

Suisun Valley School Parent Club By-Laws

I. Name

The name of this organization is the Suisun Valley Parent Club (hereafter referred to as the Parent Club), a non-profit, public benefit corporation organized under the laws of the State of California. The Parent Club is independent of Suisun Valley School.

II. Purpose

The purpose of the Parent Club is to help meet the needs of the students of Suisun Valley School in areas that are not adequately funded by the district or state. This is accomplished by Parent Club fund raising activities to provide funds for identified needs. Funding will reflect a balance in primary, middle and upper grades.

III. Membership

A. Membership in the Parent Club is open to all interested parents, guardians, and affiliated adults of students attending Suisun Valley School and to the staff of Suisun Valley School. For parents and guardians of Suisun Valley School students the membership is for the household, conferring upon each parent or guardian all the rights and privileges of membership.

B. Dues are to be set by the Executive Board no later than the regular September Parent Club meeting. Voting privileges extended to all dues paying members. Non-payment of dues does not preclude attendance and participation in the regular Parent Club monthly meetings nor does it preclude volunteering at Parent Club activities and fund raisers.

IV. Officers

A. President (term: two years)

Duties:

1. Sets meeting agendas
2. Presides over meetings
3. Oversees all committees
4. Coordinates all Parent Club activities
5. Acts as liaison to Suisun Valley School
6. Acts as head of the Parent Club Executive Board
7. May authorize expenditures of up to \$150 (must report at next meeting)
8. Keeps Parent Club informed of all Suisun Valley School activities
9. Is responsible for enforcement of the By-Laws

B. Vice President (term: two years)

Duties:

1. In the absence of the President, performs those duties
2. Acts as liaison to Suisun Valley School
3. Helps President coordinate all Parent Club activities
4. Supports the President

C. Secretary (term: two years)

Duties:

1. Records minutes of all meetings
2. Reviews minutes of prior meetings
3. Maintains records of minutes
4. Posts the meeting notices, agenda, and approved minutes and submits items for posting on our website
5. Conducts all necessary correspondence for the Parent Club including flyers, notices and thank you notes.

D. Treasurer (term: two years)

Duties:

1. Maintains all Parent Club accounts
2. Pays bills
3. Keep and maintain all financial records including an on-going ledger
4. Coordinate with the Parent Club accountant to file tax returns
5. Submit financial reports at each Parent Club meeting
6. In the absence of the President and Vice President, performs those duties

F. Additional Offices may be established by the Executive Board, to be approved by the membership, as needs are identified.

V. Executive Board

A. The Executive Board of the Parent Club consists of the President, Vice President, Secretary and Treasurer.

B. Duties:

1. Authorized to make decisions for Parent Club for the benefit of the club
2. Can authorize emergency expenditures, if monies are needed prior to the next membership meeting (these expenditures must be reported at the next general membership meeting)
3. Determines the date of monthly general membership meeting
4. Create committees
4. Appoints special committees as needed

5. Establish the style and rules of order for general membership meetings to be held during their terms of office

VI. Meetings (General Membership)

- A. Monthly meeting will be scheduled at the beginning of the school year by the Executive Board
- B. Each meeting will have an agenda posted on the Parent Club bulletin board one week prior to the day of the meeting.
- C. Members wishing to speak on an agenda item or add an item to the agenda should notify the President at least three (3) days prior to the meeting.
- D. The Parent Club will ask to have a faculty representative attend the meetings.
- E. The meeting will be conducted in manner established by the Executive Board
- F. A quorum consists of five (5) voting members including at least two (2) members of the Executive Board
- G. All expenditures, except those under sections IV.A.7 and V.B.2, must be approved by a majority vote of the members present at a meeting.

VII. Committees

- A. There are no standing committees
- B. Committees will be formed to address the activities and needs of the Parent Club, a committee can be established by the Executive Board or by a vote at a general membership meeting
- C. Committees will establish their own rules, procedures and meeting times
- D. Committees will give update reports at the monthly general membership meetings
- E. Committees will function for one (1) activity and disband after the function is completed or for one year, whichever comes first

VIII. Amendments

The By-Laws may be amended at any regular general membership meeting of the Parent Club by a two-third (2/3) vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.