HFFM PTP, INC.

(AKA/ HFFM PTP PreK-8)
Highland Falls Fort Montgomery Parent Teacher Partnership
P.O. Box 173
Highland Falls, New York 10928
Email: hffmptfk8@gmail.com

By Laws

Article I: Title

Section 1.01 The name of this corporation is the HFFM PTP INC. (aka/ Highland Falls Fort Montgomery Parent Teacher Partnership PreK,,8, Inc.) dba/HFFM PTP.

Article II: Purpose

Section 2.01 To raise the standards of education without an additional financial burden on parents and/or guardians of the students in the Highland Falls Fort Montgomery School District.

Section 2.02 To work in conjunction with parents, teachers. administrators and the School Board to provide the children of the Highland Falls Fort Montgomery Schools the opportunity to succeed educationally with extra-curricular activities and/or enhancements to normal school activities and projects,

Section 2.03 The organization is organized exclusively for charitable and educational purposes under Section 501 (c)(3) of the Internal Revenue Code or any future federal corresponding tax code.

Article III: Authority and Responsibility

Section 3.01 The governing body of the HFFM PTP shall be the Board

Section 3.02 Emergency Powers: The HFFM PTP Board will have the ability to act in the best interests of the HFFM PTP in case of war, natural disasters, pandemics, mass casualty events or any major event the Board deems an emergency. An emergency power activation must be approved by all Executive Board members.

Article IV: Policies

Section 4.01 This organization will work with parents, teachers, administrators and the School Board in any and all ways approved by the I-IFFM PTP that would benefit the students as an end result.

Section 4.02 This organization shall be a non-profit organization. It shall not endorse any political candidates or any political organization. The name of this organization or the names of any members or elected officials shall not be use in any connection with any political candidate or political organization of any type.

Section 4.03 This organization shall not seek to direct the administrative activities of the Highland Falls Fort Montgomery School District, nor control its policies.

Section 4.04 Minutes must be recorded at all meetings, including extra or special meetings and anytime a vote has taken place (including by gathering, telephone or electronic means via text or email) and distributed to all members within 7 days of such vote. Any minutes from business conducted in between monthly meetings will be made part of the next months' official minutes.

Section 4.05 Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501 of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section of the Intemal Revenue Code.

Article V: Fiscal Year

Section 5.01 The fiscal year of the HFFM PTP shall begin on January I and end on December 3 1, as established in the Articles of Incorporation.

Article VI: Membership and Dues

Section 6.01 Any parent, guardian or relative with a child or children enrolled in the Highland Falls Fort Montgomery School District, Highland Falls Fort Montgomery School District teachers and administrators shall be eligible to be a member of the HFFM PTP and have voting rights.

Section 6.02 Dues, if any, for each year will be decided on by the Board at the Annual meeting in June for the upcoming school year beginning in September of that year. If dues are charged, a member must have paid the amount of the dues in full at least 14 days prior to the meeting being attended to be considered a member in good standing with voting rights.

Article VI: Officers and Their Election

Section 7.01 Members must be at least 18 years of age, have attended at least five (5) meetings and volunteered for at least two (2) fundraisers during the school year in which the election is being held and be in good standing (if dues are charged) to hold an Officer's position.

If no letters of interest are received by the Board by the due date that meet the minimum requirements to hold an office, the Board may accept letters of interest from any members interested in holding that said position and be put on the ballot provided the member or members will be available to meet the requirements once elected.

Section 7.02 The officers of this organization shall consist of a President, a Vice-President, a Secretary and a Treasurer constituting the Executive Board.

Three Trustees will be elected as members of the Board.

Section 7.03 Officers shall be elected by ballot bi-annually at the last scheduled PTP meeting of the school year (May). Nomination Forms will be distributed by the Secretary in a flyer or Electronic Post to be sent home with the students or posted to Class Dojo and The HFFM PTP Facebook page no later than April 1 st and a reminder flyer/electronic message will be sent 1 week later. Nominations Forms will be accepted April 14th . Ballots will be distributed by the Secretary in a flyer or Electronic Post to be sent home with the students or posted to Class Dojo and The HFFM PTP Facebook page no later than April 20th and a reminder flyer/electronic message will be sent 5 days later. Ballots will be accepted through April 30th . Only one ballot per household will be accepted.

Section 7.04 Members of the PTP interested to be included on the ballot for office shall submit a written letter of interest submitted to the Board by the April meeting and this letter will serve as their official acceptance. Any member in good standing can submit a letter of interest,

Section 7.05 New Officers shall assume their duties at the close of the last scheduled meeting of the

school year (June). A letter of notification will then be sent to the administrators of each school with the names of the elected officers for the receding school year.

Section 7.06 Popular vote will decide officers. If more than one nomination for a specific office is received, the election will be done by secret ballot. The ballots will be counted by an impartial individual decided on by the Board* All efforts will be used to ensure there is only one vote per household. Ballots where households cannot be verified will not be included in the count.

Section 7.07 Any vacancy in any office may and shall be filled for the unexpired term by a person elected by a majority vote of the members present at the preceding meeting upon receiving a resignation letter from the current incumbent. The newly elected officer must be present at the time to accept the nomination and submit a letter of intent. Any office remaining unfilled after an election may be filled by a member appointed by the Boardelect.

Section 7.08 In case a vacancy occurs in the office of President, the Vice-President shall assume the office of the President for the remainder of the term and a Vice-President will be elected according to the bylaws.

Section 7.09 The offices of President, Vice-President, Secretary and Treasurer will serve a term of 2 years or until their successors are elected and will be on a rotating basis so that in any given year experienced officers serve the organization. The President and Treasurer terms of office will expire in even numbered years and the Vice-President and Secretary terms of office will expire in odd numbered years.

Section 7.10 The Trustees will serve a term of one year or until their successors are elected or appointed. No Trustees who have served two consecutive terms shall be eligible for reelection as a Trustee until the following June meeting in the next academic year. If a position remains unfilled, the Board may appoint a trustee to fill the position until the next election even if the said appointment is for a Trustee that has served two terms.

Section 7.11 The Officers have the option of creating sub-committees to assist in any fundraising activities needed.

Section 7.12 An Officer or Trustee may resign from their position by presenting a written resignation letter to the President of the PTP or next Senior Board Member. The resignation shall

become effective upon the acceptance of the majority of the PTP present at the first PTP meeting following the date the submission of the resignation letter was received.

Section 7.13 Officers may be removed from office with a just cause, for unlawful or unethical actions or inability to perform their duties by a two-thirds vote of the membership. Any member who believes an elected officer should be removed must show cause to the Executive Board in person or in writing. The officer in question shall be notified in writing to be given the opportunity to answer/explain/respond in person or in writing to the accusation(s) to the executive Board within 14 days of notification. If the Officer is a member of the Executive Board, the said Officer will not be included in any Executive Board business concerning the removal process. After careful consideration of all available facts, the Executive Board will determine the proper course of action, which may include removal from office, if appropriate. Any elected officer removed from the Board for unlawful or unethical actions will be removed from the membership and any HFFM PTP meetings and events for the remainder of the year and will not be allowed to serve as an elected official again. Prior notice of the meeting where voting for the removal of an officer must be made to each member at least 14 days prior to the said meeting.

Section 7.14 In the event that Emergency Powers are activated by the Executive Board, the Executive Board has the ability to extend term limits of the current Board members for a stated period of time, until the emergency is no longer a threat or for another term. The Executive Board will have the authority over all corporation business in between meetings, including having the right to fill Officer vacancies and accept resignations with a unanimous vote from the Executive Board and it is properly documented. Vacancies can be filled by the Board until the expiration of the current term filled.

Article VIII: Duties of Elected Officers

Section 8.01 President: The President shall preside at all meetings of the corporation at which he/she may be present; will serve as the primary contact to the Principal(s), represent the corporation at meetings outside of the organization or may appoint a member to serve when the President is not available. shall perform such other duties as may be provided for by these bylaws or assigned to him/her by the Board; shall be an ex officio member of all committees and shall coordinate the work of the officers and committees and assist in any way possible to benefit the school or organization. The President will create the agenda for the monthly meetings and any special meetings. The President shall appoint, with majority approval of the Board, any officer vacancies. This appointment will be in effect until the next election whether it corresponds to the scheduled election year or not. If it is not within the election terms established by the By-Laws, the elected position from a vacancy will expire to correspond with the established terms. The President will sign or endorse checks in the absence or disability of the Treasurer. The President shall have a copy of Robert's Rules of Order, which will

govern as the parliamentary authority.

Section 8.02 Vice-President: The Vice-President shall act as aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve, shall be an ex officio member of all committees and assist in any way possible to benefit the school or organization. If a vacancy occurs in the office of the President, the Vice-President will assume the office of the President for the remainder of the term. If the Secretary is not able to attend a meeting, the Vice-President will record the minutes of the meeting and forward it to the Secretary to retain and distribute the minutes along with approvals and any corrections required. The Vice-President shall be the corporation's representative and coordinator for all fund-raising contacts and activities, The Vice-President shall appoint an Event Coordinator as needed to Chair the event in the absence of the Vice-President.

Section 8.03 Secretary: The Secretary will present at all PTP meetings, a complete report of minutes from the prior months' meeting. The Secretary will record, retain and distribute the minutes of all meetings of the PTP, will record any corrections and approval of the minutes and be responsible for sending a copy electronically of the minutes to the Board for approval and after approval to the parents/guardians of the students that have provided the PTP with their email address within one week of the approval of the minutes at the prior PTP meeting to allow parents/guardians to make themselves available for the preceding meeting. The Secretary will post the minutes on the School District web site as soon as they are approved. The Secretary will handle the corporation correspondence and send all notices of the organization. Any special meetings or business conducted where an approval is needed either by phone or electronic means will be recorded by the Secretary and document receipt of acknowledgement of each Board member, The Secretary will have a copy of the prior minutes, bylaws, maintain a membership list, and shall perform such other delegated duties as may be assigned. The Secretary is an ex officio member of all committees. The Secretary may request assistance from the membership to aid in completing any required tasks. The Secretary will keep a permanent record of all meetings and administrative records. It may be in printed or electronic format. The Secretary will give notice of meetings, as directed by the President. The Secretary will make the By-Laws available to the members upon request*

Section 8.04 Treasurer: The Treasurer will be the custodian of the financial records and accounts of the corporation. The Treasurer will maintain the HFFM PTP bank accounts and secure the checkbook. The Treasurer will be responsible for all money received and spent through fundraising and PTP business. A record of the monthly funds received and spent is to be recorded and made available at every meeting in conjunction with the minutes. If the Treasurer is unavailable at any particular time, the President or Vice-President may receive funds and are required to count those funds in the presence of each other and create a receipt for the Treasurer that such funds were received and

deposited. Any disbursement from the HFFM PTP account in excess of $300.00 must be co-signed by the Treasurer and President or Vice-President if the funds were not approved at a regular monthly meeting or special meeting and recorded in the minutes. Records will be audited by an audit committee consisting of a group of parents from the school district at the end of the year prior to the June's meeting before records are turned over to the newly elected Treasurer. The auditing committee cannot consist of signers from the audit year or signers of the current year and cannot be related by blood, marriage or living in the same household to any signer from the audit year or from the current year. The Treasurer will perform any other delegated duties as assigned and will be an ex officio member of all committees. The Treasurer will complete and submit the required Federal Forms for the exemptions of income tax by May I of each year. The Treasurer will provide a yearly report of the financial records for the school year to the District Financial contact for review by August 15 of each year. Pay all debts incurred as authorized by the HFFM PTP from the accounts, The Treasurer will maintain an account of all receipts and expenditures; at a minimum, the following records shall be kept: expenditures and deposit files, financial statements, checkbook, bank statements, reconciliation reports, IRS tax number and 7 years of financial records. These records may be in printed and/or electronic format.

Section 8.05 Trustees — The trustees will be responsible for being a deciding vote should the Officers be at an even standstill. Trustees can serve as School Liaisons, Committee Heads, Event Coordinators and any other assigned duties from the Officers.

Section 8.06 All Officers and Trustees shall upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

Article IX: Meetings of the Organization

Section 9.01 Regular meetings of the HFFM PTP shall be held on the First Monday of every month at 7:00 pm during the school year alternating between the FMES and the HFIS. Should there be a need to change the date, all members will be notified. Dates of these meetings shall be given to the members at the Annual Meeting. The confirmation of said meetings for the year may be changed at the Annual Meeting and be attached hereto,

Section 9.02 Additional meetings may be called by the President, by the written request of a majority of the members of the Board or by five members of the general membership each submitting a written request to the Secretary and a general statement for the reason of the meeting provided that a written notice is sent, making contact by a phone call is made or an email or text message is sent and acknowledged to each member of the

Board and has been confirmed the notice was received by each member of the Board at least five (5) days prior to the meeting. Confirmation of the receipt of notice and minutes of the meeting will be distributed within 7 days of the meeting and made part of the next scheduled meeting minutes.

The Board may take action without a meeting being called only if the action is approved by all Executive Board members and documented according to Section 9.02. The members of the Board may participate in any meeting by conference call or by means of communication to include electronic means, by which all Board members have confirmed receipt of the meeting, all members participating in the meeting are able to hear one another and the meeting is documented according to these by-laws.

Section 9.03 Unless otherwise specified by law or these by-laws, a majority vote of the Executive Board shall govern.

Section 9.04 The annual election meeting shall be held in the month of May.

Section 9.05 At any meeting of the Board, a majority of the Executive Board present shall constitute a quorum for the transaction of business of this organization providing there are at least 2 Officers and one Trustee present and all Board members confirmation of knowledge of the meeting has been documented. Unless otherwise required by law.

Section 9.06 No member shall vote by proxy.

Section 9.07 If there is no quorum present, the President may adjourn the meeting until a quorum can be established. Minutes should be recorded to reflect this.

Section 9.08 The President may request action be taken by the Board between meetings by mail ballot, telephone vote or other electronic means (text or email) with proper notification and documentation outlined in Section 9.02. Any actions taken by a majority of the voting members of the Board shall constitute a ballot action and shall be reported at the next meeting of the Board. Minutes of the documentation and action will be made part of the next scheduled meeting.

Section 9.09 At a minimum, the following shall be presented at the meetings, minutes of the previous meeting, monthly Treasurer's Report, upcoming events and fundraisers.

Section 9.10 During a declaration of Emergency or when the use of FMES or HFIS for the monthly meetings is prohibited, virtual meetings can be used. Every effort should be made for the link to the virtual meeting to be posted on Class Dojo and the HFFM PTP Facebook page. All Board members must be notified at least 48 hours in advance and said notification must be answered and documented to validate the virtual meeting. Three Executive Board members must be in virtual attendance to be an official meeting for any decisions to be made. Votes may be done virtually, by email or by text as long as the meeting is validated as stated above and at least 4 hours before the vote is to commence. The acknowledgements must be made part of the next meetings minutes.

Article X: Board

Section 10.01 The Board shall consist of the elected Officers and Trustees. The Executive Board shall consist of the elected Officers.

Section 10.02 The affairs of the HFFM PTP shall be managed by the Officers in the intervals between general membership meetings to transact necessary business in intervals between regular meetings, create rules and policies, create standing and temporary committees, present a budget to the membership, approve routine bills and prepare reports and recommendations to the membership with proper documentation outlined in Section 9.02.

Section 10.03 Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the Board, they shall automatically cease to be a member of the Board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the President within fourteen days and all funds pertaining to the position shall be returned to the Treasurer immediately.

Article XI: Committees

Section 11.01 Any member in good standing shall be eligible to serve in any elective or appointive positions, as outlined in Section 101.

Section 11.02 The Board shall be members ex-officio of all committees.

Article XII: Compensation

Section 12.01 The Chairs of the standing committees shall be appointed by the President of the organization and ratified by the Board.

Section 12.02 The Board may create such standing committees, as it may deem necessary to promote the objects and carry on the work of the organization. The term of each Chair shall be one (l) year or until the selection of a successor,

Section 12.03 The Chair of each standing committee shall present a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the Board.

The Chair will attend meetings as required for the position. The Chair will present to the Board an itemized budget for approval, prior to any implementation or commitment to any event or commitment of funds. If funds are approved, an invoice and signed payment request must be submitted to the Treasurer to be approved for payment at the next meeting. The Chair will maintain a book of event records/accurate history of the committee operations. At a minimum, the following shall be kept: description, budget requirements, points of contact, after action comments of the event, copies of receipts, sequence of events (how things were planned and executed), copies of the minutes when any discussion or approvals of the event occurred and all discussions of committee meetings. The Chair must assure that any volunteers dealing with funds understands the approved funds handling protocol.

Section 12.04 All Chairs shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office and in case of resignation, each Chair shall turn over to the President, without delay, all records, books, and other materials pertaining to the position, and shall return to the Treasurer, immediately, all funds pertaining to the office,

Section 12.05 No compensation of any kind shall be paid to any Officer. Trustee or member for the performance of his or her duties as members. This shall in no way limit the reimbursement of reasonable expenses or monetary outlay incurred in connection of service to the PTP. There must be full disclosure of the reimbursement and pre approval voted upon and approved before any expenses are incurred. This approval must be noted in the minutes.

Article XIII: Banking

Section 13.01 The PTP bank account will be held at KeyBank, A minimum of 3 Officers shall be signatories on the account. In the event that the location of funds for the PTP be transferred to another bank, a majority vote of the Board will constitute approval. The funds will remain in the current location until the time that the new account is established and the minimum signatories have been established on the new account.

Article XIV: Finances

Section 14.01 A tentative budget shall be drafted in the fall for each school year and approved by a majority of the Board members present.

Section 14.02 The Treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 14.03 The Board shall approve all expenses of the corporation.

Section 14.04 Two authorized signatures shall be required on each check over the amount of $300.00 if the funds were not approved at the regular monthly meeting and included in the minutes. Electronic payments can be used providing the funds were approved at the regular monthly meeting or by a minimum of three Officer's approval when a special vote is required in the time between monthly meetings. This approval must be included in the next monthly minutes by the Secretary.

Section 14.05 The Treasurer will prepare a financial statement at the end of the year to be reviewed by an Audit Committee.

Section 14.06 The Treasurer will prepare an annual report of activities of the school year and will provide this report to the School Board once all bills of the school year are believed to have been received. This report will be provided to the School Board no later than August 15 th annually and reported at the September meeting.

Section 14.07 All Fundraisers require the Executive Board approval. Any contract or commitment must be approved and signed by the President or the President's designee.

Section 14.08 All requests for funds shall be made in writing using the current Request form. Funding must meet the mission and objectives of the HFFM PTP as stated in Article Il. The process for requesting funds is: Complete the Request form at least 30 days prior to the date the funds are needed. The President shall notify the requestor of the approval or disapproval of funds.

Section 14.09 The HFFM PTP Board members have an obligation to be conservative in the use of PTP funds and to report to the membership, at each monthly meeting, the intended use of any funds.

Article XV: Parliamentary Authority

Section 15.01 The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the HFFM P TP and in all cases in which they are applicable and in which they are not in conflict with these bylaws or the Articles of incorporation.

Article XVI: Conflict of Interest

Section 16.01 The Board confirms that the motion or transaction is fair, reasonable and in the PTP's best interest. Should the organization reach an income meeting the minimum requirement by law for a Conflict of Interest Policy, the Board will draft the Article within 60 days of meeting the minimum requirement and will present to the membership within 30 days after the Article has been completed,

Article XVII: Dissolution

Section 17.01 A two-thirds vote of the Membership is required for disposing of any or all assets. Notice of a vote for dissolution must be made to the membership at least 30 days prior to the meeting voting will be taking place.

Section 17.02 Upon the dissolution of the PTP, any remaining funds or assets shall be used to pay any outstanding bills and distributed to one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Codes or shall be distributed to the Federal Government or to a State or Local government for a public purpose in a way that would benefit the school district*

Article XVII: Non-Discrimination

Section 18.01 In all dealings of the PTP, neither the corporation or its duly authorized agents shall discriminate against any individual or group for reasons of race, color, creed, sex age, ethnicity, national origin, marital status, sexual preference, mental or physical disability or any category protected by federal or state law,

Article XIX: Amendments

Section 19.01 The by-laws may be amended at any regularly scheduled meeting of the HFFM PTP with an announcement at the prior meeting or a 15 day notification to the members of the proposed changes and it has been confirmed all Board members have been notified according to Article 9.02. A tw04hirds vote of the Executive Board will carry the proposed amendment, provided the proposed amendment was distributed to the members at the previous meeting. A record of the initially approved by-laws, amended by-laws, prior by-laws and all records of amendments will be kept on file with the Secretary. An updated set of by-laws should be available at every meeting.

First Amended By-Laws

Adopted this 19th day of May, 2021

Approved by membership

HFFM PTP