shall be elected by secret ballot by the executive board at the May general meeting of the Association. Only members of the executive board who were present a minimum of six (6) of the preceding nine (9) meetings of the Association, shall be eligible to vote. If the number of eligible voters is less than five (5), then the co-presidents, at the request of any nominee, shall allow a vote of all special committee chairpersons in attendance at the May general meeting. In the event that any committee is co-chaired by more than one person, each co-chair of the committee shall have one vote in the officer elections. The secretary shall record the ballots and announce the elected vote at the May meeting. The treasurer shall confirm and certify the election results.

Section 3 – If there is a tie among the nominees for any officer position, the nominee who chaired or co-chaired more standing committees in the current school year shall be elected. If the number of standing committees chaired by the nominees is equal, then the nominee who chaired or co-chaired more special committees in the current school year shall be elected. If the number of special committees chaired by the nominees is equal, then the nominee who attended more general meetings of the Association in the current school year (September through May) shall be elected. The secretary shall confirm the information about the nominee’s attendance and committee service at the May general meeting. In the event that the number of general meetings attended by the nominees is equal, the co-presidents shall preside over a secret ballot of those present at the May meeting (inclusive of the executive board, who have shall have the opportunity to recast their ballots). In the event that there is still a tie, a second vote shall be held. If after a second vote of all those present at the May meeting, the result remains a tie, then the election shall be open to the entire membership, said procedure to be determined, set and implemented by the Nominating Committee and the election shall be completed no later than May 31<sup>st</sup>. The secretary shall record the ballots and announce the elected vote at the meeting. The treasurer shall confirm and certify the election results.

Section 4 – One co-president shall be elected each year to serve a term of two years. In no event shall both co-president positions be up for election at any one time. An officer’s term must be completed by the time his or her youngest child ends fifth grade to allow for training of new officers.

Section 5 - Officers, other than the co-presidents and the immediate past president, may appoint assistant officers to assist them with their defined duties and substitute for them in the event of an absence from a general meeting. This shall not be an elected position and the assistant officer shall serve at the pleasure of the elected officer. An assistant officer cannot substitute at an executive board meeting, but may be present if requested by the officer. Assistant officers shall not have a vote on the executive committee or executive board, unless said assistant serves on the executive board in another capacity (i.e. standing committee chairperson).

## **Article VIII – DUTIES OF OFFICERS**

Section 1 – The **co-presidents** shall jointly superintend the workings of the Association and preside at all meetings. The co-presidents shall insist upon the strict enforcement of the Constitution and By-Laws of the Demarest Home and School Association. Failure to do so may result in his or her impeachment/removal per Article XI of this Constitution. Additionally, the co-presidents shall be ex-officio member of all committees, with the exception of the Nominating Committee.

The co-presidents shall set a date by the end of May or as close to there as possible for an annual budget meeting. The co-presidents shall announce the date of the meeting at the May general meeting, and disseminate the information to as many members of the Association through the most practicable methods available to the executive committee, including but not limited to flyers to students, website, newsletter or email communications.

Section 2 – The **secretary** maintains the official Constitution and the Association’s official By-Laws. The secretary shall transcribe and record any proposed amendment to this Constitution and the Association’s By-Laws and make such amendments available to the

executive board members present at a general meeting of the Association. If said amendment is passed, the secretary shall make such amendment an official part hereof, by attaching a copy of the official documents. The secretary shall provide the official Constitution and By-Laws to the superceding secretary together with all amendments.

The secretary shall keep accurate attendance records and transcribe the minutes of the general and executive board meetings. An official copy of the minutes will be recorded and distributed to all members in attendance at the general meetings. The secretary shall keep an official copy of all previous minutes of the general and executive meetings and attendance records in a manner subject to review by any member of the Association and shall provide the attendance records and official minutes to the superceding secretary.

The secretary will be the official correspondent for the Association, which duties shall include maintaining all correspondence, announcing all letters and correspondence to and from the Association at the general meeting, drafting and mailing all of the executive committee's correspondence for review, sending all thank you letters on behalf of the Association and any other such similar duties as the co-presidents request. The secretary shall maintain a copy of all correspondence to and from the Association for the duration of his or her two (2) year term, unless approval is given by the executive committee to dispose of said correspondence prior to that time.

The secretary shall be responsible for the official role call on all floor votes, recording and announcing the results of such votes. The secretary shall also tally the ballots for officer elections and announce the results, which same shall be confirmed and certified by the treasurer.

Section 3 – The **treasurer** shall receive all monies belonging to the Association and deposit same funds in the name of the Association in such bank as may be designated by the executive committee. The treasurer shall make all payments ordered by the executive committee or requested by the executive board and such payments shall be reviewed by a co-president then signed by both the co-president and treasurer. The treasurer shall keep an accurate account of all receipts and disbursements and submit regular reports to the Association at the general meeting or at the request of the co-presidents. If the co-president has a question regarding any bill or payment to be made by the treasurer, the co-president shall bring the matter to the attention of the other officers for a review and the executive committee shall hold a vote on the payment or bill to be paid.

The treasurer shall close all accounts by May 15<sup>th</sup>, unless the executive committee gives prior approval for a later date. The treasurer shall have the accounts audited and/or reconciled between June 30<sup>th</sup> and September 1<sup>st</sup>, or at any time as designated by the Association's accountant.

The treasurer or his or her assistant shall be present at all of the Association's functions in which money is being collected by or on the behalf of the Association. If this is not possible, a co-president or the immediate past president must be present to collect the funds and turn same over to the treasurer.

The treasurer shall prepare and submit the Association's proposed budget for the following fiscal year no later than May 30<sup>th</sup> for review and approval by the membership at the annual budget meeting. The treasurer is responsible for an Annual Report of the previous fiscal year no later than December 31<sup>st</sup>.

The treasurer shall confirm and certify all officer elections as announced by the secretary.

Section 4 - The **immediate past president** shall assist the executive board in the maintenance of continuity from one administration to the next. The immediate past president shall provide support and guidance to the officers on strategic plans and provide input on action plans. As a member of the executive committee and executive board, the immediate past president shall have full voting rights and shall report to the co-presidents. The immediate past president may also serve on any special committees or take any special assignments at the request of the co-presidents. It is the duty of the immediate past president to chair the Nominating Committee. This position is not elected and shall only be open to the immediately preceding year's co-president.

### **Article IX – AFFILIATIONS**

The Association shall be a member of the Home and School Council of Bloomfield and shall pay all annual dues required. The officers and executive board shall attend all necessary meetings of the Council and host such meetings when necessary.

### **Article X - AMENDMENTS**

The Constitution of the Association may be amended at any meeting of the Association by a two-thirds (2/3) vote of the executive board, present at the general meeting, providing that the proposed amendment(s) have been provided in writing at the preceding general meeting and it is announced by the proponent of the amendment that he or she will call for a vote on the amendment at the next general meeting. The secretary shall make any amendments that pass by a two-thirds (2/3) vote an official part of said documents.

### **Article XI – IMPEACHMENT/EXECUTIVE BOARD MEMBER REMOVAL**

Shall any member of the executive board willfully violate and/or fail in performing the duties and responsibilities as so described in the Constitution and/or By-Laws of the Association, or shall such committee chairperson not attend six (6) of the ten (10) general meetings, he/she is subject to removal by two-thirds (2/3) vote of the executive board. The member subject to removal shall be provided a forum to address such allegations and/or present to the executive board reasons(s) for absence from meetings.

### **Article XII – CONFLICTS**

In the event of a conflict between the Constitution and the By-Laws, the language of the Constitution shall prevail and be followed by the Association.

### **Article XIII – REVOCATION**

All prior Constitutions and By-Laws of the Demarest Home and School Association of Bloomfield are hereby revoked and abandoned in their entirety.