

Version	Date	Created By:	Approved By:	Revision Comments
0	05May2023	C.Heger, B.Maier, S.Brown	T.Boening, L.Hoedel, L.Ring, E.Nowak, A.Humphrey, B.Maier, S.Brown, C.Heger	Supersedes Previous Bylaws

# Bylaws of Fulshear Friends of Huggins (FOH)

## **Article I – Name, Description, and Purpose**

**Section 1. Name.** The name of this organization shall be Fulshear Friends of Huggins, which may also be referred to as FOH, located in the city of Fulshear, County of Fort Bend, and the State of Texas.

**Section 2. Description.** FOH is a nonprofit organization that exists for charitable and educational purposes including the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code.

**Section 3. Purpose.** The purpose of FOH is to enhance and support the educational experience at Huggins Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Huggins Elementary through volunteering, social experiences, educational programs, and financial support.

## **Article II – Membership**

Any parent, guardian, or other adult standing in loco parentis for a student at Huggins Elementary School is a FOH member. The principal and any teacher or staff member employed at Huggins Elementary School is a FOH member. No dues shall be collected.

## **Article III – Officers and Elections**

**Section 1. Officers.** The FOH Board (or Executive Board) shall consist of the following FOH Officers: President, Vice President, Secretary, (2) Co-Treasurers, Fundraising Coordinator, Volunteer Coordinator, Spirit Coordinator, Hospitality Coordinator, and Historian. Officer positions may be shared by more than one individual as approved by the board.

- A. The FOH Board has the authority to create new Officer position(s) as needed as well as eliminate a position(s) as needed.
- B. All Officers shall sign a Code of Conduct at the beginning of their term to be kept on file by the Secretary.
- C. Each Officer shall attend appropriate planning meetings during the summer prior to the start of the next school year.
- D. The Officers of FOH constitute the FOH Board.

**Section 2. Term of Office.** The term of office for all officers is two years, beginning June 1<sup>st</sup> and ending May 31<sup>st</sup> of the following year. Officers may only hold a term in the same position longer than two consecutive years should no one else wish to serve.

### **Section 3. Eligibility.**

- A. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.
- B. FOH Officers must be the parent or guardian of a student enrolled at Huggins during the year in which the Officer serves.
- C. The President of FOH must have been an FOH Officer the preceding year.
- D. FOH Officers may not be employed Full-Time by LCISD during their term with the FOH Board; short-term sub assignments are excluded.

**Section 4. FOH Officer Duties.** In addition to the duties listed below, each Officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

- A. **FOH Board.** The duties of the FOH Board shall be to transact business between meetings in preparation for the general meeting, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. The FOH Board, with principal consultation, shall plan activities, select fundraising projects, and purchase educational items and/or improvements for the school and students with available funds.

All FOH Board Officers are expected to attend the majority of meetings, school and fundraising events.

The current FOH Board Officers should provide training and materials to the newly elected FOH Board Officer in their position prior to the end of the school year.

- B. **President.** The President shall preside over meetings of the organization and FOH Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, oversee the election process each year, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The President will also assign the following duties to a Board Officer based on skill sets: Social Media, Website, and Field Trip Coordination.
- C. **Vice President.** The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President shall also oversee the committees of this organization. The Vice President shall act as parliamentarian for all meetings by maintaining order. They will ensure that basic principles of parliamentary procedure are followed. They will assist with the election process each year.
- D. **Secretary.** The Secretary shall keep all records of the organization, take and record meeting minutes including a list of any and all items voted on at all meetings, present meeting minutes at the following meetings for approval, prepare the agenda, and ensure minutes of meetings are posted on the FOH Website. The Secretary also keeps a copy of the minutes, bylaws, signed Codes of Conduct, and any other necessary supplies, and brings them to meetings.
- E. **Treasurers.** The Treasurer shall receive all funds of the organization, maintain control of all funds of the organization, keep an accurate record of receipts and expenditures, maintain and comply with tax-exempt status under section 501(c)(3), act as a purchasing agent for FOH, and pay out funds in accordance with the approval of the FOH Board. He or she will present a financial statement monthly by posting on the FOH website, and make a full year-end report no later than June 30. The Treasurer will prepare a budget with assistance of the FOH Board which will be reviewed and accepted by the FOH Board at the beginning of the current school year.
- F. **Fundraising Coordinator.** The Fundraising Coordinator shall be responsible for research and recommendation of fundraising ideas to the FOH Board, all aspects of any fundraising event, presenting fundraising recommendations to the board for vote, ensuring compliance with LCISD fundraising policies, overseeing and coordinating fundraising committees, and overseeing and leading all fundraising events.
- G. **Volunteer Coordinator.** The Volunteer Coordinator shall be responsible for determining the campus needs for volunteer services and is responsible for recruiting and training of parents interested in volunteer programs. He/she is responsible for scheduling volunteers and creating additional volunteer committees (such as but not limited to; Work Room, Field Day, Bulletin Boards, Welcome Committees, Room Mom, Mom/Son event, Father/Daughter event, etc.). The Volunteer Coordinator oversees Room Mom activities and duties through a Room Mom Chair/Coordinator. These activities may include communication and coordination, scheduling and leading Room Mom meetings, and coordination of class projects for Gala and other fundraisers.
- H. **Spirit Coordinator.** The Spirit Coordinator shall be responsible for design and selection of spirit wear items, purchasing and sales of school approved spirit wear and accessories, dispersing of purchased items, hosting 4-5 optional spirit store days each school year, and volunteer coordination for sale days such as Meet the Teacher and Open House.
- I. **Hospitality Coordinator.** The Hospitality Coordinator shall be responsible for all teacher/staff appreciation days and events recognized by LCISD, teacher/staff luncheons sponsored or organized by FOH, and overseeing and coordinating hospitality committees. The Hospitality Coordinator shall keep track of all hospitality related expenditure to ensure cumulative spend does not exceed the hospitality budget without approval.
- J. **Historian.** The Historian shall be responsible for yearbook creation, sales, and deliveries. He/she shall coordinate volunteers and photo collection for all Huggins events and activities to be incorporated into the yearbook.

#### Section 5. Nominations.

- A. The President and Vice President comprise the Nomination Committee.

- B. The Nomination process shall begin in February.
- C. The Nomination Committee shall determine open Officer positions which may first be filled by existing Officers shifting roles.
- D. This Nomination Committee will be responsible for the development of the nomination form, and the selection and election process.
- E. The Nomination Committee shall acquire nominee names for open positions from general membership prior to the end of March.
- F. The Nominating Committee shall give consideration to the willingness of nominees to serve, as well as the nominees' understanding of the duties and responsibilities prior to selection and/or election.
- G. Nominated persons will be contacted by the Nomination Committee regarding the requirements of a nominee's position and determine a person's interest in accepting the position.
- H. Should there be no opposition to the nominees, the slated board will be presented as the newly elected FOH Board at the last FOH meeting of the year.
- I. If more than one person is running for an office, a vote shall be taken.

**Section 6. Elections.**

- A. If required, elections will be held at a day/time determined by the Nomination Committee, no later than end of April of the current school year.
- B. Each household who is a member of the FOH organization will be eligible to vote. Voting may take place electronically or in person, typically during an FOH meeting. The winner in these elections will then be considered a member of the following years' FOH Board.

**Section 7. Vacancy.** Should there be an open position not filled at the time of election, then the newly elected FOH Board will take nominations and fill by majority vote of the FOH Board. In the event a vacancy occurs in the office of President, the Vice President shall assume the office of President. If a vacancy occurs on the FOH Board, the vacancy may be filled by majority vote of the FOH Board.

**Section 8. Removal From Office.** An Officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the FOH Board.

**Article IV – Meetings**

**Section 1. General/ Open Meetings.** General FOH meetings shall be held to conduct the business of FOH. Meetings shall be held monthly during the school year or at the discretion of the FOH Board and are open to the general membership. The time and date shall be set by majority vote at the first FOH Closed Board Meeting of the new school year.

- A. FOH Board Officers may vote and make motions.
- B. FOH Members shall be notified of all open meetings through electronic notice on the FOH website, social media, and/or through the Huggins Elementary weekly email.
- C. A quorum of the membership shall consist of those members present at any general meeting of this organization.
- D. Anyone wishing to place an item on the agenda of a General Board Meeting may do so by contacting a member of the FOH Board one week in advance. It is the duty of the Officer to promptly inform the President of items that need to be placed on the agenda. Only matters that are on the agenda shall be discussed at the General Board Meeting. The agenda for the upcoming General Board Meeting shall be sent out via email to Officers three days prior to the scheduled meeting for review. The agenda should be posted to social media and/or website for general viewing one day prior to meeting when possible. For any items/issues not on the agenda, it will be at the President's discretion to hold a limited (5-10 minute) discussion.

**Section 2. Closed Meetings.** Closed meetings are closed to the general membership; only FOH Board Officers shall attend. Occasionally committee members or chairs may be invited to attend. Closed meetings shall be held once per

month; the time and date shall be set by majority vote at the first FOH Closed Board Meeting of the new school year. Closed Special Meetings may be called by the President or any two Board Officers, with 24 hours notice.

**Section 3. Quorum.** The quorum shall be 2/3<sup>rd</sup> of the FOH Board.

### **Article V – Voting**

FOH Members have one vote per household for upcoming Board Elections.

For any item(s) presented for a vote; majority FOH Board vote is required for the item to be approved unless otherwise stated herein.

Any and all items must be on agenda for vote. The President has discretion to add to the agenda only in case of urgent need.

Committees must present any Plan of Work to the FOH Board for approval.

Should there be any item that needs an emergency vote that cannot wait until the next scheduled meeting, then the President can hold an emergency vote via email, or digital communication of the FOH Board; a majority vote applies. Should this event occur, the President is responsible for providing the results in written form at the next scheduled meeting.

### **Article VI – Committees**

**Section 1. Membership.** Committees may consist of general members and Board Members, with the President acting as an ex officio member of all committees. The Officer in charge shall act as or appoint a chairperson of the committee created. The chairperson of each committee shall report to their respective Board Officer. No Committee work shall be undertaken without the consent of the FOH Board.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Father/Daughter Event (Volunteer Coordinator), Mom/Son Event (Volunteer Coordinator), Room Moms (Volunteer Coordinator), Spirit (Spirit Coordinator), Fundraising – Gala (Fundraising Coordinator), Fundraising – Fall Fest/Holidaze (Fundraising Coordinator), Field Trip Coordinator (Vice President), Photographs (Historian), Hospitality (Hospitality Coordinator)

**Section 3. Additional Committees.** The FOH Board may appoint additional committees as needed.

### **Article VII – Finances and Contracts**

#### **Section 1. Finances.**

- A. The fiscal year of FOH begins July 1 and ends June 30 of the following year.
- B. All funds shall be kept in a checking account in the name of Fulshear Friends of Huggins, requiring a minimum of two signatures of the FOH Board and held at a local financial institution.
- C. A tentative budget shall be drafted in spring for the following school year and approved at a summer closed meeting by a majority vote of the FOH Board present.
- D. At the end of each year, the FOH Board shall determine an amount (not less than \$35,000) to carry over to the next school year.
- E. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.
- F. Two authorized signatures shall be required on each check over the amount of \$2000. Authorized signers shall be the President, Vice President, and Treasurers.
- G. The Treasurer shall prepare a financial statement at the end of the year and publish.
- H. The FOH Board shall have the books reviewed annually by the CPA.
- I. Once the budget has been approved by the FOH Board and accepted for the year, each Officer will be held accountable to work with their specified budget for that year. Receipts must be turned in and copies sent via

email within a reasonable amount of time (within 24 hours is recommended). Additional amounts may be presented to the FOH Board for approval on an as needed basis.

- J. Disbursement of non-budgeted FOH funds of any amount under \$500 may be approved ad-hoc by the President. Any amount over \$500 requires approval by a majority vote of the FOH Board.

## **Section 2. Contracts.**

- A. The FOH Board is authorized to enter into contracts or agreements for the purchase of materials or services on behalf of the organization as long as the contracts and agreements comply with applicable regulations, laws and procedures to maintain exempt status for the organization. The FOH Board may authorize any Officer or Officers to enter into said contracts or agreements.
- B. For any item(s) to be purchased by the FOH organization with an estimated value of \$2000 or more; FOH shall be required to solicit three pricing bids in writing. This excludes spirit wear, yearbooks, and any year to year standard fundraising items; these contracts should be revisited every three years in cycle with bylaw review. FOH Board vote is required for any purchase above \$500 that is not detailed within the approved operating budget or in any instance where the lowest acceptable supplier is not selected and multiple bids were received.

## **Article VIII – Parliamentary Authority**

Robert’s Rules of Order Newly Revised shall govern meetings when they are not in conflict with the organization’s bylaws or any other special/standing rules.

## **Article IX – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. Upon dissolution of this organization, all funds left in the Treasury shall be used solely for the Huggins Elementary School at the discretion of FOH.

## **Article X – Amendments of Bylaws**

Amendments are to be proposed by a FOH Board Officer. Amendments must be approved by a two-thirds vote of the FOH Board. The results will be shared at the next General Meeting. The Bylaws are recommended to be reviewed at least every three years.

## **Article XI – Conflicts of Interest**

If a FOH Officer or Committee Member has a financial interest in any activities of the FOH organization, the individual must bring the potential conflict to the attention of the FOH Board and refrain from deliberating or voting on any decision with respect to the matter.

No FOH Board or Committee Member shall make a personal profit from any FOH and/or Huggins Elementary activity.

No FOH Board Member or Committee Member shall be employed Full-Time by LCISD during their term with the FOH Board, excluding short term sub assignments.

The FOH organization shall not endorse any candidate or local issue. In keeping with this philosophy, the FOH organization may support the Board of Education’s annual operating budget and/or any addendum to that budget.