

Hendrickson High School
Senior Celebration Organization
Bylaws

aka Project Graduation

A. Name and Purpose

This organization shall be known as the Hendrickson High School Senior Celebration Organization. The Organization will herein be referred to as HHS Senior Celebration.

The purpose of the organization shall be to organize and operate one or more Senior Celebration events each year for Hendrickson High School seniors. Senior Celebration events can be held the night of graduation or after the prom or both, and will have the objective of providing a safe, alcohol and drug free environment for all HHS seniors.

B. Foundation Membership

HHS Senior Celebration shall be a part of the Hendrickson High School Hawks Foundation, Inc., (herein referred to as Hawks Foundation) a non-profit foundation duly organized and operating under the Texas Business Organizations Code. HHS Senior Celebration shall abide by the rules and regulations of Hawks Foundation and all applicable regulations of PISD and UIL.

The HHS Senior Celebration Vice President shall serve as HHS Senior Celebration's representative to the Hawks Foundation, acting as a liaison for two-way communications between HHS Senior Celebration and the Hawks Foundation, attending Hawks Foundation meetings and directly contacting Hawks Foundation officers as applicable.

C. Membership

Membership is open to parents, guardians, and family members of students at Hendrickson High School. All faculty and staff of Hendrickson High School are eligible to participate as non-voting members only, with the exception that a faculty or staff member who is also a parent or guardian of an HHS student may be a voting member.

All voting members shall have the right to vote on issues brought before the membership.

No dues shall be collected.

D. Meetings

Meetings shall be held monthly on a schedule to be determined by the current year officers. Meetings shall be open to anyone associated with the school as a parent or staff member, as well as members of the community. Notice of meetings will be communicated to members and others eligible for membership via email, telephone, and/or other applicable means at least 48 hours prior to the meeting time.

A quorum for the transaction of business by HHS Senior Celebration shall require 75% of elected officers and 75% of installed committee chairpersons to be present.

E. Officers

The HHS Senior Celebration organization's officers shall be: President, Vice President, Treasurer, and Secretary. Officers for the forthcoming year shall be voted in each year by the membership in attendance at the May meeting. Each officer must be a member of the organization. No officer shall hold the same office for more than two consecutive years.

In the event that forthcoming year officers are not installed in the May meeting, the outgoing HHS Senior Celebration President will coordinate a meeting with members of the HHS community to elect HHS Senior Celebration officers for the upcoming year.

Officers may be removed or replaced by majority vote of the members present at a regular or special meeting. Prior to vote, any officer or member moving for the removal or replacement of an officer shall present to the members their reasoning for proposing such action, and the officer in question shall have an opportunity to present a rebuttal.

Officers' duties are as follows:

1. President – The President shall preside at all organization meetings; recruit and nominate functional committee chairpersons; work with the HHS Principal to appoint an HHS Faculty/Admin Sponsor to serve as liaison between HHS and HHS Senior Celebration; secure participation of a representative for the subsequent graduating class; and be responsible for any matters not delegated to a committee.
2. Vice-President – The Vice-President shall assume the duties of the President in absence of the President; assist the President with committee chair recruitment and nominations as required; oversee coordination and recruitment of volunteers; and serve as representative to the Hawks Foundation.
3. Treasurer – The Treasurer shall have custody of all the funds of the organization; keep books of accounts, records, bank statements, receipts, budgets, invoices, cancelled checks and any other applicable financial records; maintain and retain such records as directed by the Hawks Foundation

Treasurer; make disbursements as authorized by vote of the members of the organization and in accordance with the approved budget; make financial reports at each meeting of the organization; and provide regular quarterly reporting, full fiscal year reporting at the end of the year, and any other required financial information to the Hawks Foundation Treasurer on the schedule and in the form required by the Hawks Foundation Treasurer.

4. Secretary - The Secretary shall keep the minutes of all general meetings; keep a current copy of the Bylaws, and all approved previous copies of the Bylaws; conduct correspondence of the organization; and, keep records of attendance at the meetings.
5. The HHS Senior Celebration officers collectively shall (i) establish functional area committees responsible for all aspects of planning, funding, and carrying out the event(s); and (ii) establish a fiscal year budget for the operation of all activities of the HHS Senior Celebration organization and the Senior Celebration event(s), to be approved by vote of all organization members present in the September meeting. Any subsequent budget revisions shall be presented in a regular or special meeting and approved by vote.

F. Committees

Committee chairpersons and any other functional leaders of the organization shall be nominated and approved by vote. Functional committees may include but are not limited to: Fundraising, Communications, Public Relations, and Event(s) Management.

Committee chairpersons shall report on the status of projects under their management in regular meetings. Committee activity and budget shall be approved by vote and committees shall act only as authorized.

G. Fiscal Year

The fiscal year of the HHS Senior Celebration organization shall align with the fiscal year of its parent organization, Hendrickson High School Hawks Foundation, Inc.

H. Funds

No funds of the HHS Senior Celebration organization shall ever inure to the benefit of or be distributable to any director, officer, or member of the organization, or to any other individual, except as reimbursement of properly documented actual personal expenses incurred in the course of conducting approved HHS Senior Celebration business. In the event that this organization is dissolved, any assets shall become the property of the Hendrickson High School Hawks Foundation, Inc.

The funds of the organization shall be held in account(s) at a financial institution.

All distribution of funds shall be carried out by the HHS Senior Celebration Treasurer in adherence with the approved budget.

I. **Amendments**

These Bylaws may be amended at any scheduled meeting of the members at which a quorum is present by a two-thirds vote of the members present and voting, provided that notice of such amendment has been given to all members at least ten (10) days prior to the meeting.

Adopted by Hendrickson High School Senior Celebration: _____
(date)

President

Vice President