

BY-LAWS
Parents for Summerland Foundation
aka
PARENTS FOR SUMMERLAND (PFS)
A California Nonprofit Unincorporated Association

As of December 13, 2013

ARTICLE I NAME

The name of this organization shall be Parents for Summerland Foundation, also known as **Parents For Summerland (PFS)**.

ARTICLE II PURPOSE

The purpose the **PFS** is to:

- Enrich and enhance education of the students; to strengthen communication between parents and staff; to encourage parent participation; to promote school spirit and to host activities at the **Summerland Elementary School (SES)**.
- The purpose of this organization shall be to encourage parent involvement within **SES** and to be a host organization between students, parents, and the community.
- Support the education of students at **SES** by adding additional financial support to the staff and administration as necessary.

ARTICLE III GENERAL MEMBERSHIP

Membership in **PFS** is available to any parent or other legal guardian of current **SES** students, teachers, and administrative officials of the school. At the discretion of the board, non-voting community memberships may be made available to others wishing to support PFS. This organization does not discriminate on the basis of race, national origin, gender, color or sex.

Section 1. Voting

Members in good standing hold voting powers. Board members are elected and approved by the general membership.

Section 2. Quorum

At any meeting of the general membership, five (5) PFS members—at least two (2) of whom must be Board members—constitute a quorum. Except as expressly provided otherwise, any action approved by a majority of the members present at a properly convened meeting of the organization shall constitute the action of **PFS**.

Section 3. Code of Civility

Collectively and individually, the members of **PFS** will conduct business in a respectful and courteous manner, and in a way that will generate respect and credibility for the organization. Members will abide PFS meeting procedures and rules in order to create a safe and effective environment for conducting business. Failure to abide by the Code of Civility may result in termination of membership.

Section 4: Termination of Membership

- a. Membership will terminate on occurrence of any of the following events:
 - (a) Resignation of the member
 - (b) Members whose children are no longer students at **SES**; or teachers, and administrative officials of the school who are no longer employed at **SES**
 - (c) Any event that renders the member ineligible based upon the good faith determination by the Board, or a committee authorized by the Board to make such a determination, that the member has failed in a material and serious degree to observe the rules of conduct of the organization, or has engaged in conduct materially and seriously prejudicial to the corporation's purposes and interests

- b. If grounds appear to exist for termination of membership, the following procedure will be followed:
 - (a) The Board will give the member at least fifteen (15) days' prior notice via mail of the proposed termination and the reasons for the proposed termination
 - (b) The member will be given an opportunity to be heard, either orally or in writing, at least five (5) days before the effective date of the proposed termination
 - (c) The decision of the Board or authorized committee will be final

ARTICLE IV BOARD MEMBERSHIP AND ROLES

Section 1. Officers

The officers shall be a president, vice president, secretary, and treasurer.

- a. **President:** The President shall collaboratively
 - a) compose the agenda and run meetings
 - b) appoint, oversee and provide guidance to all standing committees
 - c) act as liaison with school administration and teachers
 - d) represent SES at district, county and state meetings and conferences
 - e) assist with the fundraising activities
 - f) assist the Treasurer with record keeping
 - g) individually sign all checks and obligations authorized by the board and as required by the treasurer

b. Vice President: The Vice President shall:

- a) assist the President as needed
- b) assist in overseeing and supporting existing programs
- c) run PFS meeting in the absence of President

c. Treasurer: The Treasurer shall:

- a) have charge and responsibility for all funds and securities of the PFS
- b) keep regular books and accounts for the orderly management of PFS fund
- c) sign all checks authorized by the board (along with a second authorized signee)
- d) present monthly financial reports to the board and to the general membership (upon request) using an agreed upon bookkeeping system
- e) file all required forms and reports

d. Secretary: The Secretary shall:

- a) attend all meetings in order to keep minutes of all meetings of the board and general membership
- b) prepare and publish meeting notices and meeting agendas (along with the President); prepare and publish other notices as needed
- c) conduct general correspondence
- d) sort mail

Section 2. Nominations and Elections

Elections shall be held annually at the last meeting of the school year. Nominations will be made from the floor and shall be made and seconded by individual PFS members other than the candidate. Voting shall be by voice vote for uncontested positions. If more than one person is running for an office, a ballot vote shall be taken. If elections are not held in the last meeting of the school year, for whatever reason, they shall be held at the first meeting in the new school year.

Section 3. Terms of Office

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office, unless no other candidate for the position is nominated and elected.

Section 4. Vacancies

In the event of any vacancy on the PFS board, the vacancy shall be filled by the appointment of the majority vote of the board. The new board member shall assume his/her duties immediately, and shall serve until the expiration of the original term for that position.

Section 5. Absenteeism

More than three (3) consecutive absences of a board member from regular meetings may constitute a resignation. A resignation may be waived at the discretion of the board upon written explanation.

Section 6. Resignation

Board member shall give two (2) weeks notice in writing of their intent to resign membership. This must be submitted in a regularly scheduled PFS meeting. This resignation procedure may be waived at the discretion of the board upon written explanation.

Section 7: Termination of Board Membership

Termination of Board Membership will follow the guidelines and procedure as stated in Article III, Section 4: Termination of Membership.

ARTICLE V MEETINGS/ ORDER OF BUSINESS

Section 1. Regular Meetings

PFS shall meet regularly from August through June on a schedule established at the first meeting of the school year. Meeting times and locations may be revised at the previous meeting or by the board when necessary. The length of the meeting shall be determined by a board prepared agenda.

The order of business at all meetings shall be stated in a written agenda as follows, unless otherwise directed by the President:

1. Reading and approval of minutes of preceding meeting
2. Reports of Teachers and Principal
3. Reports of committee chairs
4. Unfinished business (Old Business)
5. New Business
6. Adjournment

Section 2. Emergency meetings

In the event that any member requests a meeting other than regularly scheduled, said person shall notify the President and may contact board members. If the majority of the members concur on need, a meeting shall be called upon consensus of time and place. Said member must be present at the meeting and an agenda presented. The President can call an emergency meeting as he/she deems appropriate.

ARTICLE VI COMMITTEES

Section1. Committee Membership

Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

Section 2: Standing Committees

The following committees shall be held by the organization:

- a) Jog-a-thon
- b) Fall Festival
- c) School Play
- d) Fundraising
- e) School Socials

Section 3. Additional Committees

The board may appoint additional committees as needed.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. Membership: The Executive Board shall consist of the officers.

Section 2. Duties: The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings: Regular meetings shall be held monthly or bi-monthly as needed or as deemed necessary by board members. Notification of meeting times, date, and place will be sent within 72 hours of scheduled meeting. Special meetings may be called by any two board members, with 24 hours notice.

ARTICLE VIII FINANCES

Section 1. Budget and spending: A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present. The board shall approve all expenses of the organization.

Section 2. Banking: All funds shall be kept in a checking account in the name of PFS. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall include at least 3 board members: the president, treasurer, vice president and/or secretary.

Section 3. Reporting and Balance: The treasurer shall keep accurate records of any disbursements, income, and bank account information. The treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The organization shall leave a minimum balance of \$5,000 in the treasury at the end of each fiscal year.

ARTICLE IX COMMUNICATION

There shall be open communication among PFS members and the community. Suggestions or concerns may be voiced to board members or sent to PFS email. Each group comprising the educational community (Administration, teachers, other professional staff, parents and students) shall be regularly informed about PFS tasks and provided the opportunity to express opinions related to those tasks.

ARTICLE X AMENDMENT OF BYLAWS

The bylaws may be altered, amended or added to by the affirmative vote of a majority of the board or the membership at any duly called meeting of the members, provided notice of the meeting shall contain a statement of the proposed amendment.

CERTIFICATION OF BYLAWS

I, _____, do hereby certify that I am the duly elected, qualified and acting President of PFS and that the above foregoing Bylaws constitute the Bylaws of said organization as duly adopted at a regular meeting of the Board of Directors thereof duly held on December 13, 2013. IN WITNESS THEREOF, I have hereunto subscribed my name:
