

I. ARTICLE I

Name

The name of this organization shall be the Mt. Diablo Elementary School Parent Faculty Club, a non-profit organization, as defined by Section 511 (c) (3) of the Internal Revenue Code.

II. ARTICLE II

Purpose

This organization shall promote youth welfare in the home, school and community through cooperative effort of the parents, teachers and other citizens of the community. The relationships within the Mt. Diablo Elementary School community, which includes students, teachers, staff, parents, and community members, are a vital influence on the success of our children's futures. Therefore, our purpose is to foster a sense of support, pride, and enthusiasm within that community. Through academic enrichment, fundraising and family activities, we will promote positive relationships that enhance our children's educational environment.

III. ARTICLE III

Policies

This organization shall be noncommercial, nonpartisan (except in matters affecting the school), and nonsectarian.

IV. Article IV

Membership

A. General Membership

Membership shall consist of parents or legal guardians of students currently attending Mt. Diablo Elementary School and all members of the faculty.

B. Payment of Dues

Membership shall not be contingent upon payment of dues.

C. Associate Membership

Associate membership is open to any other persons interested in the purpose of this organization. Associate membership does not carry with it the privilege of voting.

V. ARTICLE V

Meetings

A. General Meetings

Meetings where business can be transacted will be held monthly during the school year at times to be arranged by the Parent Faculty Club Executive Board. Notification of the monthly meeting shall be announced at least two school days prior to the meeting.

B. Special Meetings

A special meeting of the membership may be called by the Parent Faculty Club Executive Board at any time deemed advisable. Notice and agenda of, and any motion to be laid before a special general membership meeting shall be sent to each member at least seven days prior to the meeting.

C. Request for Meetings

Special general membership meetings may be called by the President upon receipt of a written request by twenty members. The President has forty-eight hours from receipt of this written request to set a date for a special general membership meeting. The date of the meeting must be within 15 days of receipt of this request. Notice of any special meeting shall be made available to members at least seven days prior to the meeting date.

D. Executive Board Meetings

Attendance at Parent Faculty Club Executive Board meetings shall consist of elected Board members and the Fifth Vice-President and shall be open to general members by invitation from a member of the Executive Board.

E. Meeting Location

Meetings shall be held at Mt. Diablo Elementary School, except under circumstances warranting such action, meetings may be held in such places as the Parent Faculty Club Executive Board shall consider suitable.

VI. ARTICLE VI

Officers

A. Election of Officers

1. Officers

Officers of the Parent Faculty Club shall be a President, a **Vice-President of Education**, a **Vice-President of Operations**, a **Vice-President of Events**, a **Vice-President of Fundraising**, and a Vice-President of **Administration**, a Recording Secretary, a Corresponding Secretary, a Treasurer and a Parliamentarian. The Principal and Vice-Principal shall share the position of Fifth Vice-President. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Parent Faculty Club.

2. Requirements to hold office

Each officer, except the Fifth Vice-President, shall be a parent or legal guardian of a student currently enrolled at Mt. Diablo Elementary School for the ensuing year.

3. Elections

The election of the officers shall occur at a general membership meeting in April or May. The election of the slate, if non-contested, may be by a voice vote. Any contested election shall be by written ballot. **If there are no candidates for an open position at the time of the general election, the position may be subsequently filled by appointment of the Executive Board in the same manner as a resignation from the Board (See Art. VI, Section A.5).**

4. Term of Office

The officers shall be elected for two-year terms and will be installed after the general membership meeting in June. Any overlap between the general election and the June meeting shall serve as a transition period in which both the current and the newly elected Board shall work together. No officer, except the Principal and Vice-Principal, may hold the same office for more than two consecutive years.

a) Exception for 2007-2008 School Year

In order to ensure continuity, a one-time exception will be made for the 2007-2008 school year to allow officers to stay in their positions for more than their term would normally allow.

5. Resignations

If a Board Member resigns during his or her term of office, the Executive Board may elect a replacement pursuant to the Executive Board Meeting voting provisions in these Bylaws (See Art. VIII, Section B.) The Replacement shall serve the remainder of the two-year term.

B. Duties of Officers

1. The President

The President shall preside at all meetings, shall appoint all standing and special committees, shall be an ex-officio member of all committees and shall call meetings of the Parent Faculty Club Executive Board.

2. The Vice-President of Education

The First Vice-President shall act in the absence of the President and in the event of such absence shall assume the duties and responsibilities of the President. He/she shall also assist the President in his/her duties. He/she shall oversee education related standing committees as outlined annually in the roster.

3. The Vice-President of Operations

The Second Vice-President shall oversee those committees which give administrative or operational support to the school or organization as outlined annually in the roster.

4. The Vice-President of Events

The Third Vice-President shall oversee all ongoing **school event standing committees** as outlined annually in the roster.

5. The Vice-President of Fundraising

The Fourth Vice-President shall oversee all fundraising event standing committees as outlined annually in the roster.

6. The Vice-President of Administration

The Fifth Vice-President shall act as advisor and counselor.

7. The Recording Secretary

The Recording Secretary shall take, record, and report minutes of the regular and special meetings. He/she will also keep attendance records at all meetings by means of a sign in sheet.

8. The Corresponding Secretary

The Corresponding Secretary shall read all communications and correspond as directed by the Executive Board. He/she shall oversee all communication standing committees as outlined annually in the roster.

9. The Treasurer

The Treasurer shall receive all monies, keep accurate and current records of all receipts and disbursements, and shall make a monthly report to the Executive Board. He/she shall pay out all monies of the organization by check. The monies shall be kept in an approved bank. He/she shall make an annual report to the membership at the last meeting of the year, covering the year's receipts and expenses. He/she shall be responsible for these duties until the end of the fiscal year. All records will be relinquished to the newly elected Treasurer at this time. The Treasurer shall make disbursements as authorized by the Executive Board or membership in accordance with the budget adopted by the membership. The Treasurer shall prepare and submit or direct to be prepared and submitted the annual Federal and State tax statements of this organization. A non-voting Treasurer's Assistant may be appointed by the Executive Board if deemed necessary.

10. The Parliamentarian

The Parliamentarian shall act as an advisor to the President and other officers, committees and members on matters of parliamentary procedure as required and shall rely on Robert's Rules of Order, Newly Revised, on all points not herein covered. He/she shall also interpret the policies of the bylaws and chair or appoint a chair of a bylaws committee if changes are necessary after an annual review. He/she shall call the first meeting of the nominating committee and shall also report the nominations submitted by the committee at the general membership meeting in March.

11. All Officers

The duties of all officers shall include attending all meetings and being the communication link between their committees and the Executive Board.

VII. ARTICLE VII

Nominations

A. Nominations For Executive Board

Prior to the general election in April or May, the Executive Board shall seek interested members to fill upcoming vacant Board positions. The board will put forth an official notice of board positions open for nomination by the February general meeting. The Parliamentarian shall gather names of interested members and shall serve as the contact person for the nominating process. From the pool of interested members, the Executive Board shall nominate candidates for the vacant positions.

B. Reporting of Nominations

The Executive Board shall report its nominations for all officers at the March or April general meeting. Before the election at the general membership meeting, additional nominations from the floor shall be permitted.

C. Election of Faculty Representatives

The Faculty representatives shall be elected by the members of the faculty.

VIII. ARTICLE VIII

Voting

A. General Membership Meetings

All issues arising at a regular general membership meeting shall be carried by a simple majority of the votes cast by the members present, with the exception of amending the bylaws. (see Article XIV). **The presence of a quorum of board members (see Art. VIII, section B.1) and at least one non-board member shall be necessary to pass any motion at the general membership meeting.**

B. Executive Board Meetings

1. Quorum

A quorum of the Executive Board is seven voting officers. All issues shall be carried by a simple majority of the quorum.

2. Lack of Quorum

If there is not a quorum at the Executive Board Meeting, no motions may be passed.

3. Email Voting

If a motion fails to pass for lack of a quorum at the Executive Board Meeting, or an issue arises between the convening of Executive Board Meetings, the Executive Board is permitted to vote by email, provided a quorum of the Board casts an official email vote.

C. Special Membership Meetings

All issues laid before the members at a special general membership meeting shall be carried by a two-thirds vote of the members present

IX. ARTICLE IX

Parent Faculty Club Executive Board

A. Executive Board Members

The elected officers, the Fifth Vice-President (the Principal or Vice-Principal), and the past President as an honorary member, shall constitute the Executive Board. As an honorary member, the past President shall have the right to attend Executive Board meetings and give advice, but shall not have the right to make motions or vote. Unless otherwise noted, all other Executive Board members shall be entitled to make motions or vote.

B. Joint Board Positions

Any office may be jointly shared. In this event, their vote shall be shared at Executive Board meetings.

C. Duties between Monthly Meetings

The Executive Board may exercise the power of the Parent Faculty Club between the regular monthly meetings of the general membership.

D. Vacancies between Elections

The Executive Board shall fill a vacancy occurring in any office between elections as described in Article VI. A. 5., except President, in which case the First Vice-President would become President.

E. General Expenditures and Emergency Expenditures

The Executive Board shall incur indebtedness only for the ordinary and current expenses of the Parent Faculty Club, as outlined in the approved budget, providing however, that in any case of an emergency, the Board shall incur obligations and/or debts for the Parent Faculty Club not to exceed \$1,000.00.

F. Executive Board Meetings

Parent Faculty Club Executive Board meetings shall be called once a month by the President (For voting, see Article VIII Section 1B.)

G. Duties of the Parent Faculty Club Executive Board

The Executive Board shall outline all activities for the organization for the year and shall conduct such business for the organization as may be necessary for the successful execution of the planned activities.

The Executive Board shall be empowered to transact routine business and make recommendations to the membership on matters of major concern.

X. ARTICLE X

Committees

A. Roster of Committees

The roster of committees shall be determined annually by the Executive Board (sample attached).

B. Appointment of Committee Chairpersons

The chairpersons of the standing committees and other temporary committees that the Parent Faculty Club Executive Board deem necessary, shall be appointed by the officer overseeing the committees as outlined annually in the roster.

C. Joint Committee Chair Positions

Any committee chair position may be jointly shared.

D. Location and Description of Chairperson Job Descriptions

Job descriptions for chairpersons of standing committees are kept on file in the School Office, and with the President and the Recording Secretary of the organization. In addition, each current standing committee chairperson shall maintain a job description as part of the permanent record of that position, which shall be updated annually. Further instruction from the Executive Board shall be made when deemed necessary.

E. Committee Expenditures

All committee chairpersons shall submit to the Executive Board a report of actual expenditures and income from any activity or event they have overseen for purposes of developing the next fiscal year's budget.

XI. ARTICLE XI

Annual Budget

A. Length of Fiscal Year

The fiscal year shall be July 1 through June 30.

B. Members of the Budget Committee

The budget committee shall consist of the outgoing and incoming Executive Boards. The budget committee shall consist of the current Executive Board, and, if applicable, any newly-elected members of the Executive Board for the following fiscal year.

C. Approval of Budget

At the direction of the Executive Board, the budget committee shall prepare budget for the upcoming fiscal year. This proposed budget shall be submitted for approval at a general membership meeting prior to the end of the fiscal year. The approved budget shall then be presented at the general membership meeting in September.

1. Exception for 2009-2010 school year

To ensure continuity, a one-time exception will be made for the 2009-2010 school year allowing approval of a portion of the 2010-2011 budget ahead of the June meeting. The portion of the budget concerns continuation of salaried positions (teacher aides, psych intern, computer lab aide) at the same or lower level of funding. Funding of these positions will be based on the expressed needs of the school and a best approximation of the total 2010-2011 budget. The decision to continue funding of these positions will be decided after a vote in the regular April general meeting.

D. Content of Budget

The approved budget shall show estimated itemized costs of all events and activities, as well as estimated income from these events and activities.

The approved budget shall show a balance of income and expenditures.

XII. ARTICLE XII

Assets

A. Proper Distribution of Assets

No part of the net income of the Mt. Diablo Elementary School Parent Faculty Club shall ever be distributed to or used to benefit its members, officers, or other private persons except that the organization shall be empowered to make reasonable compensation for services rendered and to make payments and distribution in accordance with the exempt purpose for which it was formed.

B. Dissolution of Organization

If at any time the Mt. Diablo Elementary School Parent Faculty Club should dissolve, the property of this organization shall be irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons.

C. Distribution of Assets upon Dissolution

Upon the dissolution or winding up of the organization, its assets remaining after payments, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

D. Carryover Funds

1. Money used for Strategic Plan

Any monies carried forward from one fiscal year to the next must first be used towards funding the prioritized items on the PFC's Strategic Plan. This plan is created from the input of the teachers, staff, parents, the Executive Board, and the general membership. Items are prioritized through consensus and subject to approval annually by the general membership at the budget review and approval meeting.

2. Additional Carryover Funds

Any further carryover funds may be used in any capacity as described in Article XII, Section A of the bylaws. The Executive Board is required to develop and vote on a budget plan for the additional carryover funds. If the carryover funds are available at the end of a fiscal year in which there has been an election of new officers, both the outgoing and incoming Board members shall vote on the carryover budget. The general membership shall approve the carryover budget at the next general membership meeting. If not approved, the incoming Executive Board shall be solely responsible for modifying the carryover budget as suggested by the General Membership.

E. Auction Funds

At no time will monies collected from the auction be mandated to go to any specific cause or category with the exception of the cash paddle raise, which will fund an item or items voted on by the general membership.

F. Request for Funds by General Membership

Any request for funds by an individual of the general membership must be made in writing to the President no later than 72 hours prior to an Executive Board meeting to be presented at the following general membership meeting. Confirmation of receipt will serve as the beginning of this time period.

G. Treasurer's Reserve Account

The Executive Board is hereby required to maintain a treasurer's reserve account, which will be held as funds to be used at the discretion of the Executive Board up to the amount of \$2,500. Requests for funds to be used in excess of that amount will be at the discretion of the general membership, which will require a two-thirds vote of the majority. The amount held in the Treasurer's Reserve account will be selected by the Executive Board each year and approved by the general membership at the budget review and approval meeting in May.

XIII. ARTICLE XIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Mt. Diablo Elementary School Parent Faculty Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Parent Faculty Club may adopt.

XIV. ARTICLE XIV

Amendments of Bylaws

These bylaws may be amended by a two-thirds vote of the general membership present at any general membership meeting, provided that the substance of the proposed amendment shall have been made available to the general membership at least 15 days prior to the voting of it at a general membership meeting.

XV. ARTICLE XV

Political Limitation Clause

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislating, except for matters pertaining to our school, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

XVI. ARTICLE XVI

Non-Profit Status

Mt Diablo Elementary School Parent Faculty Club became a California non-profit organization on September 1, 1988.