

**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, the community and at home, through cooperative effort of parents, teachers, and other citizens of the community. 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.

- a. 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.
- b. 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.
- c. Any member may request the recommendation of the Executive Board upon any question falling within the scope of this organization.

Not with standing 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, its faculty and staff, and any other person interested in the objectives of this organization with no membership fee.

ARTICLE V – FISCAL YEAR

The fiscal year shall be August 1 through July 31.

ARTICLE VI – OFFICERS

Section 1. The officers of this organization shall be President, Executive Vice President, Principal of Clayton Valley Charter High School (or appointed designee), Fundraising Vice President, 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.

Section 2. Each officer, except the principal, 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 in ex-officio member of all committees, and shall appoint Chairpersons of Standing and Special Committees, subject to majority approval of the Executive Board.

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

Section 3. The 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.

Section 4. The Fundraising Vice President shall facilitate the fundraising efforts for the year and manage emails to volunteers to fundraising committee members.

Section 5. The Treasurer shall:

- a. Ensure that all disbursements are by a check signed by two (2) of the following offices: Treasurer, President or Executive Vice President 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. Ensure that all disbursements are by a check signed by two (2) of the following offices: Treasurer, President, or Executive Vice President.

- c. Ensure that all tax documents are submitted to the Tax Preparer by August 31, if possible. The outgoing Treasurer and incoming Treasurer shall jointly work with the Tax Preparer to file taxes by November 15. If an extension is required, it shall be submitted by November 15.
- d. File the Annual Registration Renewal Fee Report (Form RRF-1) and Annual Treasurer's Report (Form CT-TR-1) on the website at <https://oag.ca.gov/charities/forms>. The Form RRF-1 is due annually on the 15th day of the 5th month after the organization's accounting period ends.
 - a. The Annual Registration Renewal Fee (Form RRF-1) Report (s), together with required renewal fee, for fiscal year(s) ending: 07/31/2019. (Note: Please use the sliding fee scale on the Form RRF-1 and the Total Revenue reported for each filing year to determine the total amount of renewal fee(s) due.)
 - b. Complete copies (with all public schedules and attachments) of the IRS Form 990, 990-PF, or 990-EZ report(s) for fiscal year. (Note: This is only required if the "Total Revenue" is \$50,000 or above. Otherwise, we only require the Form RRF-1 and a fee (if applicable).)
 - c. The Annual Treasurer's Report (Form CT-TR-1) or complete copy (including all public schedules and attachments) of IRS Form 990, 990-PF, or 990-EZ report(s) for fiscal year. (Note: The IRS Form 990-N cannot be used to complete the filing requirement for the year.)
 - d. Please remember to complete all fields of Form RRF-1, answer Questions 1-9, and have an authorized agent sign and date the form. If any "Yes" responses are given, we require a statement on a separate sheet explaining the answer to the question.
 - e. To prevent delays in processing, please attach any payment(s) to a form and note the State Charity Registration Number on the payment. We recommend that any documents and payments are mailed together in one envelope.
- e. An Auditor shall examine the books of the Treasurer annually in July and submit a written report to the Executive Board for the August General Membership meeting.

Section 6. The Faculty Representative shall be selected by the principal and serve as a liaison between the Faculty and CVCHS PFC.

Section 7. The Parliamentarian shall give instructions in Parliamentary Procedure as required and shall rely on Robert's Rules of Order Newly Revised in Brief. on all points not herein covered. The Parliamentarian shall function as Chairperson for the Nominating Committee and as Sergeant at Arms as needed.

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

Section 10. 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, are subject to the provisions in Section 1.
- b. The Senior Activities Chairperson(s) shall be required to provide the Executive Board with financial updates when requested to do so by the President.
- c. . The Senior Activities Chairperson(s) shall keep an accurate record of all monies requested for reimbursement 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. 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).
- e. 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 VIII – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected Officers (defined in Article VI) of this organization. It shall meet as necessary during the school year. Four (4) of the 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 Budget Committee shall meet prior to the Start of the next Fiscal Year. It shall be comprised of the incoming Executive Board (excluding Principal) as well as the outgoing President, Treasurer and Executive Vice President. The proposed budget shall be approved by the incoming Executive Board prior to being presented at the September General Membership meeting for approval.

Section 4. Prior to the start of the Fiscal Year. The outgoing Executive Board shall meet with the incoming elected Officers and review each officer's job description at a Joint Executive Board meeting.

Section 5. 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 (excluding Absent Officer)

Section 6. Each Executive Board position carries one vote. Officers holding multiple positions shall have only one vote. Officers sharing a position shall have only one vote per position.

ARTICLE IX – STANDING COMMITTEES

Section 1. The President, subject to approval of the Executive Board, shall appoint the Chairperson of Standing Committees. including the following:

- a. Auditor
- b. Campus Beautification
- c. Communications
- d. Hospitality
- e. Senior Activities
- f. Webmaster

Section 2. Job descriptions for chairpersons of Standing Committees are kept on file and with the President of this organization. In addition, each current Standing Committee Chairperson shall maintain documented procedures as part of the permanent record of that position. Further instructions from the Executive Board shall be made when deemed necessary.

Section 3. Each Standing Committee Chairperson (or designee) shall provide an update at each General Membership meeting as needed.

ARTICLE X – NOMINATIONS AND ELECTIONS

Section 1. 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.

Section 2. The list of nominees shall be completed by the end of the March General Membership meeting and shall be published on the CVCHS PFC website.

The election shall be held at the April General Membership meeting. Prior to the election, nomination shall be accepted from the floor. Those elected shall take office at the end of the last General Membership meeting of the school year, except for the Treasurer who shall remain in office until the end of the fiscal year, July 31.

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 nine (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, except for amending the Constitution and Bylaws (see Article XIV).

Section 2. Each member affords one vote as a meeting attender.

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 CVCHS PFC 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 the approval of the Executive Board. Gifts of appreciation and condolences may be presented with the approval of the Executive Board.

ARTICLE XVI - DISSOLUTION

In the event of dissolution, the Executive Board shall conduct the dissolution in accordance with state law. 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
SECRETARY: Toshiko Barrett

DATE AMENDED: May 7, 1987
PRESIDENT: Joyce Atkinson

DATE AMENDED: May 3, 1990
PRESIDENT: Marilyn Wollenwebr

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
SECRETARY: Carolyn Hartnell
PARLIAMENTARIAN: Polly Henry

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

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

DATE AMENDED: February 25, 2014
DATE ADOPTED: March 18, 2014
PRESIDENT: Karen Carman
SECRETARY: Tawnya Martinez
PARLIAMENTARIAN: Randy J. Bone

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

~~DATE AMENDED: March xx, 2021.~~
~~DATE ADOPTED: March xx, 2021.~~
~~PRESIDENT: Veronica Miller~~
~~SECRETARY: Gaby De La Vega~~
~~PARLIAMENTARIAN: Marta Vanegas~~

DATE AMENDED: TBD
DATE ADOPTED: TBD
PRESIDENT: TBD
SECRETARY: TBD
PARLIAMENTARIAN: TBD