

# **Friends of Rolling Hills Bylaws & Constitution**

## **Article 1 – Name**

The Name of the Organization shall be the Friends of Rolling Hills located within the Buckeye School District.

## **Article 2 – Purpose**

To provide organizational and financial support for the staff, students and parents of Rolling Hills Middle School as established by the school Principal, Vice Principal and teachers.

To foster a close relationship between home, students and department faculty through parental and staff involvement.

## **Article 3 – Structure**

Under the provisions specified in the bylaws, this Organization shall be governed by the elected Board of Directors and the membership.

# **BYLAWS**

## **Article 1 – Membership**

**Section 1.** The Organization shall have one class of members. The members shall be the parents or legal guardians of the students of Rolling Hills.

**Section 2.** Each member of the Organization shall have one vote on any matter under consideration by the general membership. Members must be present to vote.

**Section 3.** The Organization may consist of one Principal or Vice Principal, the officers, and any interested parents or teachers.

**Article 2 – Election of Officers**

**Section 1.** This Organization shall be governed by a Board of Directors elected from the membership and shall consist of a President, Vice-President, Secretary, and Treasurer.

**Section 2.** The officers shall serve without compensation.

**Section 3.** The term of office shall be one year, with no member serving for more than two consecutive years in the same elected office. A member shall only hold one elected office at a time.

**Section 4.** A member of the Board of Directors who shall be absent from two unexcused, consecutive meetings of the Organization may be asked to resign from membership or removed from membership on the Board by a two-thirds vote of the entire Board of Directors taken in executive session. The Director to be removed shall be given notice prior to the meeting. Vacancies on the Board of Directors shall be filled by the President with a majority vote of the Board of Directors.

**Section 5.** Any Director may be removed for good and sufficient cause, as determined by a two-thirds vote of the entire Board of Directors in executive session. The Director to be removed shall be given notice prior to the meeting.

**Section 6.** The Board of Directors shall have general supervision of the affairs of the Organization between its meetings, fix the hour and the place of meetings, and perform such other duties as are specified in these bylaws. It is subject to the orders of the Organization.

**Section 7.** Special meetings of the Board of Directors may be called upon request of a majority of the Board of Directors. All members of the Board of Directors shall receive at least forty-eight hours notice before any special meeting can be held.

**Section 8.** Any action required or permitted to be taken by the Board may be taken without a meeting, if two-thirds of the members of the Board individually or collectively consent to such action. Such consent or consents shall have the same force and effects as the unanimous vote of such Directors. Any such action shall be reported at the next regular meeting of the members.

**Section 9.** Election shall be held by ballot at the last meeting of the school year. If there is but one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote.

**Section 10.** All officers shall transfer to their successors all books, papers and other office materials within thirty days following installation.

### **Article 3 – Duties of Officers**

**Section 1.** The President shall:

- a. Coordinate the work of officers and committees of the Organization in order that the objects may be promoted.
- b. Preside at all meetings of the Organization.
- c. Perform such other duties as may be prescribed in these bylaws or assigned to her/him by the Organization.

**Section 2.** The Vice President shall:

- a. Act as aide to the President and shall perform the duties of the President in the absence or disability of that officer to act.

**Section 3.** The Secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the Organization.
- b. Be prepared to refer to minutes of previous meetings.
- c. Record all expenditures in the minutes.
- d. Keep a current copy of the bylaws.
- e. Perform such other duties as may be delegated to the secretary.
- f. Be the timekeeper for the meetings.

**Section 4.** The Treasurer shall:

- a. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Organization.

- b. Receive all moneys for the Organization, giving a receipt therefore, and deposit them in the name of the Organization in a bank approved by the executive board.
- c. Receive and retain a copy of the deposit slip for any deposit made.
- d. Pay all bills as authorized by the association.
- e. Secure two signatures on all checks. Any two of the following are authorized to sign: President, Vice President, Secretary, Treasurer and Principal. The authorized signers shall not be related by blood or marriage.
- f. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of this Organization.
- g. Present a statement of account at every meeting of the Organization.
- h. Be responsible for filling out and filing all tax returns and other forms required by government agencies.
- i. Make an annual financial report to the association which includes gross receipts and disbursements for the year.
- j. The Treasurer shall be responsible for maintaining the Organization's Non-Profit/Tax Exempt Status (501-C3) as well as filing the proper annual documents to the IRS.

#### **Article 4 – Standing Rules**

**Section 1.** The Organization shall meet as designated by the Board of Directors but shall occur no less than 6 meetings per school year.

#### **Article 5 – Committees**

**Section 1.** The Board of Directors shall appoint committees as deemed necessary.

**Article 6 – Finances**

**Section 1.** The Organization shall be a (501-C3) non-profit, tax-exempt Organization and shall make every effort to maintain that status.

**Section 2.** The fiscal year of the Organization shall be from July 1 through June 30.

**Article 7 – Amendments**

**Section 1.** Amendments to these ByLaws shall be presented in writing to the Board of Directors at a regular FoRH meeting.

**Section 2.** The Board of Directors shall notify the membership of the proposed amendment and the recommendation of the Board.

**Section 3.** An amendment must be approved by a two-thirds vote of the membership in attendance at a regular meeting. There shall be no voting by proxy.

Constitution and Bylaws created  
by the FoRH Board of Directors  
of the 2003-04 school year.  
05-07-04

Revised 08-20-05  
09-21-11