

Pueblo Vista Magnet School Parent Faculty Club

Constitution and Bylaws

Article I – Name

The name of this organization is the Pueblo Vista Magnet School Parent Faculty Club (PFC), Napa Valley Unified School District, Napa, California, 94558

Article II – Purpose

Section 1 – For the benefit of the students, the purpose of this organization shall be:

- a. To promote the education and welfare of students in home, school, and community;
- b. To provide a forum for discussion and foster communication between parents, administrators, educators, and the community;
- c. To promote and maintain a collaborative working relationship with the academic and support service staff and other parent/guardians which includes volunteer programs and resources for Pueblo Vista Magnet School;
- d. To promote active participation in school and community activities;
- e. To sponsor projects and events for the benefit of Pueblo Vista Magnet School students and their families.
- g. To raise funds as required to provide for all of the above objectives;
- h. The Pueblo Vista Magnet School Parent Faculty Club does not actively participate in curriculum development nor school administration.

Section 2 – The purposes of this organization are promoted through an educational and social program directed towards parents, school personnel, and the general public; are developed through committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3 – Upon the dissolution of this organization, after paying or adequately providing for all debts and obligations of this Club, the remaining assets shall be evenly distributed to the Pueblo Vista Magnet Program. If the program ceases to exist,

remaining Club assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article III – Policies

Section 1 – The organization shall be noncommercial. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor themes of its officers or representatives in their official capacities shall be used in any connection with a commercial concern.

Section 2 – The organization shall be nonsectarian; no sectarian interest shall be endorsed by it. Neither the name of the organization nor the names of its officers or representatives in their official capacities shall be used in any connection with a sectarian interest.

Section 3 – The organization shall be nonpartisan. No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, 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.

Section 4 – The organization shall not seek to direct the administrative activities of the school and school district or to control its policies.

Section 5 – The organization may cooperate with other organizations and agencies in the cause of student welfare.

Section 6 – The organization is a nonprofit educational organization formed exclusively for the purposes within the meaning of Section 501c (3) of the Internal Revenue Code of 1999.

Article IV – Membership

Section 1 – For the benefit of the students, membership shall be limited to those with a direct concern for the well-being of Pueblo Vista Magnet School students:

- a. Any parent, guardian, or other person standing in “loco parentis” or a direct relative of a child enrolled and attending Pueblo Vista Magnet School.
- b. Each member of the licensed teaching staff working at Pueblo Vista Magnet School.

Section 2 – Membership in the Club provides all members with equal voice:

- a. Any member shall have the privilege of making nominations and serving on committees.
- b. All members shall have the privilege of being a voting member.
- c. The membership year will run concurrent with the school year, from July 1st through June 30th of each year.

Article V – Officers and their Election

Section 1 – The officers of this organization shall be President or Co-Presidents, First Vice President, and Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Historian and a Parliamentarian. The officers shall be elected bi-annually. In the event the Presidency is shared there will be no need for a First Vice President.

Section 2- Nominations for elected officers shall begin at the April meeting. Nominations are to be made at least one (1) month prior to election of officers. The candidate's consent must be obtained before nominations can be made. Only members are allowed to vote. Elections will be held by June meeting.

Section 3 – If there is only one candidate for an office, the ballot may be dispensed with and the elections held by voice vote.

Section 4 – Officers shall serve for a term of (2) years. No elected officer shall be eligible to the same office for more than two (2) consecutive elected terms, unless approved by a two-thirds (2/3) vote of the Executive Board. Officers shall assume their duties on the first day of July. Vacancies in office shall be filled by the President subject to the approval of the Executive Board.

Article VI – Duties and Powers of Officers

Section 1 – The President shall:

- a. Preside at all meetings of the organization and the Executive Board.
- b. Enforce observance of the Constitution and Bylaws.
- c. Appoint officers to positions vacate during the President's term of office, subject to the approval of the Executive Board, and appoint the chairpersons of standing committees.
- d. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Or

Section 2 – The Co-Presidents shall share the duties listed below:

- a. Preside at all meetings of the organization and the Executive Board.
- b. Enforce observance of the Constitution and Bylaws.
- c. Appoint officers to positions vacate during the President’s term of office, subject to the approval of the Executive Board, and appoint the chairpersons of standing committees.
- d. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- e. In the event of death, resignation or removal of one Co-President the Co-President shall assume all duties as President.

Section 3 – The First Vice President shall:

- a. Perform the duties of the President in his/her absence.
- b. Be the official representative of the organization when delegated by the President.
- c. Succeed the President in office in event of death, resignation or removal.
- d. Serve as Ex-Officio member at all committees.
- e. In the event the Presidency is shared there will be no need for a First Vice President.

Section 4 – Second Vice President shall:

- a. Serve in an advisory capacity to the organization.

Section 5– The Recording Secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the organization and the Executive Board.
- b. Prepare and distribute the minutes, in a timely fashion, after all meetings to the Executive Board for their review by email. Once Executive Board has reviewed, make any necessary changes and read at the next meeting for final approval.
- c. Be prepared to refer to minutes of previous meetings
- d. Prepare and maintain a record of the names of the board members.
- e. Keep a current copy of the Constitution and Bylaws.

- f. Perform such other official duties as may be delegated by the President.

Section 6 – The Corresponding Secretary shall:

- a. Conduct the correspondence of the organization and keep on file copies of all correspondence sent and received.
- b. Notify officers of the election and chairpersons of their appointments.
- c. Communicate to approval of all requests to individual teachers.
- d. Perform such other official duties as may be delegated by the President.

Section 7 – The Treasurer shall:

- a. Receive all monies for the organization and deposit them in the name of the organization in checking and saving accounts in a bank approved by the Executive Board.
- b. Disburse monies by check for all bills incurred by the organization, and for all expenditures authorized by the Executive Board.
- c. Keep an accurate and permanent record of all receipts and disbursements.
- d. Be prepared to present a statement of account at each general meeting of the organization and at other times as requested.
- e. Prepare and present to the organization an annual financial statement.
- f. Present all accounts to PFC auditor.
- g. Prepare or cause to be prepared all statements, forms, or returns as may be required by Federal, State, or local taxing authorities.

Section 8 – The Historian shall:

- a. Assemble and preserve a record of the activities and achievements of the organization.
- b. Act as custodian of all records, yearbooks, and other materials pertinent to the history of the organization. Will need to update and transition records to incoming historian at the end of the term.
- c. Prepare and present to the organization and annual historical report at the June meeting.
- d. The PFC to purchase yearbook every year to maintain historical report and coordinate with library to store for future viewing.
- e. Assemble and update PFC information board monthly after each general meeting. Items to include: monthly activities, minutes from previous PFC meeting, newspaper articles, district news, thank you notes. Also update information board once next PFC agenda is published.

Section 9 – The Parliamentarian shall:

- a. Give necessary advice in parliamentary procedure when requested.
- b. "The rules and regulations of this position will follow the guidelines of *Robert's Rules of Order*.
- c. Enforce time limits when necessary and assist with keep meeting running efficiently.
- d. The school Principal serves as Parliamentarian.

Section 10- At the end of the term of office or in case of resignation or removal, each officer or chairperson shall turn over to the successor without delay, all records, books, funds, or other materials pertaining to the office.

Section 11- When an officer fails to perform the duties of the position or fails to attend three (3) consecutive meetings without adequate excuse, the Executive Board may declare such positions vacant.

Article VII – Meetings

Section 1 – General meeting of the organization may be scheduled on the last Tuesday of each calendar month of the school year unless otherwise ordered by the organization or Executive Board.

Section 2- Special meetings may be called by the President, subject to the approval of the Executive Board.

Section 3 – The privilege of holding office, making motions, and voting shall be limited to parent or faculty members of the organization who have been members of the organization for at least thirty (30) days previous.

Section 4 – Ten (10) members shall constitute a quorum at a general meeting. If 10 members are not present at a general meeting, at least 5 Executive Board members can vote on any motion.

Section 5– Time limits may be imposed to keep meetings to a reasonable time frame. If a topic has not been completely addressed, it will be carried over to the next PFC general meeting to allow for resolution.

Article VIII – Voting

Section 1– Voting at general meetings is done after a motion is made, seconded, and discussion, if needed, is held. A vote is taken by a show of hands for those for the motion, against the motion and abstentions.

Section 2 – Voting at Executive Board Meetings is done after a motion is made, seconded, and discussion, if needed, is held. A vote is taken by a show of hands for those for the motion, against the motion and abstentions. Voting must be within Executive Board limits established in Article VIII, Section 5.

Section 3 – Voting between meetings can be accomplished via email. A motion must be put into writing, sent to all Executive Board members. The motion must be seconded, discussion held via email responses to all Executive Board members, and then votes will be recorded via email response. Voting must be within Executive Board limits established in Article VIII, Section 5.

Section 4 – In the event of a tie vote in any voting situation the President or Co-Presidents will cast the deciding vote. In the event of Co-Presidents, they are entitled to one vote between them.

Section 5 – No expenditures, financial or of goods owned by the PFC, shall be made without a vote.

Section 6 – All sponsorships must be voted upon by the PFC.

Article IX – Executive Board

Section 1 – The Executive Board shall consist of officers of the organization and the principal of Pueblo Vista Magnet School or his/her designated representative.

Section 2 – The Executive Board Shall:

- a. Transact necessary business between general meeting of the organization and such other business as may be referred to it by the organization.
- b. Authorize the expenditure of funds within the limits outlined in section 5 below.
- c. Prepare and present to the organization a report at each general meeting.

Section 3 – The Executive Board is subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.

Section 4 – The Executive Board shall meet once a month approximately one week prior to each general PFC meeting, unless otherwise ordered by the Executive Board. Special meetings of the Executive Board may be called by the President and must be called if requested by four (4) members of the Executive Board.

Section 5 – Five (5) members shall constitute a quorum on issues that arise between board meetings. Any issue involving funds may not exceed five hundred dollars (\$500) by quorum vote and must be presented at a board meeting.

Section 6– Minutes for all meetings of Executive Board and general PFC must be reviewed and approved by a two-thirds majority of the Executive Board at the meeting, prior to posting of minutes for general publication and disbursal to Pueblo Vista staff.

Article X – Standing Committees

Section 1– There shall be such standing committees created by the President(s) as may be required to carry on the work of the organization.

Section 2 – Securing committee members shall be the responsibility of the committee chairpersons.

Section 3 – The term of office of the standing committee chairpersons and members shall coincide with the term of current Executive Board members.

Section 4 – Annual reports, including duties and procedures shall be compiled by all chairpersons of standing committees and filed in their respective procedure books.

Section 5 – The organization and the President(s), subject to the approval of the Executive Board, each have the power to create special committees.

Article XI - Fiscal Policy

Section 1– The fiscal year shall be from July 1 to June 30th.

Section 2 – All activities by the Pueblo Vista PFC with the verbal approval from the Principal of Pueblo Vista Magnet School will be covered under the Napa Valley Unified School District’s insurance policy.

Section 3 – The Treasurer and the Principal shall be named signatories on each of the organizations checking and savings accounts. All checks written for the payment of authorized expenditures shall require two signatures, one of which shall be that of the Treasurer.

Section 4 - The PFC will not pay salaries, but can pay stipends at the discretion of the PFC, based upon a written contract. Stipends may not exceed \$1,000 a year and must be accompanied by a written contract. Due to the severe budget crisis, the PFC will make an exception to allow the approval of additional salary hours for underfunded staff positions.

Article XII – Parliamentary Procedure

The rules contained in “Robert’s Rules of Order, Revised” shall govern this organization on all points not covered by this constitution and bylaws.

Article XIII – Amendments

This constitution and bylaws may be amended by a two-thirds (2/3) vote of the members present at any general meeting, provided the proposed amendments shall have been read at the previous meeting.

