

BYLAWS OF THE  
ACALANES PARENTS CLUB  
ACALANES HIGH SCHOOL – LAFAYETTE, CALIFORNIA

ARTICLE I

Name

The name of this organization shall be Acalanes Parents Club (“Club”).

ARTICLE II

Object and Policies

Section 1. Object

The primary object of the Acalanes Parents Club is to promote the educational well being of Acalanes High School students. Motions that fall outside the Club’s object may be introduced for consideration by 2/3 vote of the Board of Directors or a 2/3 vote of those members present and voting at a regular or special meeting of the general membership.

Section 2. Policies

No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make distributions in the furtherance of its exempt purposes. In the event of dissolution of the association, the funds of such organization shall be distributed for one or more of the exempt purposes specified in Section 501C(3) – Internal Revenue Code of 1954 as from time to time amended.

ARTICLE III

Membership

Section 1. Active Members

Parents or guardians of pupils attending Acalanes High School students may become active (voting) members by being enrolled and paying annual associate member dues.

Section 2. Associate Members

Anyone interested in the educational well being of Acalanes High School students may become associate (non-voting) member by being enrolled and paying annual dues.

Section 3. Honorary Members

Members of the Faculty shall be honorary (non-voting) members.

Section 4. Membership Year

The membership year is July 1 to June 30

ARTICLE IV

Officers

Section 1. Number and Term

Each Officer of the Club shall be a dues-paying member. The officers shall be President, Vice-President, Vice-President Fundraising, Vice-President Communications, Vice-President Services, Secretary, Class Liaison Chair, Treasurer, Assistant Treasurer, Auditor and Parliamentarian. Each office may be held by one or more person. Officers shall assume their duties on July 1. No person shall hold the same office for more than two consecutive

terms unless agreed to by the Board of Directors and approved by the membership. Officers shall serve for a term of one year or until successors are elected.

## Section 2. Duties

- A. The President, subject to control of the Board of Directors, shall supervise the affairs of the Club, shall preside at all meetings of the Board of Directors, shall appoint the chairmen of all committees, shall attend Coordinating Council meetings, shall be an ex-officio member of all committees except the Nominating Committee, and shall temporarily fill any vacancy occurring among the elected offices until the next regular meeting of the Board of Directors.
- B. The Vice-President is President-elect and shall assist the President, attend Coordinating Council meetings, and assume all duties of the President in her/his absence.
- C. The Vice-President of Fundraising shall oversee fundraising activities.
- D. The Vice-President of Communications shall oversee school-wide communication mediums produced by the Club.
- E. The Vice-President of Services shall oversee all service committee activities.
- F. The Secretary shall keep the minutes of all meetings, have charge of all records and files of the Club (including a list of current members), conduct the general correspondence of the Club, and send notice of all meetings and minutes of the previous meeting to the Board of Directors.
- G. The Class Liaison Chair shall guide and support Class Liaisons and support the Leadership teacher and class.
- H. The Treasurer shall disburse funds when authorized by the Board of Directors. S/he shall keep an accurate financial record and shall render a monthly report at all regular monthly Board of Directors meetings.
- I. The Assistant Treasurer shall collect and receive all money, make bank deposits and report such amounts to the Treasurer.
- J. The Auditor shall examine the books of the Treasurer as soon as possible at the end of the school year, shall submit a written report of the audit to the Board of Directors and to the membership, and shall audit the books upon the resignation of the treasurer or at any time deemed necessary.
- K. The Parliamentarian may offer necessary advice on parliamentary procedure at all meetings of the Club, shall attend the LPIE monthly general board meetings, shall call the first meeting of the nominating committee, and shall chair a committee appointed by the President to review the bylaws in the spring of odd numbered years.

## Section 3. Nomination

The President with the approval of the Board of Directors at its January or February meeting shall appoint a Nominating Committee composed of a minimum of five members spread geographically throughout the area where Acalanes students reside. The Vice-President shall be one of those members. The Principal shall be a non-voting member of the Nominating Committee. The Nominating Committee shall elect its own chairman, shall nominate a candidate for each office, shall ascertain each candidate's willingness to serve, and shall prepare a list of willing Board members to present to the general membership. The Nominating Committee Chairperson shall send the proposed slate of officers to the general membership prior to the spring meeting. Additional nominations may be submitted before or at that meeting.

#### Section 4. Election

Election shall be at the General Meeting in the spring and may be held by voice vote. Newly elected officers shall hold office for one year or until their successors are chosen. Officers shall be installed in June and assume their duties on July 1.

#### Section 5. Attendance at Meetings

If an officer fails to attend three consecutive Board meetings without adequate excuse the Board may declare the office vacant.

#### Section 6. Procedure Books and Annual Report

Officers shall maintain procedure books, including a report of the year's work and shall file them with the President by July 1.

### ARTICLE V General Meetings

#### Section 1. Duties

- A. Two general membership meetings shall be held each year – a Fall budget meeting and a Spring election meeting, unless the Board fixes another date or time. At the fall budget meeting, the current year budget will be presented for approval and at the spring election meeting officers shall be elected. Other business may be transacted, subject to these bylaws.
- B. Special meetings of the members may be called by the Board of Directors at any time it is deemed advisable or at the written request of fifteen members giving fifteen days notice. Notice of all meetings shall be conveyed to the membership at least one week prior to the meeting. In the case of a special meeting, only the business mentioned in the call to the meeting will be transacted.

#### Section 2. Quorum

Eleven (11) members present at an annual meeting shall constitute a quorum.

### ARTICLE VI Board of Directors

#### Section 1. Number and Term

The Board of Directors shall consist of the officers and chairpersons of standing committees. Committee chairs shall serve for a term of one year beginning on July 1. No officers shall hold the same position more than two consecutive years unless agreed to by the Board of Directors and approved by the membership.

#### Section 2. Duties

The Board of Directors shall have general charge and control of the affairs, funds, and property of the Club. Without limitation, the duties and powers of the Board of Directors shall include establishment of standing committees and special committees, approval of the appointment of committee chairmen, approval of programs and projects, approval of the budget, fixing the amount of annual dues, approval of the report of the nominating committee, authorization and expenditure of funds, calling meetings of members, and filling a vacancy in any office caused by death, resignation, or inability to serve for any reason.

#### Section 3. Meetings of the Board of Directors

The Board of Directors shall hold regular monthly meetings during the school year. Special Board meetings may be called by the President and must be called upon the written

request of five members of the Board of Directors giving ten days notice. In the case of special meetings only the business mentioned in the call to the meeting will be transacted.

#### Section 4. Quorum

Five (5) members of the Board of Directors shall constitute a quorum.

### ARTICLE VII

#### Executive Committee

##### Section 1. Number and Term

The Executive Committee shall consist of the President, Vice-President, and a minimum of three other officers and/or committee chairmen. The President shall select the Executive Committee with the Board's approval. The term of office is one year.

##### Section 2. Duties

The Executive Committee shall act on urgent matters between meetings of the Board.

### ARTICLE VIII

#### Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order newly revised* shall govern the Acalanes Parents Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

### ARTICLE IX

#### Amendments

New bylaws may be adopted or these bylaws may be amended or repealed by the affirmative vote of 2/3rds of the members present at a regular or special meeting of the Acalanes Parents Club called for such purpose at which a quorum is present. A copy of the proposed amendment or new bylaws shall be made available to each director and member.

Adopted May 10, 1983. Revised May 2003. Revised March 2012. Revised May 2015.

Revision approved by general membership May 6, 1999.

Revision approved by general membership April 13, 2012.

Revision approved by general membership May 1, 2015.