

H.O.P.E.

Holman Organization Parents and Educators

Bylaws

Membership approval date: October 7, 1998

Amended: October 7, 1998

 September 7, 1999

 May 9, 2000

 March 16, 2016

 January 25, 2018

 July 2, 2018

ARTICLE I

Name

The name of this organization is **Holman Organization of Parents and Educators (H.O.P.E.)**.

ARTICLE II

Articles of Organization

The organization is a not-for-profit corporation organized under the laws of New Jersey. Its “Articles of Organization” comprise the certificate of incorporation or articles of incorporation and these bylaws as from time to time amended. In the event of a conflict between the certificate of incorporation or Articles of Incorporation and these bylaws, the organization shall take prompt action to amend the certificate of incorporation or articles of incorporation to conform to the provision of these bylaws.

ARTICLE III

Purposes

Section 1

The objectives of the organization are:

- a. To promote the welfare of children, school and community;
- b. To foster a cooperative relationship between the organization, the school and the families to promote the education of children and youth.

Section 2

The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of corresponding section of any Federal tax code (hereinafter Internal Revenue Code).

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501[c] [3] and 170[c][2] of the Internal Revenue Code of 1986 or the corresponding sections of any prior or future Internal Revenue Code, Federal, State, local government for exclusive public purpose.

ARTICLE IV

Basic Policies

The H.O.P.E. organization values the support of our families to help enhance the experience for students and the Lucy N. Holman School. We encourage and welcome all new ideas, and recognize the commitment of individuals to support H.O.P.E. sponsored events.

Code of Ethics

Board members, committee members, and volunteers shall:

- 1) Read, understand, and follow all provisions of the Bylaws;
- 2) At all times act in the best interest of the H.O.P.E. organization;
- 3) Foster an inclusive environment toward the shared, common goals;
- 4) Be respectful to fellow members and volunteers;
- 5) Attend and actively participate in events for which they have volunteered;
- 6) Advocate for the mission of H.O.P.E. and share the mission and vision with others; and
- 7) Feel empowered to raise any concerns or issues to the board, at any time
- 8) If an individual is unable to perform within the Code of Ethics, priority consideration and selection for future volunteering may be reviewed and decided upon by the Executive Board. This is intended to foster a fair, collaborative and positive experience for all Holman families.

The following are basic policies of this organization:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of objects of the organization.
- c. The organization shall work with the schools to provide quality education for all children and youth. The organization shall seek to participate in the decision making process establishing school policy while recognizing the legal responsibility to make decisions has been delegated by the people to the boards of education, state education authorities and local authorities.
- d. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make distributions in furtherance of the purposes set forth in Article II hereof.
- f. Notwithstanding any other provisions of these articles, the organization shall not carry on (1) by any organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE V
Members and Dues

Section 1. Membership

- a. Membership shall be made available to any parents/legal guardians of a student who attends Lucy N. Holman Elementary School. If a student does not have a legal guardian, exception can be made through request and by approval of the board.
- b. Membership shall be made available to any individual who subscribes to the Objects and Basic Policies of Holman Organization of Parents and Educators (H.O.P.E.)
- c. Members in good standing are those who abide by current bylaws and who have paid the current dues therefore agreeing to the Code of Ethics.
- d. The privilege of introducing motions, debating and voting shall be limited to members who have been members in good standing of the organization for at least 15 days.
- e. The membership year shall be from October 1 through September 30.

Section 2. Dues

- a. Each member of the organization shall pay annual dues of \$10.00 per family to the organization. Faculty members shall pay annual dues of \$5.00 to the organization.
- b. Membership shall entitle each family to 2 votes. Voting members must have been members in good standing for at least 15 days.

ARTICLE VI
Officers and Their Election

Section 1.

- a. The following individuals shall be eligible for nominations for all Board Positions excluding President:
 - 1. Been a member in good standing for 15 days AND
 - 2. Have attended 3 general H.O.P.E. meetings.
 - 3. Volunteered for 3 H.O.P.E. sponsored events OR chaired a committee/school fundraiser.These provisions may be waived if agreed upon by the current board with a majority vote.
- b. Only those individuals who have held a previous board position for at least 1 term shall be eligible for nominations for President.
- c. The officers of the organization shall consist of a president, one vice president, one recording secretary, one corresponding secretary, and one treasurer.

Section 2. Nominations

- a. There shall be a nominating committee composed of at least one H.O.P.E. member who shall be elected by the organization at a regular meeting of the organization, at least one month prior to the election.
- b. Only members in good standing may notify the nominating committee of their elected board choices.
- c. Nominating committee members cannot be nominated for the current election.

Section 3. Elections

- a. Elections shall be held bi-annually in the month of May.
- b. Officers shall serve a two year term or until successors are elected.
- c. Officers shall assume their official duties as of July 1 following a transition meeting with the previous board position member who held the same position.

Section 4. Vacancy

- a. A vacancy occurring in an office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board by ballot.
- b. In the event a board member shall be unable to meet the requirements of their position the board, with a majority vote, may request the incumbent resign.
- c. Any officer may resign their position upon written notice to the board.

ARTICLE VII *Duties of the Officers*

Section 1.

The **President** shall preside at all meetings of the organization and of the executive committee/board. The President shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive committee/board. The President shall also coordinate the work of the officers and committees of the organization in order that the Objectives may be promoted.

Section 2.

The **Vice-President** shall act as an aide to the President and shall perform the duties of the President in the absence or inability of the President to serve. The Vice-President shall oversee fundraising of the organization.

Section 3.

The **Teacher Representative**, although not an elected position, shall bring before the organization all concerns and interests of the teachers, keep open the lines of communication between the organization and teachers, and keep the teachers/staff informed of the activities and intentions of the organization.

Section 4.

The **Recording Secretary** shall record the minutes of all meetings of the organization and of the executive committee/board, shall have a copy of the approved bylaws and a membership list available at every meeting. The Recording Secretary shall perform such duties as may be delegated to him/her. A reference copy of the meeting notes from previous general membership meetings shall be available for the general public at every meeting.

Section 5.

The **Corresponding Secretary** shall conduct the general correspondence (written, social media and verbal) of the organization as directed by the president, executive committee/board or the organization including but not limited to Facebook updates, Remind text alerts, monthly H.O.P.E. highlights and any flyers that may need to go home with the students.

Section 6

- a. The **Treasurer** shall have custody of all funds of the organization; shall keep an accurate record of receipts and expenditures; shall pay out funds in accordance with the approved budget as authorized by the organization,
- b. The Treasurer shall be responsible for the maintenance of such books of accounts and records as conform to the requirements of Article IV, item f of these bylaws.
- c. The Treasurer will make disbursements as authorized by the President, executive board, committee chair or organization in accordance with the budget adopted by the organization.
- d. The Treasurer shall have checks signed by two of four persons; the President, the Vice-President, the Recording Secretary and/or the Treasurer.
- e. The Treasurer shall present a financial statement of accounts at every meeting of the organization and at other times when requested by the executive board and shall make a full report at the June meeting. A reference copy of the financial report shall be available for the general public at every meeting.
- f. The Treasurer's accounts shall be examined annually or upon change of officer, by an auditor (CPA) or an auditing committee of not less than 3 members, who satisfied that the treasurer's annual report is correct, shall sign a statement to the facts at the end of the report.
- g. The auditor or the auditing committee shall be appointed by the President with approval of the executive board at least two weeks before the June meeting.

Section 7.

All officers shall deliver to their successors all official material by July 15th, or in case of resignation, all official material must be turned over within a period of no more than 7 days.

ARTICLE VII
Executive Board/Committee

Section 1. Executive Board

Executive Board shall be composed of the elected officers of the organization, the Principal of the school or a representative appointed by him/her.

The duties of the Executive Board are:

- a. To create standing committees.
- b. To elect/appoint chairmen of the standing committees.
- c. To meet in emergency situations to direct inter-organizational difficulties and report to the Executive Committee with conclusions.
- d. Approve the appointment of an auditor or an auditing committee at least two weeks before the annual meeting to audit the treasurer's accounts;
- e. To approve routine bills within the limits of the budget.

Section 2. Executive Committee

The Executive Committee shall consist of the officers of the organization, the chairman of standing committees, and the Principal of the school or a representative appointed by him/her. The members of the Executive Committee shall serve until their successors are elected.

The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between organizations meetings and such other business as may be referred to it by the organization.
- b. To approve the plans of work of the standing committees;
- c. To present a report at all regular meetings;
- d. To accept and submit to the organization for adoption of a budget for the fiscal year;

Section 3.

Regular meetings of the Executive Committee shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year.

Section 4.

Special meetings of the Executive Committee may be called by the President or by a majority of the members of the board. The purpose of the meeting will be stated in the call.

ARTICLE IX
Meetings

Section 1. General Membership Meetings

- a. Only members who are in good standing as defined in Article V shall be eligible to participate in the business of the organization.
- b. Monthly general membership meetings shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year.
- c. Five days' notice shall be given of a change of date of general membership meetings.
- d. The executive board with two days' notice may call special general membership meetings. The purpose of the meeting shall be stated.
- e. The annual general meeting for the purpose of electing officers, hearing reports and other business as may properly come before it shall be in May.

ARTICLE X
Standing and Special Committees

Section 1.

- a. Only active H.O.P.E. members shall be eligible to serve as a chairperson of a committee.
- b. Each committee chairperson shall be assigned a member of the board for sponsorship. The assigned board member along with the chairperson will be responsible for bringing forth to the executive committee the written plan and budget for approval by the executive committee.
- c. The chairperson shall be responsible for assembly of volunteers to support the events. Volunteers are not required to be active H.O.P.E. members, however, all volunteers must read and acknowledge the HOPE Code of Ethics.
- d. If an individual is unable to perform within the Code of Ethics, priority consideration and selection for future volunteering may be reviewed and decided upon by the Executive Board. This is intended to foster a fair, collaborative and positive experience for all Holman families.
- e. The decision of the chairperson of any committee is based on majority approval of the Executive Board. Any committee chair who before, during, or following an event doesn't uphold the mission of H.O.P.E. or fails to meet the requirements may be replaced by the board.

Section 2.

The executive board as may be required to promote the objects and interests of the organization shall create such standing committees. The executive committee shall appoint the chairperson of the standing committees.

Section 3.

- a. The chairperson of all standing committees shall present plans of work to the executive board for approval and no committee work shall be undertaken without the approval of the executive board.
- b. The committee chair is solely responsible for the committee's budget and must approve all spending against said budget.

Section 4.

Special committees shall be appointed by the President, Executive Board or the organization as deemed necessary to carry on the work of the organization. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 5.

The President shall be an ex-officio member of all committees.

ARTICLE XI
Fiscal Year

The fiscal year of H.O.P.E. shall begin on July 1 and June 30.

ARTICLE XII
Parliamentary Authority

Robert's Rules of Order Newly Released shall govern this association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIII
Amendments

- a. These bylaws may be amended at any Executive meeting by a 2/3 (two-thirds) vote of the board members present.
- b. An executive committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws of the executive committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.