

BYLAWS OF THE HIGHLAND FAMILY ASSOCIATION

ARTICLE I – NAME

The name of the Association shall be the “Highland Family Association“ or “HFA”.

ARTICLE II – OBJECTIVES

The objective of the HFA will be to promote good will, communication, and cooperation between and among parents, faculty, administration and students. In addition, the HFA will direct and coordinate social functions, fund-raisers, and volunteer activities whose profits purchase items and/or fund programs that enhance the educational experience of the students.

ARTICLE III – POLICIES

Section 1: This Association shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or any candidate shall be endorsed by it. Neither the name of the Association nor its officers in their official capacities shall be used in connection with a commercial concern or with any partisan interest, or for other than the regular work of the Association.

Section 2: The Association shall not seek to direct the administrative activities of the school nor control their policies.

Section 3: The Association may cooperate with other organizations and agencies active in the child welfare. The Association may participate in conference groups and coordinating committees uniting for child welfare.

ARTICLE IV – MEMBERSHIP

Section 1: The membership of this organization shall consist of all parents, guardians, administrators, and teachers of children enrolled at Highland Middle School.

Section 2: The privilege of holding office, making motions, and voting shall be limited to the members.

Section 3: No dues shall be required for membership, unless established by the Executive Board with the approval of a majority of the membership.

ARTICLE V – EXECUTIVE BOARD

The Executive Board shall consist of the officers of the Association, the chairs of the standing committees, the principal of the school or a representative designated by same, and a faculty representative.

ARTICLE VI – EXECUTIVE COMMITTEE

The Executive Committee of the Board shall consist of the officers of the Association and the principal, or a designated representative. The duties of the Executive Committee shall be to transact necessary business between Board meetings and such other business as may be referred to it by the Association.

ARTICLE VII – OFFICERS AND THEIR ELECTION

Section 1: The officers of the Association shall be President, First Vice President, Second Vice President, Secretary, and Treasurer. Each officer shall be a member of the HFA and no member may hold two (2) offices simultaneously. Officers shall hold office for a term of 2 years or until a successor is elected.

Section 2: Open positions will be posted in school newsletter to solicit interest from the membership.

Section 3: Election and installation of officers shall be held at a meeting prior to June 1. Officers shall assume the duties of office upon installation.

Section 4: Notice of the slate of nominations and date of the election shall be given to the membership via the Highland Highlights or any other school-home publication.

Section 5: Election shall be by ballot when there is more than one nominee for an office. When there is only one nominee for an office, a majority of those members attending the meeting is required for an election.

Section 6: Vacancies in office shall be filled by a majority vote of the Executive Committee for the unexpired term.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1: The President shall preside at all meeting of the Association and of the Executive Board; shall be a member of all committees; shall maintain current knowledge of all committee activities; shall be a delegate of the Family Association of District 70; shall be responsible for filling all committee chairs; and shall perform all other duties pertaining to the office.

Section 2: The First Vice President shall perform the duties of the President in the absence of that officer; shall be in charge of all volunteer lists.

Section 3: The Second Vice President shall assist the President in attending to matters of the administration; shall serve as delegate to the Family Association of District 70; and shall perform other duties as assigned by the President. In the event of the death of a student, the student's sibling or parent, or a staff member, the Second Vice President will confer with the school principal, school counselor and/or family concerning a donation (i.e., charitable organization, book for school library, plant) in the amount of \$50 in a

manner that is best suited for the family. The Second Vice President will also communicate with the other schools involved, if appropriate, to coordinate assistance for the family.

Section 4: The Secretary shall keep an accurate and permanent record of all meetings of the Association and of the Executive Board; shall serve as parliamentarian; shall serve as the Board Member on the By-Laws Review Committee; and shall perform other duties as assigned by the President.

Section 5: The Treasurer shall receive all monies of the Association; shall keep an accurate record of receipts and expenditures; and shall pay out local funds only as provided in Section 6 of this article. The Treasurer shall provide updated monthly income and expense records at the monthly HFA meetings. The Treasurer, President, Secretary and the principal shall have the authority to sign checks of the HFA account.

Section 6: The Executive Committee of the Board shall submit to the Board at the first meeting of the school year a proposed budget for the year, including operating costs, gifts, and all proper expenditures. Approval of the Association of this budget shall constitute authority for the Executive Board to pay out funds coming within the scope of the budget. The fiscal year shall begin August 1 and end July 31.

Section 7: Expenditures arising after the approval of the budget or coming from outside the scope of the budget shall be submitted individually for approval of the Executive Board. Expenditures exceeding \$250.00 shall be considered and voted upon at the next meeting.

Section 8: Written reports of all officers and chairs of all standing committees shall be submitted at the last meeting of the Executive Board and turned over to their successors.

ARTICLE IX – MEETINGS

Section 1: A regular meeting of the Executive Board shall be held monthly as scheduled by the President. All monthly meetings are open to the general membership. Meetings are scheduled for September, October, November, January, February, March, April, and May. Special meetings may be called by the Executive Committee with due notice being given.

Section 2: A quorum shall consist of one-fourth of the membership of the Executive Board.

Section 3: This Association shall be represented on the Family Association of District 70 by the President, Second Vice President and the school principal.

ARTICLE X – STANDING COMMITTEE

There shall be such standing committees created by the President with the approval of the Executive Board as may be required to promote the objects and interests of the Association. Their term of office shall be for one year. Each committee chair shall submit a summary of the committee's activities at the end of the school year.

ARTICLE XI – AUDITING COMMITTEE

There shall be an auditing committee appointed by the President, consisting of two persons; one from the Board, one from outside the Board. The Board member selected shall not be the Treasurer. The committee shall be responsible for the auditing of the Treasurer's books at the close of the fiscal year July 31 and at other times if required.

ARTICLE XII – AMENDMENTS

These bylaws may be amended in the following manner: proposed amendments shall be presented to the Executive Board for approval. The proposed amendment shall then be presented at any regular meeting, upon 10 days notice in writing to the membership, and shall require a two-thirds vote of approval of the members present for adoption.

ARTICLE XIII – RULES OF ORDER

The rules contained in Robert's Rules of Order Revised shall govern this Association in all cases to which they are applicable.

ARTICLE XIV – REVIEW OF BYLAWS

These bylaws shall be reviewed by a committee appointed by the President every two years or sooner if necessary. The Bylaws Committee shall consist of at least two members of the Association, one of which must be a current member of the Executive Committee and one of which is the Secretary.

ARTICLE XV – OTHER PROVISIONS

Section 1: The organization is organized exclusively for charitable, religious, educational or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, 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 payments and distributions in furtherance of the purpose set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distributions of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any provisions of this document, or organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal

Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3: Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to federal government, or to a state or local government, for a public purpose. Any such assets not disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine which organized and operated exclusively for such purposes.

Revised and approved, May 9, 2017

Marijo Freedman, President
Kara Andersen, 1st Vice President
Heidi Howell, 2nd Vice President
Brian Zalewski, Treasurer
Secretary, Jean Giardina