BYLAWS
OF THE
HENRY FORD ACADEMY PARENT ORGANIZATION

Article I
Name
The Name of the association shall be ‘The Henry Ford Academy Parent Organization’, hereafter referred to as ‘the Organization’.

Article II
OBJECTIVES
We, the members of the Henry Ford Academy Parents’ Organization are committed to supporting student activities through fundraising and support activities. Together with the administration and faculty of the Academy, we are committed to mutual responsibility for the enhancement of academic and personal development of all Academy students.

Article III
BASIC POLICIES
1. The Organization shall be noncommercial, nonsectarian and nonpartisan.
2. The name of the Organization or names of any members in their capacities shall not be used: (a) to endorse or promote a commercial concern. (b) in connection with any partisan interest. (c) for any purpose not appropriately related to promotion of the objectives of this organization.
3. The Organization shall not, directly or indirectly; (a) participate or intervene in any political campaign on behalf of, or in opposition to any candidate for public office, (b) devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
4. The Organization shall work with the Academy to provide quality education for all its students, recognizing that the legal responsibility to make decisions for the Academy rests with the Henry Ford Academy Board of Directors.
5. The net earnings of the Organization shall be used for the purposes set forth in Article II hereof.
6. Notwithstanding any other provisions of these articles, The Organization shall not conduct any other activities not permitted to be carried on by an organization exempt from income tax under Section 501 (c)(3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
7. Upon dissolution of this Organization, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

**Article IV**
**Membership**

1. Membership in the Organization shall be open to parents, legal guardians, adult family members of the family, teaching staff and the administrators of this Academy.
2. Membership in this Organization shall be made available without regard to race, color, creed or national origin.
3. The membership year shall be from the first day of July through the last day of June.
4. Privileges: (a) making motions, (b) voting, (c) holding office, (d) serving on committees.
5. Holding office positions requires attendance at meetings.

**Article V**
**OFFICERS AND THEIR ELECTION**

**SECTION ONE**
1. Each officer must be a member in good standing of the Organization.
2. The officers of the Organization shall be:
   - President
   - 1st Vice President
   - 2nd Vice President
   - Secretary
   - Treasurer
3. Officers shall be elected annually in the month of May by written ballot. In there is only one nominee for any office, upon a motion from the floor, the election may be by voice vote.
4. Officers may assume their official duties at the beginning of the fiscal year, July 1.
5. A person shall not be elected to serve more than two consecutive terms in the same position.
6. In the event that there are not sufficient persons willing to serve to fill the offices, (a) minimum number of officers shall be President, Secretary, and Treasurer; (b) item (5) above shall be waived.
7. Officers maybe recalled by a majority votes at any regular or special parent meeting.
SECTION TWO

1. All positions are open to reelection each year.

2. The Organization membership shall nominate one or more eligible persons for each office to be filled at the regular meeting in April.

3. At the April meeting an opportunity for nominations from the floor will be opened. Nomination list for the coming school year will be finalized at the April meeting.

4. Only those persons present at the April meeting are eligible for nomination.

5. Voting will take place at the May meeting.

6. Members must be present to vote.

7. The HFA administrator shall certify the vote and shall convey the results to the membership after tabulation and certification during the May meeting.

Section Three

1. In the case of a vacancy in the office of President, the 1st Vice-President shall assume the role of President.

2. In the case of a vacancy in the office of 1st Vice President, the 2nd Vice-President duties will be assume all responsibilities of the position.

3. In the case of a vacancy in the office of Secretary or Treasurer, the vacancy may be filled for the remainder of the term by a person selected by the Board or another Board member may assume the duties for the remainder of the year.

Article VI
DUTIES OF OFFICERS

SECTION ONE: PRESIDENT
The President shall:

(a) Preside at all meetings of the Organization

(b) Perform duties as may be prescribed in these by-laws or assigned by the Organization

(c) Coordinate the work of the Organization to ensure that the objectives of the Organization are being promoted.

SECTION TWO: VICE-PRESIDENTS

(a) Act as aides to the President

(b) Perform the duties of the President in the absence of that individual

(c) Perform other duties as prescribed by the President

(d) One Vice-President, designated by the President, shall serve as a member of the School Improvement Team.
SECTION THREE: SECRETARY
The Secretary shall:

(a) Keep an accurate written record of all meetings of the Organization.
(b) Manage the incoming and outgoing correspondence of the Organization.
(c) Post a copy of the most current minutes on the parent’s website or other such place as is available to all members.
(d) Provide a copy of the minutes to the Director of Operations.

SECTION FOUR: TREASURER
The Treasurer shall:

(a) Maintain accurate financial records of the Organization.
(b) Collect and deposit all funds due to the Organization.
(c) Collect fundraising income.
(d) Provide a proposed annual budget at the September meeting.
(e) Maintain a petty cash fund in the amount determined by the Board.
(f) Present a financial statement at every meeting of the Organization and at other times when requested by the Organization board.
(g) Post a copy of the financial statement on the parent’s website, or other such place as is available to all members.
(h) Make a year-end report at the September meeting.
(i) Provide the Director of Operations with copies of all financial records.
(j) Timely file all required corporation and tax filings.

Duties of the officers, such as correspondence, may be delegated other members.

Article VII
ORGANIZATION BOARD
SECTION ONE
The Organization Board shall consist of the Organization. The members of the Board shall serve for one year and shall remain in office until their successors assume office, no later than the first day of July.

SECTION TWO
The duties of the Organization Board shall be:

(a) To conduct business on behalf of the Organization.
(b) To report at the regular meetings of the Organization.
(c) To prepare and submit to the Organization for approval a budget for the fiscal year.
(d) To approve and pay routine bills within the limits of the budget.
(e) To act as liaison group with the Administration of the Academy.

SECTION THREE
The Board shall meet regularly throughout the school year. Such meetings may be by electronic means. A majority of the Board shall constitute a quorum. Special meetings of the Board may be called by the President or by a majority of the members of the Board.

ARTICLE VIII
The Organization Board may create/dissolve committees as deemed necessary to promote the objectives, and carry out the work of the Organization.

ARTICLE IX
1. General meetings of the Organization shall be held monthly.
2. Special meetings shall be called by the Organization Board, as deemed necessary. Such meetings may be by electronic means.
3. The annual meeting shall be the last regular meeting of the school year, at which time elections will take place, reports will be received and the new officers will be introduced.
4. The membership present shall constitute a quorum for the transaction of business in any meeting of the Organization.

Article X
The fiscal year of the Organization shall begin on July 1 and end on the following June 30

ARTICLE XI
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these By-Laws.

Article XII
AMENDMENTS
Section One
These By-Laws may be amended at any regular meeting of the Organization by a majority vote of the members present provided that notice has been given of the proposed amendment at least ten days in advance of the meeting.

Section Two
These By-Laws shall be reviewed at least every two years and revised when deemed necessary by the Organization Board and approved by the Organization.

Revised and Approved: April 8, 2014