

Constitution & By-Laws of the Santa Cruz Gardens Elementary Home & School Club

PREAMBLE

We, the parents of students enrolled in the Santa Cruz Gardens Elementary School, in order to form an effective organization, to promote a better understanding and closer bond of cooperation between the faculty and parents, and to initiate and/or sponsor projects having for their ultimate aim the improvement of the Santa Cruz Gardens Elementary School, hereby adopt this Constitution and By-Laws.

Article I

This organization shall henceforth be known as the Santa Cruz Gardens Home & School Club.

Article II

The object of this club shall be to promote closer cooperation between home and school.

Article III

This club shall be non-profit, non-sectarian, non-discriminatory and non-partisan. It shall not seek to direct the educational policy of the school.

Article IV

All faculty and parents of students enrolled in the Santa Cruz Gardens School are eligible for membership in the Santa Cruz Gardens Home & School Club.

Article V

Section 1: The Board of Directors of the Club shall be:

- President
- Vice-president
- Secretary
- Treasurer

Section 2: All offices may be held jointly

Article VI

The regular meetings of the club shall be no less than five and shall be held monthly, from September through June.

Article VII

The Constitution may be amended by a two-thirds vote of members present at any stated meeting. The proposed amendment shall be presented and discussed at the previous stated meeting and shall be notified in writing.

BY-LAWS

Article I

Duties of the Board of Directors:

Section 1 – President(s):

- a) Shall call to order and preside over all meetings of the Santa Cruz Gardens Home & School Club.
- b) Shall approve all volunteer committees.
- c) Shall prepare the agenda based on input from other Board Members and committee chairs.
- d) Shall review monthly all bank reconciliations.

Section 2 – Vice-president(s):

- a) Shall act as aide to the president(s) and in the absence of the President(s), shall act as President.
- b) Shall fill in for Secretary at board meetings if the Secretary is absent.
- c) Shall oversee all volunteer committees.

Section 3 – Secretary(s):

- a) Shall keep an accurate record of the proceedings of all meetings and read the minutes of the previous meeting.
- b) Shall be responsible for archiving all received correspondence, including thank-you notes and donation acknowledgements.

Section 4—Treasurer(s):

- a) Shall be authorized to pay all bills approved by the Board of Directors upon receipt of a duly authorized invoice, receive all monies for the Club, and deposit same in the name of the Club in a bank approved by the Board of Directors.
- b) Shall keep an accurate accounting of receipts and disbursements on a fiscal year-end basis and prepare any necessary tax returns.
- c) Shall present a written report at each meeting and when requested by the Board.
- d) Shall maintain a petty cash fund of \$100.00 to be used for minor expenses.

Section 5—Duties of the Board:

- a) A special meeting of the Board of Directors may be called by the President or by two-thirds of its members.
- b) The Board shall conduct the business of this Club as directed by the members.
- c) All checks written must have two authorized Board member signatures.
- d) No Board member shall be dismissed without a two-thirds majority vote.

Section 6—Volunteer Committees:

There shall be such volunteer committees created by the Board of Directors as is deemed necessary to conduct the activity of the Club.

Section 7—Representation:

An administrator and teacher representative of the Santa Cruz Gardens School will act as ex officio members of the Board of Directors

Article II

Nominations and Elections:

- Section 1 Nominations shall be made from the floor at the May meeting. Absentee nominations will be accepted by the Chair if received in a timely manner.

- Section 2 An election by written ballot shall be held in May at which time each candidate shall be required to appear for an introduction to the membership and be given an opportunity to speak.
- Section 3 Certificated members shall not be eligible for an elective office.
- Section 4 For the President, the term of office shall be limited to a maximum of two years. The Vice-President, Treasurer and Secretary may serve unlimited terms.
- Section 5 The initial Board of Directors shall be elected and appointed at the June meeting and will serve from July until the following June.

Article III

Parliamentary Procedure:

Roberts' Rules of Order, Revised, shall govern all procedures:

- Call to order/Introductions
- Minutes read
- Treasurer's Report
- Principal's Report
- Committee Reports
- Old Business
- New Business
- President's Report
- Adjourn

Article IV

For these by-laws to be amended, they must be presented in writing at any stated meeting. At the next stated meeting, the by-laws must receive a majority vote to pass.

Revised December 2009

ADDENDUM TO BY-LAWS

This association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 © (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Notwithstanding any other provision of these Articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of its organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons.

Upon the dissolution or winding up of the organization, all assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Marta Wilby

Sandra H. Lewis

ADDENDUM TO BY LAWS

At the September 20th, 2006 Home & School Club meeting, the following addendum to the by laws was approved: the Principal shall be a partner in the decision making process regarding events, activities, fundraising, and other organizational activities that may take place at or impact the school or school district.

Any program, fundraiser or other activity sponsored by parent/guardian clubs shall be approved by the Principal and authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

Parent/guardian clubs shall not hire district employees without prior approval from the Superintendent or designee.



Lisa Valiante
President Home & School Club

9/20/06

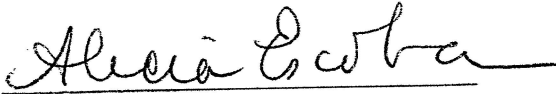
Date



Lynn Nakao
President Home & School Club

9/20/06

Date



Alicia Escobar
Principal

9/20/06

Date

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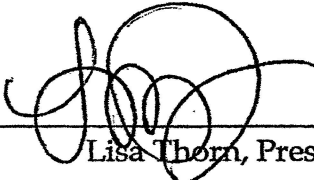
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SECOND ADDENDUM TO BY-LAWS

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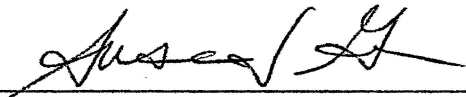
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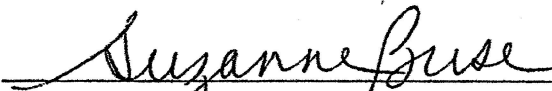
Lisa Thorn, President
12/10/09

Date



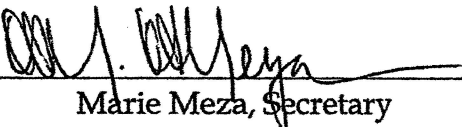
Susy Gans, Vice President
12/10/09

Date




Suzanne Buse, Treasurer
12/10/09

Date



Marie Meza, Secretary
12/10/09

Date



Alicia Escobar, Principal
12/10/09

Date