



## **BYLAWS**

### **Dublin High School Parent, Faculty, Student Organization**

*Amended 04-25-2022*

#### **Article I Name**

The name of this association is the Parent, Faculty, Student Organization referred to hereafter as the PFSO, located in the City of Dublin, County of Alameda, State of California. The Dublin High School, which this association is connected with, is located in the Dublin Unified School District. The address for the Dublin High School PFSO is 8151 Village Parkway, Dublin CA 94568.

#### **Article II Purpose**

Section 1: The objectives of the PFSO shall be:

- a. To provide and foster cooperation, understanding and communication between the home, the school, the school district and community.
- b. To encourage parent, faculty and student participation in the support of school activities.
- c. To sponsor activities which raise funds to support educational tools and objectives, educational programs and extracurricular activities.
- d. To provide activities which are safe, fun, and uplifting to the Dublin High School population.
- e. To provide an opportunity for volunteerism and service.
- f. To provide, fundraise and monitor funds given to the school.

#### **Article III Policies**

Section 1: The PFSO shall be educational, non-partisan, non-sectarian and non-commercial and shall not endorse anyone for public office.

Section 2: The PFSO shall not seek to direct the administrative or educational activities of the school or to control its policies. The PFSO shall work with the administration and may make its wishes known and offer suggestions.

Section 3: The PFSO shall not enter into membership with other organizations but may cooperate with them. PFSO members shall not make commitments that bind the organization.

Section 4: No part of the earnings of the PFSO shall be distributed among its members. No PFSO member may commit to funds of the organization without board approval.

Section 5: There shall be an audit of the financial records annually and upon resignation of the treasurer(s), or as needed. External audits may occur

- upon request of the school district.
- Section 6: The PFSO shall comply with all Federal and State Income Tax regulations as well as file all required forms in a timely manner.
- Section 7: The minutes shall be deemed a historical record of the activities of the PFSO.
- Section 8: The PFSO shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- Section 9: Notwithstanding any other provisions of these articles, the PFSO shall not carry out any other activities not permitted to be carried out by an association or corporation exempt from Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code of 1954.
- Section 10: This Corporation will be required to purchase and maintain insurance to the full extent permitted by law on behalf of its Board Members, Committee Chairs, and other agents, to cover any liability asserted against or incurred by any Officer, Director, or agent in such capacity or arising from the Officer's, Director's or agent's status as such.
- Section 11: All PFSO events, activities, and celebrations shall meet state, county, district and school health and safety guidelines.

#### **Article IV Membership**

- Section 1: General Membership is granted to all parents or guardians of students attending DHS, faculty, and Dublin High School students.
- Section 2: Members of the PFSO may make donations to the organization at any time and will be solicited to do so on a regular basis.
- Section 3: Voting members may hold office, are entitled to vote and are encouraged to attend all PFSO meetings.
- Section 4: The PFSO shall conduct an annual enrollment drive. Additionally, members may be enrolled at any time.
- Section 5: Each member will be entitled to one (1) vote on each matter submitted to the vote of the members, as the case may be. Members will be entitled to vote for Board members and Committee Chairs of the PFSO.
- Section 6: No two members of the same household or family shall hold positions on the Executive Board at the same time.

#### **Article V Executive Board**

- Section 1: The officers making up the Executive Board of the PFSO shall consist of President, Vice-President, Secretary(ies), Treasurer(s), Communications Officer(s), and a minimum of two (2) Parent Class Representatives for each class. The Executive Board shall conduct necessary, routine or emergency business. A representative of the Administration shall be an ex-officio member. To be considered for the position of President, a candidate must have one (1) year of experience as a member of the PFSO Board. Exceptions can be considered and granted on a case-by-case basis.
- Section 2: The Executive Board shall be responsible for voting for any expenditure up to \$250.00, those agreements will be recorded in the next meeting minutes. Any amount exceeding \$250.00 must be voted on by members and Board

- members present at a general meeting.
- Section 3: Five (5) Executive Board members shall constitute a quorum.
- Section 4: The Executive Board shall appoint each standing and temporary committee chairperson.
- Section 5: The term of the officers and chairpersons shall be one year, with the exception of Parent Class Representatives who shall serve for four (4) years, no officer may be permitted to hold the same office for more than two (2) consecutive terms, unless there is not a candidate willing to serve in that capacity and/or the general membership is unable to nominate anyone. The Executive Board shall fill any vacancies caused by death, resignation, prolonged absence or removal due to misconduct.
- Section 6: There shall be no more than two (2) persons sharing one office, with the exception of Parent Class Representatives who may have up to four (4) persons share the office. There shall be one vote per office. In the case of the Parent Class Representatives each class has one vote.
- Section 7: Nominations by elected officers shall be submitted and accepted at the PFSO meetings in February, March & April. Elections shall be at the April meeting. The newly elected Executive Board shall begin its term at the end of the PFSO meeting in May of each year. If a position is vacant, the Executive Board, by vote, shall appoint an officer to fill the position.
- Section 8: The outgoing PFSO officers shall meet with and instruct the incoming officers as to their duties at a joint Board meeting held before the close of the current fiscal year. At this time all notes and information will need to be passed on to the succeeding officers. The new Board shall begin their term of office on August 1 of each year.
- Section 9: A resignation must occur in writing and be submitted to the entire PFSO Executive Board. A resignation with any conditions attached will be automatically rejected.

## **Article VI Duties of Officers**

**All PFSO Officers must be familiar with the PFSO Bylaws and abide by all PFSO, school and district rules and guidelines.**

### **Section 1: The President**

- a. Shall preside at all meetings.
- b. Shall arrange for an audit.
- c. Shall recommend and advise all standing and temporary committees.
- d. Shall be an ex-officio member of all committees.
- e. Shall be one of the authorized signatures to countersign checks drawn by the Treasurer.
- f. Shall be a liaison with administration.
- g. Shall coordinate the work of the officers and the committees in order that the purposes of the PFSO are promoted.
- h.
- i. Shall enforce Robert's Rules of Order at all meetings.
- j. Shall make a notification and explanation of the organization to the incoming 9<sup>th</sup> grade parents.

### **Section 2: The Vice-President**

- a. May be called Co-president and share the duties of the President.

- b. Shall preside in the absence of the President.
- c. Shall be a liaison with administration.
- d. Shall be one of the authorized signatures to countersign checks drawn by the Treasurer.
- e. Shall assist the President with any duties.
- f. Shall coordinate and support all PFSO fundraising activities.

### **Section 3: The Secretary(ies)**

- a. Shall keep an accurate record of attendance and proceedings of each meeting.
- b. Shall be prepared to read on call the record of any business that may have been transacted at any previous meeting for the current year and one (1) year prior.
- c. Shall give a copy of the prior meeting's minutes to the President.
- d. Shall notify those interested of special agenda matters.
- e. May be one of the authorized signatures to countersign checks drawn by the Treasurer, if needed.
- f. Shall handle necessary correspondence.
- g. Shall make appropriate numbers of copies of prior meeting's minutes for each meeting prior to being reviewed and approved.
- h. Shall assist the President in filing and maintaining (with or without an independent third party) all Corporate documentations and filings, such as but not limited to Statement of Information (Secretary of State), Articles of Incorporation, Corporate ByLaws, Business License documentation, and Corporate Tax Filings (with Treasurer);
- i. Shall call meetings to order in the absence of both the President and the Vice-President.
- j. Shall keep an ongoing inventory of PFSO storage items in the PFSO shed at the school.

### **Section 4: The Treasurer(s)**

- a. Shall collect, receive and disburse money when authorized by PFSO.
- b. Shall keep an accurate record of receipts and disbursements.
- c. Shall render regular reports.
- d. Shall pay out all money with a check that has been countersigned by the President, Vice President or Secretary. Relatives may not countersign checks.
- e. Shall prepare an end of the year statement.
- f. Shall handle any State or Federal tax returns. This may entail an outside tax service.

### **Section 5: Parent Class Representatives**

- a. Shall be the liaison between students and the PFSO.
- b. Shall work in conjunction with class faculty advisor.
- c. Shall organize and run PFSO activities and fundraisers for their class.
- d. Shall supervise ASB student activities and fundraisers.
- e. Shall coordinate volunteers for student activities.
- f. Shall follow all PFSO Communications Guidelines and coordinate with the Communications Officers.
- g. Shall not be the Parent Class Representative for more than one class.

### **Section 6: Senior Class Treasurer**

- a. Shall collect, receive and disburse money when needed to fund Senior sponsored activities.
- b. Shall keep an accurate record of receipts and disbursements.
- c. Shall render regular reports as requested by PFSO Treasurer.
  
- f. Shall prepare an end of the year statement and return records to PFSO Treasurer.

### **Section 7: Communication Officer(s)**

- a. Shall ensure all PFSO communications are consistent and follow all PFSO Communications policies, procedures and Bylaws, and are distributed as needed.
  - i. Facebook
  - ii. Web site
  - iii. E-Newsletter
  - iv. Other social media as determined appropriate by the Executive Board

### **Section 8: Club Advisor**

- a. Clubs must have a parent advisor who is fully cleared to volunteer and responsible for overseeing all club activities.

### **Section 9: Faculty Administrative Representative**

- a. Shall report needs or desires of the faculty/administration.
- b. Shall be the liaison between faculty/administration and the PFSO.
- c. Shall report the needs and desires of students.

### **Section 10: Fingerprinting**

- a. All board members handling PFSO funds must be fingerprinted prior to handling any funds, incoming or outgoing.

### **Section 11: Attendance**

- a. If a special meeting must be called between regularly scheduled general meetings, then 24-hour notice must be given, per Robert's Rules of Order."

### **Section 12: Removal for Cause**

- a. Any Board Member may be removed for cause upon the vote of a majority of the Board Members voting on such matter.

## **Article VII Fundraising**

### **Section 1: Division of Effort**

- a. Student driven and staffed events shall be the responsibility of the Associated Student Body (ASB).

- b. Parent run, supported and staffed events shall be the responsibility of the PFSO.

Section 2: Online and In-Person Fundraising

- a. All online and in-person fundraising shall use the EIN of the PFSO. The Dublin High PFSO Tax ID number is 94-3174460.
- b. Accounting shall be performed by the PFSO Treasurer.

Section 3: Senior Class Excess Funds

- a. The outgoing Senior Class Representatives shall make the intent of the funds known by November following graduation. If no purpose is stated, the funds will roll into the General Fund.

### **Article VIII Committees**

The Board may appoint such committees from time to time as it deems advisable, and for such purposes or activities as it deems advisable. Members of such committees shall be appointed by the Committee Chairs and shall serve at the pleasure of the Board. The Board may adopt standing committees from time to time. The identities of the standing committees and their functions will be set forth in Statements of Policy, as adopted or amended from time to time.

### **Article IX Liability**

Section 1: Liability

- a. No officer of the PFSO will be personally liable for the debts, liabilities or obligations of the PFSO.

Section 2: Exculpation

- a. No member, Officer, Director or agent of the PFSO (collectively, the “Covered Persons”) will be liable to the PFSO or any other Person who has an interest in or claim against the PFSO for any loss, damage or claim incurred by reason of any act or omission performed or omitted by such Covered Person in good faith on behalf of the PFSO and in a manner reasonably believed to be within the scope of the authority conferred on such Covered Person by these Bylaws or applicable law.

### **Article X Meetings**

Section 1: There shall be two types of meetings, regular and Executive Board. Regular meetings shall be scheduled throughout the year and be open to all members of the organization. A majority of voting members at Regular or Executive Board meetings shall be required to pass a motion.

Section 2: General meetings shall be held not less than once per month (only during the school year) to conduct the business of the PFSO. Advance notice of the date, time, and location of the meeting is to be made public by means of the website, school newsletter, marquee and/or by special notice to the school population. Meetings are to be held at a consistent day/time throughout the year (e.g. 4<sup>th</sup> Monday of each month). If a meeting must be moved due to calendar conflict, at least 1 week’s advance notice must be given.

Section 3: Executive Board meetings may be called by any member of the Executive Board. A majority shall be required to pass a motion.

Section 4: Special Meetings. If a special meeting must be called between regularly

scheduled general meetings, then 24-hour notice must be given, per Robert's Rules of Order.

### **Article XI Clubs**

- Section 1: Clubs are recommended to the PFSO Board by the Director of Student Activities and school administration, according to their own criteria. Clubs may not apply to the PFSO directly.
- Section 2: Clubs which are accepted under the PFSO are required to provide the following information, which must be updated annually:
- a. Club Bylaws
  - b. Health and Safety Guidelines
  - c. Membership Information
  - d. Volunteer Clearance Information
  - e. Budget and Fundraising Plans
  - f. Proposed Calendar of Events
- Section 3: All Clubs under PFSO must abide by all school rules, guidelines and discipline policies, in addition to PFSO guidelines and policies.

### **Article XII Amendments**

- Section 1: These bylaws may be amended or revised at any regular meeting of the PFSO.
- Section 2: Any amendment must be proposed by the Board or by written request addressed to the President.
- Section 3: A review of the by-laws shall be done by committee every four (4) school years, or when deemed necessary by the Executive Board, or when requested by two or more voting members.