

# **HOMEWOOD FLOSSMOOR PARENTS ASSOCIATION**

Homewood Flossmoor Community High School

999 Kedzie Ave.

Flossmoor, Il 60422

REVISED & APPROVED AS OF APRIL 4, 2012

## **BYLAWS OF HOMEWOOD FLOSSMOOR PARENTS ASSOCIATION**

### **ARTICLE I: NAME**

The name of the organization shall be “Homewood Flossmoor Parents Association”. The organization shall also be known as the “HF Parents Association” and/or “HFPA”.

### **ARTICLE II: MISSION STATEMENT**

The Homewood Flossmoor Parents Association will establish a Homewood Flossmoor High School approved group that will assist in strengthening the communication within the Homewood Flossmoor Community. The HFPA will raise money for the HFPA Scholarship Fund that will be managed by the HFHS Foundation. The HFPA will support all approved programs at HFHS. The mission of the HFPA is to assist in improving the communication with families, staff, administration, and the community with the overall success of the HFHS student. (Article V)

### **ARTICLE III: PARLIMENTARY PROCEDURE**

The HFPA shall be governed by the “Robert’s Rules of Order”, in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE IV: FISCAL SCHOOL YEAR**

1. The fiscal school year of the HFPA shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.
2. The HFPA Executive Board and HFHS Principal must approve a school calendar of events before June 30<sup>th</sup>.
3. The Scholarship Chair will review and post a financial report for the HFPA Executive Board annually. This annual report will be presented to and then approved by the HFPA Executive Board Officers in April. The report will be given at the May, HFPA General Meeting before being added to the HFPA “annual book” in June.
4. All Executive Board officers will be voted into office in the month of March by the Executive Board and presented to the General Membership at the Last Principal Meeting of the school year. The new officers will receive position reports in June and begin their term July 1<sup>st</sup>.

## **ARTICLE V: OPERATIONAL LIMITATIONS**

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not allowed. The HFHS Parent Association will conduct itself in a respectful manner. The Homewood Flossmoor High School Foundation will accept all monies and duties of the HFPA Scholarship Fund contributions and any fundraising efforts approved by the HFPA Executive Board officers.

1. By an organization (HFHS Foundation) exempt from Federal Income Tax under Section 501(c)-3 for the HFPA Scholarship Fund and any fundraising for their benefit.
2. By an organization HFPA – acting in a voluntary position on behalf of HFHS only. (Article XI, Section 4)
3. By HFPA” Incorporated” must submit all paperwork, review bylaws and an approved budget at the time of applying and receiving a Federal Income Tax ID under Section 501(c)-3.
4. HFPA must review the HFPA bylaws every five years.
5. The HFPA Executive Board Officers will have voting rights with their position/office by the affirmative two-thirds vote with a quorum present.

## **ARTICLE VI: OBJECTIVES**

1. To promote the welfare of the student body, school and community.
2. To bring the home, school and community into a closer relationship, so that parents may be assisted in the education of their child.
3. To keep the high school, parents and the community informed of school programs, activities, committees, projects, and needs that support the HFHS student body.
4. To promote communications between the HFPA, HFHS Foundation, HFHS Alumni Association, HFHS, and HFHS School Board by developing a link in the school communications.
5. To raise money for the HFPA Scholarship Fund and HFHS Foundation, for the benefit of HFHS students. (Article V, Section 1)
6. To support and direct volunteer efforts toward all HFHS approved programs.

## **ARTICLE VII: AMENDMENTS**

1. These bylaws may be amended at any regular meeting of the General Members by two-thirds vote of the members present. Before the vote the General Membership must be given: prior notice of the proposed amendments, in writing and on line, at the previous regular HFPA General Meeting and the proposed amendment must be passed in the Executive HFPA Meeting prior to the HFPA General Members receiving the proposed amendment.
2. HFPA must review HFPA Bylaws every five years. (Article V, Section 4 and Article XII, Section 2))
3. The HFPA Recording Secretary will submit any changes and amendments in proper order to the Executive Board and then to the General Members for approval. The Recording Secretary will be a part of the Bylaw Committee and report to the Executive Board. (Article XII, Section 2)

## **ARTICLE VIII: GENERAL MEMBERSHIP**

### **1. General Members:**

- a. The HFPA General Membership shall consist of: HFPA Executive Board, and HFPA Parents/Guardians of the current and incoming student population of the current calendar school year, HFHS Principal and HFHS Foundation Representative.
- b. Any person that is a member must live in Homewood Flossmoor Community High School District 233.
- c. All parents/guardians of an HFHS Students are HFPA Members of the HFPA General Membership.
- d. HFPA Executive Board Officers will be the only elected members of the HFPA. (Article IX, Section 2,4,5 and 6)
- e. The HFPA Executive Board shall consist of Officers, Event Chairs and Volunteer Members. HFPA Executive Board Officers are the only Board Members with voting rights.
- f. The HFHS Principal and HFHS Foundation Representative are considered “special volunteers” and members of the HFPA Executive Board and General Membership with no voting rights.

## **ARTICLE IX: OFFICERS ELECTION**

1. The Nominating Committee/Past President will present a slate of officers for the Current Executive Board to approve. The Executive Board will then present the slate to the General Membership during the March Principal Meeting and will post the new slate and any open positions on the HFPA web site. If there are any open positions then these are presented at this time to the General Membership and on the HFPA web site. The Executive Board will have the final vote for the new slate at the next HFPA Executive Board meeting. The New HFPA Executive Board slate will be presented at the final Principal Meeting of the school year or the first Principal Meeting of the new school year, depending on the time of the final vote. (Article V, Section 5) (Article XII, Section 1)
2. The Executive Board slate of officers shall be: President, Vice-President Social, Vice President Programs, Recording Secretary, Publicity Web Chair, Scholarship Chair, Communications

Membership Chair, Member at Large (2-4). (Total of 9 or 11 members)

3. Officers may be nominated anytime to the HFPA Executive Board for approval on the nominating slate of HFPA Officers for the HFHS new school year.
4. Officers shall be elected by vote/ballot at the HFPA Executive Board meeting prior to being presented for the final election vote at the General Membership Meeting. However that there is but one nominee for any office, election shall be by one voter. (Article V, section 5 and Article XII, Section 1)
5. Officers shall serve and complete a term of two years and/or until a successor has been elected/appointed and installed. (Article X, Section 8, 9)
6. The HFPA must strive to balance the HFPA Executive Board with members from all communities and school districts in the HFHS Community District 233.
7. The HFPA Event Chairs must be appointed by the Executive Board and may hold the position for more than one year. (Article XI, Section 1) (Article XI, Section 2-c)
8. An HFPA officer must be a member of good standing and have prior volunteer experience prior to being approved for an officer position on the HFPA Executive Board.
9. The HFPA President must have held a position on the HFPA Executive Board for one year prior to becoming President. (Article X, Section 10)
10. The HFPA Executive Board Officers must alternate the changing of position terms. The new President must start a term when the Vice President is ending term. The New Recording Secretary must start a term when the President is ending a term.

## **ARTICLE X: EXECUTIVE BOARD**

The HFPA Executive Board has officers, special and standing committee chairs, and committee volunteers. The HFPA Executive Board works directly with and for the benefit of the HFHS, HFHS Foundation, and with the HFHS Alumni Association.

1. The HFPA Executive Board Officers are: President, Vice President Social, Vice-President Programs, Recording Secretary,

- Publicity Web Chair, Scholarship Chair, Communications Membership Chair, Members at Large (2-4) (Article XI)
2. The HFPA Event Chairs, Volunteer Members, Past President, HFHS Principal and HFHS Foundation Member will not have voting rights on the HFPA Executive Board. (Article VIII, Section 1, e. f)
  3. The HFPA Executive Board member shall not be a paid employee of or under contract to the HFHS and/or serve on the HFHS School Board.
  4. The HFPA Executive Board shall review and vote on: a calendar of events and meetings, standing programs, committees, and scholarship criteria before presenting final decisions to the HFHS Principal and HFPA General Membership for final approval.
  5. HFPA will hold meetings.  
(Article XI, Section 1, f and Article XIV)
  6. Any HFPA Executive Board Member may be removed from their position/office by the affirmative two-thirds vote with a quorum present.
  7. Written notice and/or verbal notice of removal from office must be given prior to a removal from the HFPA position(s) and stated at an Executive Board meeting. This must be completed before the HFPA Board position may be newly appointed.
  8. All HFPA Executive Board Members must give notice at an Executive Board Meeting either in writing or in person, of their resignation of the position(s) on the HFPA Executive Board.
  9. All HFPA Executive Board Positions must be voted on annually with the new slate of officers presented for final vote at the HFPA General Membership Meeting in May. (Article IX)
  10. The Past President is a non-voting position on the Executive Board. Past President will serve as the Nominating Chair. The Past President will start identifying candidates in January using HFPA Board welcoming luncheon. He/she will interview all candidates for Executive Board Positions and any open Event Chairs positions. The Past President will give all information on new candidates and current Board Member position changes, to the New President. The New President may re-interview if he/she chooses. (Article XII: Section 1g) (Article IX)
  11. The Past President will support the New President and Board as needed, for meetings, events and programs. The Past President will attend Executive Board meetings upon request.

## **ARTICLE XI: EXECUTIVE BOARD – OFFICERS DUTIES**

- PRESIDENT
- VICE-PRESIDENT SOCIAL
- VICE-PRESIDENT PROGRAMS
- RECORDING SECRETARY
- PUBLICITY WEB CHAIR
- SCHOLARSHIP CHAIR
- COMMUNICATIONS MEMBERSHIP CHAIR
- MEMBER AT LARGE (2-4)

### **1. All Officers Shall:**

- b. Perform the duties in the parliamentary authority in addition to those outlined in these by-laws.
- c. HFPA Executive Board members must live in the HF Community High School District 233.
- d. Officers will deliver all official materials to their successors within ten days following the end of their term and/or at the end of the fiscal year. Copies will be made for the “annual book.” (Article IV, Section 1, 3)
- e. Officers will give an end of year report. A copy will be made for new officers. The event chairs will give their annual reports. All annual reports will go in the end of year “annual book.” Officers will be respectful of their positions in the HFHS Community. (Article II)
- f. All officers and event chairs must send “thank you” notes/emails to all volunteers of an event and give a volunteer list to the Vice-President Social and Recording Secretary.
- g. Officers will be required to go to all HFPA Executive Board and General Membership Meetings. Prior notice must be given for an excused absence to be attained.
- h. All officers will give a report at Executive Board Meetings. If there is no report then state that. If you are unable to attend, then you must give your report to the President and/or the Recording Secretary.

- i. There must be a minimum of two HFPA officers present at all meetings with the HFHS-Principal and HFHS Foundation. (Article XIV, Section 6)
- j. The two HFPA officers present at all meetings must represent the two largest Junior High School Districts (153 and 161) and the new families moving into the School District 233 at all meetings with HFHS Principal. (Article XI, Section 1, h)

## **2. President:**

- a. Will attend and set agenda for all Executive Board meetings and Principal meetings/General Membership Meetings. (Article XIV)
- b. Be a member ex-officio of all committees, except the Nominating Committees. (Article III)
- c. Appoint special committees, committee chairs, and appointments.
- d. Preside at all meetings of the HFPA, especially Executive, as authorized by the HFPA Executive Board.
- e. Be authorized to sign checks for approved HFPA business.
- f. Sign all contracts, agreements and legal documents as authorized by the HFPA Executive Board.
- g. Be kept informed of all committee activities and given copies of all reports from committees.
- h. Perform all other duties pertaining to the office.
- i. Shall be a liaison with an Executive Board officer between the HFPA, the HFHS School Administration, and the HFHS Foundation.
- j. Be part of the annual Calendar Committee. Update HFPA web site calendar on a monthly basis. (Article XII, Section 4)
- k. Shall produce and coordinate the HFPA calendar of events with the current HFHS Principal and Executive Board officer for the new school year. (Article XIV, Section 6)
- l. Establish a Bylaw Committee every five years for review/update and to work with the current tax-exempt letter update. (Article V) The Recording Secretary will review annually and receive any changes/updates to be submitted to the HFPA Executive Board. (Article VII Section 3)
- m. Appoint an HFHS Chair (Article VII, Section 3)



- n. Coordinate the calendar activities, publicity and HFPA communications with the Executive Board, HFPA General Membership, HFHS Principal and HFHS Foundation.
- o. Assist with all social and program events as needed with the Vice-President Social and Vice-President Programs chair.
- p. Shall audit to the Scholarship Chair review (Winter) and final report (June) annually before the presentation to the Executive Board and General Membership. (Article XI, Section 7 e and f)
- q. Work with the Vice Presidents, Communication Membership Chair, Publicity Web Chair, and the Recording Secretary to produce current information for the HFPA Web site at HFHS.
- r. Will coordinate all HFPA information produced and posted on the HFHS – HFPA web page and email account.

### **3. Vice-President Social:**

- a. Will be at all social meetings of the HFPA. (Article XII, Section 6,b)
- b. Appoint chairs of approved Social Events per Article XII, Section 6b.
- c. Coordinate the HFPA calendar, activities, and communications with the President.
- d. Perform all other duties pertaining to the office of President with the Vice-President Programs in the event that the President is unable to complete their term.
- e. Be a part of the annual Calendar Committee. (Article XII, Section 4), (Article XI, Section 2-i)
- f. Shall be a liaison with the President between the HFPA and the HFHS School Administration and the HFHS Foundation.
- g. Coordinate volunteer list received from the HFPA Executive Board for the HFPA web page and Volunteer Recognition Luncheon.
- h. The Vice-President will run the Executive Board Meetings that consist of officers, committee chairs, and committee members.

#### **4. Vice-President Programs:**

- a. Supervise and coordinate the activities of the Chairs of the committees concerned with the HFHS approved Programs as approved by the HFPA Executive Board.
- b. Preside at all program meetings of the HFPA. (Article XII, Section 6, a)
- c. Coordinate the HFPA calendar, activities and communications with the President.
- d. Appoint chairs of approved Programs: College Night (Oct), Voyage to Excellence (Dec), Career Fair (March), Ambassador Program, Freshmen Orientation (Feb), and College Resource Center (Guidance Department). (Article XII, Section 6a)
- e. Coordinate Registration/Volunteer Sign up Sheets at Registration Days in August. All volunteer/sign up forms must go to the Recording Secretary and/or the Communications/Web Chair.
- f. Provide an HFPA “table” for events held at HFHS that the HFPA Executive Board deems worthy. Display all sign-up, organizational material, signs, and event specific items.
- g. Coordinate volunteer list received from Communications/Web Chair.
- h. The Vice President will run the Executive Board Meetings that will consist of officers, committee chairs and committee members.

#### **5. Recording Secretary:**

- a. Keep an accurate and permanent record of attendance, meeting notes, and any changes for all HFPA Executive Board Meetings and HFPA General Meetings. All permanent information will be archived in the “annual book.”
- b. Provide minutes of the HFPA Executive Board Meeting for the Executive Board to approve. Keep copies in the HFPA “annual book.”
- c. Provide minutes for the General Membership Meeting, the Executive Board Meeting and the Principal to approve the General Board Meeting.
- d. Have a current copy of the Bylaws and Roberts Rules at every meeting.
- e. Be a member of the by-law committee.

- f. Keep an updated record of all HFPA Executive Board Officers, Event Chair and Event Members contact information. This list may be used for the end of year Volunteer Recognition Luncheon. (Article XI, Section 3, b)
- g. Record any review, recommendation, and amendment to the HFPA Bylaws on an annual basis and present to the HFPA Executive Board for recommendations to the General Board.
- h. Give all Principal Meeting minutes to President for review, then to HFHS Principal for review and then to the web page for posting. HFHS will archive all meeting minutes.

#### **6. Publicity Web Chair:**

- a. Be the custodian of the HFPA web site.
- b. All HFPA printed documents and web pages must be pre-approved.
- c. Promote and keep records of all HFPA meetings, events, and programs that are used for the sole purpose of promoting the HFPA.
- d. Present a current report at every meeting of the Executive Board. Give an end of year report for the “annual book.”
- e. Perform all duties as may be delegated by the HFPA Executive Board.
- f. Submit to the President for review all changes of the HFPA web page monthly. These changes must be approved prior to any information submitted/posted to the HFPA web site.
- g. Carry out any assignments made by the President in the area of secretarial duties.
- h. Attend to the correspondence of the HFPA as requested by the HFPA Executive Board.
- i. Produce all marketing materials and publicity (paper and web) for HFPA events, programs, Registration Days, and HFPA Scholarship Fund Drive. The President and HFPA Executive Board must approve HFPA publications prior to public viewing and distribution. (If already approved from prior years and only changing dates and times then, no Board approval needed.)
- j. Keep an annual inventory of HFPA property.

## **7. Scholarship Chair:**

- a. Preside over Scholarship Fund for the HFPA and coordinate with the HFHS Guidance office and the HFHS Foundation in regards to HFPA Scholarships given per school year.
- b. Carry out any assignments made by the Executive Board in the area of HFPA Scholarship Fund.
- c. Coordinate the criteria for the Scholarship Fund on an annual basis and promote the approved criteria annually until the scholarships are awarded.
- d. Will be the custodian of all HFPA Scholarship Fund monies raised during the Scholarship drive during Registrations Days in August.
- e. Coordinate with the President to secure funds raised for the HFPA Scholarship Fund to be transferred to the HFHS Foundation from HFHS and determine the amount to be given in annual scholarships based on the approved criteria.
- f. Keep the HFPA Executive Board Informed with regular reports and give copies for the “annual book.”
- g. Provide a final scholarship recipient list to the Executive Board prior to Honors Convocation for final approval.
- h. Actively pursue ways to better the HFHS scholarship process.
- i. Coordinate scholarship donor list received from HFHS and HFHS Foundation. Mail “thank you” tax letter to all donors in January. Any donors after January will receive letter in May for their tax purposes.
- j. Coordinate and give recognition list of Scholarship donors to Social Chair for any Volunteer Recognition.

## **8. Communications Membership Chair:**

- a. Supervise all e-mail membership lists and HFPA e-mail blasts for the HFPA with the President and Executive Board approval.
- b. Coordinate with the Publicity Web Chair all HFHS web/HFPA web information/correspondence that will be approved by the Executive Board and HFHS. (Article XI, Section 1, p&q)
- c. Coordinate all e-mail information/correspondence that will be approved by the HFPA Executive Board and General Membership.
- d. Coordinate the e-mail lists by graduating class gathered at Freshmen Orientation and Registration Days.

- e. Coordinate the master list of Event “volunteers” for the HFPA from the HFPA sign up pages collected during the school year. Keep copies of all sign up pages and give to Secretary/President at end of term for “annual book.” (Article XI, Section 1-c)
- f. Carry out any assignments made by the President in the area of the HFPA Web page and e-mail account. (Article X, Sec. 2-1)
- g. Organize, edit, and reproduce all e-mail membership lists of HFHS General Members for HFHS use only. (Article XIII, Section 5)
- h. Coordinate with the Officers and Event Chairs in regards to names, e-mail address, and volunteer needs, for their use from the “master list” of HFPA volunteers.
- i. Send e-mail blasts to the General Membership on a monthly basis before Principal meetings and as instructed by the President and HFPA Executive Board. Update HFPA calendar website on a monthly basis.

#### **9. Member at Large:**

- a. Act as liaisons between the governing boards and the HFHS Community. Their main focus shall be in reporting and communicating concerns within the HFHS community.
- b. Perform any assignments made by the President/Executive Board and carry out the policies of the HFPA.
- c. Rotate with other members to represent the HFPA at HFHS School Board meetings and two HFHS Foundation meetings. Give report from School Board Meeting at the “next” HFPA Executive Board Meeting. These reports will be in the “annual book.”
- d. Support any HFPA Chair/Committee events with Executive Board approval.
- e. An HFPA Past President and/or Officer may hold a Member at Large position to mentor the past position for one year.

### **ARTICLE XII: STANDING COMMITTEES**

There may be such Standing Committees created by the HFPA Executive Board as may be required to promote the objectives and interests of the HFPA. Chairpersons of the Standing/Special Committees shall present plans of work for the approval of the HFPA Executive Board and no work shall be undertaken without prior approval.

1. Nominating Committee
  - a. The Nominating Committee/Past President shall select one nominee for each office and shall report to the HFPA Executive Board for approval prior to the HFPA General Board for final approval. (Article XI) The Past President may be on the Board or off the Board as Nominating Committee Chair.
  - b. The Nominating Committee will consist of the past President, 2 Executive Board members, and 2 General members.
  - c. Nominations must balance between the school districts in the HFHS District 233. (Article XI, Section 1,i)
  - d. Each year the HFPA must post open HFPA Executive Board positions at a General Meeting and on the HFPA web site prior to the new slate being voted on. (Article IX, Section 10) (Article XII, Section 1)
  - e. The nominations for the HFPA Executive Board must be eligible to be chosen to be on the slate of officers. (Article XI, Section 1)
  - f. The HFPA Executive Board officers chosen for the new slate will need to consent to serve before elected and then be installed at the last meeting of the school year. (Article XIV, Section 7)
  - g. Past President will start directly as the President term is completed for one year. If the Past President declines the position, and or is unable to complete position, then the HFPA Executive Board will appoint a Nominating Chair.
2. Bylaw Committee
  - a. A bylaw committee will be formed when the HFPA holds a tax status every 5 years, one year prior to the Tax ID renewal.
  - b. The Recording Secretary will sit on the committee and the Presidents will appoint a chairperson.
  - c. Any changes to the bylaws must follow the rules for all amendments. (Article VII)
3. Auditing Committee/Accountant
  - a. The president will appoint an auditing committee/accountant to review the HFPA finances/donations.
4. Calendar Committee
  - a. The Calendar Committee shall consist of the President, Vice-President Social, Vice-President Programs, and Recording Secretary. The committee needs representation from School District 153 and 161. The committee will bring an annual new

school calendar to the Executive Board and HFHS Principal for approval. (Article XIII, Section 11)

- b. The HFPA calendar is time sensitive to the HFHS calendar of events and activities. The HFPA Calendar must be reviewed by the Athletic Activities Department. The HFPA calendar must be finished before July 1<sup>st</sup>. (Article XIV, Section 5)
- c. The HFPA calendar will be reviewed and ready for print/posting before the HFHS Foundation Calendar goes to print. This happens traditionally before July 1st; therefore contact must be made with the HFHS Foundation Representative/Board before their calendar goes to print.

#### 5. HFHS Committee

- a. The HFHS Committee will consist of one member that is an HFPA Executive Board Officer and other HFPA Volunteer Members to work on any HFHS Committee that the HFHS Principal needs Parental involvement.
- b. The HFPA Executive Board Officer/Volunteer Member will report all information to the Executive Board. (Article XIV, Section 2)
- c. To appoint the HFPA Event Chair for the College Room. This position will be needed to help families navigate the College Process Experience. (Article XI, Section 2,1)
- d. The Junior High Event Chair will coordinate the meeting dates with the President and Calendar Committee (Article XII, Section 4), coordinate all supporting meeting correspondence, promote meeting advertisement with Junior Highs, HFPA, and HFHS, and coordinate all HFPA volunteers for the two Junior High Principal Meetings in January. These meetings are given for all incoming students and parents of School District 233, HFHS. (Article XIV, Section 11 and 12)

#### 6. Special Committees under Programs and Social Event

- a. Programs: Registration Days (Aug), College Night (Oct), Voyage to Excellence (Dec), Freshman Orientation (Feb), Career Fair (March), and the College Resource Center (Guidance Department). (Article XI, Section 4d)
- b. Social Events: Volunteer Welcome Coffee (Sept), Principal Meetings, Volunteer Member and Executive Board Luncheon

(Jan), Junior High School Principal Meetings (Jan), Staff Appreciation (Annual), Academic Awards (May), Honors Convocation (May), and H-F Foundation Liaison – Annual Fundraising Event. (Article XI, Section 3b) (Article XIV, Section 12)

### **ARTICLE XIII: POLICIES**

1. The H-F Parents Association shall be non-for-profit, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by the HFPA.
2. The H-F Parents Association shall be an independent organization and no member of the General Membership and the Executive Board shall use such office to promote any other organization outside of the HFHS.
3. The membership year shall begin on July 1<sup>st</sup> and end June 30<sup>th</sup> for an annual school year. (Article IV)
4. The HFHS Principal and HFHS Foundation Representative will be a non-voting member of the Executive Board.
5. Any membership roster and e-mail list shall be for the sole use of the organization and the HFHS direct functions only.
6. No part of the net earnings of the HF Parents Association shall be distributed to its members or officers or any other private persons. The HFPA will make exceptions for a payment for services rendered and to make payments for purchases that were authorized by the HFPA Executive Board.
7. Upon dissolution of the H-F Parents Association, after paying and/or adequately providing for the debts and obligations of the HFPA, the remaining assets generated on the behalf of the HFHS Community will become the assets of the HFHS Foundation and distributed to the HFPA Scholarship Fund.
8. The HFPA will be bound by the HFPA Bylaws and tax codes approved by the HFPA Executive Board and the HFPA General Membership. (Article V)
9. The HFPA will raise money for the HFPA Scholarship Fund during HFHS Registration Days and for the HFHS Foundation. (Article VI, Section 5)



10. The HFPA may seek approval for new fundraising opportunities from the HFPA Executive Board, HFPA General Membership and the HFHS Principal prior to the promoting of a fundraiser and must receive the appropriate tax status prior to any approved fundraising. (Article V, Section 3)
11. The Calendar Committee shall produce and coordinate the HFPA calendar of events within the current HFPA Executive Board. A new calendar will be confirmed for the new school year, by the President, the HFPA Executive Board and the HFHS Principal, it will be presented at an HFPA General Meeting for final approval. (Article XIV, Section 4)
12. The President and the HFPA Calendar Committee will coordinate all dates for HFPA General Meetings with the HFHS Principal in a school year. All meetings will be joint meetings with HFHS to bring important information to the HFHS Community. (Article XIV, Section 5))
13. Donations may be given to the HFPA Scholarship Fund at anytime during the school year. The totals for distribution of money will be computed in January for distribution in the current school year. (Article V)(Article VI, Section 5) (Article XI, Section 7-e)

#### **ARTICLE XIV: MEETINGS**

1. The HFPA Executive Board must have a quorum to conduct business. (Article III, “Robert’s Rules of Order”)
2. The HFPA Executive Board meetings are closed to the General Members unless prior approval is obtained from a majority vote of the HFPA Executive Board.
3. The HFPA special meetings may be scheduled by the President and/or the HFHS Principal, only when prior notice has been given to the HFPA Executive Board and/or General Members. There will be no voting done at a special meeting unless HFPA Executive Board members are present and a majority is attained.
4. There must be three open HFPA General Membership Meetings a calendar year.
5. All Principal/HFPA General Meetings, HFHS events and programs will be scheduled in June for the beginning of each new school year. (Article IV) All joint meetings will have an approved agenda for the

- meetings and will be posted and printed prior to the meeting date for all HFP General Members.
6. All HFHS meetings with the Principal must be represented with the HFPA President and an HFPA Executive Board Officer. (Article XI) (Article XI, Section 1-h and I)
  7. The HFPA Executive Board will present the new slate of HFPA officers to the HFPA General Membership one month prior to the final vote for the new school year of the HFPA Executive Board. (Article X, Section 9)
  8. The new HFPA Executive Board will be installed at the last HFPA/HFHS meeting and/or event of the school year.
  9. HFPA Executive Board Members will be notified of all meetings in advance. All HFPA officers must attend Executive Board Meetings and Principal Meetings. Prior notice must be given to receive an excused absence. Three unexcused absences may result in removal from your position. (Article X-5 and Article XI, Section 1, f)
  10. All General Membership approved meeting minutes will be posted on the HFPA web page.
  11. The regular and special meetings of the HFPA may change based upon the needs of the HFHS and the HF Parent Association.
  12. The HFPA will coordinate an H-F High School Parent Meeting in School District 153, James Hart Jr. High, and School District 161, Parker Jr. High, with School District 233 for all incoming students to HFHS. These meeting will be given in January and will be hosted by the Junior High Principals and their Parent Groups. These two meetings will be presented by the HFHS Principal and by the HFPA. (Article XII, Section 5-d)