



Medford Home and School Association, Inc.
P.O. Box 96, Medford, New Jersey 08055

CONSTITUTION & BYLAWS

ARTICLE I – NAME

The name of the organization shall be MEDFORD TOWNSHIP HOME AND SCHOOL ASSOCIATION INC. (Also referred to as Medford H.S.A)

ARTICLE II – PURPOSE

The purpose of the MEDFORD H.S.A is to support the children of Medford Township by:

1. Providing or informative avenue of communication between parents, teachers and administrators
2. Providing a vehicle for personnel participation in school – supportive services
3. Helping to facilitate the best possible education for the children

ARTICLE III – MEMBERSHIP

Membership in the organization shall be open to all parents of children in the Medford Township and all parties involved in the educational process of the children of Medford Township upon payment of dues.

ARTICLE IV – POLICY

No organization or association bearing the name MEDFORD TOWNSHIP HOME AND SCHOOL ASSOCIATION shall discriminate against members or prospective members because of race, color, creed, national origin, sex, income, marital status, educational background or any other factor. Membership lists shall be clearly marked “Confidential”, and must not be used in the promotion of business interests or given out to non-members.

ARTICLE V – TERMINATION OF MEMBERSHIP

Any member may voluntarily resign from MEDFORD H.S.A. Members of MEDFORD H.S.A should carefully consider the expulsion of any member. The members of the association should be careful to take no action, which could bring about an allegation of discriminatory action, or slanderous actions, or any other actions that might be considered derogatory to the member. Members are expected to act in good faith, and in the best interests of MEDFORD H.S.A.

ARTICLE VI – MEETINGS

There shall be at least five meetings per school year of MEDFORD H.S.A. (August through June). Association business shall be transacted at the regular monthly meeting to be held on the second Wednesday of the month. Special meetings may be called by the executive board whenever necessary. In emergency situation, when business must be transacted in a short period of time, the Executive Board may meet and make appropriate decisions with a majority vote. The Executive Board may cancel meetings if emergencies arise. Meetings of the Executive Board are to be held as needed.

ARTICLE VII – DUES

Dues of the organization shall be voted upon and approved by the Executive Board. Dues are per family and are payable on a yearly basis.

ARTICLE VIII – FINANCIAL RECORDS

MEDFORD H.S.A. shall provide for an annual review of the association’s operations. The association may employ outside assistance, on an annual basis. The expense of any such assistance is the responsibility of MEDFORD H.S.A. Said review is to be completed not later than 30 days after the association’s fiscal year is completed.

All expenditures should be billed directly to H.S.A. whenever possible. All purchases and requests for checks must be presented, with proper documentation, to the treasurer who will make every effort to respond within five (5) business days. All checks should be made payable to MEDFORD TOWNSHIP HOME AND SCHOOL ASSOCIATION or



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MEDFORD H.S.A. Forward all checks to the treasurer with 5 days of receipt. All individual school spirit activities such as sweatshirt sales, skating parties etc. should be processed through individual school's activity fund. Media purchases are based on available proceeds from each school's book fair. Media Specialists shall be used in the best interest of the children of the Medford Township School District. Annual gifts shall be made to all the schools in the Medford Township School District. Principals are required to publicize all expenditures to their stakeholders and the Executive Board via the monthly meetings and other public forums. In addition, special district wide projects shall be considered annually. A potential project goal shall be presented to the membership based upon recommendation of the Executive Board.

ARTICLE IX – OFFICERS

The elected officers of the organization shall consist of a president, vice president, assistant vice president, treasurer, assistant treasurer, secretary and media secretary.

The elected officers shall hold office for a term of two (2) years but may not serve in the same office for more than one consecutive term.

In the event of a vacancy in the office of president, the vice president shall become president and shall fill the vacancy. Filling vacancies that occur during the time of office of any other officer shall be accomplished by appointment by the president with the approval of the Executive Board.

The outgoing president shall fill the position of parliamentarian for a term of one (1) year.

The president shall have the power to appoint persons to fill vacancies following the May elections.

ARTICLE X – ELECTION OFFICERS

The Nominating Committee shall be comprised of: (a) the parliamentarian or outgoing president should the parliamentarian position be vacant, as a chairperson (b) a principal from each school and (c) one member –at –large, who have been appointed by the president with the approval of the Executive Board. No person serving on the Nominated Committee shall be presented as a candidate for an elected position.

At the regular April meeting, and prior to the May election of officers, the Nominating Committee shall present a slate for the officers of present, vice president, assistant vice president, treasurer, assistant treasurer, secretary and media secretary, and ask for any nominations from the floor. The election of officers shall be held at the May regular monthly meeting. The candidate receiving the majority of votes for each position shall be declared elected.

ARTICLE XI – DUTIES OF OFFICERS

The president shall be the chief executive officer of MEDFORD H.S.A and shall preside of all meetings of the association and Executive Board. The president shall be an ex officio member of all committees.

The vice president shall preside in the absence of the president. The vice president shall perform other duties as may be assigned by the president.

The assistant vice president shall preside in the absence of the president and vice president. The assistant vice president shall perform other duties as may be assigned by the president.

The treasurer shall collect all dues and fees for the association and shall be charged with the responsibility of maintaining the association's book account and keeping accurate records of the association's finances. The treasurer shall disburse funds on the order of the Executive Board and get receipts for the same. The treasurer shall report at all regular meetings all receipts and expenditures. The treasurer shall be bonded, with the premium on the board to be paid by the association. The treasurer shall perform other duties as may be assigned by the president.



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The assistant treasurer shall assist the treasurer in the performance of all duties and responsibilities regarding financial matters of the association. The assistant treasurer shall be bonded with the premium on the bond to be paid by the association. The assistant treasurer shall perform other duties as may be assigned by the president.

The secretary shall record minutes at all meetings of the Executive Board and at regular monthly business meetings. The secretary shall be responsible for attendance lists. The secretary shall write letters that bear the association's signature. The secretary shall perform other duties as may be assigned by the president.

The media secretary shall oversee and update the H.S.A website and all social media outlets. They will be responsible for renewing fundraising flyers and posting for community awareness. The media secretary shall perform other duties as may be assigned by the president.

The parliamentarian shall chair the Bylaws Revision Committee, and the Nominating Committee. The parliamentarian shall be in attendance at all meetings, regular or special, at which MEDFORD H.S.A business is to be transacted. The parliamentarian shall perform other duties as may be assigned by the president.

All officers are expected to attend the Executive Board and regular monthly meetings. If officers are unable to fulfill the responsibilities of the office, they will be expected to resign. Should they refuse to resign, the Executive Board has the authority to hold a vote to determine fitness to serve in current position.

ARTICLE XII – REQUEST FOR REPRESENTATION

Outside request for representation of MEDFORD H.S.A Executive Board, committee chairs and members should be appointed by the president.

ARTICLE XIII – EXECUTIVE BOARD

The Executive Board shall consist of elected officers, president pro term and parliamentarian.

The Executive Board shall have the power to transact business of the organization and shall make appropriate reports of its transactions at the regular or special meetings of the organization.

It shall be the daily duty of the Executive Board to coordinate plans and activities of MEDFORD H.S.A and have general management of the association and its affairs.

Persons serving in H.S.A positions shall be active in carrying out their responsibilities. Failure to do so may bring about a requested resignation from the office or from committee by the Executive Board.

ARTICLE XIV – QUORUM

A majority of members in good standing present shall constitute a quorum necessary to vote.

ARTICLE XV – RESOLUTIONS

No resolution of motion to commit the association on any major matter shall be considered by the association until it has been approved by the executive board.

ARTICLE XVI – PARLIAMENTARY PROCEDURE

The current edition of "Robert's Rules of Order" shall be the parliamentary authority.

ARTICLE XVII – AMENDMENTS

The MEDFORD HOME AND SCHOOL ASSOCIATION Constitution and Bylaws may be amended by a majority vote of the membership present at a regular monthly meeting prior to the vote.



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CURRENT EXECUTIVE BOARD MEMBERS 2018/2019

President: Carmen Thornton

Vice President: Stacey Krastek

Assistant Vice President: Renee Sweet

Treasurer: Jennifer Espinoza

Assistant Treasurer: Emily Finan Carroll

Secretary: Lauren Gliko

Media Secretary: Kelly Bartock

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