

**CONSTITUTION AND BYLAWS
OF THE
CLAYTON VALLEY HIGH SCHOOL PARENT-FACULTY CLUB**

ARTICLE I

NAME

The name of this organization shall be the “Clayton Valley High School Parent-Faculty Club” (CVHSPFC).

ARTICLE II

PURPOSE

The purpose of this organization shall be to promote youth welfare in school, community and home through cooperative effort of parents, teachers and other citizens of the community, and this organization is exclusively for charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

ARTICLE III

POLICIES

This organization shall be educational, non-partisan, non-sectarian, non-commercial and non-political, except in matters affecting the school. Before any political position is taken by the organization, the issue shall be brought to the general membership and two opposite positions shall be presented. The organization shall not participate or intervene in any political campaign (including the publishing and distribution of statements) on behalf of any candidate for public office. Any member may request the recommendation of the Executive Board upon any question falling within the scope of this organization. Notwithstanding any other provision of these Articles, the Clayton Valley High School Parent Faculty-Club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).”

ARTICLE IV

MEMBERSHIP

Section 1. Membership in this organization is available to parents or guardians of students attending Clayton Valley High School, CVHS faculty and staff, and any other person interested in the objectives of this organization.

Section 2. The membership dues shall be set each year by the Executive Board.

ARTICLE V

FISCAL YEAR

Section 1. The fiscal year shall be August 1 through July 31.

Section 2. The Budget Committee shall meet in August. It shall be comprised of the new Executive Board as well as the outgoing President, Treasurer and 1st Vice President. The proposed budget should be presented at the September General Membership meeting for approval. A quorum for the Budget Committee shall consist of the incoming President, Treasurer, 1st Vice President, Recording Secretary and Parliamentarian.

ARTICLE VI

OFFICERS

Section 1. The officers of this organization shall be President, 1st Vice President, 2nd Vice President (who shall be the Principal of Clayton Valley High School), Recording Secretary, Corresponding Secretary, Treasurer, Faculty Representative and Parliamentarian.

- a. The above officers shall be elected by the membership-at-large.
- b. The 2nd Vice President is a non-elected position, as the Principal of the school.
- c. The Faculty Representative shall be selected by the faculty.

Section 2. Each officer, except the 2nd Vice President and the Faculty Representative, shall be a parent or guardian of a student at Clayton Valley High School enrolled for the ensuing year.

Section 3. All officers must be dues paying members with the exception of the 2nd Vice President.

ARTICLE VII

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings and shall be an ex-officio member of all committees, and shall appoint Chairpersons of Standing and Special Committees, subject to approval by a majority of the Executive Board.

Section 2. The 1st Vice President shall act as aide to the President and in his/her absence from a meeting shall perform the duties of President.

Section 3. The Recording Secretary shall keep an accurate record of the proceedings of each meeting and shall be prepared to read on call the record of any business transacted at any former meetings; shall hold on file a copy of this Constitution and Bylaws and Amendments thereto; shall file annual reports of Officers and Committee Chairpersons and assume the duties of Historian of this organization. A copy of the minutes shall be made available, in a timely manner, to the school office for posting.

Section 4. The Corresponding Secretary shall send notices of all meetings and shall write letters as directed by the President.

Section 5. (a) The Treasurer shall deposit all money received in a bank designated by the Executive Board; shall make all disbursements; shall keep an accurate record of all receipts and disbursements; and shall render a monthly report of all financial transactions.

(b) All disbursements shall be effected by check signed by the Treasurer and one of the following two officers: President or 1st Vice President.

(c) The Treasurer must ensure that all annual tax filings for the fiscal year ending on July 31st be submitted by November 15th of the subsequent year. (It is preferable that the outgoing Treasurer and incoming Treasurer work together to file the taxes by August 31st if possible.) If an extension is required, it must be submitted by Nov. 15th for Feb. 15th filing.

(d) An Auditor shall examine the books of the Treasurer on a semiannual basis each year during the months of January and July, and submit a written report to the President within 30 days of his/her findings. The year-end report shall be presented at the first general meeting of the fiscal year.

Section 6. The Faculty Representative shall keep the teachers informed about the activities of this organization.

Section 7. The Parliamentarian shall give instructions in Parliamentary Procedure as required and shall rely on Roberts Rules of Order, Newly Revised, on all points not herein covered. The Parliamentarian shall act as Chairperson for the Nominating Committee. The Parliamentarian shall act as Sergeant at Arms at all meetings.

Section 8. In the event that the Recording Secretary and/or Parliamentarian is/are not present at a general or Board meeting, the President shall appoint a temporary Recording Secretary and/or Parliamentarian for the duration of that particular meeting.

Section 9. All Officers shall maintain a job description as part of the permanent record of that position, to be given to the corresponding incoming Officer. The President shall also maintain a copy of each Officer's job description.

ARTICLE VIII

EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected Officers of this organization. It shall meet as necessary during the school year. Five (5) of the aforementioned elected Officers shall constitute a quorum at Executive Board meetings.

Section 2. The Executive Board shall conduct the affairs of this organization between meetings thereof:

- a. In the event of a vacancy in the office of the President, the Board shall nominate a replacement to be voted on at the next general meeting.
- b. The Board may authorize the payment of bills; it may authorize payment of items not covered by the budget or which exceed a budget item by \$50.00 or more, with a cap of \$300.00 per budget item. Items that exceed this cap must be voted on at a General Membership meeting.

Section 3. The outgoing Executive Board shall meet with and instruct the incoming elected Officers as to their duties at a Joint Executive Board meeting held before the close of the school year.

Section 4. Absence from three consecutive meetings by any Officer, except 2nd Vice President, shall constitute a resignation, subject to approval by two-thirds of the existing Executive Board.

Section 5. Each Executive Board position carries one vote. Officers holding multiple positions have only one vote. Officers sharing a position carry only one vote per position.

Section 6. Five (5) Officers shall constitute a quorum at an Executive Board meeting.

ARTICLE IX

STANDING COMMITTEES

Section 1. The President, subject to approval of the Executive Board, shall appoint all Chairpersons of Standing Committees.

Section 2. A Chairperson and a Co-Chairperson shall represent certain designated Standing Committees on the Executive Board. The President shall, subject to approval of the Executive Board, appoint all Co-Chairpersons of Standing Committees.

Section 3. Job descriptions for chairpersons of Standing Committees are kept on file and with the President and the Parliamentarian of this organization. In addition, each current Standing Committee Chairperson shall maintain documented procedures as part of the permanent record of that position. Further instruction from the Executive Board shall be made when deemed necessary.

- Section 4.
- (a) The Grad Night General Chairperson(s) shall be included as part of the Standing Committee and, therefore, is subject to the provisions in Section 1.
 - (b) The Grad Night General Chairperson(s) shall be required to provide the Executive Board financial updates when requested to do so by the President.
 - (c) The Grad Night Treasurer shall keep an accurate record of all receipts and disbursements and shall render a monthly report of all financial transactions as it relates to Grad Night activities. A copy of the monthly financial report shall be submitted to the PFC Treasurer.
 - (d) All Grad Night disbursements shall be effected by check signed by the Grad Night Treasurer and the Grad Night General Chairperson.
 - (e) A member of the PFC Executive Board shall maintain signatory rights on the Grad Night checking account.
 - (f) All expenses shall be paid by check only; no cash disbursements are allowed.
 - (g) No graduating class may use the PFC's tax ID number for banking purposes after graduation; i.e., no Certificates of Deposit or other investment of funds.
 - (h) In the event of surplus funds, the Grad Night Board shall determine the recipients of the funds and notify the President.

ARTICLE X

NOMINATIONS AND ELECTIONS

Section 1. At the January general meeting, the President shall appoint five people to serve as the nominating committee to nominate the Officers for the ensuing year. The Committee shall consist of the Parliamentarian, one (1) representative from the CVHSPFC membership-at-large, one (1) Executive Board member, other than the President, and (1) representative from each of the two feeder schools (Diablo View and Pine Hollow Middle Schools). Should attempts to fill the latter two positions not be successful, these positions will be filled from the membership-at-large. When the list is complete, the nominations shall be published in the next available newsletter. The committee shall report the nominations at the March General Membership meeting.

Section 2. The election shall be held at the May General Membership meeting. Prior to the election, nominations shall be accepted from the floor. Those elected shall take office at the end of the last General Membership meeting of the school year, with the

exception of the Treasurer, who shall remain in office until the end of the fiscal year, July 31.

Section 3. The Faculty Representative shall be selected by the members of the Faculty and serve as a liaison between the Faculty Senate and the Parent-Faculty Club.

ARTICLE XI

TERMS OF OFFICE

The term of Officers shall be one year. No Officer, except the Principal, may hold the same office more than two (2) consecutive years, unless no other candidate is forthcoming.

ARTICLE XII

GENERAL MEMBERSHIP MEETINGS

Section 1. This organization shall hold 9 monthly General Membership meetings during the school year. Other meetings may be called at the discretion of the Executive Board.

Section 2. Special General Membership meetings may be called by the President upon receipt of a written request by twenty (20) members. The President has forty-eight (48) hours from receipt of this written request to set a date for a Special General Membership meeting. The date of the meeting must be within fifteen (15) days of receipt of this request. Notice of any Special General Membership Meetings shall be made available to dues-paying members at least seven (7) days prior to the meeting date.

Section 3. Seven (7) dues-paying members, with a minimum of three (3) Executive Board members, shall constitute a quorum.

ARTICLE XIII

VOTING

Section 1. All issues arising at a regular or special General Membership meeting shall be carried by a simple majority of votes cast by those dues-paying members present and voting, with the exception of amending the Constitution and Bylaws, (see Article XIV).

Section 2. Each paid membership affords one vote. Additional memberships are available, with a maximum of two memberships per household.

Section 3. All issues laid before the members at a Special General Membership meeting shall be carried by a simple majority vote of those dues-paying members present and voting.

Section 4. (a) Any member may request that a check of the member roles be made to assure voter eligibility.

(b) Any member can request a vote by ballot to ensure anonymity.

Section 5. Notice of any motion to be laid before a Special General Membership meeting shall be made available for all dues-paying members at least seven (7) days before the date of the meeting.

ARTICLE XIV

AMENDMENTS

This Constitution and Bylaws may be amended by a two-thirds vote of the dues-paying members present at any General Membership meeting, provided the substance of the proposed amendment shall have been made available at least fifteen (15) days prior to the General Membership meeting.

ARTICLE XV

ASSETS

Section 1. No part of the net income of the Clayton Valley Parent-Faculty Club shall ever be distributed to or used to the benefit of its members, Officers, or other private persons except that the Club shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in accordance with the exempt purpose for which it was formed. Gifts of appreciation, and condolences, may be presented with approval of the Executive Board.

ARTICLE XVI

DISSOLUTION

Section 1. If, at any time, the Clayton Valley Parent-Faculty Club should be dissolved, the Executive Board shall determine the distribution of all assets, after paying or adequately providing for the debts and obligations of the Clayton Valley Parent-

Faculty Club. The remaining assets must be distributed to a non-profit fund, foundation, or corporation that is organized and operated exclusively for charitable, educational, and/or scientific purposes and that has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

DATE ADOPTED: November 14, 1982
RECORDING SECRETARY: Toshiko Barrett

DATE AMENDED: May 7, 1987
PRESIDENT: Joyce Atkinson

DATE AMENDED: May 3, 1990
PRESIDENT: Marilyn Wollenweber

DATE AMENDED: September 14, 1995
PRESIDENT: Marilynn Fitzgerald

DATE AMENDED: February 8, 1996
PRESIDENT: Marilynn Fitzgerald
PARLIAMENTARIAN: Alice Murray

DATE AMENDED: May 3, 2001
PRESIDENT: Debbie Salhaus
PARLIAMENTARIAN: Steve Zimmerman

DATE AMENDED: January 9, 2003
PRESIDENT: Ester Burdette
PARLIAMENTARIAN: Renaye Johnson

DATE ADOPTED: April 7, 2005
PRESIDENT: Melinda Moore
RECORDING SECRETARY: Carolyn Hartnell
PARLIAMENTARIAN: Polly Henry

DATE ADOPTED: March 9, 2009
PRESIDENT: Dianna Sutherland
RECORDING SECRETARY: Kelly Clough
PARLIAMENTARIAN: Joan Kerr