

**FOOTHILLS ACADEMY COLLEGE PREPARATORY
FOOTHILLS ACADEMY PARENTS BYLAWS**

ARTICLE I: NAME

THE NAME OF THE ORGANIZATION SHALL BE Foothills Academy Parents, ALSO KNOWN AS FAP. **AMENDED 9.05 ALSO KNOWN AS FAPTO, FOOTHILLS ACADEMY PARENT TEACHER ORGANIZATION. AMENDED 9.09 FOOTHILLS ACADEMY ELEMENTARY PREPARATORY (FAEP) ALSO TO BE ADDED.**

THIS ORGANIZATION IS ORGANIZED EXCLUSIVELY FOR CHARITABLE PURPOSES WITHIN THE MEANING OF **SECTION 501(C) 3 OF THE INTERNAL REVENUE CODE.**

NOTWITHSTANDING ANY OTHER PROVISION OF THESE ARTICLES, THE ORGANIZATION SHALL NOT CARRY ON ANY OTHER ACTIVITIES NOT PERMITTED TO BE CARRIED ON BY AN ORGANIZATION EXEMPT FROM FEDERAL INCOME TAX AS AN ORGANIZATION DESCRIBED IN SECTION 501(C) 3 OF THE INTERNAL REVENUE CODE (OR CORRESPONDING SECTION OF ANY FUTURE FEDERAL CODE).

ARTICLE II: OBJECTIVES AND POLICIES (MISSION STATEMENT)

SECTION 1. THE PARENTS, TEACHERS AND ENTIRE SCHOOL COMMUNITY WORKING TOGETHER TO PROMOTE AN ENRICHED LEARNING ENVIRONMENT AT FOOTHILLS ACADEMY. **AMENDED MISSION STATEMENT 8.07 THE MISSION OF FAPTO IS TO WORK TOGETHER WITH THE ENTIRE SCHOOL COMMUNITY TO PROMOTE AN ENRICHED LEARNING ENVIRONMENT AND ENHANCE THE OVERALL EDUCATIONAL EXPERIENCE OF EACH CHILD ATTENDING FOOTHILLS ACADEMY.**

SECTION 2. TO PROMOTE A CLOSER RELATIONSHIP BETWEEN HOME AND SCHOOL SO THAT PARENTS, GUARDIANS AND TEACHERS MAY COOPERATE AND PARTICIPATE IN THE EDUCATION OF THE STUDENTS.

SECTION 3. TO ORGANIZE FUNDRAISING ACTIVITIES FOR SCHOOL EQUIPMENT AND MATERIALS FOR PROGRAMS WHICH FALL OUTSIDE OF A NORMAL SCHOOL BUDGET.

SECTION 4. TO PROVIDE THE PEOPLE POWER NECESSARY TO ASSIST WITH PROGRAMS IN THE CHILDREN'S SCHOOL DAY.

SECTION 5. THIS ORGANIZATION SHALL BE NONCOMMERCIAL, NONSECTARIAN AND NONPARTISAN.

SECTION 6. THIS ORGANIZATION SHALL SEEK NEITHER TO DIRECT THE ADMINISTRATIVE ACTIVITIES OF THE SCHOOL NOR TO CONTROL ITS POLICIES.

SECTION 7. THE FISCAL YEAR SHALL BE FROM JULY 1 TO JUNE 30.

SECTION 8. THERE SHALL BE NO DEFICIT SPENDING.

ARTICLE III: MEMBERSHIP AND DUES

SECTION 1. THE MEMBERSHIP OF FAP SHALL CONSIST OF FAMILIES, GUARDIANS AND STAFF MEMBERS INTERESTED IN THE WELFARE OF STUDENTS OF FOOTHILLS ACADEMY.

SECTION 2. FAP SHALL CONDUCT AN ANNUAL ENROLLMENT OF MEMBERS, BUT PERSONS MAY BE ADMITTED AT ANY TIME DURING THE SCHOOL YEAR WHEN FULL DUES PAYMENT IS RECEIVED.

SECTION 3. THE MEMBERSHIP SHALL SUBSCRIBE TO THESE BYLAWS AND PAY THE ANNUAL DUES TO THE ORGANIZATION. EACH FAMILY MEMBERSHIP ALLOWS ONE VOTE PER FAMILY.

SECTION 4. THE ANNUAL MEMBERSHIP FEE SHALL BE DETERMINED BY THE FAP EXECUTIVE OFFICERS IN JULY FOR THE UPCOMING SCHOOL YEAR.

SECTION 5. THE MEMBERSHIP YEAR SHALL BEGIN WITH THE PUBLICIZED FIRST DAY OF SCHOOL AND END ON THE DAY BEFORE THE FIRST DAY OF THE PUBLICIZED NEXT SCHOOL YEAR.

SECTION 6. ONLY PERSONS THAT HAVE PAID MEMBERSHIP DUES SHALL BE ELIGIBLE TO VOTE IN BUSINESS MEETINGS OR SERVE IN ANY OF THE FAP ELECTED OR APPOINTED POSITIONS.

ARTICLE IV: EXECUTIVE OFFICERS

SECTION 1. EXECUTIVE OFFICERS: THE EXECUTIVE OFFICERS OF FAP SHALL BE THE TWO CO-PRESIDENTS, SECRETARY AND THE TREASURER. EACH MEMBER SHALL BE A PAID MEMBER OF FAP. **AMENDED 9.08 TO INCLUDE THE OPTION OF ONE PRESIDENT. AMENDED 5.09 TO INCLUDE A MS PARENT REPRESENTATIVE & HS PARENT REPRESENTATIVE.**

SECTION 2. NOMINATIONS: A NOMINATING COMMITTEE OF AT LEAST THREE (3) MEMBERS SHALL FORM IN FEBRUARY. THE NOMINATING COMMITTEE SHALL NOMINATE ELIGIBLE PERSONS FOR EACH OFFICE WITH THE CONSENT OF THE NOMINEE AT THE GENERAL MEETING IN MARCH. AT THIS TIME, ADDITIONAL NOMINEE CAN BE SUGGESTED FROM THE FLOOR.

SECTION 3. ELECTIONS AND TERMS OF OFFICE: EXECUTIVE OFFICERS SHALL BE ELECTED IN THE MONTH OF APRIL, BY BALLOT. VOTING MUST EQUAL 2/3RD OF MEMBERSHIP. EXECUTIVE OFFICERS SHALL SERVE A TERM OF ONE YEAR. EXECUTIVE OFFICERS ASSUME THEIR TERM DUTIES THE DAY FOLLOWING THE LAST OFFICIAL DAY OF THE SCHOOL YEAR. NO OFFICER IS ELIGIBLE TO SERVE MORE THAN TWO CONSECUTIVE TERMS IN ANY OFFICE.

SECTION 4. VACANCIES. IF A VACANCY SHOULD OCCUR IN AN OFFICER POSITION DURING THE SCHOOL YEAR, THE REMAINING EXECUTIVE OFFICERS SHALL ELECT AN ALTERNATE TO COMPLETE THE TERM OF THAT POSITION.

SECTION 5. Foothills Academy College Preparatory Board Meetings:
AN EXECUTIVE OFFICER FROM FAP WILL ATTEND THE FACP BOARD MEETING EACH MONTH.

ARTICLE V: DUTIES OF EXECUTIVE OFFICERS

SECTION 1. PRESIDENT OR CO-PRESIDENTS SHALL:

- A. AT LEAST ONE OF THE CO-PRESIDENTS SHALL BE PRESENT AT ALL MEETINGS, BOTH CO-PRESIDENTS WHEN POSSIBLE.
- B. CARRY OUT THEIR DUTIES ACCORDING TO THE BYLAWS.
- C. SERVE AS CHIEF EXECUTIVES OF THE ORGANIZATION, APPOINT COMMITTEE CHAIRPERSONS AND WORK COOPERATIVELY WITH SCHOOL ADMINISTRATION, STAFF, SCHOOL BOARD MEMBERS AND MEMBERS OF FAP.
- D. PRESENT AN AGENDA FOR THE UPCOMING SCHOOL YEAR INCLUDING ESTIMATED SOURCES OF REVENUE AND ESTIMATED EXPENSES PRIOR TO THE FIRST DAY OF SCHOOL.

SECTION 2. THE SECRETARY SHALL

- A. PRESIDE OVER MEETINGS WHEN NEITHER THE PRESIDENT NOR CO-PRESIDENTS ARE PRESENT.
- B. RECORD THE MINUTES OF THE EXECUTIVE OFFICERS AND GENERAL MEETINGS.
- C. PRESENT A WRITTEN STATEMENT OF THE PRIOR MEETING'S MINUTES AT EACH MEETING.
- D. HAVE A CURRENT COPY OF THE BYLAWS ON RECORD AND A CURRENT LISTING OF COMMITTEES, COMMITTEE FUNCTIONS AND THEIR CO-CHAIRS.
- E. HAVE A RECORD OF THE CURRENT MEMBERSHIP.
- F. CONDUCT THE CORRESPONDENCE OF THE ORGANIZATION.

SECTION 3. THE TREASURER SHALL:

- A. RECEIVE ALL MONIES OF THE ORGANIZATION, DEPOSITING SAME IN A DEPOSITORY SELECTED BY THE OFFICERS OF FAP.
- B. KEEP AN ACCURATE RECORD OF RECEIPTS AND EXPENDITURES.
- C. PAY OUT FUNDS, ONLY IN ACCORDANCE WITH THE APPROVED BUDGET AUTHORIZED BY THE ORGANIZATION. ALL EXPENDITURES, OTHER THAN OPERATING EXPENSES REQUIRE A VOTE AT THE MONTHLY MEETING.
- D. PRESENT A WRITTEN FINANCIAL STATEMENT AT EVERY MONTHLY MEETING OF THE ORGANIZATION.

CLOSE THE BOOKS OF THE TREASURER ANNUALLY BY JUNE 30, MAKING JUNE A TRANSITION MONTH FOR THE TWO TREASURERS, AND THE ACCOUNTS REVIEWED BY AN AUDITOR. THE DULY AUDITED FINANCIAL REPORT SHALL BE PRESENTED TO THE ORGANIZATION. **AMENDED 10.06, DUE TO THE LIMITATIONS OF COST, AN AUDIT IS NO LONGER REQUIRED. AMENDED 4.09 THE EXECUTIVE BOARD MUST COMPLETE THE ANNUAL TAX RETURN PRIOR TO TURNING OVER THE REMAINING FUNDS TO THE NEW EXECUTIVE BOARD.**

SECTION 4. EXPANDED DUTIES OF EXECUTIVE OFFICERS SHALL BE:

- A. TO TRANSACT BUSINESS IN THE INTERVAL BETWEEN GENERAL MEETINGS.
- B. TO APPROVE AND PAY ANY OPERATING BILLS OF \$100.00 OR LESS, IN ACCORDANCE WITH THE ADOPTED BUDGET. **AMENDED 9.08 CHANGED TO \$200.00 OR LESS.**
- C. TO APPROVE THE PLANS AND PROCEDURES OF COMMITTEE CO-CHAIRS.
- D. TO APPROVE INVOICES FOR A VOTE, ALL CHECKS REQUIRE TWO (2) SIGNATURES. **AMENDED 9.08 ONLY ONE SIGNATURE NOW NECESSARY. A CHECK MAY NOT BE SIGNED FOR REIMBURSEMENT TO SELF.**
- E. TO ACT AS LIAISONS WITH THE SCHOOL PRINCIPAL AND OTHER OFFICERS.
- F. TO PREPARE AN AGENDA FOR THE YEAR AS WELL AS BUDGET FOR REVIEW AND COMMENTS AT THE FIRST GENERAL MEETING OF THE SCHOOL YEAR.

ARTICLE VI: MEETINGS

SECTION 1. REGULAR MEETINGS OF THE EXECUTIVE OFFICERS SHALL BE HELD EACH MONTH AS DETERMINED BY THE INCOMING EXECUTIVE OFFICERS. ALL FAP EXECUTIVE OFFICERS ARE EXPECTED TO ATTEND. AT LEAST ONE (1) OF EACH COMMITTEE CO-CHAIR SHALL BE PRESENT AT THESE MEETINGS UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PRESIDENT/CO-PRESIDENTS. **AFTER FOOTHILLS ACADEMY MOVES TO A NEW LOCATION, MEETINGS ARE TO BE HELD AT AN OFF-CAMPUS LOCATION WITH THE LOCATION HAVING BEEN MADE PUBLIC AT LEAST TWO (2) WEEKS PRIOR TO THE GENERAL MEETING. AMENDED 2.09 MEETING CAN BE HELD AT SCHOOL, WITH PRIOR APPROVAL REQUESTED OF ADMINISTRATION AT LEAST TWO (2) WEEKS PRIOR.**

SECTION 2. THE GENERAL MEETING SHALL BE HELD ONCE EACH MONTH AS DECIDED BY THE EXECUTIVE OFFICERS EACH YEAR, WITH CONSIDERATION GIVEN TO TWO (2) EVENING MEETINGS A YEAR. BY MAJORITY VOTE OF THE EXECUTIVE OFFICERS, A GENERAL MEETING CAN BE CANCELLED WITH A TWO (2) WEEK NOTIFICATION OF THE FOOTHILLS ACADEMY PARENT/STAFF BODY.

ARTICLE VII: FINANCES

SECTION 1. AT THE END OF EACH FISCAL YEAR, A MINIMUM OF \$10,000 MUST BE CARRIED OVER TO THE NEXT FISCAL YEAR AS START UP CASH FOR OPERATING EXPENSES INCURRED BY THE INCOMING FAP EXECUTIVE OFFICERS AS THEY BEGIN THE UPCOMING SCHOOL YEAR. **AMENDED 3.08 THE CURRENT YEAR EXECUTIVE BOARD WILL LEAVE FUNDS OF NOT LESS THAN \$25,000 TO BE APPLIED TO THE NEXT SCHOOL YEAR'S BUDGET. AT THE LAST SCHEDULED MEETING OF THE SCHOOL YEAR, THE CURRENT YEAR EXECUTIVE BOARD WILL PRESENT FOR A VOTE AND APPROVAL, A BUDGET FOR THE FOLLOWING SCHOOL YEAR. AS THE MAJOR FUNDRAISER IS TOWARDS THE END OF EACH SCHOOL YEAR AND THE FUNDS HAVE ROUTINELY BEEN USED FOR THE FOLLOWING YEAR, IT WAS DEEMED APPROPRIATE THAT THE MEMBERS HELPING EARN THE MONEY HAVE A VOTE IN WHERE THE MONEY WILL BE ALLOCATED. AMENDED 4.09 BACK TO ORIGINAL AMOUNT OF \$10,000.00 DUE TO CURRENT ECONOMIC TIMES.**

SECTION 2. ANY DISBURSEMENTS OUTSIDE THE APPROVED BUDGET SHALL BE BY THE VOTE OF ALL MEMBERS PRESENT AND VOTING AND RECORDED IN THE MINUTES. NO EXPENDITURE IN EXCESS OF \$2,000 OVER THE APPROVED BUDGET SHALL BE MADE IN ANY SCHOOL YEAR. **AMENDED 9.09 THIS HAS NOT NECESSARILY BEEN FOLLOWED AS A PREVIOUS BOARD COMMITTED \$2400. FOR VAN EXPENSES.**

SECTION 3. TEACHERS OR STAFF REQUESTING FINANCIAL ASSISTANCE FROM FAP MUST SUBMIT THEIR REQUEST IN WRITING TO THE EXECUTIVE OFFICERS FOR CONSIDERATION PRIOR TO THE DATE OF NEED TO ALLOW FOR FAP GRANT COMMITTEE ACTION. **AMENDED 9.09 THE GRANT COMMITTEE CONSISTS OF EXECUTIVE BOARD AND GENERAL FOR AMOUNTS OVER \$500.00.**

ARTICLE VIII: AMENDMENTS

SECTION 1. THESE BYLAWS MAY BE AMENDED AT ANY GENERAL MEETING OF FAP BY A UNANIMOUS VOTE OF THE MEMBERS PRESENT AND VOTING. NOTICE MUST BE GIVEN TWO (2) WEEKS PRIOR TO THE GENERAL MEETING THAT THE PROPOSED AMENDMENT WILL BE SUBJECT TO APPROVAL.

SECTION 2. THE BYLAWS OF THIS ORGANIZATION SHALL BE REVISED EVERY THREE (3) YEARS OR, IF NEEDED, MORE FREQUENTLY.

ARTICLE IX: COMMITTEES

SECTION 1. THE EXECUTIVE OFFICERS MAY CREATE SUCH COMMITTEES AS IT DEEMS NECESSARY TO CARRY OUT THE PURPOSE AND WORK OF FAP.

SECTION 2. THE CHAIRPERSON OF EACH COMMITTEE SHALL PRESENT A PLAN OF WORK TO THE EXECUTIVE OFFICERS FOR APPROVAL. NO COMMITTEE WORK SHALL BE UNDERTAKEN WITHOUT CONSENT OF THE EXECUTIVE OFFICERS.

SECTION 3. STANDING COMMITTEES. **AMENDED 9.05 COMMITTEES WILL BE DETERMINED AT THE BEGINNING OF EACH SCHOOL YEAR, AS NEEDED FOR THAT YEAR. A CURRENT COMMITTEE LIST WILL BE POSTED EACH YEAR.**

- A. HOSPITALITY COMMITTEE: (1) PRESENTS IDEAS FOR AND ORGANIZES TEACHER APPRECIATION ACTIVITIES/EVENTS. (2) ORGANIZES BEGINNING OF THE YEAR SOCIAL ACTIVITY FOR NEW AND RETURNING STUDENTS AND THEIR FAMILIES – I.E. ICE CREAM SOCIAL.
- B. SPECIAL EVENTS COMMITTEE: WORKS EITHER INDIVIDUALLY OR WITH SCHOOL ADMINISTRATION/STUDENT COUNCIL OR OTHER GROUP TO PLAN/ORGANIZE SPECIAL EVENTS SUCH AS SOCK HOPS, DANCES, MOVIE NIGHT, PARENT SEMINARS, ETC.
- C. FUNDRAISING COMMITTEE: ORGANIZES TWO MAJOR FUNDRAISERS, ONE TO HELP IN THE FALL AND ONE IN THE SPRING. AT LEAST ONE OF THESE WILL BE A SILENT AUCTION/DINNER. ALSO IS IN CHARGE OF BASHA'S GROCERY RECEIPTS AND CAMPBELL SOUP LABEL

COLLECTIONS. THIS COMMITTEE WILL ALSO WORK WITH STUDENT COUNCIL TO PROVIDE SUPPORT FOR THEIR FUNDRAISING ACTIVITIES.

- D. COMMUNICATIONS COMMITTEE: RESPONSIBLE FOR MONTHLY NEWSLETTER (FAP FOOTNOTES). ROOM PARENT COMMUNICATIONS AND FLYERS.**
- E. COMMUNITY SERVICE COMMITTEE: CHOOSES A COMMUNITY SERVICE PROJECT AND DECIDES WHAT TYPE OF ASSISTANCE SHOULD BE GIVEN, AND THEN SEES IT THROUGH TO COMPLETION.**