

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

**ARTICLE I -- NAME**

The name of this organization shall be the "Clayton Valley High School Parent Faculty Club" also known as "Clayton Valley Charter High School Parent Faculty Club", herein referred to as (CVCHS PFC).

**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 Charter 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**

Membership in this organization is available to parents or guardians of students attending Clayton Valley Charter High School, faculty and staff, and any other person interested in the objectives of this organization with no membership fee.

## ARTICLE V – FISCAL YEAR

**Section 1.** The fiscal year shall be July 1 through June 30.

## ARTICLE VI – OFFICERS

**Section 1.** The officers of this organization shall be President, Executive Vice President, (the Principal of Clayton Valley Charter High School (or appointed designee), Vice President of Fundraising, Recording Secretary, Treasurer and Parliamentarian.

- a. The above officers shall be elected by a simple majority of votes cast by those members present and voting.
- b. The Principal of the School is a non-elected position.
- c. The Faculty Representative shall be selected by the Principal.

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

## 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 Executive 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. A copy of the approved minutes shall be made available, in a timely manner, upon request to the Eagle's Eye (or PFC communication venues) for posting.

**Section 4.** The Vice President of Fundraising shall determine the fundraising for the year and manage other fundraising committee chairpersons and efforts.

**Section 5.** The Treasurer shall:

- a. 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. Make sure all disbursements are effected by a check signed by the Treasurer, President or Executive Vice President on the signature card (2 signatures required).
- c. Ensure that all annual tax filings for the fiscal year ending on June 30th 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 July 30<sup>th</sup>, if possible. If an extension is required, it must be submitted by November 15th for February 15th filing. Hiring a tax consultant is acceptable if expenses are approved by the general membership.
- 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 60 days of his/her findings. The year-end report shall be presented at the first general meeting of the school 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 as needed.

**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. Four (4) 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 Executive Vice President shall replace the President 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 the Principal, 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.

## **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 may 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.** The Budget Committee shall meet in the summer before each new school year. It should be comprised of the new Executive Board as well as the outgoing President, Treasurer and Executive 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 no less than 5 of the 6 incoming Executive Board and one or two from the outgoing Executive Board. The incoming President, Treasurer, and Recording Secretary must be present at the budget meeting.

**Section 5.** The Senior Activities Committee must follow these rules:

- a. The Senior Activities Chairperson(s) shall be included as part of the Standing Committee and, therefore, is subject to the provisions in Section 1.
- b. The Senior Activities Chairperson(s) shall be required to provide the Executive Board financial updates when requested to do so by the President.
- c. The Senior Activities 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 senior activities. A copy of the monthly financial report shall be submitted to the PFC Treasurer.
- d. Checks must be signed by the Senior Activities Treasurer or the Senior Activities Chairperson or by the PFC Executive Board member referenced in (e) below.

- e. A member of the PFC Executive Board shall maintain signatory rights on the Senior Activities 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 funds shall remain in the account for the following senior class year. It is recommended to have at least \$2,500 left over for the following senior class year for venue deposit.

## **ARTICLE X – NOMINATIONS AND ELECTIONS**

**Section 1.** At the January general meeting, the President shall appoint three 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 CVCHS PFC membership-at-large, and one (1) Executive Board member, other than the President. 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 April 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, June 30<sup>th</sup>.

**Section 3.** The Faculty Representative shall be selected by the Principal 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 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 all members at least seven (7) days prior to the meeting date.

**Section 3.** Five (5) members, and with a minimum of four (4) Executive Board members, for a minimum of 9 people 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 members present and voting, with the exception of amending the Constitution and Bylaws, (see Article XIV).

**Section 2.** Each member affords one vote as a meeting attendee.

**Section 3.** Any member can request a vote by ballot to ensure anonymity.

**Section 4.** Notice of any motion to be laid before a Special General Membership meeting shall be made available for all 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 members present at any General Membership meeting, provided the substance of the proposed amendment shall have been made available on the PFC website at least seven (7) days prior to the General Membership meeting.

### **ARTICLE XV -- ASSETS**

No part of the net income of the CVCHS PFC 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**

If, at any time, the CVCHS PFC 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 CVCHS PFC. 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: Marilyn Fitzgerald

DATE AMENDED: February 8, 1996  
PRESIDENT: Marilyn 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

DATE AMENDED: January 3, 2013  
DATE ADOPTED: March 5, 2013  
PRESIDENT: Deanne Carlson  
RECORDING SECRETARY: Tawnya  
Martinez  
PARLIAMENTARIAN: Randy J. Bone

DATE AMENDED: February 25, 2014  
DATE ADOPTED: March 18, 2014  
PRESIDENT: Karen Carman  
RECORDING SECRETARY: Tawnya  
Martinez

PARLIAMENTARIAN: Randy J. Bone

DATE AMENDED: March 15, 2016  
DATE ADOPTED: April 19, 2016  
PRESIDENT: Deanne Carlson  
RECORDING SECRETARY: Beth Stagner  
PARLIAMENTARIAN: Juliana Teach