

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. The HFA will direct and coordinate social functions for students and families, fundraisers, support staff, and volunteer activities whose profits purchase items and/or fund programs that improve the school community for all.

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 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. These officers include the President, the First Vice President, the Second Vice President, Communications Director, Treasurer, and Secretary.

ARTICLE VI – EXECUTIVE COMMITTEE

The Executive Committee consists of the Executive Board, the principal of the school or a representative designated by them, and a faculty representative. The duties of the Executive Committee shall be to communicate, in meetings and between meetings, to make decisions that impact the HFA and the school community it serves. The Executive Board may also meet at their discretion to hold additional discussions.

ARTICLE VII – OFFICERS AND THEIR ELECTION

Section 1: The officers of the Association shall be President, First Vice President, Second Vice President, Secretary, Communications Director, 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, and/or all current social media platforms, 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 nomination(s) and date of the election shall be given to the membership via information hosted on Membership Toolkit, and/or all current social media platforms, or any other newsletters sent to Highland families.

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 meetings of the Association and act as the Executive Officer of the Executive Board; shall maintain current knowledge of all committee activities and be supportive of each committee; shall be a delegate of District 70 and attend FAD 70 meetings; shall be responsible for filling all committee chairs; and shall perform all other duties pertaining to the office. The President has the power to make final decisions should the Executive Board not be able to come to an agreement.

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 and donation lists including reaching out to families when volunteer or donation needs arise. The First Vice President will act as liaison to NJHS, Student Council and other student organizations at Highland Middle School that require or request HFA involvement for events.

Section 3: The Second Vice President shall serve as delegate to District 70 and attend FAD 70 meetings alongside the President; and shall perform other duties as assigned by the President.

- A. 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 up to \$100 in a manner that is best suited for the family. The Executive Board has the option to go above and beyond the \$100 amount if they vote to do so. The Second Vice President will also communicate with the other schools involved, if appropriate, to coordinate assistance for the family.
- B. In recognition and celebration of Staff milestones (i.e., wedding or new child), 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 an amount up to \$100, and used in a manner that is best suited to honor the Staff member. The Executive Board has the option to go above and beyond the \$100 amount if they vote to do so. The Second Vice President will also communicate with the other schools involved, if appropriate, to coordinate recognition for the Staff member.
- C. The Second Vice President will manage the Membership Toolkit HFA website, keeping the website current with events, spirit wear for sale, and volunteer and donation needs, after conferring with the First Vice President on these needs. The Second Vice President will communicate with the President and Communications Director to ensure that the Membership Toolkit website is reflective of what is happening in the Highland Middle School community as it pertains to the HFA. The Second Vice President will also keep sales forms updated with the support of the Treasurer, build forms when needed, and work with the committees who need additional forms for specific events (i.e. Gym Jams).

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 Communications Director shall handle all communication to parents, teachers and staff, and help streamline communication to the committees; post regularly to the HFA social media platforms, work with school administration to share information on behalf of the HFA, and will request current information from committees for the newsletter. The Communications Director will also monitor the HFA email.

Section 6: 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 7 of this article. The Treasurer shall provide updated monthly income and expense records at the monthly HFA meetings. The Treasurer, President, and Secretary shall have the authority to sign checks of the HFA account.

- A. The Treasurer is responsible for all federal and state filings to keep in good standing as a non-profit organization. The Treasurer will be the registered agent for the purposes of state filings.
- B. The Treasurer will work with the Second Vice President to maintain the chart of

accounts in Membership Toolkit, and assist with creating forms in Membership Toolkit.

Section 7: The Executive Board shall submit at the first general meeting of the school year a proposed budget for the year, including operating costs, gifts, and all proper expenditures. Approval of this budget at the first general meeting 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 8: 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 general meeting.

Section 9: The Executive Board reserves the right, by a two-thirds vote, to remove HFA volunteers or officers who (a) fail to perform the agreed upon duties, (b) use the HFA to benefit from financial personal gain, (c) are not acting in the best interest of the HFA, or (d) put the organization at risk.

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 Board with due notice being given.

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

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 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 to aid in the success of the incoming committee.

ARTICLE XI – AUDITING COMMITTEE

In the event that there are concerns regarding the financials of the HFA, the President reserves the right to appoint an auditing committee, consisting of two persons; one from the Board, one from outside the Board. The Board member selected shall not be the Treasurer. The committee, should one be appointed, 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 general 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 three years or sooner if needed. The Bylaws Committee shall consist of at least two members of the HFA, one of which must be the Secretary, along with another member of the Executive Board. The updated Bylaws will be adopted by a majority vote at the next general meeting.

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, the 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, April 2nd, 2026

Christine Trowbridge, President
Megan Merchen, 1st Vice President
Katie Wyzukowicz, 2nd Vice President
JoAnne Messinger, Treasurer
Laura Mahan, Secretary