

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

Objectives and Policies

Section 1. Objectives

The primary objectives of the Acalanes Parents Club are to promote the educational and general well being of Acalanes High School students, serve as a voice for the parent community with the Acalanes High School administration, and help educate and engage Acalanes High School parents.

Section 2. Policies

The Club is a California Domestic Nonprofit Corporation within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954. 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 Club, any funds belonging to the Club shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3).

ARTICLE III

Membership

Section 1. Active Members

Parents or guardians of students enrolled at Acalanes High School may become active (voting) members by making a donation to the Club. One household is considered a member for voting purposes. Each member shall be entitled to one vote at membership meetings.

Section 2. Membership Year

The membership year follows the Club’s fiscal year of July 1 to June 30.

ARTICLE IV

Board of Directors

Section 1. Number and Term

The Board of Directors shall consist of at least 10 but no more than 15 directors unless changed by amendment to these bylaws. The exact number of directors shall be fixed, within those limits, by a resolution adopted by the board of directors on a yearly basis. Board members shall consist of the following officers, who shall each be an active APC

member: President(s), President Elect, Vice-President Special Projects, Vice-President Membership & Fundraising, Vice-President Community Partners, Vice-President Communications, Vice-President Services, Secretary, Head Class Liaison, Treasurer, Assistant Treasurer, Auditor, and Parliamentarian. One or more people may hold each office, although for voting purposes, each office shall have one vote, with the exception of Co-Presidents, who shall each have one vote. Officers shall assume their duties on July 1. Other than President(s), officers shall serve for a term of one year or until successors are elected. The term for the President(s) shall be two years. No person shall hold the same office for more than two consecutive terms unless agreed to by the Board of Directors. At the discretion of the Board of Directors, not all positions must be filled.

## Section 2. Duties

The Board of Directors shall have general charge and control of the affairs, funds, and property of the Club. The duties and powers of the Board of Directors shall include, but are not limited to, the establishment of standing committees and special committees, approval of the appointment of committee chairpersons, approval of programs and projects, approval of the budget (followed by General Membership's approval via vote at Fall meeting), 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.

## Section 3. Specific Duties of the Board of Directors

- A. The President(s), 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, create agendas for meetings, shall approve all appointees, shall attend Coordinating Council meetings (meetings held by Acalanes Union High School District with Parents Club Presidents), shall create an annual operating budget (to be approved by General Membership), shall be an ex-officio member of all committees, and shall temporarily fill any vacancy occurring among the elected offices until the next regular meeting of the Board of Directors.
- B. The President Elect is the elected President for the following school year and shall assist the President as directed, and assume all duties of the President in their absence.
- C. The Vice-President of Special Projects shall support the President in any capacity mutually agreed upon by the President, President-elect and VP Special Projects. Also, will serve as the LPIE Board member to represent APC.
- D. The Vice-President of Membership & Fundraising shall oversee all Club fundraising activities and related positions.
- E. The Vice-President of Communications shall oversee all Club communications and related positions.
- F. The Vice-President of Services shall oversee all Club service activities and related positions.
- G. The Vice-President of Community Partners shall oversee Club parent education, liaison with community partners, shall attend the Lafayette Partners in Education ("LPIE") monthly General Board meetings & oversee related positions.
- H. The Secretary shall keep the minutes of all Club meetings, have charge of all records and files of the Club (including a list of current members), send out notices of meetings, agendas, provide minutes of meetings to Board members and updated binders and job descriptions for all Board Members and Committees.
- I. The Head Class Liaison shall oversee Class Liaisons and related positions and support the Leadership teacher and student officers.

- J. The Treasurer shall disburse Club funds when authorized by the Board of Directors. The Treasurer shall keep, create and maintain an accurate financial record and shall render a monthly report at all regular monthly Board of Directors meetings and oversee the Assistant Treasurer.
- K. The Assistant Treasurer shall collect and receive all Club money, make bank deposits, and report such amounts to the Treasurer.
- L. The Auditor shall examine the books of the Treasurer as soon as possible at the end of the fiscal year, submit a written report of the audit to the Board of Directors, and shall audit the books upon the resignation of the treasurer or at any time deemed necessary.
- M. The Parliamentarian may offer necessary advice on parliamentary procedure at all meetings of the Club, shall appoint and chair the Nominating Committee, and shall chair a committee appointed by the President to review the bylaws when necessary.

#### Section 4. Nomination

The Parliamentarian, 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 with the goal of broad geographic representation. The President or a Co-President shall be one of those members. The Nominating Committee shall nominate a candidate for each office for the next year, shall ascertain each candidate's willingness to serve, and shall prepare a slate of proposed officers to present to the general membership. The Parliamentarian shall send the proposed slate of officers to the Board of Directors and the general membership 30 days prior to the spring membership meeting. Additional nominations may be submitted before or at that meeting.

#### Section 5. Election of the Board of Directors

Election of the Board of Directors shall be at the General Membership Meeting in the spring and may be held by voice vote. With the exception of the President(s), newly elected officers shall hold office for a minimum of one year or until their successors are chosen. Officers shall be installed in June and assume their duties on July 1. Any vacancies during the year shall be filled by a majority vote of the remaining Board of Directors.

#### Section 6. Monthly Meetings of the Board of Directors

The Board of Directors shall hold regular, noticed monthly meetings, open to the entire board, during the school year. Special Board meetings may be called by the President(s) 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 7. Quorum

Five (5) members of the Board of Directors shall constitute a quorum. The Board of Directors may act upon a vote of a majority of Directors at a meeting at which a quorum is present.

#### Section 8. Attendance at Meetings

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

#### Section 9. Record-Keeping and Annual Report

Officers shall maintain detailed records of all activities to be housed on the Club Google drive, including a report of the year's work and shall file the report for the previous

membership drive with the President by July 1.

ARTICLE V  
General Meetings

Section 1. Objective

- A. Two Club General Membership meetings shall be held each year – a fall operating budget approval 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. The following year's slate of officers will be voted on at the spring election meeting. Other business may be transacted, subject to these bylaws. All meetings other than the fall and spring General Membership meetings are special meetings. Notice of all meetings shall be given to the Club membership via a weekly email newsletter.
- B. The Board of Directors may call special meetings of the members at any time it is deemed advisable or at the written request of ten members giving ten days notice via email to the President(s). Notice of all Club 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.
- C. Motions that fall outside the Club's objectives may be introduced or passed 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. Quorum

Eleven (11) members present at General Membership or special meeting shall constitute a quorum.

ARTICLE VI  
Executive Committee

Section 1. Number and Term

The Executive Committee shall consist of the President and a maximum of four other officers. In the event of a co-presidency, the Executive Committee shall consist of the Co-Presidents and a maximum of three other officers. The President(s) shall select the Executive Committee with the Board's approval. The committee is formed at the discretion of the President(s) but is not mandatory. The term of office is one year.

Section 2. Duties

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

ARTICLE VII  
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 VIII  
Amendments

New bylaws may be adopted or these bylaws may be amended or repealed by the affirmative vote of 2/3rds of the Club's Board of Directors 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. Such amendments are subject to ratification by the membership at the next General Meeting or at a special meeting called for that purpose.

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 APC Board on May 3, 2019.  
Revision approved by APC general membership, May 31, 2019.  
Revisions approved by APC Board on May 6, 2022  
Revisions approved by APC general membership on May 13, 2022