

High Tech High Mesa Parent Association Bylaws

Article I. Mission Statement

The purpose of the High Tech High Mesa Parent Association (hereinafter referred to as “HTHM PA”) is to support the values of High Tech High Mesa (hereinafter referred to as “HTHM”) by encouraging member participation in school activities; facilitating communication between the school and students and their families; and providing fundraising support.

Article II. Membership

Section 1. Each parent, guardian, or significant adult family member of a student attending HTHM shall be a member while that student is enrolled at HTHM.

Section 2. Each member shall have one general membership vote for the HTHM PA while his or her student is enrolled at HTHM.

Article III. Executive Board of Directors & General Membership

Section 1. The affairs of the HTHM PA shall be managed by its Executive Board of Directors. Voting members of the HTHM PA include Executive Board members and general membership.

Section 2. The Executive Board will consist of five (5) members: President, Vice President/Communications, Secretary, Parliamentarian, and Treasurer. There will be one voting seat for each Executive Board position. Executive Board positions may be co-managed. Co-managing Executive Board members will share a full vote on the Executive Board of Directors.

Section 3. All directors of the Executive Board shall be elected by the general membership at the annual election and will serve for a term of one school year unless re-elected by the general membership for an additional term. The term shall run from July 1 through June 30. Any vacancy in an Executive Board position occurring throughout the school year may be filled by the affirmative vote of a majority of the remaining Executive Board members. An Executive Board member elected to fill a vacancy will be elected for the unexpired term of his or her predecessor.

- Section 4.** A simple majority of the Executive Board of Directors shall constitute a quorum for the transaction of business at any meeting of the HTHM PA. Any elected member may give his or her proxy in writing or e-mail to another elected member prior to any meetings in order to make up a quorum.
- Section 5.** Committee Chairpersons may include, but are not limited to: Logo Wear Chairperson; Webmaster; Hospitality Chairperson; and a Grade Parent Representative for each grade at HTHM, as needed. Committee Chairperson positions may be co-managed.
- Section 6.** Committee Chairpersons will be appointed by the HTHM PA President, with approval of the HTHM Director, and will serve for a term of one school year unless re-appointed by the succeeding president for an additional term. Any vacancy in a Committee Chairperson position occurring throughout the school year may be filled by appointment by the HTHM PA President to fulfill the unexpired term of his or her predecessor.
- Section 7.** The HTHM PA President may appoint additional Committees and Committee Chairpersons as he or she deems appropriate or necessary at any time throughout the school year.
- Section 8.** Regular HTHM PA meetings will be held monthly, or, at the discretion of the HTHM PA President, and may be conducted via e-mail, teleconferencing or real-time messaging modes of communication. Special meetings of the Executive Board may also be called at the request of the President. The Executive Board, at its discretion, may close its meetings to the general membership.
- Section 9.** The Executive Board of Directors, by an affirmative majority vote, can amend an approved fiscal year budget. Expenditures greater than \$499 must be approved by an affirmative majority of the general membership.

Article IV. Nomination and Election of Officers

- Section 1.** The Nominating Committee will be comprised of the acting Parliamentarian, at least one other member of the Executive Board of Directors plus the HTHM Director. The Nominating Committee will be chaired by the acting Parliamentarian.
- Section 2.** The Nominating Committee will solicit nominations from the general

membership at a general meeting and via email for Executive Board members for the following school year.

- Section 3.** The Nominating Committee will nominate at least one candidate for each office and will present the slate to the general membership before the last meeting of the school year. Additional nominations, if any, will be received from the floor at that meeting. Nominees must state that they will serve if elected.
- Section 4.** The election will be held at the last general meeting of the school year. The Parliamentarian will be responsible for collecting and recording the results of all elections.
- Section 5.** Any officer or committee chairperson or member may be removed from HTHM PA by a two-thirds vote of the Executive Board of Directors when a quorum is present if the Executive Board of Directors judges that such removal is in the best interest of HTHM PA.

Article V. Executive Board of Directors

- Section 1. President-** The President is the principal executive officer of the HTHM PA. Responsibilities of the President include:
- Supervise or carry out all business and affairs of HTHM PA.
 - Preside at all Executive Board of Directors and General HTHM PA Meetings.
 - Maintain complete and accurate records of the business conducted by HTHM PA.
 - Sign and/or co-sign checks of HTHM PA.
 - Meet regularly with HTHM Director.
 - Appoint all Committee Chairpersons.
 - Serve as an ex-officio member of all committees.
 - Notify Executive Board of Directors and general membership of upcoming meetings.
 - Assist with parent/student communications at the beginning of the school year.
 - Review checking account statements and reimbursement expenditures monthly.
- Section 2. Vice President/Communications-** Responsibilities of the Vice President/Communications include:

- Perform all duties of the President in his or her absence.
- Assist HTHM PA with posting of meeting and notices.
- Organize the preparation, production and distribution of the HTHM PA newsletter and calendar.
- Distribute information via email and website.
- As needed, facilitate other communication needs of HTHM such as parent surveys, telephone trees, etc.

Section 3. Secretary- Responsibilities of the Secretary include:

- Record and maintain all minutes of Executive Board meetings and general HTHM PA meetings in electronic and hard copy format.

Section 4. Parliamentarian- Responsibilities of the Parliamentarian include:

- Develop and maintain the HTHM PA bylaws.
- Advise the President and Executive Board of Directors of correct parliamentary procedures.
- Serve as Chair of the Nominating Committee.
- Receive ballots and record the result of all elections.

Section 5. Treasurer- The Treasurer will handle all financial matters of the HTHM PA. Responsibilities of the Treasurer include:

- Develop an annual budget for presentation to and approval by the HTHM PA.
- Provide monthly financial reports and an annual report, which will be made available to the Executive Board of Directors.
- Maintain the HTHM PA checking account.
- Disburse funds and sign checks as designated by the HTHM PA Executive Board of Directors. (Checks for more than \$100 will be co-signed by the HTHM PA President.)
- Request an audit of the books at any time, to be paid for by HTHM PA.
- Maintain all financial records of HTHM PA.
- Submit reports of income and expenses in an attached template form to the High Tech High Business Office each January and July, and maintain information privacy as required.
- Ensure any donations of cash, goods, or services are acknowledged and donor details are recorded.

Article VI. Books and Records

Section 1. HTHM PA will keep accurate and complete books and records, including minutes of Executive Board of Directors and general meetings and financial records. Records will be kept throughout the school year by the Secretary (minutes) and Treasurer (financial records) and will be transferred to the President by the end of the school year. All books and records may be inspected by any HTHM PA member, or an agent or attorney, for any proper purpose at any reasonable time.

Article VII. Fiscal Year

Section 1. The fiscal year of HTHM PA will begin on the first day of July and end on the last day of June each year.

Article VIII. Bylaws

Section 1. These bylaws were adopted by a majority vote of the HTHM PA Executive Board of Directors and of the general membership on **March 20, 2019**.

Section 2. The Parliamentarian will communicate any bylaws amendments recommended by the Executive Board of Directors to the general membership by publishing the recommended amendments via email, website and/or newsletter at least one month prior to a scheduled general meeting.

Section 3. Amendments to the bylaws will be voted on at a general meeting if at least one (1) month advance notice of recommended amendments have been made to the general membership. A simple majority vote of the general membership present at that meeting will constitute passing of bylaws amendments.

Article IX. General Membership Meetings

Section 1. Notice of general membership meetings will be made via email and/or the website at least two (2) weeks in advance of the meeting date. Every effort will be made to ensure the meeting dates, times and locations are on the HTHM school calendar.

Section 2. At least eight (8) general membership meetings will be held each school year. Time and location of meetings will be determined by the Executive Board of Directors.

Article X. Miscellaneous

- Section 1.** Standing Rules may be necessary to provide detailed policy and procedure for functions of HTHM PA, provided such rules are not in conflict with the bylaws. Such rules may be adopted, amended or rescinded by a simple majority vote of the Executive Board of Directors.
- Section 2.** Robert's Rules of Order, Revised will govern HTHM PA on all issues not covered by the bylaws.
- Section 3.** Upon dissolution of HTHM PA, any funds remaining will be distributed to one or more educational organizations that are associated with HTHM selected by the sitting Executive Board of Directors at the time of dissolution.