

BY-LAWS OF THE ADLER PARK SCHOOL  
FAMILY ASSOCIATION

ARTICLE I – NAME

The name of this organization shall be the Adler Family Association (AFA).

ARTICLE II – PURPOSE

- Section 1. The purpose of this organization shall be to enhance the educational experience of the students attending Adler Park School with educational programs, the acquisition of materials to improve the school environment, family social activities, and other activities to support relationships among families, teachers, staff, and administration.
- Section 2. This organization shall provide a means of communication among the parents, guardians, administration and staff of Adler Park School.
- Section 3. This organization shall not seek to direct the administrative activities of the school or to control its policies.

ARTICLE III – MEMBERSHIP

- Section 1. The membership of this organization shall consist of all parents, guardians and teachers of children enrolled in Adler Park School.
- Section 2. The privilege of holding office, making motions and voting shall be limited to members.
- Section 3. No dues shall be required for membership, unless established by the Executive Board with the approval of the membership.

ARTICLE IV – OFFICERS AND ELECTIONS

- Section 1. Elected officers shall be as follows: President, First Vice President, Second Vice President, Secretary and Treasurer. These officers shall constitute the Executive Board and be elected annually, serving until their successors are elected and installed. No person shall hold more than one office in any year.
- Section 2. Nominations shall be taken by an election committee consisting of at least four members: one member from the Executive Board, one from the staff and two from the student families, the Principal ex-officio. No candidate for office may be a member of the election committee. The selection committee shall elect a chair from among its members. The President shall ask for volunteers to serve on the committee no later than the March meeting.
- Section 3. The election committee shall distribute to the membership written notice that nominations for the offices of this organization are being accepted. In the event that there is no nominee for any one or all of the offices, the election committee shall actively solicit candidates.

- Section 4. The election committee shall distribute to the membership written notice informing them of the candidates for office and the election procedure. The notice shall be given no less than one week prior to the election.
- Section 5. At the monthly meeting in May, the nominees will be introduced to the membership and will be given the opportunity to address the membership and answer questions. Ballots will then be distributed to the membership and the vote will be taken. The election committee will tabulate the ballots and announce the results.
- Section 6. Officers elect shall assume their duties of office after installation at the final board meeting of the school year or at the discretion of the Executive Board.
- Section 7. Vacancies in office shall be filled by the Executive Board for the un-expired term.

#### ARTICLE V –BOARDS

- Section 1. The Executive Board shall consist of the officers of the Associations and the Principal of the school or a representative appointed by him/her.
- Section 2. The duties of the Executive Board shall be to transact necessary business between board meetings.
- Section 3. There shall be such committees created by the President with the approval of the Executive Board. Each committee chair shall be a member of the board and shall submit a written report of the activities of the committee. The term of office shall be one year and can be renewed.

#### ARTICLE VI – DUTIES OF THE OFFICERS

- Section 1. The President shall preside at all meetings of the Association and of the Board, and shall be a member of all committees except the election committee; shall appoint special committees; shall serve as a delegate to the Families Associations of District 70 (FAD 70); shall contribute to recommendations for the Adler School Improvement Plan; and shall perform all other duties usually pertaining to this office.
- Section 2. The First Vice President shall perform the duties of the President in the absence of the officer; is responsible for oversight of all AFA fundraisers and shall contribute to recommendations for the Adler School Improvement Plan and other duties as so designated. Chairpersons from all other fundraisers held during the school year shall report directly to the First Vice President.
- Section 3. The Second Vice President shall assist the President in attending to matters of administration and shall serve as the delegate to the Family Associations of District 70 (FAD 70); shall coordinate the winter/spring food drive; assist with the Welcome Back District 70 Staff Luncheon and shall contribute to

recommendations for the Adler School Improvement Plan; and perform duties as so designated.

In the event of the death of a student, the student's sibling or parent, or a staff member, the Second Vice President will confer with the school principal, school counselor and/or family concerning a donation (e.g. charitable organization, book for school library, plant, etc...) in the amount of \$50 in a manner that is best suited for the family. The Second Vice President will also communicate with the other schools involved, if appropriate to coordinate assistance for the family.

- Section 4. The Secretary shall keep an accurate, permanent record of all the meetings of the Board and of the Executive Board; check mailbox and distribute uncollected mail and shall contribute recommendations to the Adler School Improvement Plan.
- Section 5. The Treasurer shall receive all the monies of the Association; shall keep an accurate record of receipts and expenditures; shall pay out local funds only as provided in Section 6. of this article. The Treasurer shall give a full report at the regular monthly meetings; and shall contribute to recommendations to the Adler School Improvement Plan.
- Section 6. The President and Treasurer shall submit to the board at the last meeting of the prior year a proposed budget for the upcoming year, including operation costs, gifts and all proper expenditures. Approval of the Board of the budget shall constitute authority for the Executive Board to pay out funds coming within the scope of the budget.
- Section 7. Expenditures arising after the approval of the budget or coming outside the scope of the budget shall be submitted individually for the approval of the Executive Board.
- Section 8. Expenditures requiring checks in amounts over \$500 shall be co-signed by any two: the President, Treasurer or Principal.

#### ARTICLE VII - MEETINGS

- Section 1. A general meeting of the Associations shall be held at least twice a year in the Fall and Spring, unless otherwise provided for by the Executive Board.
- Section 2. A regular meeting of the Board shall be held every other month of the school year at a time and date established by the Board unless otherwise provided. Special business meetings shall be called by the Executive Board if the need arises.
- Section 3. Twenty percent (20%) of this board shall constitute a quorum.
- Section 4. The association shall be represented at the Family Associations of District 70 (FAD70) by the President, Second Vice President, and the Principal.
- Section 5. All members are invited to attend the regular meetings.

## ARTICLE VIII – AUDITING COMMITTEE

There shall be an auditing committee consisting of the two Board members. They shall be responsible for the auditing of the Treasurer's books at the close of the school year and at other times if required.

## ARTICLE IX – AMENDMENTS

These by-laws may be amended in the following manner. Proposed amendments shall be presented to the Board for approval. The proposed amendments shall then be presented at any regular Association meeting, and shall require a two-thirds vote approval of the members present for adoption.

## ARTICLE X – RULES OF ORDER

Parliamentary procedure shall be observed at all meetings.

## ARTICLE XI - OTHER PROVISIONS

- Section 1. The organization is organized exclusively for charitable, religious, educational or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose of the clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempt to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distributions of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any provisions of this document, or organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or by (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 3. Upon dissolution of the organization, assets shall be distributed for 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 code, or shall be distributed to federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine which organized and operated exclusively for such purposes.