

ROCKLAND FAMILY ASSOCIATION BY-LAWS

REVISED 2020

ARTICLE I – NAME

The name of the association shall be the Rockland Family Association.

ARTICLE II – PURPOSE

The association is organized as a means for parents and teachers to work together to provide the best possible education for the children. It also serves as a communications link between home and school and provides services directly related to the best interests of the child.

ARTICLE III – POLICIES

Section 1 – This association shall be noncommercial, nonsectarian and nonpartisan. No commercial enterprise or any candidate shall be endorsed by it. The name of the association and its officers in their official capacities shall not 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 purpose of this association shall be educational. It shall not seek to direct the administrative activities of the school or to control its policies.

Section 3 – The association may cooperate with other organizations and agencies active in child welfare and with conference groups or coordination councils uniting for child welfare.

ARTICLE IV – MEMBERSHIP

The membership of this organization shall be open to all parents and guardians of the children enrolled at Rockland School and to the Rockland School faculty.

ARTICLE V – EXECUTIVE BOARD OFFICERS AND THEIR ELECTION

Section 1 – The officers of this association shall be president, first and second vice presidents, recording/corresponding secretary and treasurer and shall be deemed members of the executive board. These officers shall be elected annually and serve until their successors are elected and installed. Each term is 2 years and no person shall be eligible to hold the same office or another board office until one full term has intervened after the completion of their original 2 year commitment. A co-position for each office may be elected if deemed necessary by the executive board. The co-officer will share the duties of the office. To be considered a candidate for president, the nominee must have chaired an RFA committee within the current or previous school year. Should there be no one willing to be a candidate for president who meets these requirements in a particular year, the current Executive Board may place a temporary moratorium on these requirements for that nomination year only.

Section 2 – A nominating committee shall be formed no later than February 1st of each year. The nominating committee shall consist of five members: at least two from the executive board, the

principal or designated representative, and not more than two from the membership at large. If circumstances prevent the nominating committee from having the requisite five-members, then the executive board may alter the size of the nominating committee for that year only. The first vice president shall serve as the chairman of the nominating committee. No candidate for office may be on the nominating committee. By February 1, the first vice president shall also distribute to the membership written notice that nominations for the offices of this organization are being accepted. After the nomination period, the nominating committee will issue a report, which will include the names of the nominees, to be published to the membership no later than February 28th of each year. In the event that there is no nominee for any one or all of the offices, the committee shall actively solicit candidates. If the nominating committee does not have a nominee for any or all the offices, then nominations may be made from the floor with the prior consent of the nominee for the unfilled position at the March meeting. Nominees will be voted upon at the March meeting.

Section 3 – Election of officers shall be held at the March meeting. If more than one candidate is interested, a majority vote of the general membership shall decide the winner. Elections shall be by ballot when there is more than one nominee for an office. Members must be present at the meeting to vote, there will be no absentee ballots. Otherwise, candidates are presented at the meeting, candidates are asked if they accept the nomination, then approval by two-thirds of the members attending the general meeting completes the election process. Upon installation in May, officers shall assume the duties of the office on the last day of school of that year.

Section 4 – Vacancies in any office shall be filled by the remaining executive board for the unexpired term. An officer can be removed from office by a two-thirds vote of the executive board for failure to perform the duties of his/her office.

ARTICLE VI – DUTIES OF OFFICERS

Section 1 – The president shall preside at all meetings of the association and of the executive board and shall be a member of all committees except the nominating committee; shall appoint special committees and perform all other duties usually pertaining to this office. The president and executive board shall appoint all standing committees. The president is authorized to sign all orders and vouchers in the absence of the treasurer.

Section 2 – The first vice president shall perform the duties of the president in the absence of the officer, and perform other duties as delegated by the president. The first vice president will chair the Nominating Committee. The first vice president also shall be responsible for the school directory and administer RFA social media accounts.

Section 3 – The second vice president shall serve as a delegate to the Family Association of District 70 (FAD 70). The second vice president shall be responsible for carrying out all FAD 70 activities such as the District 70 Welcome Back Luncheon. The second vice president shall also be responsible for publishing the Rockland Family Association newsletter.

Section 4 – The recording/corresponding secretary shall keep an accurate, permanent record of all meetings of the association, of the board and of the Executive Board. The secretary is also responsible for maintaining the online volunteer sign up for all RFA volunteers.

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 report at every meeting, presenting the budget as well as the most current bank statement. The RFA finances close June 30 and the treasurer is responsible for preparing all documents and files for audit.

Section 6 - The treasurer shall issue no blank check, and any check made out to the treasurer must be signed by the president. Checks made payable to cash exceeding \$200 requires Executive Board approval. Any check for \$1,000 or more requires two authorized RFA signatures on the check request form, which shall be the signature of the treasurer and the president.

Section 7 – The executive board shall submit to the association at the first general meeting a proposed budget for the year, including operating costs, gifts to school, and all proper expenditures. Approval of this budget shall constitute authority for the board to pay out funds coming within the scope of the budget. The executive board will vote throughout the year to allocate the gifts to school funds.

Section 8 – Expenditures arising after the approval of the budget, or coming outside the scope of the budget, shall be submitted individually for the approval of the executive board, up to \$400. Amounts over \$400 require a two-thirds vote of the membership present at the next general meeting for approval.

Section 9 – Written reports of all officers and chairmen of all standing committees shall be submitted to their successors or the president upon completion of the school year.

Section 10 – A list of committee chairmen and their duties is contained in the president’s portfolio.

ARTICLE VII – BOARD

Section 1 – The board shall consist of the officers of the association, the chairs of standing committees and the principal of the school or a representative appointed by him/her.

Section 2 – The duties of the board shall be to transact necessary business as may be referred to it by the association, to approve the plans and oversee the work of the standing committee chairmen; and to present a report to the general membership.

ARTICLE VIII – STANDING COMMITTEES

Section 1 – There shall be such standing committees created by the president with the approval of the board as may be required to promote the objects and interests of the association.

Section 2 – Each committee chair shall be a member of the board and shall submit a written report of the activities of the committee. The term of office shall be one year and can be renewed. The

chairperson must present plans of work to the board and changes to the job description shall not be undertaken without the approval of the board.

ARTICLE X – MEETINGS

Section 1 – A meeting of the board shall be held on a regular basis throughout the school year except December. The meeting will be voted upon annually in the spring or such other time as the executive board decides, and a majority shall constitute a quorum. These meetings are open to all members. Special meetings of the board may be called by the president or by a majority of the board with the secretary giving three days prior notice.

Section 2 – Special business meetings may be called by the president and with notice to be given seven days prior to the meeting.

Section 3 – The privilege of holding office, making motions, debating and voting shall be open to all members of the association.

Section 4 – The membership attending a meeting shall constitute a quorum.

Section 5 – This association shall be represented on the FAD 70 committee by the president, the second vice president and the school principal.

Section 6 – New business requiring a vote should be submitted to the president prior to the meeting.

Section 7 - In times of emergency, where the District has closed physical buildings, and in-person meetings are unavailable, then within twenty-eight (28) days of the originally scheduled meeting, the Board shall facilitate a virtual meeting.

ARTICLE XI – AUDIT COMMITTEE

There shall be an auditing committee consisting of two volunteers from the general membership. They shall be responsible for the auditing of the treasurer's books at the close of the school year and at other times if required. The auditing committee shall present their findings to the treasurer and the president.

ARTICLE XII – AMENDMENTS

These bylaws may be amended in the following manner: proposed amendments shall be presented to the board for approval. The proposed amendment shall then be presented at any regular meeting and shall require a two-thirds vote of approval of the members present for adoption. These bylaws shall be reviewed every two years, and either amended or voted to be accurate by the current Executive Board at the May meeting.

ARTICLE XIII – RULES OF ORDER

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

ARTICLE XIV – OTHER PROVISIONS

1. The association 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 tax code.
2. No part of net earnings of the association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the association 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 by (b) 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.
3. Upon dissolution of the association, 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 the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which organized and operated exclusively for such manner.
4. In times of an emergency, where the District has closed physical buildings and/or events are cancelled for reasons beyond the Board's control causing budgeted funds not be spent and a meeting of the membership cannot be held, then with a majority vote of the entire Executive Board, the unused funds can be reallocated to another budgeted category.

President _____

Co-Treasurer _____

Co-Treasurer _____

Secretary _____

1st Vice President _____

2nd Vice President _____