

BYLAWS OF THE PARENT-FACULTY ASSOCIATION  
OF WILLOW ELEMENTARY SCHOOL

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ARTICLE I  
NAME, PURPOSE AND POLICY

1. The name of this organization shall be the "Parent-Faculty Association of Willow Elementary School," hereinafter referred to as "the PFA."
  - a. The PFA is a nonprofit public benefit association and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Association Law for charitable purposes.
  - b. The specific purpose of the PFA is to support educational activity for Willow Elementary School, a public school in Agoura Hills, California within the Las Virgenes Unified School District.
2. The PFA is organized exclusively for charitable purposes within the meaning of Section 501 c (3) of the Internal Revenue Code.
  - a. No substantial part of the activities of the PFA shall consist of political work designed to influence legislation. The PFA likewise shall not participate or intervene in any political campaign on behalf of any candidate for any public office.
  - b. The members of the PFA are free to engage in any and all political activity as individuals, but not as representatives of the PFA.
3. The property of the PFA is irrevocably dedicated to charitable purposes and no part of the net income or assets of the PFA shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the PFA, its assets remaining after payment, or provision for payment, of all debts and liabilities of the PFA shall be distributed to a nonprofit fund, foundation or association 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.

ARTICLE II  
OBJECTIVES

1. The PFA shall endeavor to further the educational welfare of its students and maintain a line of communication between home, school, the Las Virgenes Unified School District and the community.
2. The PFA shall assist the faculty in youth activities.
3. The PFA shall raise funds to provide educational programs, materials, instructors, and beneficial services for Willow Elementary School.

ARTICLE III  
MEMBERSHIP

1. All parents or legal guardians of Willow Elementary School students, and all Willow Elementary School faculty and staff shall be general members of the PFA.
2. Each membership shall be limited to one vote per family at general meetings. A general meeting shall be defined as a meeting called for the general membership of the PFA, as defined in Article III, Section 1, above.
  - a. In the event two members of the same family serve as officers, each officer shall have a vote at general meetings.

ARTICLE IV  
BOARD OF DIRECTORS

1. The Board of Directors shall be comprised of the President, Treasurer, VP-Communications, VP-Community Relations, VP-Historian, VP-Hospitality, Parliamentarian, VP-Room Parents, VP-Student Relations, VP-Fundraising, Member at Large, Faculty Liaison and the Principal, acting as the Administrative Liaison.
2. In recognition of the busy schedules of many working parents, every Board of Director position, except that reserved for the Principal of the school, shall be permitted to be a position shared by two persons. When such a shared position is desired, the designations shall be Co-Presidents, first, and second, co-vice-presidents, and so on. For the sake of simplicity, this document will use the appellations described in Article IV, Section 1 to include both persons in any shared position.
3. The President shall appoint Standing Committee Chairpersons, and shall not appoint more than two persons to chair each committee.
4. The responsibility of the Board of Directors shall be:

- a. To establish PFA policy.
  - b. To ensure that the PFA performs in accordance with the objectives of the PFA, as defined in these Bylaws.
  - c. To approve, by a majority vote of the members present, providing a quorum exists, all expenditures, over \$200.00, made in the name of the PFA, and which are honored for payment by the PFA.
5. A quorum of the Board of Directors shall consist of those who attend the meeting, provided it is either a stated meeting or one that has been properly called.
  6. The privilege of making motions and voting at board meetings shall be limited to members of the Board of Directors. Both the Faculty Liaison and Administrative Liaison are non-voting members of the Board of Directors.
  7. Board members are expected to attend all meetings, and shall not miss more than a total of three (3) Board of Directors or general meetings without a justified excuse.
  8. Written proxies are acceptable for voting purposes.

ARTICLE V  
OFFICERS AND DUTIES OF OFFICERS

1. The officers of the PFA shall be:
  - a. President (2)
  - b. Treasurer (2)
  - c. VP, Communications
  - d. VP, Community Relations
  - e. VP, Historian
  - f. VP, Hospitality
  - g. Parliamentarian
  - h. VP, Room Parents
  - i. VP, Student Relations
  - j. VP, Fundraising (2)
  - k. VP, School Safety
  - l. Member at Large
  - m. Administrative Liaison (Principal)
  - n. Faculty Liaison (Faculty Member)
2. It is recommended, but not required, that the offices of President and Treasurer 1 & 2 may only be filled by a candidate who has served at least one year prior

in another board position. The Faculty Liaison must be filled by a current faculty member.

3. An officer may be removed from office by a majority vote of the Board of Directors for any of the following reasons:
  - a. Conduct unbecoming an officer of the PFA
  - b. Inability to perform
  - c. Failure to attend board and general meetings on a regular basis
  
4. The duties of the President shall be:
  - a. To act as the Chief Executive Officer of the PFA;
  - b. To preside over General and Board meetings;
  - c. To attend all District meeting and disseminate information, as needed, to the Executive Board and general population;
  - d. To specify the time, date and location of general, board and special board meetings;
  - e. To coordinate all internal and external communications related to the PFA;
  - f. To designate special and standing committees for the term of office and appoint chairpersons and members thereof;
  - g. To be responsible to the membership for the efficient, harmonious and economical operation and direction of the PFA;
  - h. To establish and adhere to the PFA Annual Budget;
  - i. To serve as an authorized signatory on all checks drawn on the PFA bank account.
  - j. Cannot approve any amount over \$200.00.
  
5. The duties of the Treasurer shall be:
  - a. To receive, reconcile and deposit to the PFA bank account all PFA monies;
  - b. To serve as treasurer for all committees;
  - c. To dispense all funds as directed by the President in accordance with a majority of the Board of Directors and these bylaws;
  - d. To prepare and publish monthly financial reports;
  - e. To provide trending reports for all fundraising events for prior years;
  - f. To prepare an annual financial report due the first meeting after the close of the PFA's fiscal year and present it to the Board.
  - g. To present at such reasonable times as the President or majority of the Board of Directors may request all books, papers, vouchers, etc., which may be in the Treasurer's possession;
  - h. In the event of resignation prior to termination of the Treasurer's term of office, to prepare a final financial report due the first meeting at which

the resignation could be considered and to turn over all books, papers, vouchers, etc., which may be in the Treasurer's possession;

- i. To perform special duties as may be requested, from time to time, by the President;
- j. To serve as an authorized signatory on all PFA checks drawn on the PFA bank account.
- k. To maintain and preserve all PFA financial information on the laptop provided by the PFA;
- l. In the event of non-payment/insufficient funds to the PFA, refer and implement the LA County District Attorney's Office guidelines regarding insufficient funds.
- m. Oversight of committees, as directed by the President.

6. The duties of the VP, Communications shall be:

- a. To maintain an open communication with all general members and be available by phone or email to answer any questions the general members may have about the PFA and its activities;
- b. To assist in the dissemination of information to the general members about the PFA activities; including the development of the Wildcat Weekly;
- c. Oversight and approval of the Wildcat Weekly and all eblast communications;
- d. To prepare all necessary publicity releases requested by the President or Executive Board;
- e. Oversight of committees, as directed by the President;
- f. To perform special duties as may be requested, from time to time, by the President.

7. The duties of the VP, Community Relations shall be:

- a. To foster relationships with external community partners to advance the objectives of the PFA;
- b. To serve as the committee chairperson for specific fundraising activities, as determined by the President;
- c. Oversight of committees, as directed by the President;
- d. To perform special duties as may be requested, from time to time, by the President.

8. The duties of the Faculty Liaison shall be:
  - a. To maintain an open communication with all faculty members and be available by phone or email to answer any questions the faculty may have about the PFA and its activities;
  - b. To prepare Summary Action Items/Information Sheets, as directed by the Executive Board, for dissemination and review with the faculty;
  - c. To attend faculty meetings and review Summary Sheet with faculty as scheduled and interface on an "as needed" basis with faculty;
  - d. To assist in the dissemination of information to the faculty about the PFA activities;
  - e. A non-voting member of the Board of Directors who must be a faculty member.
  
9. The duties of the VP, Historian shall be:
  - a. To record, keep and maintain the official minutes of all General and Board Meetings;
  - b. To keep and maintain all PFA non-financial, non-correspondence files and records;
  - c. To publish monthly highlights of the PFA meetings in the Wildcat Weekly distributed to all families;
  - d. To assemble and preserve a record of the activities and achievements of the PFA, PFA Historical Notebook, which shall remain the property of both the PFA and Willow Elementary School;
  - e. To act as custodian of all records and materials pertinent to the history of the PFA and Willow Elementary School;
  - f. To have available the PFA Historical Notebook at all General and Executive Board Meetings;
  - g. In the absence of Parliamentarian, to perform all responsibilities of Parliamentarian, ensuring that all meetings are governed by "Robert's Rules of Order;"
  - h. Oversight of committees, as directed by the President;
  - i. To perform special duties as may be requested, from time to time, by the President;
  
10. The duties of the VP, Hospitality shall be:
  - a. To acknowledge on behalf of the PFA any faculty "life changing" events; as deemed appropriate by the Executive Board;
  - b. To coordinate the Back to School Faculty Lunch at the beginning of each year;
  - c. To coordinate the End of Year Committee Chair Appreciation;

- d. To coordinate other “welcoming” events, as determined by the Executive Board;
- e. Oversight of committees, as directed by the President;
- f. To perform special duties as may be requested, from time to time, by the President.

11. The duties of the Parliamentarian shall be:

- a. To ensure that all meetings are governed by “Robert’s Rules of Order;”
- b. To attend all general, board and special meetings or notify Historian to substitute if unable to attend;
- c. To head the Nominating Committee;
- d. To notify officers of their selection and chairpersons of their appointments;
- e. To maintain and update the By Laws, as directed and approved by the Executive Board;
- f. In the absence of a Historian, to perform all the responsibilities of the Historian, including the compilation and preservation of the PFA Historical Notebook;
- g. To head any procedure regarding amendment of these bylaws.
- h. Oversight of committees, as directed by the President;
- i. To perform special duties as may be requested, from time to time, by the President.

12. The duties of the VP, Room Parents shall be:

- a. To coordinate the room parent program;
- b. Facilitate communication between the Executive Board and Room Parents;
- c. Establish and implement guidelines for use by the Room Parents;
- d. To compile and disseminate summary information to Room Parents in the form of a Willow Newsflash;
- e. Oversight of committees, as directed by the President;
- f. To perform special duties as may be requested, from time to time, by the President.

13. The duties of the VP, Student Relations shall be:

- a. To coordinate any school spirit events and facilitate the internal promotions of Willow events to ensure their success;
- b. To act as the liaison with the Willow Student Council;
- c. Oversight of committees, as directed by the President;
- d. To perform special duties as may be requested, from time to time, by the President.

14. The duties of the VP, Fundraising shall be:
  - a. Chair of the annual Spring Fundraiser event;
  - b. To coordinate the activities of all other Spring Fundraiser subcommittees and serve as oversight for those subcommittees;
  - c. Oversight of school-based and community-based fundraising events throughout the year.
  - d. Oversight of committees, as directed by the President;
  - e. To perform special duties as may be requested, from time to time, by the President;
  
15. The duties of the VP, School Safety shall be:
  - a. Serve as a liaison between the PFA and the school district, school site council and others in relation to school safety matter;
  - b. Represent the PFA at district safety meetings; and
  - c. Assist and oversee PFA led school safety initiatives.
  
16. The duties of the Member at Large shall be:
  - a. To provide general support to other board members and committee chairs as needed.
  - b. This position has a one-year term limit.

ARTICLE VI  
MEETINGS

1. A meeting of the Board of Directors shall be held once a month during the school year.
  
2. General Meetings shall be held no less than once each semester.
  
3. A quorum for a General meeting shall comprise one-tenth (1/10) of the PFA membership. The presence of a quorum will be established by the Parliamentarian. In the event a quorum is not present, the General meeting may proceed if a quorum of the Board of Directors exists and a majority of those present desire that the meeting proceed.
  
4. Special meetings may be called by the President, or by the Board of Directors in the event of the President's absence. The time, date and location of General, Board and Special meetings will be specified by the President. The President shall give a minimum of one week's notice prior to the meeting date.

ARTICLE VII



## NOMINATION AND INSTALLATION OF OFFICERS

1. Nominations for the Board of Directors positions specified in Article V of these Bylaws shall be reviewed and selected by a Nominating Committee chaired by the Parliamentarian.
2. The Nominating Committee shall be comprised of the Parliamentarian, the Administrative Liaison (Principal), the Faculty Liaison, and a minimum of two other members of the Board of Directors. Board of Directors members shall be selected by the President(s) and consideration should be given to those non-returning members. The number of persons on the nominating committee shall always be an uneven number, in order to avoid tie votes for nominations.
3. If a Board member of the nominating committee is nominated for a disputed Board position that Board member shall immediately resign from the Nominating Committee, and the President(s) shall appoint another person to the committee to fill the vacancy.
4. The sole purpose of the Nominating Committee is to review all nominations and, where multiple candidates exist, determine the individual best suited for the disputed position. Those nominees selected by the nominating committee shall be notified by the Nominating Committee.
5. All positions are open to the general membership for self-nomination. The Faculty Liaison may only be filled by a Faculty Member.
6. All officers are committed to (1) year terms and shall serve August 1 through July 31.
7. In the event a vacancy occurs during the PFA year, the President has the authority to appoint a temporary officer for no longer than sixty (60) days. Permanent appointment shall be approved by a majority vote taken at the next board meeting, and such newly selected officer shall be installed immediately.

## ARTICLE VIII FISCAL YEAR and BANK ACCOUNTS

1. The PFA and fiscal years shall coincide and shall commence on the first day of August and end on the last day of July.
2. All monies of the PFA shall be deposited by the Treasurer in a Federal or state-chartered bank.

3. The authorized signatories of the account shall be the Treasurer(s) and President(s) on a joint account basis. Two authorized signatures shall be required to validate checks drawn on the account.
4. The account shall be carried in the name of the Willow Elementary School Parent-Faculty Association.

ARTICLE IX  
PFA POLICIES

1. No officer or member shall engage in any act or activity while representing the PFA, which would tend to create an unfavorable impression or unfavorable publicity or in any way be contrary to the general interest of the PFA.
2. PFA funds shall not be used to grant personal loans.
3. PFA funds shall not be used to reward or compensate any officer for volunteer services offered to the PFA.
4. PFA funds shall not be used to reward or compensate any paid district employee for services offered to the PFA.
5. No PFA officer, committee chair, volunteer or member shall receive any reward or compensation (financial or otherwise) from any external party and may not benefit in any way as a result of their volunteer efforts.
6. No officer or member of the PFA shall have the power to incur any expense in the name of or cause any liability to exist on the part of the PFA without prior approval of a majority of the Board of Directors.
7. The PFA shall not endorse any commercial enterprise or candidate for public office; nor shall the names of its officers in their official PFA capacities be used in connection with any commercial concern, partisan interest or any purpose other than the regular work of the PFA.

ARTICLE X  
AMENDMENTS TO THE BYLAWS

1. Bylaws shall be reviewed on a bi-annual basis and amended accordingly. The President(s) are responsible for initiating the review process and maintaining the current Bylaws. The Historian will maintain historical copies of the Bylaws.
2. Amendments to these Bylaws must be approved by a majority vote of the Board of Directors, provided a quorum exists.

3. Proposed amendments and notice of intent to amend these Bylaws shall be given to all Board members one (1) week prior to the day of the meeting at which the vote for approval will be taken.
4. Any amendment to these Bylaws must be posted for a minimum of 30 days.
5. A copy of the adopted Bylaws shall be provided to the District