**ARTICLE I NAME**

The name of this organization shall be Heyworth Organization of Parents and Educators (H.O.P.E.)

**ARTICLE II PURPOSE**

The purpose of this organization shall be to promote the education and welfare of all students, to foster communication so as to unite educator, parent and student in a cooperative effort to promote the academic, social and physical development of each child and to provide the resources necessary to accomplish activities which are in harmony with the purposes of this organization.

**ARTICLE III MEMBERSHIP**

Membership is open to all parents, teachers and community members within Unit 4 that subscribe to the policies and bylaws of the organization.

**ARTICLE IV OFFICERS OF THE EXECUTIVE BOARD**

Section 1 – The President shall:

1. Conduct all meetings of the organization and board.
2. Appoint special committees.
3. Perform all other duties usually pertaining to the office.

Section 2 – The Vice-President shall:

1. Perform the duties of the president in the absence or inability of that officer to act.
2. Develop and organize attendance and membership.
3. Request committee updates and plans.

Section 3 – The Secretary shall:

1. Keep all records of the organization.
2. Take and record minutes, prepare the agenda, handle correspondence, and coordinate notices of meetings to the membership.
3. Keep a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and bring them to meetings.

Section 4 – The Treasurer shall:

1. Receive all monies of the organization and keep an accurate record of receipts and expenditures.
2. Place all monies in a depository approved by the board.
3. Pay out funds in accordance with the budget as approved by the board and membership and at other times of the year when requested by the executive board.
4. Present a written financial statement at every meeting of the organization.
5. Provide the checkbook, all bank statements, cancelled and voided checks, deposit slips, treasurer’s record and receipt books, vouchers and invoices for all disbursements to an auditor and auditing committee.
6. Be responsible for completion and filing of appropriate forms as may be required by the United States Internal Revenue Service Regulations.
7. Two authorized signatures shall be required on each check over the amount of $200. Authorized signers shall be the president, treasurer, and principal.

Section 5 – At least one officer of the board shall:

1. Be an ex officio member of all committees
2. Serve as facilitator for fundraising events.
3. Serve as facilitator for social activities.

**ARTICLE V MEETINGS**

Section 1 – A regular meeting of this organization shall be held the second Monday of each month, August through November and January through May.

Section 2 – The regular meeting on the second Monday of May shall be the annual meeting at which annual reports shall be received and the new officers elected and installed.

Section 3 – Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email or phone calls.

Section 4 – A majority vote by members present is needed on any vote.

Section 5 – A quorum is required for votes regarding budget and fundraising. The quorum shall be a minimum of 10 members of the organization.

Section 6 – All suggestions, problems, and activities of the general membership shall be first presented to the board to be put on the monthly meeting agenda.

**ARTICLE VI PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order H.O.P.E. may adopt.

**ARTICLE VII POLICIES**

Section 1 – This organization shall support the administrative decision-making process and activities of the school.

Section 2 – This organization shall support educational programs and activities and refrain from all partisan and political activities and/or personal grievances.

Section 3 – Resources/funds shall be used for the benefit of Heyworth Elementary students and staff.

**ARTICLE VIII AMENDMENT OF CONSTITUTION AND BYLAWS**

This constitution and its bylaws may be amended at a regular meeting of this organization by a two-thirds vote of the quorum and voting to change the constitution, and a majority vote of those present and voting to amend the bylaws, provided written notice of the proposed amendment was given at the previous regular meeting.

**ARTICLE IX THE BOARD**

Section 1 – The board shall consist of:

1. The officers of the organization.
2. One faculty member.A school administrator.

Section 2 – The board shall:

1. Review the tentative budget.
2. Develop a proposed budget for presentation to members.
3. Transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization.
4. Recommend committees.
5. Approve plans of work of committees.
6. Present reports and recommendations at the regular meeting of this organization.
7. Approve routine bills within the limits of the budget.
8. Appoint an auditor.

**ARTICLE X COMMITTEES**

Section 1 – The board and members shall create committees as deemed necessary to promote the purpose and work of this organization.

Section 2 – The chairperson and co-chair of each committee shall be elected by the board and members for a term of one year. The number of terms shall not be limited.

Section 3 – The chairperson of each committee shall present a plan of work to the board and members. No committee work shall be undertaken without consent. Amendments to the plan of work shall be communicated to the board before implementation.

Section 4 – At least one officer shall be an ex officio member of all committees.

Section 5 – Special committees shall be created by the board or the membership as the need arises.

Section 6 – An auditing committee of not less than three members shall be selected to examine the treasurer’s financial records and report the findings to the membership. Committee shall work with board appointed auditor. Audit shall be completed annually by April 1.

Section 7 – A faculty committee of not less than 3 members shall be formed to make recommendations and advise on behalf of the faculty and staff of the school. One faculty member shall serve as member of the Executive Board, selected by school administrator or faculty committee.

**ARTICLE XI OFFICERS AND THEIR ELECTION**

Section 1 – The officers of this organization shall:

A. Be elected by ballot annually. If there is but one nominee for any office, upon motion from the floor, the election may be made by voice.

B. Assume their official duties at the close of the annual meeting and shall serve for the term of two years. No member shall hold more than one office at a time and no member shall serve consecutive terms in the same office. No person shall serve more than four years in the same office.

1. Section 2 –

Officers shall be elected by adhering to a 3 meeting process, taking place during the last 3 meetings of the school year, and as follows:

1. 1st meeting: Announcement of offices open to nominations.
2. 2nd meeting: Take nominations for open offices.
3. 3rd meeting: Voting for open offices.

Section 3 – Officer elections will be staggered with the following groupings: A. President and Vice President and B. Treasurer and Secretary. These two groups will alternate in their election years.

Section 4 – Members who have at least 1 hour of participation in HOPE during the current school year are eligible to vote during the officer elections.

**ARTICLE XII FINANCES**

Section 1 – A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the quorum.

Section 2 – The board and membership shall approve all expenses of the organization.

Section 3 – Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school.