



The Hope Academy Parent Association (H.A.P.A.) By-Laws

Article I – Name

The name of the organization shall be The Hope Academy Parents Association (HAPA).

Article II – Purpose

The association is organized for the purpose of supporting the education of children at The Hope Academy by fostering relationships among the school, parents, and teachers. The association will conduct all business in a manner that is reflective of the core values of The Hope Academy; Respect, Integrity, Inclusivity, Compassion and Excellence.

Article III – Members

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights.

Article IV – Officers and Elections Section

1. Officers. The officers shall be two co-chairs, ~~two~~ secretary ~~secretaries~~, and treasurer.

a. Co-Chairs. The co-chairs will work in collaboration with each other to preside over meetings of the organization and executive board, serve as the primary contact for The Hope Academy staff, represent the organization at meetings outside the organization, serve as ex officio members of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Secretary ~~Secretaries~~. The ~~secretary~~ ~~secretaries~~ shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The ~~secretary~~ ~~secretaries~~ will also keep a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. ~~Draft minutes from the previous meeting will be presented at the next meeting to be reviewed and accepted via vote. Approved minutes will be posted on the school website.~~

c. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the co-chairs. He or she will present a financial statement at every meeting and at other times of the year when requested by the co-chairs, and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections will be held at the last meeting of the school year (~~on odd calendar years – i.e. 2019, 2021, 2023, etc~~). At the second to last meeting of the ~~election~~ year, nominations may be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Terms of Office. ~~Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office.~~ **Officers are elected for two years.** **There are NO term limits.** Each person elected shall hold only one office at a time.

Section 4. Vacancies. If ~~no member runs for office during an election and/or~~ there is a vacancy in any office, members will fill the vacancy through an election at the next regular meeting. **A vote will be held at every consecutive meeting until candidates are voted into office.**

Section 5. Removal From Office. Officers can be removed from office with cause by a two-thirds vote of those present (~~assuming a quorum~~) at a regular meeting where previous notice has been given.

Article V – Meetings

1. Regular Meetings. The regular meeting of the organization shall be on the second Wednesday of each month during the school year, or at a time and place determined by the officers at least one month before the meeting. The ~~secretary~~ **secretaries** will notify the members of the meetings at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may also be called by the officers and committee heads. The ~~secretary~~ **secretaries** will notify the members of the meetings at least one week prior to the meeting.

Section 3. Votes and Decisions. Quorum. ~~The quorum shall be one more than half the number of current members of the organization.~~ **When a vote or decision is needed, it will be decided through a “majority rule” of members present at the meeting.**

Article VI – Committees Section

Committees may consist of members and board members, with the co-chairs acting as an ex officio members of all committees. The following committees shall be held by the organization: Fundraising, and Events, **Auction and Staff Appreciation.** The co-chairs may appoint additional committees as needed.

Article VII – Finances Section

A tentative budget for each event (fundraising or otherwise) shall be drafted in advance and approved by the co-chairs and treasurer.

Article VIII – Parliamentary Authority

~~Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.~~

Article IX– Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the ~~secretary~~ **secretaries**. Amendments will be approved by a two-thirds vote of those present, ~~assuming a quorum~~.

DRAFT