

**BY LAWS OF HUGGINS ELEMENTARY SCHOOL
FULSHER FRIENDS OF HUGGINS (FOH)**

ARTICLE I: NAME

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

ARTICLE II: GOALS AND PURPOSE

The goal of FOH is to help achieve better lives for children through education, cooperation, projects, and concern.

The purpose of FOH is to aid and support the faculty, students, and parents of Huggins Elementary School. This is to be accomplished through volunteering of time and talents of FOH members, and financially through fundraising efforts.

ARTICLE III: BASIC POLICIES

This organization shall support the students, teachers and volunteers by engaging in fundraising projects, supporting various student enrichment activities, providing a forum for parent, teacher, and student interaction through community events, and promoting open communication between parents, teachers, Huggins Elementary, and the community; thereby, providing educational and personal enrichment to the students of Huggins Elementary.

SECTION 1. The FOH organization shall cooperate with the school administration to support quality education for all children.

SECTION 2. 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.

SECTION 3. Two-thirds (2/3rd) of the Board needs to be present for a quorum.

SECTION 4. For any item(s) to be used by the Board, fundraising, or for resell shall be required to get three (3) pricing bids in writing for reference; This excludes t-shirts, yearbooks and any year to year standard fundraising items; these contracts should be revisited every 3 years in cycle with Bi-Law review. Each newly elected FOH Board shall vote and/or select from the bids to use for the year of that Boards term.

ARTICLE IV: GENERAL MEMBERSHIP AND GENERAL VOTING ELIGIBILITY

Section 1. All parents or guardians of children enrolled at Huggins Elementary and current faculty shall be members of the FOH.

Section 2. A quorum of the membership shall consist of those members present at any general meeting of this organization.

Section 3. Only FOH Elected Officers shall be allowed to make motions at General FOH Meetings.

Section 4. Members shall be notified of all upcoming meetings through written notice and/or electronic notice distributed to all families.

Section 5. No dues shall be collected.

ARTICLE V: OFFICERS AND ELECTIONS

SECTION 1. OFFICERS

- A. The Executive Board consists of the FOH Officers; namely the President, Vice-President, Secretary, Treasurer and Co-Treasurer, Fundraising Director, VIPS Coordinator and co-coordinator, and Historian.
- B. The voting members shall elect all FOH officers.
- C. No officer shall be eligible to serve in the same office for more than two consecutive years. Only in the event that no one else wishes to serve, the term can be extended.
- D. The Executive Board has the authority to create new officer position(s) as needed as well as eliminate a position(s) as needed.
- E. Elections shall be held at the Spring General Meeting each year for a term of two years. A majority of the votes cast by the members shall be necessary for election. Any vacancy occurring during the year shall be filled by the majority vote of the Executive Board at a regular or general meeting.
- F. All officers shall sign a Code of Conduct at the beginning of their term to be kept on file by the secretary. Any Officer may be removed if it's proven that said officer committed an illegal act during the course of his or her duties. An officer may also be removed by board vote for non-attendance, deemed negligence of position duties or financial negligence of school or FOH funds.
- G. Experience Required for Treasurer – basic knowledge of QuickBooks. Experience Required for Historian – basic knowledge of Word, Excel, and Publisher, and a willingness to attend yearbook company workshop if offered.
- H. Each officer shall attend all appropriate planning meetings during the summer prior to the start of the next school year.

SECTION 2. DUTIES OF OFFICERS

- A. President shall be responsible for:
 - 1. Preside over all meetings of FOH and of the Executive Board,
 - 2. Perform duties as may be assigned by the FOH or Executive Board,
 - 3. Coordinate the activities of Officers and committees of FOH in order that the purpose may be promoted,
 - 4. Act as a liaison between Executive Board and the school district,
 - 5. Oversee the election process each year,
 - 6. Assign social media and website duties to an executive board member based on board member skill sets,
 - 7. Oversee any committees assigned to him/her,
 - 8. Term: The President is to serve a two-year term and must hold an office for one year prior to taking office.
- B. Vice-President shall be responsible for:
 - 1. Act as aide to the President,
 - 2. Perform the duties of the President in the absence or disability of that Officer to act,
 - 3. Act as parliamentarian for all meetings by maintaining order. They will ensure that basic principles of parliamentary procedure are followed
 - 1. Take business one item at a time.
 - 2. Promote courtesy, justice, impartiality, and equality.
 - 3. The majority rules, but the rights of individual majority, and absent members are protected.
 - 4. Assist with the election process each year,
 - 5. Oversee any committees assigned to him/her,
 - 6. Term: The Vice President is elected to a two-year term
- C. Secretary shall be responsible for:
 - 1. Record the minutes of all general and executive board meetings of FOH,
 - 2. Maintain a list of any and all items voted on at all meetings,
 - 3. Present meeting minutes at the following board meeting for approval and posted online,
 - 4. Perform such other duties as may be delegated to him/her,
 - 5. Keep all signed Code of Conduct forms on file,
 - 6. Keep in touch with local press and announce upcoming events,
 - 7. Oversee all committees assigned to him/her,
 - 8. Term: The secretary is elected to a two-year term.
- D. Treasurer shall be responsible for:
 - 1. Maintain control of all funds of the organization
 - 2. Keep a full and accurate account of receipts and expenditures and in accordance with the budget adopted by the FOH,
 - 3. Prepare a budget with the assistance of the President and a budget committee. The budget is to be reviewed and accepted by the

Executive Board by the beginning of August of the current school year.

4. Make disbursements as authorized by the President or Executive Board,
 5. Present a financial statement at every meeting of FOH and at other times when requested by the Executive Board,
 6. Prepare a year-end financial statement no later than June 30,
 7. Maintain and comply with tax-exempt status under section 501(c) (3),
 8. Act as purchasing agent for FOH,
 9. Perform such other duties as may be delegated to him/her,
 10. Oversee the committees assigned to him/her,
 11. Term: The Treasurer shall first hold the office of Co-Treasurer for one year before holding the office of Treasurer for a one-year term,
- E. Co-Treasurer shall be responsible for:
1. Assisting in all duties of the Treasurer,
 2. Perform the duties of the Treasurer in the absence or disability of that Officer to act,
 3. Oversee the committees assigned to him/her ,
 4. Term: The Co-Treasurer is elected in the general election for a one-year term and shall move into the Office of the Treasurer the following year for a one-year term if possible.
- F. Fundraising and Co-Fundraising Directors shall be responsible for:
1. Research and recommendation of fundraising ideas to the Executive Board,
 2. All aspects of any fundraising event,
 3. Presenting fundraising recommendations to the board for vote,
 4. Compliance with LCISD fundraising policies,
 5. Perform such other duties as may be delegated to him/her,
 6. Oversee and coordinate all fundraising committees,
 7. Oversee any other committee assigned to them,
 8. Term: The Fundraising directors are elected to a two-year term. When possible, the lead fundraising director shall serve as co-fundraising director for one year prior to serving as lead fundraising director.
- G. VIPS Coordinator shall be responsible for:
1. Determining the campus needs for volunteer services and responsible for recruiting and training of parents interested in volunteer programs,
 2. Scheduling of volunteers and volunteer programs, as well as scheduling of volunteers and coordinating with the District,
 3. Creating additional committees; such as but not limited to: Work Room, Office, Field Days, Special Programs, Box Tops, Bulletin Boards, and Welcome Committee,
 4. Perform such other duties as may be delegated to him/her,
 5. Oversee any other committee assigned to them,
 6. Term: The VIPS coordinator is elected to a two-year term.
- H. Historian and Co-Historian shall be responsible for:
1. Recording all the activities of Huggins Elementary,

2. Preparing a yearbook to be kept at the school and made available for sale,
 3. Perform such other duties as may be delegated to him/her,
 4. Oversee the committees assigned to him/her.
 5. Term: The Historian shall be elected to a two-year term. When possible, a lead Historian shall serve as a co-Historian for one year prior to serving as lead Historian.
- I. Spirit Coordinator and Co-Spirit Coordinators shall be responsible for:
1. Hosting 4-5 spirit stores each year including material purchase, store set up and take down and volunteer coordination,
 2. Design (when update needed), selection, and purchasing of school approved t-shirts and jackets,
 3. Volunteer coordination to sell school t-shirts and jackets through online store and school events such as Meet the Teacher and Open House.
- J. Hospitality and Co-Hospitality Coordinators shall be responsible for:
1. All teacher/staff appreciation events,
 2. All Teacher luncheons,
 3. Perform such other duties as may be delegated to him/her.
- K. Room Mom Coordinator shall be responsible for:
1. Communicating and coordinating with all room moms ,
 2. Scheduling and lead all room mom meetings,
 3. Coordination of class projects for Gala,
 4. Acting as a liaison to the VIPS Directors and the Executive Board,
 5. Attending all FOH meetings or assign someone else to attend,
 6. Performing such other duties as may be delegated to him/her.
- L. Field Trip Coordinator shall be responsible for:
1. Coordinating Field Trips, which includes, but not limited to, communicating with the teachers and booking each event,
 2. Performing such other duties as may be delegated to him/her.

SECTION 3. ELIGIBILITY:

An Officer of FOH must be the parent or guardian of a student enrolled at Huggins during the year in which the officer serves. The President of FOH must have been an FOH Officer the preceding year.

SECTION 4. NOMINATION AND ELECTION OF OFFICERS:

- A. There shall be a Nomination Committee composed of no less than three (3) members; The President and Vice President are the Committee Chairmen of the Nomination Committee.
- B. The Nomination Committee shall acquire nominee names from general membership under guidelines of the Nominating Committee Policy as adopted by the Executive Board. The Nominating Committee shall give consideration to the willingness of nominees to serve, as well as the nominees' understanding of the duties and responsibilities. This committee will be responsible for the development of the nomination form, posting nominees and election of officers.

- C. The Nomination Committee shall form in February. Nomination forms are to be electronically distributed to all families on (or around) March 1st. The deadline for Nominations will be April 15th (or the next school day). The committee will compile a list of all Nominees.
- D. Nominated persons will be contacted by the nomination committee by April 30th regarding the requirements of a nominee's position and determine a person's interest in accepting the position: accepted, declined, considering.
- E. All nominees have until May 15th to accept a position or it will be considered declined. Should there be no opposition to the nominees, then the Board will be presented as the newly elected FOH Executive Board at the last FOH meeting of the year.
- F. For any position in which there is opposition, then an election will be held at a day/time determined by the Nomination Committee. The election will mirror that of a public election in that each member of a household who is a member of the FOH organization will be eligible to vote. Persons voting will sign in to receive a ballot and the ballot box will be secured on campus by a member of the nomination committee and a staff and/or non-board member parent assigned by the Principal. The results of the election will be posted by 5:00pm, or as soon as the votes can be tallied that day. The winner in these elections will then be considered a member of the following years' FOH board.
- G. Should there be an open position not filled at the time of election, then the newly elected Board will take nominations and fill by majority vote of the Executive board.
- H. Officers shall assume their duties following the end of the current school year and shall serve for a term indicated by their position or until their successors are elected.
- I. Officers shall serve a maximum of 2 consecutive years in any given position. Only in the event that no one else wishes to serve, the term can be extended.

SECTION 5. VACANCY:

In the event a vacancy occurs in the office of President, the Vice President shall assume the office of President. The office of the Vice-President and any other office shall be filled by a person elected from the Executive Board. A majority vote is needed and notice of such election shall be given at the next FOH General Meeting.

ARTICLE VI: EXECUTIVE BOARD

SECTION 1. The Officers of FOH, the Principal of Huggins Elementary, and the Teacher Representative shall constitute the Executive Board. The Executive Board and principal will work together to appoint a Teacher Representative.

SECTION 2. DUTIES:

- A. The Executive Board shall have general supervision of the affairs of FOH.
- B. The Executive Board shall plan activities, select fundraising projects, and, based on teacher/student recommendations, purchase educational items or improvements for the school with available funds.

- C. Disbursement of FOH funds of any amount under \$500 may be approved by the President. Any amount over \$500 requires approval by a majority vote of the Executive Board Members.
- D. All Executive Board members are expected to attend the majority of meetings, school and fundraising events. Any officers elected or appointed may be removed by a majority vote of the Executive Board for failure to attend two (2) consecutive meetings, without good cause.
- E. The term of a Board member ends on the last official day of school and starts the day after that.
- F. The current Board members should provide training and materials to the newly elected Board Member in their position prior to the end of the school year.

SECTION 3. VOTING:

- A. For any item(s) presented for a vote; majority vote is required for item to be approved.
- B. Any and all items must be on agenda for vote. President has discretion to add to agenda only in case of emergency.
- C. Any and all items that involve spending money over \$500 must be presented to the Executive Board for a vote.
- D. Committees must present any Plan of Work to Executive Board for approval.
- E. Money brought in by any Committee goes to the Treasurers.
- F. 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 of the Executive 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 VII: MEETINGS

- A. General Board Meetings shall be held once per month; the time and date shall be set by majority vote at the first Executive Board Meeting of the new school year. Special Meetings of the Executive Board may be called by the President or by two-thirds (2/3rd) vote of the Officers
- B. General Board Meeting are open to the general membership; Only Executive Board members may vote and make motions.
- C. Anyone wishing to place an item on the agenda of a General Board Meeting may do so by contacting a member of the Executive Board one (1) 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 upcoming General Board Meeting shall be sent out via email to Officers 7 days prior to scheduled meeting for review. The agenda should be posted to Facebook and/or website for general viewing 3 days prior to meeting when possible. For any items/issues not on agenda, it will be the President's discretion to hold a limited (5 minutes) discussion for vote/action.

- D. Items relevant to the purpose and activities of FOH may be eligible for open discussion at a called Special General Meeting or Executive Meeting. Such items must be submitted to the Executive Board, or the President, one week prior to FOH Executive Board Meeting. Special General Meetings for open discussion of any item requires a majority vote of the Executive Board.

ARTICLE VIII: COMMITTEES

- A. The Executive Board or any Executive Board Member may create necessary committee to promote the purpose and carry on work of the FOH. The officer in charge shall act as or appoint a chairperson of committee so created. The chairperson of each committee shall report to their respective Board Member. No Committee work shall be undertaken without the consent of the Executive Board Members. The Committee chairmen must submit an activity report quarterly and a year end report to the Executive Board.

ARTICLE IX: PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of “Robert’s Rules of Order” shall serve as a guideline to FOH in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule of order FOH may adopt.

ARTICLE X: FINANCES AND CONTRACTS

- A. The Executive Board shall present to the membership at the first General Meeting of the school year a budget of anticipated expenses for the year. The budget shall be used to guide the activities of the FOH during the year. At the end of each year, the board shall determine an amount (not less than \$10,000) to carry over to the next school year and the next FOH board to cover expenses.
- B. The Executive 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 Board may authorize any officer or officers to enter into said contracts or agreements.
- C. All FOH Checks require 1 signature unless over \$2,000 at which point 2 signatures will be required. Signers are the Treasurer, Co-Treasurer, President and/or Vice President regardless. Reimbursements are to be made within thirty (30) days.
- D. All cash deposits, regardless of amount, submitted to the Treasurer or Co-Treasurer must be verified in writing by another member of the Executive Board.
- E. The Executive Board shall have the books reviewed annually by the CPA.
- F. Once the budget has been approved by the board and accepted for the year, each section will be held accountable to work with their specified budget for that year. Receipts must be turned in. Additional amounts may be presented to the Executive Board for approval on an as needed basis.

ARTICLE XI: CONFLICTS OF INTEREST

- A. If the Executive Board or Committee Chairs of the FOH has a financial interest conflicting with the interest of the FOH organization, the individual must bring the potential conflict to the attention of the Board and refrain from deliberating or voting on any decision with respect to the matter.
- B. No Executive Board or Committee Chair shall make a personal profit from any FOH and/or Huggins Elementary activity.
- C. No executive board member or committee chair shall be employed by LCISD during the term with the FOH Board, excluding short term sub assignments.

ARTICLE XII: AMENDMENTS OF BYLAWS

Amendments are to be submitted by a committee appointed by a majority vote of the Executive Board. Amendments must be approved by a majority vote of the Executive Board. Prior to vote, the Executive Board will take comments and suggestions (written or oral) at the Executive Board Meeting. Notification of the By Law Amendments vote will be announced in the FOH Newsletter. These bylaws may be amended at an Executive Board Meeting by a majority vote. The results will be announced at the next General Meeting. The By Laws to be reviewed at least every three (3) years.

ARTICLE XII: DISSOLUTION

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.