

**BY-LAWS OF THE RIDGEWOOD HIGH SCHOOL
HOME AND SCHOOL ASSOCIATION**

ARTICLE I— OFFICERS

- 1.1** The officers of the Association shall be the President, First Vice President, Second Vice President, Treasurer, Secretary, Development Committee Chairperson and Communications Chairperson. The First Vice President shall always be the Principal of Ridgewood High School. Any Officer shall serve a term of (1) one year and may be re-elected for one additional consecutive term of (1) one year. Additional terms in the same position may be served after one year out of office.
- 1.2 Nomination of Officers**
- A. The Nominating Committee shall consist of five (5) people. The Nominating Committee Chairperson shall appoint the following year's chairperson from the previous year's Nominating Committee. The nominating chairperson shall appoint one additional member from the Association's Board (excluding Officers of the Association) and three members from the general membership. The Nominating Committee shall solicit the general membership in its 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.
- B. The Nominating Committee is required to nominate one candidate for each of the elected Executive Committee positions and then present the proposed slate to the general membership.
- C. The slate shall be published prior to the Annual meeting.
- D. No one from the Nominating Committee may be placed in nomination for the Executive Committee for the following year.
- E. No one may serve on the Nominating Committee for more than two (2) consecutive years.
- F. At the Annual meeting, additional nominations may be made from the floor provided that concurrently with such nomination, a written consent of the nominee is submitted at the meeting.
- 1.3 Elections of Officers**
- The membership of the association shall elect on an annual basis, officers and board members as outlined in Article 1, Section 2, of these By-laws. If the slate is uncontested, the Secretary shall cast the ballot for the slate.
- 1.4 Vacancies**
- The president, with the approval of the Executive Committee, shall appoint someone to fill a vacated unexpired term or shall replace a position or add a co-chairperson if a Board Member is unable to fulfill his or her duties. The President shall have the authority to replace a position or add a co-chairperson if a board member fails to attend two consecutive meetings.
- 1.5 Duties**
- A. The Executive Committee shall transact all business of the Association (see Article V of the Constitution). A member of the Association may bring any matter before the Executive Committee by making a request through the President to be placed on the Agenda.
- a. The President shall:**
- Be a parent or guardian of a student enrolled at Ridgewood High School.
 - Represent the Association at appropriate RHS parent and school functions.
 - Chair all meetings of the board and the general membership.
 - Represent the Association at Federated Home and School meetings.
 - Serve ex-officio at all standing committees.
 - Coordinate all activities of the Board.
 - Serve on the Finance Committee.
- b. The First Vice President shall:**
- Be Principal of Ridgewood High School
 - Provide guidance to the Executive Board about how the Association can best support the

Professional Staff in accomplishing the school mission.

- Serve as liaison between the Association and the Professional Staff.
 - Serve on the Finance Committee.
 - Attend all board meetings and general membership meetings unless excused by the President.
- c. The Second Vice President shall:**
- Be a parent or guardian of a student enrolled at Ridgewood High School.
 - Preside at all meetings and otherwise carry out duties of President in her/his absence.
 - Serve as Parliamentarian, reviewing constitution and bylaws and making recommendations for changes for betterment of the functioning of the Association.
 - Serve as class representative coordinator.
 - Maintain a list of all fundraisers in order to ensure a lack of duplication of events.
 - Serve on the Finance Committee.
 - Attend all board meetings and general membership meetings unless excused by the President.
- d. The Secretary shall:**
- Be a parent or guardian of a student enrolled at Ridgewood High School.
 - Provide board members with notice of meetings, giving minimum one week notice, via rhshsa.eneews (or any successor forms of electronic communication) and/or written communication.
 - Prepare minutes of the board and general membership meetings and distribute copies to all board members.
 - Post minutes on the Association's website and make copies available to any member of the Association upon request.
 - Handle correspondence.
 - Maintain history of agenda, minutes and Bylaws/Constitution.
 - Serve on the Finance Committee.
 - Attend all board meetings and general membership meetings unless excused by the President.
- e. The Treasurer shall:**
- Be a parent or guardian of a student enrolled at Ridgewood High School.
 - Prepare budget for presentation at the first fall meeting of the board for its approval.
 - Maintain financial account(s) for the Association.
 - Keep appropriate records of all the receipts and expenditures of the Association.
 - Maintain file of legal and financial documents.
 - Arrange for payment of Association expenses.
 - Arrange for collection of dues.
 - Prepare and present monthly treasurer report at HSA meetings. Copies of such reports are to be made available by the Treasurer to any member of the Association upon request.
 - Coordinate disposition of year-end excess funds with the Executive Board.
 - Chair the Finance Committee.
 - Provide information to Association's accountant for preparation of any state or federal tax returns or other reports required to be filed by a tax exempt organization or a not-for profit association under federal and New Jersey law. Review and sign completed forms. The Treasurer is responsible to mail such forms by their due dates.
 - Collect late dues and distribute directories for late orders.
 - Attend all board meetings and general membership meetings unless excused by the President.
- f. The Communications Chair shall:**
- Be a parent or guardian of a student enrolled at Ridgewood High School.
 - Keep the RHS community informed by monthly updates of the Association website.
 - Work closely with the President to ensure all information is current.
 - Update all Association website pages to reflect changes to dates, board members, etc.
 - Contact committee chairs about their programs/activities when needed.

- Email enews on a monthly basis and/or as needed to all enews subscribers.
- Serve on the Finance Committee.
- Attend all board meetings and general membership meetings unless excused by the President.
- g. The Development Committee Chair shall:**
 - Be a parent or guardian of a student enrolled at Ridgewood High School.
 - Consult with administration and faculty to plan and prioritize projects and purchases that enhance the education of our students.
 - Present recommendations for vote by Association Board.
 - Conduct annual solicitation to raise funds.
 - Serve on the Finance Committee.
 - Attend all board meetings and general membership meetings unless excused by the President.

ARTICLE II—BOARD

Board Chairs. At least one member from each standing committee is expected to attend all regularly scheduled meetings of the Association. There may be two (2) co-leaders with a support committee. The Board is not limited to these committees. Other ad-hoc committees may be appointed by the President as needed. All chairpersons of standing committees shall become Board members.

A. Standing Committees:

a. Senior Class Representatives shall:

- Assist/oversee Project Graduation.
- Assist Grade Administrator with activities for seniors.
- Manage collection of Project Graduation dues.
- Manage communication with parents..
- Plan and organize graduation activities.
- Coordinate fundraising for Project Graduation.
- Update and maintain senior class parent email directory.
- Maintain checking account.
- Provide financial records and reporting documents to the Class Representative Financial Coordinator.
- Coordinate use of tax exempt certificate with the treasurer.
- Coordinate class parent social(s).

b. Junior Class Representatives shall:

- Assist Grade Administrator with activities for juniors.
- Coordinate minimum of one fundraiser toward Project Graduation for their class.
- Coordinate clean-up (wrecking ball) of Project Graduation for graduating seniors.
- Update and maintain junior class parent email directory.
- Maintain checking account.
- Provide financial records and reporting documents to the Class Representative Financial Coordinator.
- Coordinate use of tax exempt certificate with the treasurer.
- Coordinate class parent social(s).

c. Sophomore Class Representatives shall:

- Assist Grade Administrator with activities for sophomores.
- Coordinate a minimum of one fundraiser toward Project Graduation for their class.
- Update and maintain sophomore class parent email directory.
- Maintain checking account.
- Provide financial records and reporting documents to the Class Representative Financial Coordinator.

- Coordinate use of tax exempt certificate with the treasurer.
- Coordinate class parent social(s).
- d. Freshman Class Representative shall:**
 - Assist Grade Administrator with activities for freshmen.
 - Coordinate a minimum of one fundraiser toward Project Graduation for their class.
 - Create freshman class parent email directory.
 - Set up and maintain checking account.
 - Provide financial records and reporting documents to the Class Representative Financial Coordinator.
 - Coordinate use of tax exempt certificate with the treasurer.
 - Coordinate class parent social(s).
- e. Class Representative Financial Coordinator**
 - Liaise with Project Graduation and Class Representatives to ensure that appropriate records are maintained of all receipts and expenditures.
 - Gather appropriate information for tax preparation and coordinate with treasurer.
- f. Hospitality Chair:**
 - Responsible for coordinating refreshments for RHS faculty events.
 - Responsible for the coordination of dates/locations of the events with the Principal's secretary.
 - Communicate schedule with Association President.
- g. Directory:**
 - Design-**
 - Responsible for all facets of the Association's directory design and content from inception to printing.
 - Obtain student and faculty information.
 - Obtain artwork designs (through the RHS Art Department) for cover use.
 - Formatting directory.
 - Coordinate proofreading.
 - Coordinate delivery of finalized directory to printer.
 - Distribution-**
 - Obtain ordering information from the Treasurer.
 - Support design chair with proofreading.
 - Obtain directory mailing labels from Ridgewood Board of Education.
 - Pick up from printer and mail directories.
- h. Nominating Committee:**
 - Refer to Article 1.2.
- i. Finance Committee:**
 - Executive Committee shall serve as the Finance Committee.
 - The Treasurer shall serve as Chairperson
 - Shall oversee the financial aspects of the Association and shall make recommendations for expenditures, and shall assist the Treasurer in preparing the budget.
 - Recommend next year's dues for June meeting.
- j. RHS Cares Committee:**
 - Provide support to members of the RHS community and their immediate households in times of crisis.
 - Coordinate with the HSA President, Board and appropriate RHS Administrators and Teachers.
 - Contact families who may wish assistance from RHS Cares.
 - Coordinates services for families in accordance with RHS Cares mission statement.

ARTICLE III—LIAISONS

Liaisons are non-voting positions.

- a. BOE Liaison:**
 - Attend all Board of Education meetings (or watch them on TV) and report at Association meetings.
- b. Jamboree Liaison:**
 - Act as liaison between the Association and Jamboree.
- c. Faculty Liaison:**
 - One or two faculty members, designated by the Principal, to provide the viewpoint of Professional staff on issues under consideration by the Association.
- d. Learning Services Liaison:**
 - Attend bi-monthly meetings of the Learning Services Home and School Association (LSHSA) and act as liaison between the special needs community at the High School and the LSHSA.
- e. Ridgewood Education Foundation (REF) Liaison:**
 - Attend REF meetings and share pertinent information at the Association's meetings.
- f. Curriculum Communications Committee Liaison (two year term):**
 - Function as liaison regarding curriculum and instruction.
 - Attend district Curriculum meetings (three times per year).
 - Report findings to the Association and to the community.
- g. Safety Liaison:**
 - Act as liaison between parents, administration and the police department. Attend quarterly meetings with Citizens Safety Advisory Committee.
- h. Youth Center Liaison**
 - Act as liaison between the Youth Center and the Association.
 - Liaises with the community center advisory board.
- i. Friends of Music Liaison:**
 - Act as liaison between Friends of Music and the Association.
- j. Student Council Liaison:**
 - Two representatives to provide the viewpoint of students on issues under consideration by the Association Board.
 - Act as liaison between the Association and Student Council.

ARTICLE IV—MEETINGS

- 4.1 Meetings of the Executive Committee may be held regularly prior to the Association Board Meetings. Special meetings of the Executive Committee may be called by the President or the School Principal.
- 4.2 General Membership meetings shall be held annually in the spring. The Association Board or the President may call other meetings of the general membership for any purpose.
- 4.3 Regular meetings of the Association Board shall be held from September to June unless otherwise ordered by the Association or by the Executive Committee.
- 4.4 Announcement of meeting dates shall be posted on the Association's website.
- 4.5 Personal matters involving individual students and teacher problems shall not be discussed at open meetings.

ARTICLE V—VOTING

All members of the Association shall have voting privileges. All Members must be physically present to vote. A simple majority shall carry a motion.

ARTICLE VI—DUES

The amount of dues shall be set by the Board at the June meeting.

ARTICLE VII—PARLIMENTARY AUTHORITY

The rules contained in the new Robert's Rules of Order, Revised, shall govern this association in all procedures not provided for in these bylaws or the Constitution of the Ridgewood High School Home and School Association.

ARTICLE VIII— INDEMNIFICATION OF TRUSTEES AND OFFICERS

Each Association Officer, whether or not then in office, and his or her heirs, executors, administrators and assigns, shall be indemnified by the Association against all costs and expenses reasonably incurred by or imposed upon him or her, or his or her estate in connection with or resulting from any action, suit, or proceedings civil or criminal, to which he or she or his or her estate shall or may be a party, or with which he, she or it shall or may be threatened by reason, directly or indirectly, of his or her being or having been an Officer of the Association, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for malfeasance or gross negligence in the performance of his or her duty as such Officer, and shall also be indemnified against any costs or expenses reasonably incurred by or imposed upon him or her, or his or her estate, in connection with or resulting from the settlement of any such action, suit, or proceeding in which such Officer was not liable for malfeasance or gross negligence in the performance of his or her duty as an Officer. The costs and expenses against which any such Officer shall be indemnified shall be those actually paid or for which liability is actually incurred, irrespective of whether such costs or expenses are taxable costs as defined or allowed by statute or rule of court. An Officer shall not be deemed to have been liable for malfeasance or gross negligence in the performance of his or her duty as an Officer as to any matter wherein he or she relied upon the opinion or advice of legal counsel selected by the Executive Board or acting in any such matter for the Association. Such rights of indemnification shall be in addition to any other right with respect to any such costs and expenses to which such Officer may otherwise be entitled against the Association or any other person.

This Article VIII shall be construed to provide Officers of the Association with indemnification to the fullest extent provided or permitted by law, regardless of whether an Officer claiming indemnification for expenses of liabilities incurred by or imposed upon him by reason of his services as such continues to so serve at the time the expenses or liabilities are incurred.

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