

FRAMINGHAM HIGH SCHOOL FOUNDATION

BY-LAWS

ARTICLE 1 - NAME AND PURPOSE

Section 1: The name of the organization shall be Framingham High School Foundation.

Section 2: The Framingham High School Foundation is organized exclusively to financially supplement FHS extra-curricular programs (activities, arts, and athletics) which may otherwise be restricted due to budgetary limitations because we firmly believe that students participation in extra-curricular programs improves their academic, social, and emotional health.

Section 3: Membership shall consist of a Board of Directors, typically, but not limited, to 5 members.

ARTICLE 2 – MEETINGS & DELIBERATION

Section 1: Annual Meeting. The annual meeting shall be set by the Board of Directors, at least once per school year, at a time date and place of their choice.

Section 2: Special Meetings. Special Meetings shall be called by any Board member as needed.

Section 3: Notice. Notice of each meeting shall be given to each voting member by e-mail or phone, preferably not less than one week before the meeting.

ARTICLE 3 – BOARD OF DIRECTORS

Section 1: Board Role, Size and Compensation. The Board is responsible for the management, collection and distribution of funds according to the Foundation Mission and applicable Federal and State laws. The Board typically consists of 5 members, with at least the roles of President, Treasurer and one additional position, filled. The board receives no compensation.

Section 2: Meetings. The Board shall meet at least once per calendar year, and at the request of any one of the 5 board members, the Framingham High School Principal, or at the Board's discretion.

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Section 3: Board Elections. Election of new directors and of current directors to a second term will occur as the first item of business at the annual meeting of the Foundation. Directors will be elected by a majority vote of the current Board membership.

Section 4: Terms. All Presidents & Treasurers shall serve at least 2 years. All general board members shall serve at least a 1 year term.

Section 5: Quorum. A quorum must be attended by at least 2/3s of the Board Members before business can be transacted or motions made or passed.

Section 6: Specific Roles of the Board of Directors: individuals will be selected for specific roles with responsibilities as follows (note: responsibilities may be shared as needed with a “co-“designation):

The *President* shall convene regularly schedule meetings, shall preside or arrange for other members of Board to preside at each meeting in the following order: Vice President then Treasurer. Responsible for the leadership of the Foundation, ensuring governance is documented and followed, communicated to the community (FHS leadership, community, and parents), and funds are generated and distributed within IRS 501 c 3 regulations and the Foundation’s Mission.

The *Vice President* will work with committees on special projects in conjunction with the President. They may create committees as needed.

The *Treasurer* shall be responsible for managing the banking relationships, state and federal reporting, check writing, interface with auditors and accountants, maintenance of electronic records, and regular reporting of the financial status of the FHS Foundation. Treasurer will always ensure a procedure is functioning which confirms at least one other Board member has on-going and direct online access to all FHSF Bank Accounts.

Section 7: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members and voted upon by the majority of the current members.

Section 8: Resignation, Termination. Resignation and or termination must be given in writing to the President or Treasurer.

ARTICLE 4 - FINANCIAL

Section 1: Donations: 100% of a donation will go to the FHS extra-curricular program (activity, art or athletics) of the donor’s choice.

Salute to Framingham: 100% of the monies raised will go to the general fund to be

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distributed according to the FHS Foundation Mission, Guiding Principles and Procedures. The general fund will be used to operate the Foundation and support activities, arts and athletics at Framingham High School. Requests may be submitted at any time throughout the year by leaders of the extracurricular programs at the High School. Requests from those associated with the High School for program support will be reviewed by the Board via e-mail. If deliberation is requested by any of the members, a meeting will be held. The Board endeavors to reply to requestors within 5 business days of receiving the FHS Administrations approved Grant Form.

Specific Student Team or Group Fundraising: Teams, activities or clubs wishing to conduct their own fundraising can use the Foundation for this purpose. E.g., if a family member wishes to directly donate funds dedicated to a team or club on a tax deductible basis, or if the students wish to sell ads to the Salute booklet as their primary fundraiser. They can then request funds at their discretion with no additional approvals while funds exist in their specific extra-curricular program account.

ARTICLE 5 - AMENDMENTS

Section 1: These By-Laws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the President to be sent out with regular Board announcements.

These By-laws were approved at a meeting of The Board of Directors on January 31, 2018.