

**Valhalla Parent Faculty Association  
A California non-profit Corporation**

**Bylaws**

**Article I Name and Purpose**

Section 1: The name of this association will be the Valhalla Parent Faculty Association (VPFA).

Section 2: The purpose of this association shall be to promote the well-being of the children and to encourage cooperation and understanding between parents and faculty.

Section 3: This association shall be non-profit and non-partisan.

**Article II Membership**

Section 1: Membership shall be open to any adult whose child or ward is a student at Valhalla Elementary School and to members of the faculty and the administration of the school.

Section 2: There will be no annual dues. Financial contributions are encouraged through participation in fund raising activities.

**Article III Officers**

Section 1: The elected officers of the association shall be a President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.

Section 2: Appointed officer shall be an ex-officio. This officer shall be appointed by the President with the approval of the Executive Board and will not represent a voting position on the Board of Directors.

Section 3: The term of office shall be one year from July 1 to June 30. No elected officer shall be eligible to run for the same office more than two consecutive terms.

**Article IV Duties of the Officers**

Section 1: The President shall preside at all meetings and shall call all meetings of the Executive Board and the Board of Directors. The President shall designate the appointed Officers and Directors of Standing Committees with the approval of the Executive Board, shall appoint all special committees, and be ex-officio member of all committees, except the nominating committee. The President shall make an annual report to the membership at the last meeting of the year. The President shall countersign all checks drawn by the Treasurer. The President and the Principal shall coordinate association policies to fit school policies and present changes to the Board of Directors for approval.

Section 2: The 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. The Vice President shall coordinate all activities of the standing committees.

Section 3: The Treasurer shall receive all money of the association, keep an accurate account of all the receipts and disbursements, make a monthly report to the Board of Directors and at each General Membership meeting, as well as a year-end report at the joint Executive Board and Board of Directors meetings. The Treasurer shall payout all money of the association by check signed by the Treasurer and countersigned by the President, or, in his/her absence, by the Vice-President, the Recording Secretary or the Corresponding Secretary. The money of the association shall be kept in a bank approved by the Board of Directors. The fiscal year shall be from July 1 to June 30.

Section 4: The Recording Secretary shall take and report minutes of regular and special meetings of the association, the Executive Board, and the Board of Directors; and shall distribute copies of same to the members of each group respectively, prior to the next meeting.

Section 5: The Corresponding Secretary shall read and answer all communications and shall carry on such correspondence as directed by the President and the Board.

#### **Article V The Executive Board and the Board of Directors**

Section 1: The Executive Board shall be composed of the elected officers and one representative of the faculty/administration board members.

Section 2: The Board of Directors shall be composed of the elected officers, the nonvoting appointed officers, the Directors of the Standing Committees, the previous term President, the Valhalla School Principal, two teachers elected by the Valhalla teaching staff and a parent representative from each grade level. In the absence of the previous term President, that voting position will be filled by the previous term Vice-President, Treasurer, Recording Secretary, or Corresponding Secretary, respectively.

#### **Article VI Duties of the Executive Board and the Board of Directors**

Section 1: The Executive Board shall outline the work of the association for the year and shall conduct such business for the association 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.

Section 2: The Board of Directors shall be responsible for approving the major plans, expenditures and business decisions necessary for the execution of planned activities.

Section 3: The Board of Directors shall fill any vacancy occurring in any office between elections, provided that the Vice-President shall become President in the event of vacancy in that office, and the office of Vice-President shall then be filled by appointment by the board.

## **Article VII Directors of the Standing Committees and their duties**

Section 1: There shall be the following Directors of the Standing Committees appointed by the President and approved by the Executive Board: Director of Educational Services, Director of School Services, Director of Association Services and Director of Fund Raising. Standing Committee Directors will work in coordination with each other.

Section 2: The Director of Educational Services shall coordinate all activities that the association provides for the educational enhancement of the regular school program. This may include, but is not limited to, After School Enrichment, Assemblies, Library, and Classroom Volunteers.

Section 3: The Director of School Services shall coordinate all activities that the association provides for the daily activities and programs of the school. This may include, but is not limited to, Emergency Preparedness, Garden, Ecology and Nature programs, and School Directory publication.

Section 4: The Director of Association Services shall coordinate all activities that the association deems necessary for the regular carrying on of its business. This may include, but is not limited to Hospitality, Valhalla Voice Editor and staff and Volunteer Coordination.

Section 5: The Director of Fund Raising shall coordinate all activities that the association deems necessary for raising money to carry out its purpose. This may include, but is not limited to Student Investment Fund, Spiritwear Sales, Book Fair and Annual Fundraiser Events.

## **Article VIII Meetings**

Section 1: Regular Executive Board and Board of Directors' meetings will be held throughout the school year. A special Board of Directors meeting may be called with one week written notification to the Board of Directors and public posting at the school at least one week prior to such meeting. The General Membership is encouraged to attend all Meetings.

Section 2: The first Executive Board meeting shall be held in August or prior to school opening. The purpose will be to prepare a yearly budget and program, in consultation with the Directors of the Standing Committees and other necessary people, for presentation to the General Membership at its first meeting.

Section 3: Closing Joint Executive Board meetings and Board of Directors' meetings will take place in June. The purpose of these meetings will be to facilitate the transfer of responsibilities. The Treasurer shall present the year-end financial report.

Section 4: General Membership meetings will be scheduled by the Board of Directors, with a minimum of two meetings a year. Notice of all General meetings will be conveyed to the membership at least one week prior to each meeting.

Section 5: The first General meeting of each school year shall include a presentation of the proposed budget for acceptance by the General Membership. There will also be a review of the year's program and review of the Bylaws.

Section 6: Election of officers will be held in the May General Membership meeting.

Section 7: The last General meeting of each school year shall include a comprehensive Treasurer's report. A yearly audit may be requested by the General Membership or as deemed necessary by the Board of Directors.

### **Article IX Nominations and Elections**

Section 1: A nominating committee shall be selected by the March meeting of each year. Members of the nominating committee shall consist of three persons from the Board of Directors, excluding the President, and two persons from the General Membership. The President shall appoint the members, with the approval of the Board of Directors.

Section 2: It shall be the duty of the Nominating Committee to nominate one or more candidates for each elected office for the coming year. All candidates shall be members of the association. It is recommended that nominees for the position of Treasurer should have a financial background. An officer may not hold the same office for more than 2 consecutive terms. The Nominating committee report shall be published for the General Membership at least two weeks prior to election. Nominations will also be taken from the general membership, with the written consent of the nominee, up to one week prior to the election. Changes will be published.

Section 3: The election of officers shall be at the general meeting in May. Nominees running unopposed will be affirmed at the meeting. If there is more than one candidate for an office, a ballot will be published at least 1 week prior to the May general membership meeting. Votes are to be turned in to the classroom at least one day prior to the general membership meeting in a signed envelope. The Nominating Committee will tally the votes and announce the winner(s) at the May meeting.

Section 4: The association shall operate on a school year basis. The term of office is from July 1 to June 30.

### **Article X Voting Rights and Quorums**

Section 1: Each position on the Executive Board shall have an equal vote. Two thirds of the Executive Board constitutes a quorum. A simple majority of the positions represented at an Executive Board Meeting is required to carry a vote.

Section 2: Each position on the Board of Directors shall have an equal vote. The-number of positions represented at a Board of Directors meeting shall constitute a quorum. A simple majority of positions represented is required to carry a vote.

