



ARTICLES OF ASSOCIATION

Parent Faculty Club – Walnut Acres Elementary

ARTICLE I STATEMENT OF ASSOCIATION

Section 1 The name of this organization shall be the Parent Faculty Club of Walnut Acres Elementary School.

Section 2 This organization shall be founded for the exclusive purpose of the charitable support and improvement of public education, within the meaning of Section 501©(3) of the Internal Revenue Code. These purposes shall be accomplished by the promotion of the welfare of its youth in the school and community and by the enhancement and improvement of the school's education and instructional facilities, through the cooperative and charitable efforts of parents, faculty and interested members of the community.

Section 3 All activities carried on shall be non-commercial, non-sectarian, and non-partisan and no part of its funds or activities shall insure to the direct benefit of private individuals. All monies generated by the Parent Faculty Club activities shall be considered Parent Faculty Club revenue. The Board shall interpret and/or determine the exclusion of this clause as needed for fundraising activities. This Club may take a position on issues affecting the school.

Section 4 Upon the dissolution of the club, all assets of the club will be disposed of exclusively for the purposes of the club or to such organizations organized and operated exclusively for the charitable purposes, within the meaning of Section 501©(3) of the Internal Revenue Code.

ARTICLE II MEMBERSHIP

Section 1 Membership is automatically granted to the parents or legal guardians of children attending Walnut Acres Elementary School and the faculty of the school. No membership dues are required.

Section 2 In lieu of membership dues, an annual giving campaign (also known as the Jaguar Fund) shall be conducted at the beginning of each school year, the amount of which shall be at the discretion of the Board depending on budgetary needs.



ARTICLE III MEETINGS

- Section 1** A minimum of two general membership meetings will be scheduled by the Board. The proposed budget must be adopted at a general meeting. The May/ June (**last of the school year**) general meeting shall include election of the Board members for the following year. All meetings to vote on PFC expenditures must be General Meetings
- Section 2** Notice of any special meeting will be conveyed to the general membership at least one week prior to the meeting.
- Section 3** For purposes of voting at general meetings, member families present shall constitute a quorum. Each member family in attendance shall have one vote. Any matter presented for a vote shall be decided by a simple majority of the quorum, with the exception of amendments to these Bylaws, which shall be decided by a 2/3 vote of the quorum. At the discretion of the board, any vote may be taken by distributed ballot, which shall require a 2/3 vote of the quorum to pass.
- Section 4** The Board meetings shall be called every month at the discretion of the President. A majority of voting Board members constitutes a quorum. Each Board member shall elect to be a voting or nonvoting Board member prior to the first PFC meeting of their term. This choice shall be permanent for the year. Voting members shall commit to attend monthly Board meetings, and each voting member shall constitute one vote.
- Section 5** The organization will operate according to Robert's Rules of Order unless specifically accepted in the Bylaws.

ARTICLE IV OFFICERS AND DUTIES

- Section 1** The officers shall be President, **Vice-President of Activities, Vice-President of Communications, Secretary, Financial Secretary** and Treasurer/**Co-Treasurers, which will hereby be referred to as Treasurer(s)**. The school Principal and one teacher are part of the Executive Board as well. The Principal will nominate the teacher who will be a part of the Executive Board, and will be voted in with a majority vote of the Executive Board. Furthermore, the Executive Board can add/remove new officer positions based on the board's needs and strategy with a simple majority vote.
- Section 2** The term of office for Board members shall be for two years beginning the second half of the June (**last**) Board meeting and ending at the following June (**last school year**) meeting. Financial Secretary and Treasurer(**s**) will overlap between the June (**last**) meeting and June 30.



WALNUT ACRES
Jaguars

Section 3

No Board member shall hold the same position for more than two consecutive years. In lieu of a vacancy an exception can be made with 2/3 vote of the Board quorum. A Board member may hold more than one Board position for one year if a position remains vacant after the completion of the nominating process.

Section 4

The President shall preside at all meetings, shall appoint ad hoc committee chairs, and shall call meetings of the Board,

The President shall receive and review all PFC bank statements. The PFC Executive Board may spend up to \$200 of discretionary money for a nonrecurring expense, with a maximum of \$2,500 for the school year.

Section 5A

The **Vice-President of Activities** shall be the coordinator of all volunteer programs, shall act as Parliamentarian, shall act in the absence of the President, and in the event of such absence shall assume the duties and responsibilities of the President.

Section 5B

The **Vice-President of Communications** shall oversee all communications.

Section 6

The **Secretary** shall keep an accurate record of the proceedings of each meeting, shall keep on file a copy of the Articles of Association and annual reports of all Board members, events and committee chairs, and shall assume the correspondence of the organization when so requested by the President.

Section 7

The **Treasurer(s)** shall be responsible for the safekeeping of all the monies of the organization, keep an accurate account of all receipts and disbursements, and shall make a report to the Board at each meeting. S/he shall pay out all monies of the Club by the check signed by the Treasurer. The monies of the Club shall be kept in a financial institution approved by the Board. The Treasurer(s) is also responsible for the filing of such Annual Information Returns as are required by the Internal Revenue Code to maintain the Income Tax Exempt status of this organization. The Treasurer(s) shall prepare the books for the yearly review, and is responsible to present a closing financial status report to the incoming Treasurer(s) before considering her/his responsibilities transferred.

The Treasurer shall develop and maintain budgets for each Board-led program or event (e.g., Auction, Jog-a-Thon, Read-a-Thon, Staff Appreciation). The Treasurer will work with each lead to ensure they understand their assigned budget, including projected revenues and expenses.

If any unexpected expenses arise that may cause an event or program to exceed its approved budget, the responsible lead must notify the Treasurer as soon as possible for review, guidance, and approval prior to incurring the expense.



Section 7A

The **Financial Secretary** shall be responsible for overseeing fund raising development, and is responsible for all deposits and income tracking to the PFC, working closely with yearly giving campaign chairs (e.g. Jaguar Fund), the treasury team, and other revenue generating chairs/committees.

The Financial Secretary shall evaluate all fundraisers after their initial two years, using established benchmarks for income versus expense versus volunteer hours, offering recommendations for the continuance of each fundraiser.

The financial secretary audits all fundraisers and signs off on the amount raised and works with the treasurer(s) to assess the budgetary spend and outcomes. For auction, the Financial Secretary inputs auction items and treasurers will audit and sign off on the final amount.

The Principal and one teacher from Walnut Acres Elementary may also sit on the Executive Committee Board and are voting members as well.

Section 9

A job description handbook of all Board offices and subcommittees shall be kept on file by the Secretary. This handbook may be updated as needed by the President.

This handbook shall be reviewed and updated every three years. Income committees need to keep all financial records in the event binders for five years.

Section 10

The President and VP Activities shall review and sign all Independent Contractor Contracts. The President and VP of Activities will ensure that the contract is filled out in its entirety, ensure that the compensation amount is included in the PFC budget if applicable and make the final decision as to accept the contract as is or return it to the Contractor to make changes. If the President and VP Activities have concern over the contract or their opinions conflict on whether to accept the contract, the PFC President and VP Activities have the option to bring the contract to the Executive Board for final decision on whether to accept or decline. The Executive Board is empowered to accept or decline any and all Independent Contractor contracts.

ARTICLE V

BOARD DUTIES AND PROCEDURES

Section 1

The Board shall consist of the officers, the committee chairs, two teacher liaisons of which one shall be from the lower grades and the other from the upper grades. The Principal and Vice-Principal (as applicable) shall act in advisory capacities. All decisions shall be approved by a simple majority vote, providing a quorum is present.

Committee shall distribute a Volunteer Agreement to each chair and co-chair. The Volunteer Agreement will contain a job description, a budget explanation, and fundraising goals. The chairs/co chairs will sign the Volunteer Agreement, agreeing that they understand the volunteer



description and commitment. The Agreement must be received by the August meeting.

Section 2

The Board shall outline the work of the club for the year and shall conduct such business for the club as may be necessary for the successful execution of the planned activities. Fundraising activities for the Walnut Acres Parent Faculty Club shall be approved by a majority of Board members present and voting.

Section 3

The Board shall be empowered to transact routine business and make recommendations to the membership on matters of major concern.

Section 4

The Board shall fill any vacancy occurring in any office between elections by a vote of the Board quorum, with the exception of the presidency, which shall be filled by the Vice-President immediately.

Section 5

Expenditure authority of the Board shall be governed by the annual budget. All Parent Faculty Club activities, which generate revenue, shall be overseen by the Parent Faculty Club Board and will make financial statements and information available to the Treasurer as needed. A non-budgeted item shall be included in the Agenda, which will be posted 24 hours prior to the meeting. Any non-budgeted expenditures shall be approved by the Board, prior to incurring the cost, by a 2/3 vote of the Board quorum present and voting, provided a Board quorum is present. However, in an urgent situation and with Executive Board approval, non-budgeted expenditures may be appropriated without 24-hour notice by a 2/3 vote of the membership present and voting, provided a Board quorum is present.

Section 6

Absence from three (3) consecutive meetings of the Board may constitute grounds for removal from office. Removal is accomplished by a majority vote of the Board.

Integrity and Conduct

All Board Members, Officers, Committee Leads, and Volunteers shall act with integrity, honesty, and in the best interests of the organization and the school community. Individuals are expected to conduct themselves in a professional and respectful manner in all interactions, including with students, families, staff, and fellow volunteers.

Disrespectful, discriminatory, harassing, or retaliatory behavior will not be tolerated. Constructive disagreement is encouraged; however, it must be expressed in a manner that is civil and solution-oriented.

Any individual who violates this standard may be subject to review and potential removal from their role, in accordance with established removal procedures outlined in these bylaws.

Removal for Cause

Any Board Member or Officer may be removed for conduct that violates organizational policies, including but not limited to breaches of integrity, misuse of funds, failure to fulfill responsibilities, or inappropriate behavior.



Removal shall require a [majority / two-thirds] vote of the Executive Board, following review and an opportunity for the individual to respond.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1 The Nominating Committee shall consist of the President, VP Activities, VP Communications and a representative of the financial team. The Executive Board shall approve the guidelines and procedures to be used by the Nominating Committee. Notice of Nominees selected, as a slate of Board members shall be distributed to the general membership at least seven (7) days prior to the election meeting. No person shall be nominated on this slate without his or her prior consent.

Section 2 In addition to the slate presented by the Nominating committee at the spring voting meeting, nominations may be made from the floor with the consent of the nominee.

Section 3 Election of the Board members shall be by secret ballot unless there is only one candidate for an office.

Section 4 A candidate must receive a majority of the votes cast in order to be elected.

ARTICLE VII INSURANCE

Section 1 The Club shall carry insurance against damages for personal injury or property damage, which might be caused by Club activities. The Board shall determine policy limits.

Section 2 The President, Financial Secretary, Jaguar Fund Chair, Treasurer(s) and Enrichment Coordinators shall be bonded. At the discretion of the board, other Board members may be bonded.

ARTICLE VIII ADOPTION AND AMENDMENTS

Section 1 These Articles shall be adopted or amended by 2/3 votes of the members present at a general meeting providing the substance of the proposed amendment shall have been read and opportunity given for general discussion.

Section 2 Written notice of proposed amendments must be given to the membership at least one week prior to the meeting.