

# **COUNTRY SPRINGS ELEMENTARY PARENT FACULTY ASSOCIATION BYLAWS**

## **ARTICLE I           NAME**

The name of this association is the Country Springs Parent Faculty Association (P.F.A.)

## **ARTICLE II           PURPOSE**

The purpose of the Parent Faculty Association of the Country Springs Elementary School (C.S.E.S) shall be: to unite the home and the school; provide for our Children the best academic, physical, and social education; and to stress personal responsibility to family, school, community, and nation.

## **ARTICLE III           MEMBERSHIP**

1. Membership in this organization shall include parents, faculty, and legal guardians of students enrolled at Country Springs Elementary School (C.S.E.S.)
2. Each officer and committee chairperson must be a member of the P.F.A.

## **ARTICLE IV           ELECTION OF OFFICERS**

1. Elected officers of this association shall be President, First Vice-President(s), Second Vice-President(s), Third Vice-President(s), Fourth Vice-President(s), Treasurer, Recording Secretary, Corresponding Secretary, Financial Secretary(s), Auditor, Parliamentarian, and Historian.
2. Nominations for office shall be made by P.F.A. members a minimum of 30 days prior to elections.
3. Elections shall be held at the May General/Association meeting, by a vote of the majority of the members present. Voting is limited to members present. Vote count must be made public. In the case of two or more nominees for the same office, voting shall be done by secret ballot at the association meeting by the members present
4. In the event that there are no run-offs for elected positions, announcement of new officers shall be approved at the May General/Association meeting by the membership and placed into record.

5. Officers shall be elected for a term of one year in the same office and serve no more than two consecutive years in the same office.

a. The new officers shall assume their duties on July 1st.

b. Vacancies in offices shall be filled by the Executive Board.

## **ARTICLE V                    DUTIES OF OFFICERS**

1. The President shall:

a. Coordinate the work of officers and committees of the association in order that the object may be promoted.

b. Preside at all meetings of the association and the Executive Board.

c. Be an ex officio member of all committees, except the nominating committee.

d. Shall attend School Site Council meetings and provide updates to the PFA.

e. May sign checks with either the Treasurer or First Vice-President(s) with the exception of self-reimbursements.

f. Have all newsletter, flyers and/or notices approved by the principal.

2. The First Vice-President(s) shall:

a. Serve as an aide to the President and shall perform the duties of the President in the absence or inability of the President to serve.

b. Serve as program chairperson and coordinator of all volunteers.

c. Sign checks with either the Treasurer or President with the exception of self-reimbursements.

d. Be responsible for coordinating all assemblies, family events, and Red Ribbon Week.

3. The Second Vice-President(s) shall:

a. Serve as an aide to the President and in designated order shall perform the duties of the President in the absence or inability of the First Vice-President(s) to serve.

b. Serve as fund raising coordinator for events occurring September through December.

c. Assist Third Vice-president(s) when necessary.

4. The Third Vice-President(s) shall:

a. Serve as an aide to the President and shall, in designated order, perform the duties of the President in the absence or inability of the Second Vice-President(s) to serve.

b. Serve as fund raising coordinator for events occurring January through June.

c. Assist Second Vice-President(s) when necessary.

5. The Fourth Vice-President(s) shall:

a. Serve as an aide to the President and shall, in designated order, perform the duties of the President in the absence or inability of the Third Vice-President(s) to serve.

b. Serve as an on-going fundraisers coordinator.

6. The Recording Secretary (s) shall:

a. Keep an accurate record of the proceedings of all meetings of the association and the Executive Board in a notebook, which is the legal record of the P.F.A. Federal IRS. guidelines recommend that meeting minutes are kept permanently.

b. Be prepared to refer and present minutes from previous meetings.

c. Prepare a list of all unfinished business for the use of the President.

d. Record all expenditures in the minutes.

e. Keep a current list of the members of the Executive Board and snack schedule.

f. Post the agenda, subject to Principal's direction, in a prominent place on campus, 72 hours prior to the meeting. Distribute minutes to Executive Board members for review 7 days after an association meeting.

g. Establish and maintain an updated P.F.A. notebook for all Executive Board members.

h. All minutes shall be made available to parents upon request.

7. The Corresponding Secretary shall:

- a. Conduct all necessary correspondence of the association (i.e. thank you notes to volunteers and donors) upon authorization of the President, Executive Board, or association.
- b. Notify chairpersons of their appointments.
- c. Notify the Executive Board of upcoming meetings.
- d. Perform the duties of the Recording Secretary in the absence or inability of that officer to serve.

8. The Financial Secretary (s) shall:

- a. Assist Treasurer in depositing and tallying of receipts.
- b. Administer Petty Cash Fund not to exceed \$200.00.

9. The Treasurer shall:

- a. Maintain accurate record of deposits and expenditures of the association.
- b. Administer banking account.
- c. Present for approval at all meetings of the association, a Treasurer's report delineating all activities of income, expenditures, and adjustments or changes.
- d. Post Treasurer's Report after approval, subject to Principal's direction in a prominent place on campus, for the knowledge of those interested, after approval at association meetings.
- e. Make an annual financial report to the association, which includes gross receipts and disbursements, for the year.
- f. Present the association financial books to an auditor for a bi-annual audit and to the CPA for purpose of preparing tax forms.
- g. Sign checks, with the President or First Vice-President(s) with the exception of Self-reimbursements.
- h. Ensure a Board Member and Chairperson are present when counting funds.

- i. All financial records must be completed by July 1st.

10. The Auditor shall:

- a. Obtain the association financial books from the Treasurer for a biannual audit at the end of the calendar year and at the beginning of the new fiscal year (July 1st).
- b. Audit the books, upon resignation of the Treasurer, and at any time deemed Necessary.
- c. Present a written report to the executive Board at the February and August Meetings.

11. The Historian shall:

- a. Assemble and preserve a record of the activities and achievements of the Association.
- b. Serve as custodian of records and other materials pertinent to the history of the association.
- c. Coordinate photography of all school and P.F.A. events.
- d. Purchase photo media and coordinate digital photography processing.
- e. Serve as a coordinator of the Yearbook.

12. The Parliamentarian shall:

- a. Advise officers on bylaws. Keep a copy of the bylaws and updated amendments to bylaws as approved by the Association.
- b. Advise officers on parliamentary procedures.
- c. Chair nominating committee and assist in vote tallying with school principal or assistant principal.

13. Chairpersons of committee are as follows:

- a. Book Fair Coordinator
- b. Room Parent Coordinator
- c. Spirit Wear Coordinator
- d. Hospitality Coordinator
- e. Read-A-Thon Coordinator
- f. 4th Grade Coordinator
- g. 5th Grade Coordinator

h. 6th Grade Coordinator

14. All officers shall:

Upon expiration of term of office or in the case of resignation, each officer shall turn over to the President, without delay, all records, books, and other material pertaining to the office and shall return to the Treasurer, immediately, all funds belonging to the Organization.

## **ARTICLE VI            MEETINGS**

General Meetings:

A minimum of two General/Association Meetings shall be held by order of the Executive Board, unless otherwise ordered by the association or the Executive Board. Meetings shall be called by the Executive Board upon written notice to be sent at least (3) days before the meeting.

2. Executive Board and Member Meetings:

The Executive Board and members will meet the 2nd Tuesday of each school month (Principal and/or President may call additional meetings as needed.)

3 Annual Election:

The General/Association Meeting in May shall be the annual election meeting, at which time officers shall be elected, or in the event that no run-offs are present, new board members shall be announced. Only members (Parents, Faculty, and Legal Guardians) are allowed to place an individual vote.

4. Motions:

The privilege of making motions, debating, and voting shall be limited to members of the association who are present. A majority vote is required to pass any motion

## **ARTICLE VII            EXECUTIVE BOARD**

1. The Executive Board shall consist of officers of the association, school principal, assistant principal and two teacher representatives, all of who shall be members of the association.

2. The Executive Board:

a. Shall transact necessary business between general meetings of the association,

prepare an agenda for the general meeting, and other business which may be addressed to the association.

- b. Shall fill all vacancies in office.
- c. Shall maintain a majority (half + one member) which must include one administrator or administrator's designee being present in order to transact any business at an Executive board meeting.
- d. Shall maintain a simple majority present for any voting.
- e. May authorize the payment of organizational bills, within the limits of the budget approved by the association, and may authorize the payment of unallocated expenditures, from a designated emergency/contingency account that shall not exceed \$1,000.00 per school year. Expenditures from this fund require approval at any monthly meeting.

#### **ARTICLE VII                      COMMITTEE CHAIRPERSONS**

- 1. Committee Chairpersons shall be non-elected members of the P.A. who are appointed by the elected P.F.A. board. The purpose of committee chairpersons is to organize and facilitate events such as the Book Fair, organize volunteers for Room Parent representatives, and hospitality.
- 2. Committee Chairperson may volunteer for a term of one year in the same position, but serve no more than two consecutive years in the same position.

#### **ARTICLE IX                      COMMITTEE MEMBERS**

- 1. Committee members of this association shall serve under the direction of the First Vice-President(s), Second Vice-President(s), Third Vice-President(s), Fourth Vice-President(s), Historian, Hospitality, Room Parent Coordinator, Book Fair, and Spirit Wear Chairperson(s).
- 2. Committee members shall be non-elected members of the P.F.A. who volunteer to assist elected officers and non-elected Committee Chairpersons for specified activities.

Committee members shall serve as helpers to the elected officers and non-elected committee chairs for a term of one year or the length of the committee per the school calendar year.

#### **ARTICLE X                      GOVERNMENT COMPLIANCE**

1. Upon dissolution of this association, after paying adequately for the debts and obligations of the association, the remaining assets shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or scientific purposes, and which has established its tax exempt status under section 501 (C) (3) of the Internal Revenue Code.
2. No part of the net earnings of this association shall ever inure to or for the benefit of or to be distributed to its members, trustees, officers, or other private persons, except that the association shall be empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the exempt purposes for which it was formed. No part of the net earnings of this association shall ever be loaned to any person or persons for any use.
3. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on by an association exempt from Federal Income Tax under section 501 (C) (3) of the Internal Revenue Code of 1954.
4. The association shall follow the laws in the California Corporation Codes 6330-6338 in regards to financial matters.
5. The rules contained in the current edition of Roberts Rules of Order shall be used as guidelines to govern this association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **ARTICLE XI            AMENDMENTS**

These bylaws may be amended by a simple majority vote of those in attendance at any scheduled meeting of the association.

Amendments Approved on: May 18, 2016