

**WESTLAKE ELEMENTARY SCHOOL PFA
BY-LAWS/CONSTITUTION**

ARTICLE I – NAME

The name of the association is the Westlake Elementary School Parent Faculty Association, located in the city of Westlake Village, California.

ARTICLE II – PURPOSES

SECTION 1

The objects of this association are:

- a. To foster a closer relationship between the home and the school to enable parents and educators to cooperate in the growth of the child.
- b. To establish unified efforts of parents and educators to promote the welfare of children.
- c. To secure and support legislation ensuring the care and protection of each child.

SECTION 2

This association is organized exclusively for educational purposes according to Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

ARTICLE III – BASIC POLICIES

The basic policies of this association are:

- a. The association shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the association or the names of any members in their official capacities shall not be used to endorse or promote any interest or for any purpose not related to the organization.
- c. The association shall work with the school to support the improvement of education for all children in ways that will not interfere with the administration of the school and shall not seek to control its policies.

- d. The association shall not participate or interfere in any campaign for public office.
- e. No part of the net earnings of the association shall be to the benefit of its members, directors, trustees, officers or other private persons except that the association shall be authorized to compensate for services rendered.
- f. The association shall make payments and distributions for the purposes set forth in Article II.
- g. Notwithstanding any other provision of these articles, the association shall not carry on other activities not permitted by the Internal Revenue Code identified in Section II.
- h. Upon the dissolution of this association, after paying or adequately providing for its debts and obligations the remaining assets shall be distributed to the WLE school programs as designated by a vote of the membership, or CVUSD.

ARTICLES IV – MEMBERSHIP AND DUES

SECTION 1

Every individual who is a member of this PFA is entitled to all its benefits.

SECTION 2

Membership in the PFA shall be made available to any individual or family who subscribes to the purposes and basic policies of this association as outlined in Articles II and III.

SECTION 3

The PFA shall conduct an annual enrollment of members but may admit members at any time.

SECTION 4

Each family shall pay annual dues of \$20.00. Each employee of the Conejo Valley Unified School District shall pay annual dues of \$10.00 to the association.

ARTICLE V – ELECTION OF OFFICERS

SECTION 1

Each officer of the PFA shall be a member of this PFA.

SECTION 2

Officers of this association, the Executive Board, shall be a President or Co-Presidents, one (1) Vice President- Direct Donation/Membership Chairperson, Recording Secretary, Corresponding Secretary, one (1) Treasurer, Scrip Chairperson, Volunteer Chairperson, Technology Chairperson and Parliamentarian. The board positions may be co-chaired. The officers shall be elected annually with the exception of the Parliamentarian, who shall be the outgoing President. If the outgoing President is not available, the Parliamentarian shall be appointed by the President subject to the approval of the Executive Board.

SECTION 3

- a. Nominations for each office shall be made by a Nominating Committee which shall be elected by the association at least two months prior to the annual election meeting.
- b. The Nominating Committee shall be composed of five (5) members, with two (2) alternates. It is recommended that the Parliamentarian or outgoing President sit on the Nominating Committee, in addition to, at least 1 Faculty member with PFA membership and 1 member with PFA Board experience.
- c. No member shall serve on the Nominating Committee for two (2) consecutive years.
- d. Immediately upon its election the Nominating Committee shall meet with the current Parliamentarian to set the date of its first meeting.
- e. Alternates are not required, but may attend meetings. If an elected member cannot be present, the alternate becomes the permanent member, replacing the elected member until such time as the committee is discharged of its duties (at the time of the election).
- f. The report of the Nominating Committee shall be submitted to the membership at least thirty (30) days prior to the annual election meeting. At the annual election meeting in April or May, additional nominations may be made from the floor.

- g. The consent of each nominee must be received prior to putting her/his name in nomination.
- h. The nominee for President must have served as a Board Member of the PFA for one year. However, if there are circumstances where no one is able to serve, then and only then will a Committee Chair be considered.
- i. The Nominating Committee will nominate a President Elect.

SECTION 4

Election shall be held by ballot. If there is but one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote.

SECTION 5

Officers shall serve for a term of one year or until their successors are elected. Each officer shall be eligible for election to the same office for more than two (2) consecutive terms ONLY in the event that a nominee cannot be found for that position. No officer shall hold more than one elected office at a time. Officers shall assume their duties on July 1st.

SECTION 6

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the executive board. Election to fill a vacancy shall require a majority vote of the Executive Board, with at least ten (10) days previous notice. If notice is not given, the election to fill a vacancy shall require a two-thirds vote. The Vice President shall serve notice of the election to the Executive Board, in case a vacancy occurs in the office of the President.

SECTION 7

The President-elect may call meetings as necessary of the officers-elect and the Principal of the school, or a representative appointed by the Principal, to ratify the appointments of appointed officers and chairpersons and to make plans for the coming year's work.

SECTION 8

If an office remains unfilled after election, it shall be considered a vacant office to be filled by the Executive Board-elect.

ARTICLE VI – DUTIES OF OFFICERS

SECTION 1

The President shall:

- a. Coordinate the work of officers and committees of the association.
- b. Preside at all meetings of the association and the Executive Board.
- c. Be an ex officio member of all committees except for the Nominating Committee.
- d. Appoint the Parliamentarian if the past-President is unavailable.
- e. Sign all warrants with the treasurer.
- f. Inform all committee chairs that all flyers, newsletters and/or notices must be approved by the principal, prior to their distribution.
- g. Have all contracts and/or legally binding documents approved by quorum of the Executive Board.

SECTION 2

The President Elect shall:

- a. Perform all the duties of the President/Co-President in the absence or disability of the President/Co-President and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President/Co-President.
- b. Prepare for the duties of the Presidency by studying the PFA Bylaws and Procedures and Parliamentary Procedure.
- c. Shall not serve on the Nominating Committee
- d. Should attend and participate in meetings established by the President(s) as necessary.
- e. Perform other such duties as may be assigned by the President.

SECTION 3

The Vice President shall act as an aide to the President and shall, in their designated order, perform the duties in the absence or disability of that officer to act.

The Vice President shall serve as Membership and Direct Donation Chairperson. In the absence of the President, the Vice President assumes all Presidential responsibilities in accordance with these by-laws.

SECTION 4

The Recording Secretary shall:

- a. Keep and post an accurate record of all the proceedings of the association and Executive Board meetings.
- b. Be prepared to refer to minutes of previous meetings.
- c. Record all expenditures in the minutes.
- d. Keep a current list of the paid members of the association provided by the membership chairman.
- e. Keep a current copy of the by-laws.
- f. Maintain and oversee PFA records.

SECTION 5

The Corresponding Secretary shall:

- a. Conduct all necessary correspondence of the association.
- b. Send out notices of board and association meetings.
- c. Oversee the bi-monthly newsletter (The Wizard Wire)

SECTION 6

The Treasurer shall:

- a. Receive all monies for the association and deposit same in the name of the association in a bank approved by the board.
- b. Receive and retain copies of all deposit slips.
- c. Obtain a signed check request warrant for all bills paid.
- d. Co-Sign all check request warrants with the President (or the Vice President in the event the President is unable to sign).
- e. Pay all bills as authorized by the Executive Board or the association. Approval of the budget by the association constitutes authorization to pay any and all budget expenses.
- f. All expenses not pre-approved on the budget must be voted on and approved by a quorum at an executive or association meeting before being paid.
- g. Obtain an additional signature from the School Principal on all warrants that are district related expenses.
- h. Secure two signatures on all checks. Any two of the following are authorized to sign: President or Treasurers. The authorized signers

shall not be related by blood or marriage or reside at the same address.

- i. Keep an accurate record of receipts and disbursements in a ledger which is a permanent PFA record. All financial records must be retained for 7 years including the current year.
- j. Present at the first association meeting of each school year a projected budget(s) to be voted on by the association. Seven (7) days notice must be given to the association prior to the vote.
- k. Keep the membership informed of expenditures as they relate to the budget(s) adopted by the association.
- l. Arrange for a yearly tax return to be filed by a licensed accountant.
- m. Present a statement of the PFA account as needed at association and/or executive board meetings.
- n. Make a full annual report to the association.

SECTION 7

The Parliamentarian shall:

- a. Give necessary advice in parliamentary procedure when requested.
- b. Call the first meeting of the Nominating Committee to give procedural instructions.
- c. Chair the by-laws committee and review by-laws to align with current practices.

SECTION 8

The Website Chairperson shall:

- a. Update and maintain the school website.
- b. All necessary correspondence of the association/school

SECTION 9

Technology Chairperson shall:

- a. Keep updated reports on all technology equipment within the school.
- b. Work with the Principal and Site Tech pertaining to all technology equipment.
- c. Report to the PFA Board regarding new purchases, improvements, and maintenance requests.

SECTION 10

Volunteer Chairperson shall:

- a. Provide guidance and support to parent volunteers at Westlake Elementary.
- b. Provide support to event chairpersons in recruiting for various PFA events.

SECTION 11

Reports shall be compiled annually by all officers and committee chairpersons and filed with the Recording Secretary.

SECTION 12

When an officer fails to attend three consecutive meetings without adequate excuse or is not fulfilling the responsibilities of the office as prescribed in the by-laws, the Executive Board may, by a two-thirds vote, declare the office vacant.

ARTICLE VII – ASSOCIATION MEETINGS

SECTION 1

Association meetings shall be held the first or second week of each month, unless otherwise ordered by the Association or the Executive Board. Special meetings may be called by the Executive Board upon written notice sent at least three (3) days before the meeting date.

SECTION 2

The association meeting in April or May shall be the annual election meeting at which time the officers shall be elected.

SECTION 3

The association method of voting shall be by voice and/or absentee ballots as determined by the Executive Board. A passing vote is determined by a quorum.

SECTION 4

Fifteen (15) members shall constitute a quorum for the transaction of business in any general meeting of this association.

SECTION 5

Executive Board reports and Committee Chair reports shall be allowed the necessary time to deliver respective updates. Any new business or public comment shall be limited to three (3) minutes.

ARTICLE VIII – EXECUTIVE BOARD

SECTION 1

The Executive Board shall consist of officers of the association, all of whom shall be members of this PFA.

SECTION 2

The Executive Board shall:

- a. Transact necessary business between meetings of the association.
- b. Authorize payment of budgeted expenditures and may authorize the payment of other bills. Any non-budgeted expenditure of more than \$1,000 (one thousand dollars) must be formally proposed at a general membership meeting then tabled, to be voted upon at the next general membership meeting. (Approval of the budget at the October general meeting is authority for the expenditure of funds.) Technology hardware and software purchases up to \$3,000, once thoroughly discussed at an Executive Board meeting, may be approved by a quorum for purchase immediately at the following association meeting.
- c. Create committees as are deemed necessary to carry on the work of the association.
- d. Fill all vacancies in office, including that of the President.
- e. Present a report of Executive Board meetings at the regular meetings of the association.
- f. Carry over no more than 10% (ten percent) of the total budget into the next school year, unless the carryover follows a purposeful plan. (I.e. allocating carryover funds to keep up with future technology needs.)

SECTION 3

The Executive Board is subject to the orders of the association, and none of its acts shall conflict with actions taken by the association.

SECTION 4

A PFA member shall not serve as a voting member of this Executive Board while serving as a paid employee of or under contract to this PFA.

SECTION 5

Special meetings of the Executive Board may be called by the President and/or the written request of three (3) members of the Executive Board.

SECTION 6

Eight (8) members shall constitute a quorum for the transaction of business in any meeting of the Executive Board.

ARTICLE IX – COMMITTEES

SECTION 1

Standing committees shall be created by the Executive Board as may be required to carry on the work of the association. The quorum for a committee meeting shall be a majority of its members.

SECTION 2

The chairpersons of standing committees shall be appointed by the President, subject to the approval of the Executive Board.

SECTION 3

The term of office for these chairpersons shall be for one year or until successors are appointed.

SECTION 4

Annual written reports shall be compiled by all chairpersons and filed with the Recording Secretary.

SECTION 5

The chairpersons shall present plans of work to the Executive Board for approval. No work shall be undertaken without the consent of the Executive Board.

SECTION 6

Any chairperson failing to attend three (3) consecutive meetings without adequate excuses or not fulfilling her/his responsibilities as prescribed in these by-laws or standing rules may be replaced by a two-thirds vote of the

Executive Board and immediately return all association funds to the Treasurer.

SECTION 7

The Association and the Executive Board each have the power to create special committees in order to carry out specific programs and projects.

SECTION 8

The chairperson and members of special committees shall serve until their assignments have been completed.

ARTICLE X – AMENDMENTS

These by-laws may be amended by a two-thirds vote at any association meeting, regular or called, provided notice had been given at the previous regular meeting.

Amended September 2010

Amended April 2013

Amended April 2014

Amended November 2014