

Parent-Faculty Club of White Oak Elementary

Bylaws

Revised: April 2017

The White Oak PFC Bylaws shall govern the daily business of the White Oak PFC, and shall be followed by all PFC Executive Board Members, Committee Chairpersons, Committee Members and anyone acting on behalf of the PFC.

Article I Name

Section 1. The name of the organization is “Parent-Faculty Club of White Oak Elementary,” hereinafter referred to as “The PFC.”

Article II Purpose

Section 1. The PFC shall endeavor to further enhance the education and welfare of the students at White Oak Elementary (a public school) by supplementing the curriculum, facilities, supplies and extracurricular programs.

Section 2. The PFC shall serve to coordinate and unify parents, faculty, and interested individuals, to act as a voice of the school in community matters, and to provide a means to develop an understanding between the faculty of the school, including its administrators, and all applicable and appropriate civic, governmental and business organizations.

Section 3. The PFC shall inform the membership of legislation pertinent to the school district.

Section 4. The PFC is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. It is operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 5. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the PFC 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 6. The name and address in the State of California of the PFC's initial agent for service of process is: Principial, White Oak Elementary, 31761 West Village School Road, Westlake Village, CA 91361

Article III Membership

Section 1. Adults eligible for membership shall include all parents or guardians of White Oak students, White Oak faculty and White Oak staff.

Article IV Executive Board

Section 1. The elected officers of the PFC Executive Board shall be:

- A. President
- B. Vice President of Academic Affairs
- C. Vice President of Fundraising
- D. Vice President of Social Functions
- E. Vice President of Community Relations
- F. Vice President of Communications
- G. Direct Donation Chairperson
- H. Parliamentarian
- I. Principal
- J. Room Parent Coordinator
- K. Secretary
- L. Auction Fundraiser Chairperson
- M. Teacher Representative
- N. Treasurer - Accounts Payable
- O. Treasurer - Accounts Receivable

Section 2. The above named officers, except the Teacher Representative and Principal, shall be elected by a majority of the membership to serve for terms of one year each, commencing on the first day of the PFC year and terminating on the last day of the PFC year. PFC Board positions may be shared by two members to share the responsibilities of the particular position equally. The Teacher Representative shall be elected by the Faculty and shall serve for a term of one year, commencing on the first day of the PFC year and terminating on the last day of the PFC year.

Section 3. It is preferred that officers serve no more than two consecutive terms in the same position on the Board. It is further preferred that the President have prior PFC officer or PFC committee experience prior to commencing the term for the President position. All PFC officers are required to be parents/guardians of students of White Oak during their entire tenure.

Section 4. All elected officers shall serve without pay.

Section 5. All elected officers must be bona fide members in good standing in order to be nominated, elected or serve. The Principal and Teacher Representative must also be a member of the White Oak faculty.

Section 6. In the event a vacancy occurs during the PFC year, the President may fill the vacancy with a majority vote of the Executive Board .

Section 7. An officer may be removed from office by two-thirds (2/3) vote of the PFC Board for the following reasons:

- a. Failure to remain a member in good standing.
- b. Incompetence
- c. Conduct unbecoming an officer of the PFC
- d. Inability to perform the duties of their office.

The dismissal process is as follows: The acting PFC President (when not in question) shall meet with the Principal and the Board Member to discuss and resolve the conflict. If the conflict is not rectified and the Board Member is still in question, a closed Board meeting, with the officer in question present shall be held to discuss the issues further. At this time the Executive Board may then vote to remove the Board Member. 2/3rds of Executive Board members must vote in favor of removal if the board member in question is to be removed.

Section 8. The responsibilities of the Executive Board shall be to establish PFC policy; to ensure that the PFC performs in accordance with the purposes stated in these bylaws; and to act upon proposed amendments to these bylaws.

Section 9. These White Oak PFC Bylaws shall govern the daily business of the White Oak PFC, and shall be followed by all PFC Executive Board Members, Committee Chairpersons, Committee Members and anyone acting on behalf of the PFC.

Article V PFC Officer Duties

Section 1. The duties of the **President** shall be:

- A. To act as the Chief Executive Officer of the PFC.
- B. To prepare and organize the PFC Calendar for the year of service in conjunction with the school Office Manager and the Principal.
- C. To maintain and update the PFC calendar as needed. To inform all of those affected members in a timely manner.
- D. To confer with the school Office Manager to ensure that the Principal's calendar is current with regards to all PFC events.
- E. To specify the time, date, and location of PFC meetings, and to preside over PFC meetings.
- F. To organize committees for school functions, as needed, and recruit chairpersons.
- G. To be responsible to the membership for the efficient, harmonious, and economical operation and leadership of the PFC.

- H. To oversee all Family School Events, as determined and scheduled by the Board.
- I. To serve as an authorized signatory on all checks drawn on the PFC account.
- J. To thoroughly review and authorize reimbursement requests submitted to the Treasurer-AP.
- K. To attend, or send a designated representative, to district PFC/A Presidents meetings and to inform White Oak's Board and PFC Members of all pertinent information which is discussed at the above mentioned district meetings.
- L. To provide a line of communication for the Executive Board, Committees, Membership, White Oak Staff, The City of Westlake Village and pertinent Las Virgenes Unified School District administrators and staff.

Section 2. The **Vice President of Academic Affairs** shall oversee and provide a line of communication for the following committees: Library Liaison/Reading Counts, Red Ribbon Week, Science Fair, School Supplies, and Women in History.

Section 3. The duties of the **Vice-President of Fundraising** shall be:

- A. Perform the President's duties in the event of the President's absence.
- B. To succeed the President in the event of the President's resignation from office, until such time a special election can be held to fill the vacancy.
- C. To review, create and modify as needed a yearly global donation schedule for all vendors and corporations, including a breakdown of the "levels" of sponsorship available for each event, and what type of publicity or "exposure" each level shall receive. For example; for a \$1000.00 donation, a sponsor may have their logo placed on a banner as well as on the Fun Run t-shirt.
- D. To bring before the Executive Board any corporate or business donation that is out of the ordinary for determination of appropriate recognition
- E. To send or confirm that each corporate sponsor receives a thank you letter in a timely manner on behalf of the PFC and White Oak Elementary School.
- F. To oversee and provide a line of communication for all fundraising committees and activities
- G. Specifically, the Vice President of Fundraising shall oversee and provide a line of communication for the following committees: Art Fair, Book Fair, Box Tops, City Celebration, Directory, Fun Run, Fifth Grade Events, Spirit Wear, Wednesday Enrichment, yearbook and Auction.
- H. To supervise and oversee events of the above mentioned committees, as determined and scheduled by the Board.

Section 4. The **Vice President of Social Functions** shall oversee and provide a line of communication for the following committees: Directory, School Pictures, Staff Appreciation, Talent Show, Welcome Committee and Yearbook.

Section 5. The duties of the **VP Community Relations** shall be:

- A. To provide a line of communication, in conjunction with the Principal and PFC President, for the Executive PFC Board, The City of Westlake Village, community service organizations and pertinent Las Virgenes Unified School District administrators and advocates regarding issues that will enhance White Oak and/or the Las Virgenes Unified School District.
- B. To coordinate with the City of Westlake leaders and employees and community service organization employees on any joint White Oak, city and community service related issues, such as and not limited to: non-profit grants, traffic, enrichment programs, Walk to School Day, and all other issues

that may involve discussions and negotiation with the City of Westlake and any community service organizations.

- C. To lead, coordinate and supervise requests for assistance from Las Virgenes Unified School District administrators and advocates. Request for assistance should focus on projects that have been formulated to enhance White Oak and/or the Las Virgenes Unified School District. Such projects may be related to district budget issues or White Oak/Las Virgenes Unified School District improvement issues.

Section 6. The duties of the **Direct Donation Chairperson** shall be:

- A. To plan and execute the Direct Donation campaign, including preparation and distribution of publicity.
- B. To send or confirm that recognition is given to corporate sponsors, as deemed necessary, on behalf of the PFC and White Oak School.
- C. To track contributions, and to follow-up on all aspects of the Direct Donation campaign, including the Company Matching Programs.
- D. To provide tax letters, upon request, in a timely manner.
- E. To deposit all contributions within two (2) days of receipt.

Section 7. The duties of the **VP Communications** shall be:

- A. To coordinate information that the Executive Board and Committees would like to communicate to the school community.
- B. To create and edit information and/or place flyers/articles in the e-newsletter, send e-blasts and text alerts.
- C. To ensure that the information in the newsletter is relevant and that the content/sponsorships are consistent with PFC goals and district regulations.
- D. To remind all Executive Board members and the school community of upcoming PFC meetings in a timely manner.
- E. To adhere to an Executive Board approved budget and provide invoices and receipts for any costs incurred.
- F. To communicate and coordinate with the Treasurer-AR to ensure that any sponsorship funds are recorded and deposited to the PFC account within 2 days of receipt.
- G. To liaise with the Website Coordinator to ensure that the school website is correct.
- H. To seek sponsorships when possible.
- I. To maintain copies of all computer files and to present same to the Executive Board within forty-five (45) days of the end of the Coordinator's terms, or upon resignation from office.
- J. To perform special duties, from time to time, as may be requested by the PFC President or the Executive Board.

Section 8. The duties of the **Parliamentarian** shall be:

- A. The Parliamentarian must have prior PFC experience.
- B. To inform and advise the PFC Board on the objectives of the bylaws.
- C. To see that the most recent Board-approved copy of the bylaws and the current agenda is present during meetings to refer to.
- D. To serve as advisor and historian regarding current PFC policies, procedures, and events.
- E. To serve as advisor in Parliamentarian procedure.

- F. To coordinate, verify, and present the Board for approval, all nominations for Board positions.
- G. To be responsible for organizing the installation of the incoming officers for the new PFC year.
- H. To serve as conflict resolution advisor when necessary.
- I. To perform special duties as may be requested, from time to time, by the PFC President.

Section 9. The **Principal** shall serve as a liaison between the PFC and the staff.

Section 10. The duties of the **Room Parent Coordinator** shall be:

- A. To ensure that each teacher has a Room Parent.
- B. To communicate information for the Room Parents to inform their classroom families about PFC activities.
- C. To serve as a liaison between the Executive Board and all Room Parents.
- D. To perform special duties as may be requested, from time to time, by the PFC President.

Section 11. The duties of the **Secretary** shall be:

- A. To record, keep, and maintain official minutes and attendance sheets for all meetings.
- B. To forward official minutes of the previous meetings to the President and Office Manager in a timely manner, prior to the next scheduled meeting.
- C. May be required to serve as an authorized signatory on all checks drawn on the PFC bank account.

Section 12. The duties of the **Auction Fundraiser Chairperson** shall be:

- A. To organize and execute all aspects of our large auction fundraising event, which includes determining a venue, securing a location, securing sponsorships and donations.
- B. To choose and secure volunteers for the Fundraiser Committee.
- C. To present a proposed budget of all expected expenses that will be incurred for review by the VP Fundraising and the PFC President at least forty-five (45) days prior to the event.
- D. To supervise and record the expenses and net income for the auction and discuss the details with the Executive Board.
- E. Responsible for ensuring that all items and/or services, which are purchased as part of the fundraiser, have been delivered. Also responsible for ensuring that all parties/activities sold at this event have been planned and executed.

Section 13. The **Teacher Representative** shall serve as a liaison between the PFC and the teachers.

Section 14. The duties of the **Accounts Payable Treasurer** shall be:

- A. To dispense funds as directed by the Executive Board in accordance with these Bylaws.
- B. To serve as Treasurer for all committees.
- C. Communicating with committee leads and teachers on their expenses and/or budget records.
- D. To prepare and present updated financial reports for PFC meetings.
- E. To prepare a final financial report due the first meeting after the close of the PFC year.
- F. To prepare information for the filing of the annual tax returns as required by the Internal Revenue Service and Franchise Tax Board, and ensure such forms are filed in a timely manner.
- G. To present all financial records, receipts, etc. when requested by the PFC President, PFC Executive Board, or the majority of the PFC Members.
- H. To present all financial records, log-in and password information to the PFC Board upon forty-five

(45) days of resignation or termination from office.

- I. To serve as an authorized signatory on all checks drawn on the PFC account.
- J. To serve as a cashier at major events, including School Registration Night, City Celebration and Auction Fundraiser.
- K. To track finances for Fifth Grade Service Learning and oversee expenditures to ensure that the party budget is not exceeded.
- L. To review and initial all bank statements.
- M. To thoroughly review reimbursement requests submitted.
- N. To have a clear understanding of banking policies and transactions and abide by the Bylaws of the PFC.
- O. Accounts Payable Treasurer shall not serve a term of more than two consecutive one-year terms.

Section 14. The duties of the **Accounts Receivable Treasurer** shall be:

- A. To deposit all PFC monies to the PFC Bank Account weekly.
- B. To provide record of deposits to the Accounts Payable Treasurer in a timely manner.
- C. To record and update all funds deposited to the PFC accounting software.
- D. Communicating with committee leads regarding funds that are raised.
- E. To maintain Treasurer folder located in the office.
- F. To verify amount of deposit against totals presented with monies for deposit.
- G. To present all financial records when so requested by the PFC President, PFC Executive Board, or a majority of the PFC Members.
- H. To present all financial records, log-in and password information to the PFC Board upon forty-five (45) days of resignation or termination from office.
- I. To serve as a cashier at major events, including School Registration Night, City Celebration and Auction Fundraiser.
- J. To serve as Treasurer for all committees by collecting proceeds of all fundraising events and depositing them into the PFC account.
- K. To have a clear understanding of banking policies and transactions and abide by the Bylaws of the PFC.
- L. Responsible for PFC credit card machines at any PFC events.
- M. Responsible for updating any accounts when necessary where the PFC receives passive income, including Amazon Smile, e Scrip, etc.
- N. Accounts Receivable Treasurer shall not serve a term of more than two consecutive one-year terms.

Article VI Committees

Section 1. The Committees shall be determined by the President and Executive Board, as needed. In general, the Committees are:

- A. Art Fair/Art Trek
- B. Book Fair
- C. Box Tops
- D. City Celebration
- E. Directory
- F. Fifth Grade Events
- G. eScrip Program
- H. Earth Week
- I. Library Liaison/Reading Counts
- J. Red Ribbon Week
- K. School Clothing
- L. School Pictures
- M. School Supplies
- N. Staff Appreciation
- O. Talent Show
- P. Fun Run
- Q. Website
- R. Wednesday Enrichment
- S. Welcome Committee
- T. Women in History
- U. Yearbook

Section 2. The President and the Executive Board shall recruit volunteers for the Chairpersons for each of the Committees.

Section 3. Committee members shall report to the Executive VP Board Member as previously detailed (see Article V). Committee is responsible for presenting a proposed budget of expenses at least forty-five days (45) prior for review by the VP Board Member and the PFC President.

Section 4. Committee members shall report on committee activities at the PFC meetings, including any incurred expenses and net income.

Article VII

PFC Committee Responsibilities

Section 1. Art Fair - Assist with the annual art show, including set up and sale of art pieces.

Section 2. Art Trek -

- A. Coordinate and liaise with Art Trek
- B. Disseminate information regarding docent training dates and times
- C. Maintain room 42 as Art Trek supplies
- D. Collect artwork accordingly for display at Open House/Art Fair

Section 3. Book Fair – Coordinate a book fair, either on site or with a local bookstore.

Section 4. Box Tops– Plan, publicize and organize school-wide program for collection of Box Tops. Responsible for collection and submission of box tops for reimbursement. Record any expenses and net income and present at the PFC meetings or provide information to the PFC President to present.

Section 5. City Celebration – Working with the City of Westlake Village, plan, coordinate and publicize the activities for City Celebration.

Section 6. Directory - Coordinate the collection of information and publication of the School Directory. Responsible for contracting with the vendor and setting the price for the Directory, with Board approval. Responsible for distribution of directories to school community.

Section 7. e Scrip- Publicize, plan and coordinate annual sign-up program for eScrip, such as Vons, Target and Ralphs. Majority of work is running publicity and marketing the program.

Section 8. Earth Week - Plan and coordinate activities for Earth Week. Responsible for publicity, assemblies, and school decorations.

Section 9. Fifth Grade Events - Responsible for planning and coordinating the fifth grade end of the year party. This includes planning and coordinating all fundraising activities for the party. Fundraisers include: Summer Concerts in the Park, bake sales, Pumpkin Patch, and Family Fun Nights. Responsibilities include publicity for all events, setting prices, collection of money, etc. This committee is responsible for raising all funds to cover the Fifth Grade Party. Said party's expenses are not to exceed \$5000.00. This committee will also coordinate: the panoramic picture, class t-shirt, yearbook entries, class gift to the school, and fifth grade Celebration on the last day of school. Anticipated fundraising will exceed the budget restriction of the party, and excess funds raised will be gifted to the school.

Section 10. Library Liaison/Reading Counts- Act as a Liaison for the Librarian and the PFC. Coordinate the Reading Counts program with the Librarian, including year-end awards as requested.

Section 11. Red Ribbon Week - Plan and coordinate the activities for Red Ribbon Week. Responsible for publicity, incentives/awards, assembly, and school decorations.

Section 12. School Clothing – Responsibilities include solicitation of bids, clothing selection and ordering, staffing sales at various school events, and collection of money.

Section 13. School Pictures - Plan and coordinate the school pictures taken in fall and spring, including individual pictures, make-up pictures, and fifth grade panoramic picture. Responsible for contracting with the vendor, all paperwork, publicity and obtaining volunteers to help with the event. Must communicate picture dates to office staff and Fifth Grade Events Committee.

Section 14. School Supplies - Coordinate the purchase of school supplies. Obtain inventory from the teachers. Purchase and distribute the school supplies before the beginning of the school year.

Section 15. Staff Appreciation - Plan and coordinate Staff Appreciation week usually during the month of May. Also responsible for planning and coordinating other staff appreciation events throughout the year as scheduled by the President, Principal and school administration.

Section 16. Talent Show - Coordinate annual Talent Show, including: sign ups, scheduling auditions, producing programs, approving acts, overseeing dress rehearsals, and overseeing production.

Section 17. Fun Run – Plan all aspects of the event, including publicity, sponsorships, music, t-shirts, set up, and volunteers. Works with Room Parent Coordinator for classroom volunteers.

Section 18. Website - Responsible for maintaining the PFC website to ensure current information, meeting minutes and budget. Responsible also for maintaining that 3dcart PayPal online store.

Section 19. Wednesday Enrichment – Responsible for after school enrichment program and lunch fundraiser, including publicity, staffing, and collection of money. Enrichment classes must be approved by the school administration.

Section 20. Welcome Committee - Responsible for welcome of all new families to the school throughout the school year and planning of the first day of school social in the MPR.

Section 21. Women in History - Plan and coordinate the activities for Women in History Week, typically scheduled the last week in March. Responsible for securing volunteers to perform in the classrooms, and for all publicity.

Section 22. Yearbook - Coordinate the publication of the school yearbook. Responsible for contracting with the vendor and all paperwork involved. Responsible for collecting all pictures and information necessary, publicity, student orders, and distribution of books. Responsible for ensuring that the yearbook does not overrun 150 pages. Responsible for making sure that no unnecessary demands are placed on staff members to submit items for the yearbook. Responsible for respecting the privacy of staff members with regards to photos and biographies.

Article VIII Event Publicity

Section 1. All event publicity (fliers, signs, emails, text messages, etc.), whether directed to White Oak families or to faculty and staff, must be reviewed and authorized first by the VP in charge of that event, then by the PFC President and finally by the Office Manager prior to distribution.

Section 2. After the event, the committee chairperson or members of the event committee are responsible for removing all signs and fliers from the school premises within three school days.

Article IX Procedure for Events

Section 1. The details of any event, project or fundraiser, including the concept, date, overall budget, pricing, etc. will be presented at meetings by the event committee. All events will be discussed by the PFC Board.

Section 2. All expenses must be approved in advance or they shall be deemed personal non-reimbursable expenses.

Section 3. Final approval of any event, project or fundraiser must be given by the Office Manager before any phase of a PFC event, project or fundraiser is implemented.

Section 4. The PFC President, together with the applicable VP when necessary, shall be responsible for reporting and getting clearance for all events and projects from the school administration.

Section 5. Committees are responsible for staffing their own events. Committee heads should not rely on board members to staff their events except when special circumstances require that board members be present.

Section 6. Committees are responsible for creating an accounting method to track event funds.

Section 7. Committees are responsible for reporting the status of their events to their VP on a regular basis. The PFC VP's will in turn report the status of all projects and events to the Board, between meetings, if necessary.

Section 8. Any committee or event chair that is purchasing good or services from an outside vendor for a PFC activity must obtain at least two bids for the goods/services. These bids must be submitted to the Committee Chair, VP in charge and President for review/authorization before the final vendor is selected. When there is not a VP in charge, the approval process will be by Committee Chair, Accounts Payable Treasurer and President. If there is a White Oak parent who offers the same product or service needed, the committee chair should contact that White Oak parent to obtain a bid. If the White Oak parent's bid is competitive, the committee chair and the PFC should give consideration to awarding the contract for the goods/services to the White Oak parent.

Section 9. Committees shall maintain records throughout the year, keeping notes and suggestions for improvements so that the responsibilities can be updated at the end of the year. Pertinent documents shall be saved and passed to the succeeding committee members.

Article X

Post Event and other Accounting Procedures

Section 1. Upon collection of funds for any event or fundraiser, all cash, checks, credit card slips etc. must be delivered to the White Oak office or directly to PFC Accounts Receivable treasurer for deposit within two (2) days of the event.

Section 2. To facilitate event accounting for the Treasurers, all event proceeds must be accompanied by appropriate paperwork indicating the total cash, checks, credit cards, starting petty cash, etc. Please ensure that the above is clear, concise and easy to read. Cash, check and credit card totals must be provided.

Section 3. When the Accounts Payable Treasurer has received deposit receipts from the Accounts Receivable Treasurer and all expenses for an event have been paid, he or she shall provide the committee and the appropriate VP with a financial report detailing the income and expenses for the event. Said report should be provided within two weeks of the event.

Section 4. A check request form (located in the PFC box in the main office) must be completed and include the entire original receipt showing the form of payment from the store of purchase.

- A. No partial receipts, photocopies or texts/pictures of receipts will be allowed.
- B. Receipts or invoices generated on company letterhead will be allowed as long as they are printed and attached to a check request form.
- C. No reimbursements will be provided for purchases made with gift cards.
- D. Once completed, check requests will be submitted to PFC President for approval.
- E. Upon PFC President approval, Treasurer Payable will issue check.
- F. All requests must have signatures from three different people.

Section 5. Check Requests submitted by Enrichment teachers:

- A. All Enrichment teachers will need to submit a check request in order to be paid.
- B. The check request must be accompanied by an invoice from the teacher listing individual dates of enrichment, classes taught and total of check request. This invoice may be handwritten on a separate sheet of paper and signed by the teacher.
- C. Once completed, check requests will be submitted to PFC President for approval.
- D. Upon PFC President approval, Treasurer Payable will issue check.

Section 6. Electronic Purchases:

- A. Purchases made online that are directly debited to the PFC bank account **must have prior authorization from the PFC President**. This authorization can be in the form of an email to wopfctreasurer@gmail.com, or a completed Purchase Request form (in PFC box).
- B. An electronic or printed itemized receipt of the purchase must be submitted within seven (7) days of the order. Receipts can be emailed to wopfctreasurer@gmail.com or submitted to the PFC box.

Section 7. Check Request forms and documentation including receipts, invoices, etc. that are submitted by the PFC President will be reviewed and signed by the Accounts Payable Treasurer and a VP. The PFC President cannot review and/or authorize their own reimbursement requests.

Section 8. When requesting checks from the Treasurer, please allow two weeks between the time of submission of the check request and receipt of the check from the Treasurer.

**Article XI
Meetings**

Section 1. Executive Board Meetings shall be held when deemed necessary during the PFC year. The time and date of such meetings shall be specified by the President.

Section 2. Special Meetings may be called as deemed necessary during the PFC year. The time and date of such meetings shall be specified by the President.

Section 3. General Meetings shall be held at least once each quarter: one meeting shall be just prior to the termination of the PFC year to present the newly elected Executive Board Members and Committee Members and one meeting shall be at the beginning of the PFC year for the receipt of these Bylaws and the final financial report from the preceding PFC year. The time and date of such meetings shall be specified by the President. Members shall be notified at least one week prior to Meeting.

Section 4. The President shall provide an Agenda for all meetings.

Section 5. A quorum for an Executive Board Meeting shall be comprised of (2/3rds) of the Executive membership. The presence of a quorum shall be established by the Parliamentarian. In the event a quorum is not present, the Executive Board meeting shall be rescheduled. The time and date of such meeting shall be specified by the President.

Section 6. All Board and Committee members shall attend all meeting meetings whenever possible. Board and committee members should be fully prepared to report on all current issues and events within their purview of responsibility. Reports shall be clear and concise and limited to current issues only.

Section 7. The PFC Parliamentarian or President shall limit discussions to an appropriate length of

time.

Section 8. The PFC President is responsible for limiting the discussion to those issues currently before the board. Issues that have previously been discussed and voted upon by the board in previous meetings shall not be re-visited unless the majority of the board votes to raise the issue again because of compelling changes in circumstance.

Section 9. It is preferred that all Meetings be governed by Roberts Rules of Order in all matters of procedure not specifically covered by these bylaws.

Article XII Nomination, Election, and Installation of Officers

Section 1. Nominations for the elected positions specified in Article IV of these Bylaws shall be presented by the Parliamentarian. Nominations shall be published to the Members at least one week prior to the election of officers.

Section 2. Persons so nominated must fulfill all requirements for eligibility as specified by these Bylaws. No nomination shall be made without prior permission from the nominee.

Section 3. Election of Executive Board Members shall be held by ballot. The elected officer shall be the one, among those nominated for that office, with the greatest number of votes cast in their favor. Officers shall be installed at the last Board meeting of the year prior to the year of their service.

Section 4. The Executive Board and Committee structure is subject to change as deemed necessary by the existing Executive Board at the end of each academic year.

Article XIII PFC and Fiscal Years

Section 1. The PFC and Fiscal years shall coincide and shall commence on the first day in July and end on the last day in June.

Article XIV PFC Bank Accounts

Section 1. The monies of the PFC shall be deposited by the appropriate persons in a federally insured bank or savings and loan, as approved by the PFC Board. The account shall be carried on the name of the Parent-Faculty Club of White Oak School.

Section 2. The authorized signatories shall be the PFC President and the Accounts Payables Treasurer. Both of the authorized signatures shall be required to validate checks, electronic transfers or any withdraws on the PFC account. At no time can both signatures be members of the same family.

Section 3. No disbursement shall be made in excess of the approved budget without the approval of the PFC Board.

Section 4. Only the PFC President, Accounts Payables Treasurer and Parliamentarian/Secretary together, may open a bank account in the name of Parent-Faculty Club of White Oak School.

Article XV PFC Policies

Section 1. No officer, Committee Chairperson or Member shall engage in any act or activity while representing the PFC which would tend to create an unfavorable impression or unfavorable publicity or in any other way contrary to the general interest of the PFC.

Section 2. PFC funds shall not be used to grant loans.

Section 3. No Member of the PFC shall have the power to incur any expense in the name of or cause any liability to exist on the part of the PFC without prior approval of the PFC Executive Board.

Section 4. The PFC shall not endorse any commercial enterprise or candidate for public office.

Section 5. Neither the name of the PFC nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any other purpose than regular work of the PFC.

Section 6. Commercial enterprises and concerns, with the exception of non-profit organizations, shall not be allowed to promote their business without purchasing advertising space in a designated PFC medium. Advertising space can only be purchased in the PFC newsletter, in committee fundraiser brochures or on a give-away or medium that is specifically designed for a committee's respective fundraiser. The only exception to this rule is certificates of rewards given to students when it is clearly stated that no purchase is necessary. The PFC Board reserves the right to deny any commercial enterprise the right to advertise for any reason in any of the above stated mediums if the majority of the PFC board members agree.

Article XVI New Ideas

Section 1. The PFC Members shall have the authority to present new ideas for events, fundraisers or projects during the PFC year. Any new ideas for events, fundraisers or projects must be presented during New Business discussions at PFC meetings.

Article XVII
Dissolution of Assets

Section 1. Upon the dissolution or winding up of the payment of all debts and liabilities of the PFC, monies shall be placed in reserve in a federally insured bank or savings and loan, as approved by the PFC Board. At the last PFC Board meeting of the year the Executive Board will determine the amount of funds that should remain in the PFC's active bank account to facilitate operation of the PFC for the upcoming school year. If there are funds available for one-time expenses, the Members will provide suggestions for school improvements. The President, Parliamentarian and school administration will execute any spending from that list.

Article XVIII
Amendments to the Bylaws

Section 1. These Bylaws may be amended By the Executive Board by a vote of (2/3rds) in favor.

Section 2. Proposed amendments shall be presented in writing to the PFC Executive Board. The Board if in favor by a majority, shall place the proposed amendments before the Parent/Guardian Membership. The proposed amendment and notice to change the By-laws shall be given in writing to all Members at least one week prior to the day of the Executive Board meeting at which the vote for ratification shall be taken.

President

Date

Parliamentarian

Date