



# Pioneer Elementary School Parent's Club

Tax ID# 11-3720605

## Article I – Name

The name of this association is Pioneer Parent's Club, a non-profit organization located in Brentwood, California in the county of Contra Costa and affiliated with the Brentwood Union School District.

## Article II – Purpose

The purpose of the Pioneer Parent's Club is to support Pioneer Elementary School's vision to put students first. We will achieve this by:

- Treating everyone with kindness and respect
- Fostering a welcoming atmosphere for all
- Supporting the efforts of Pioneer Elementary School staff
- Providing opportunities to enhance the quality of education and overall Pioneer student experience

## Article III – General membership

### Section I – Eligibility

Membership of the Pioneer School Parent's Club is open to any parent/guardian(s) of student(s) attending Pioneer Elementary School. Membership is automatic to parent(s)/guardian(s) of student(s) attending Pioneer Elementary and payment of dues is not required.

### Section II – Inspection Rights

Records of the Association shall be available for inspection by any member upon request. Such request must be submitted in writing to the Pioneer Parent's Club. A meeting will be scheduled with an Administrative Board Member and the school's principal.

## Article IV – Board membership

### Section I – Composition of the Board

The Board shall consist of Elected Officers and Board Representatives. The Elected Officers shall consist of a minimum of a President, Vice President, Secretary, Treasurer and Fundraising Coordinator. The following positions will also be Elected Officers: Public Relations, and Volunteer Coordinator. The Board Representative shall be the site Principal or Vice Principal or both, if desired. All board members shall vote on matters of the Association. The Board may, at their discretion, have any past board member(s) serve as Board Advisor upon agreement of all Board Members. Elected officers who have children leaving the school may run for any open position announced at the end of the school year. Nominees running unopposed shall assume the desired office upon the closing of nominations. In the event of multiple candidates, the option to co-chair the position will be given. If co-chairing is not desired, an election will be held for the entire membership.

### Section II – Qualifications for the Board

1. Every Board Member must follow the Board Member Code of Conduct. See Attachment 1.





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2. School district administrators should not hold any office or position that includes financial responsibility, financial oversight or expenditure approvals.
3. Board members cannot benefit personally as a result of their position.

## Section III – Election of Officers

1. Open Elected Officer positions shall be announced at the Parent's Club General Meeting that takes place in April.
2. Instructions for running for an open Board Member position will be given in writing at the March Parent's Club Meeting.
3. Nominations will be accepted for a determined period of time. Instructions will include a deadline for the nomination period.
4. Elections will follow and newly elected Board Members will be introduced during the May Parent's Club General meeting.
5. Nominees running unopposed shall assume the desired office when the nomination process closes. In the event of multiple candidates, the option to co-chair the position will be given. If co-chairing is not desired, an election will be held for the entire membership.
6. If a position remains unfilled after the election, it shall be considered a vacant office. Attempts will continue to be made to fill the vacancy.

## Section IV – Term of Office

1. All Board positions are two-year terms.
2. No Board Officer shall be eligible to run for the same office for more than two consecutive terms.
3. Board Officers shall assume their duties at the beginning of the new school year.

## Section V – Removal and Resignation

1. Board members are expected to attend board and general meetings in person whenever possible. A zoom option will be provided in the event an in-person meeting is not possible. Any board officer who is absent from three consecutive board and general meetings shall be dropped from the membership of the board unless excused by a 2/3 vote by the board.
2. If in the judgement of the Board, a Board Officer is not fulfilling the duties of the position, the Board Officer may be removed by a two-thirds vote of the board and shall be notified in writing of this action.
3. At the Annual Planning Meeting, a preliminary calendar of next's years events will be voted on. At that time, the board will outline and vote on which events are mandatory. Any board officer who is absent from two consecutive mandatory





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events shall be dropped from the membership of the board unless excused by a 2/3 vote by the board.

4. All board members are expected to remain neutral on divisive issues when acting in an official board capacity and should refer questions and comments of that nature to school administration. Active board members must publicly conduct themselves as individuals (for example at a school board meeting) and not as representatives of the Parent's Club or Parent's Club board unless explicitly approved to do so in advance by both the board and school administrators. Any board officer who fails to observe this expectation shall be dropped from the membership of the board by a majority vote.
5. Any Board member wishing to resign should submit a Letter of Resignation to the board.

## Section VI – Vacancies

Any vacancy shall be announced school-wide with a call for volunteers to fill the vacancy for the remainder of the term. If a vacancy occurs in the Office of President, the Vice President shall serve as the President for the completion of the term.

## Section VII – Voting

1. Every voting Board Member shall have one vote. In the event of a tie vote, the decision shall be put on hold until absent members can be polled.
2. Two-thirds of the Board Members shall constitute the quorum necessary for holding board meetings.
3. Decisions are made by a majority vote of those present.

## Section VIII – Duties of the Board

1. It shall be the duty of the **President** to:
  - a. Preside over all General and Board meetings of the Parent's Club.
  - b. Appoint all committee chairpersons, subject to approval of the Board.
  - c. Oversee all plans required for the year.
  - d. Approve all monthly newsletter content and outgoing phone message content.
  - e. Call an emergency Board meeting, if necessary.
  - f. Approve all website content and changes.
  - g. Meet with the site Principal whenever requested and at the scheduled monthly meeting.
  - h. Attend (or have a substitute) attend the BUSD Parent Advisory Meeting six times annually.
  - i. Be a signer on the Tri-Counties Bank account.





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2. It shall be the duty of the **Vice President** to
  - a. In absence of the President, assume all duties of the President.
  - b. Assist the President whenever necessary.
  - c. Arrange for General Meeting speakers, as requested by the President or Principal.
  - d. Assume the office of President if s/he chooses for the following two-year term.
  - e. Be a signer on the Tri-Counties Bank account.
  - f. Prepare the monthly Parent's Club newsletter. PR to approve final before distribution.
  
3. It shall be the duty of the **Secretary** to:
  - a. Record the attendance at each meeting as well as help maintain a timely and on-track meeting.
  - b. Record and retain accurate minutes for all Board and General meetings and forward to the site representative to post on the website.
  - c. Provide correspondence on behalf of the Parents Club, including thank you notes to vendors, sponsors, etc.
  - d. Retain a current copy of the Mission Statement and By-Laws.
  - e. Guide the Board in following the By-Laws.
  
4. It shall be the duty of the **Treasurer** to:
  - a. Work with the Executive Board to develop an annual budget and disperse of funds of the Association as directed by the Board.
  - b. Be responsible for filing all necessary reports required by the CA State Franchise Tax Board and the IRS
  - c. Assure the retention of financial records for seven years, to the best of their abilities and the previous Treasurers.
  - d. Be the main signer on the Tri-Counties Bank account.
  - e. Authorized custodian of all funds of the Parent's Club and one of the three officers required for the Executive Board.
  - f. Complying with all financial deadlines, and preparing records for an annual audit
  - g. Keep accurate and permanent records of financial books and ledger. Not limited to bank accounts, budget, all deposit slips and disbursements of the organization
  - h. Treasurer shall keep financial books of account and records available for inspection with the presence of an authorized Executive Board Member and an Executive representative of Pioneer Elementary School. Requestor must set appointment with an Executive Parent's Club Board Member.
  - i. Receive, verify and deposit all moneys for the organization and maintain records via receipts, deposit slips and/or copies of spreadsheets. Deposits





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- shall be made in the established Parent's Club bank accounts and approved by an Executive Board member.
- j. Process all accounts payable, all must have the original signed pre-approval and authorization signature(s) by an Executive Board member to pay.
  - k. Only Treasurer and Co-Treasurer shall write all the checks to secure two signatures from the signing authorities. Any two of the following are signatory on file at the authorized bank. The current Board President, or current Board Vice President and current Pioneer Administrative Assistant for Pioneer Elementary School.
  - l. Keep the board members informed of expenditures as they relate to the budget adopted by the current Parent's Club.
  - m. Present and distribute a statement of account at every Parent's Club Board meeting and make it available at the monthly Parent's Club General meeting.
  - n. Create and complete an annual financial report, which includes gross receipts and disbursements for the school year. It must be presented at the end of the year's Parent's Club Board meeting and the beginning of the year meeting.
  - o. Any expense or reimbursement must accompany a duly filled reimbursement form along with the receipts. The Treasury shall not process any incomplete claims.
5. It shall be the duty of the **Public Relations Officer** to:
- a. Provide information regarding the Parent's Club and/or school events to the media.
  - b. Maintain the marquee board with timely and requested updates for the Parent's Club/Admin
  - c. Assure duplication and distribution of any send home notices from the Association, when requested.
  - d. Maintain Parent's Club social media account(s). For consistency, any social post must be approved by PR in advance. PR shall respond to any questions asked on the page(s). Page(s) will be monitored regularly M-F from 8am to 5pm.
  - e. Maintain school Marquee
  - f. Maintain PR email account(s). Emails will be monitored regularly M-F from 8am to 5pm when school is in session.
  - g. Maintain Parent's Club Website. Content to be approved by the board prior to publishing.
  - h. Approve the monthly Parent's Club newsletter from the Vice President prior to distribution.





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6. It shall be the duty of the **Fundraising Coordinator** to:
  - a. Research and recommend desired fundraising programs to the board.
  - b. Upon approval of the Board and Principal, plan the details and execution of chosen events.
  - c. Manage outgoing fundraisers.
7. It shall be the duty of the **Volunteer Coordinator** to:
  - a. Maintain all lists of volunteers for Parent's Club events and fundraisers.
  - b. Provide lists of volunteers to committee chairperson(s) of each event.
  - c. Coordinate the volunteers for school events as needed.
  - d. Be the liaison with the LUHSD high school coordinator and BUSD middle school volunteer coordinators.
8. It shall be the duty of the **Principal/Vice Principal** to:
  - a. Represent the School Administration in matters of the Parent's Club.
  - b. Sign all written contractual facility agreements between the Pioneer Parent's Club and any other association, business, or individuals.
  - c. Approve all correspondence to school community.
9. It shall be the duty of the **Parent's Club Advisor** to:
  - a. Provide support and guidance to the Parent's Club board.
  - b. Assist with Parent's Club functions, events and activities.
  - c. Serve as a link between school staff and the Parent's Club.
  - d. Be a past PC board member.

## **Article V – Meetings**

All meetings will follow Robert's Rules of Order. See Attachment 2.

### Section I – Annual Planning Meeting

1. The annual planning meeting shall be held before the beginning of the next fiscal year.
2. A General Plan/calendar for the coming year shall be set.

### Section II – General Meetings

1. Meetings of the general membership shall be held every month.
2. The Board shall determine the time and location of the meetings.
3. General Membership shall be advised of meeting dates and times at least two weeks in advance.

### Section III – Board Meetings





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1. The Board Officers shall meet at least once a month or as deemed necessary by the President. Additional meetings may be set upon the call of the President or by the request of three Board Officers.
2. All meetings shall be conducted with a quorum.
3. Notice of the meetings must be given to Board Officers two weeks in advance, unless special circumstances exist.
4. Under special circumstances a phone meeting/email meeting or video conference meeting for the purpose of a vote may be conducted if all other criteria have been followed.

## **Article VI – Committees**

The Board shall create committees as required to carry on the work of the Association. The President, subject to the approval of the Board, shall appoint the chairpersons of the committees. The term of office for chairpersons shall be one year, or until completion of the committee's goal.

## **Article VII – Finances**

### Section I – Fiscal Year

The fiscal year of the Association shall begin July 1 and end June 30 of the following year.

### Section II – Monetary Transactions

All monies paid to the Association shall be placed in a General Operating Fund. Disbursements shall be made only upon the authorization of the Board and upon receipt of proper documentation, and shall require a sign pre-approval, and approval from Executive board member for payment. The signature of two authorized signers (Usually the President(s), Vice President, and the Administrative Assistant to the site Principal) shall be required for check payments and debit card transactions.

### Section III – Fundraising

The principal must approve in advance, any fundraising activity. It is recommended that an adult family member, 18 years or older, be present at door-to-door fundraising activities involving students.

### Section IV – Budget

The Board may appoint an independent auditor to audit the financial records of the previous year. The audit would be done at the end of the fiscal year and would be filed with the Brentwood Union School District.

### Section V – Audit

The Board may appoint an independent auditor to audit the financial records of the previous year. The audit would be done at the end of the fiscal year and would be filed with the Brentwood Union School District.

### Section VI – General Liability and Officer Insurance





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The Pioneer Parent's Club Board will budget for the annual premium required for general liability insurance and officer insurance. The policy will be renewed annually through the BUSD insurance carrier, AIM, a copy of the policy will remain on site at Pioneer Elementary School.

## **Article VIII - Amendments of the Article Revision**

These By-Laws may be amended by a two-thirds vote of those present at any General Meeting of the Association. Notice of the proposed change(s) must be posted and made available to all members. A current copy of these By-Laws shall remain on file at the Brentwood Union School District and on the Parent's Club website.

## **Article IX - Dissolution**

Upon dissolution of the Association, any funds remaining shall be distributed to one or more educational equipment purchases to be selected by the Board as defined in Internal Revenue Service section 501c3.

## **Attachment 1 - Code of Conduct**





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The long-term success of any board depends on the competence and integrity of its members and the community, which they represent.

To maintain a standard of excellence, we require that you carefully read, understand and comply with this Code of Conduct. This code represents minimum standards of behavior and performance. The code cannot cover every conceivable type of situation you may encounter as a board member, but it is intended to guide your behavior as you do your job. Together the principles and behaviors will foster an effective and productive Parent's Club board for our school.

**Conduct:** All board members are required to uphold a high degree of integrity with students, guardians, staff and administration. This conduct expectation extends to school and community events when acting as a representative of the Parent's Club.

Always uphold and demonstrate high standards of personal ethics and professional conduct:

- Treat all individuals with dignity and respect
- Be honest and truthful
- Make an effort to be fair with everyone
- Accept responsibility for mistakes
- Encourage a spirit of cooperation

Foster a culture that incorporates guardians, teachers, staff, school administration and other board members as a key value:

- Listen and respond to the school community
- Promote positive relations and a positive image of our school and the Parent's Club
- Inform the school community of future plans, events or activities
- Incorporate feedback from all sources to achieve long-term benefit to the school
- Place the students first and focus on the best interest of the school

Maintain a vision and commitment to improvement:

- Keep an open mind to new and different ways of thinking
- Learn from others
- Seek honest feedback
- Actively seek fresh ideas, activities, fundraisers
- Actively work to improve efficiencies and success year over year

Encourage teamwork, cooperation and collaboration with the Parent's Club and the school community:

- Directly and openly manage conflict
- Acknowledge, celebrate and reward progress, milestones and successes





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- Adapt to meet the changing need
- Respect and appreciate others time

Communicate timely and concise information:

- Keep the school community up to date with accurate information
- Demonstrate active listening – clarify, confirm and summarize
- Encourage appropriate / relevant expression of opinions between all involved parties

Solve problems as a team:

- Obtain information needed to understand and solve the issue
- Analyze alternate solutions
- Collaborate when making decisions
- Take responsibility

Conflict of interest:

- Never use your position, influence and/or knowledge of confidential school or board information for personal gain and/or in lieu of personal agendas.

## **Attachment 2 – Robert’s Rules of Order**

All board members should be familiar with *Robert’s Rules of Order*, which they can find [here](#). Below is a summary:

Robert’s Rules of Order is a manual of parliamentary procedure that governs most organizations with boards of directors.

### **Types of Motions:**

1. **Main Motion:** Introduce a new item





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2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

## **Every Motion Has 6 Steps:**

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

## **Requesting Points of Something**

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

**Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

**Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

**Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

**Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.





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Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

\*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

The following tips and reminders will help chairpersons to run a successful and productive meeting:

- Follow the agenda to keep the group moving toward its goals.





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- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

