



PARENT FACULTY ORGANIZATION (PFO) BYLAWS

Harry Dewey Fundamental Elementary School
7025 Falcon Road, Fair Oaks, CA 95628



ESTABLISHED: MAY 4, 2005
LAST UPDATED: OCTOBER 9, 2023

DEWEY FUNDAMENTAL PARENT FACULTY ORGANIZATION

ARTICLE I – NAME OF THE ORGANIZATION

The name of the organization is the Dewey Parent Faculty Organization (PFO). The Dewey Parent Faculty Organization shall hereafter be referred to as the Organization.

ARTICLE II – NAME OF THE ORGANIZATION

The Dewey Parent Faculty Organization is a non-profit Organization under the laws of California and a Section 501 (C)(3) non-profit corporation pursuant to the provision of the Internal Revenue Code

ARTICLE III – PURPOSE

The purpose of this non-profit organization shall be to enhance our children's education by supporting existing programs, initiating new programs, and providing equipment and materials to attain these goals.

In accomplishing its purpose, the club shall be non-profit, non-commercial, non-sectarian, and non-partisan. The club shall not endorse any commercial enterprise or political candidate.

ARTICLE IV- MEMBERSHIP

Section 1. Regular Membership: All parents and/or legal guardians of students currently attending Dewey Fundamental Elementary School and all current faculty and staff of Dewey Fundamental Elementary School shall be eligible for membership in this Organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization but shall not have the right to vote or hold office.

Section 2. Voting Membership: All regular members of the Organization, who are current in the payment of annual dues, as established below, shall be designated as Voting Members. Voting Members are eligible to attend and participate in all meetings and activities and vote on all issues before the general membership at the General Meetings, to elect officers, and to hold office, whether elected or appointed.

Section 3. Annual Enrollment: This Organization shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 4. Dues: Each voting member of this Organization shall pay annual dues to the Organization at the current rate as determined by the Executive Board.

Section 5. Collection of Dues: This Organization shall collect dues from its members as determined by the Executive Board in Section 4.

Section 6. Honorary Members: All parents and/or legal guardians of former students, former faculty or staff of Dewey Fundamental Elementary, and members of the community have the right to participate.

ARTICLE V- EXECUTIVE BOARD

Section 1. The Executive Board shall consist of officers of the association, the principal, faculty representatives, all of whom are required to be members of the Organization.

Section 2. The Executive Board shall meet once per month. The board's regular meeting time shall be set by the executive board members. Board members shall be notified at least twenty-four (24) hours in advance of such a meeting. If an emergency meeting is necessary, the president may call one without prior notice to take care of the emergency. All board members are required to attend all meetings unless excused by the president.

Section 3. The Executive Board:

- a. Shall transact necessary business between meetings of the Organization and such other business as may be referred to it by the Organization.
- b. May authorize the payment of association bills within the limits of the budget adopted by the Organization. Such action shall be ratified at the next Organization meeting and must be recorded in the Organization minutes.
- c. May authorize the payment of other non-budgeted organization bills not to exceed 500.00, on a case-by-case basis, between meetings of the Organization. Ratification of payment of these bills must occur at the next Organization meeting and must be recorded in the Organization minutes.
- d. Shall create committees as deemed necessary to promote the objectives and to carry on the work of the Organization.
- e. Shall fill all vacancies in office, including that of the President.
- f. Shall present a report at meetings of the Organization.
- g. Shall receive a financial report from the Treasurer at every meeting of the Organization and the Executive Board at other times when requested by the Organization.

Section 4. The Executive Board is subject to the orders of the Organization, and none of its acts shall conflict with the action taken by the Organization.

Section 5. A Parent Faulty Club member shall not serve as a voting member of this executive board while serving as a paid employee of or under contract to this Organization.

Section 6. Five (number) members shall constitute a quorum for the transaction of business in any meeting of the executive board.

Section 7. Order of business shall be as follows:

- a. Call to order by President
- b. Reading of minutes of the previous meeting
- c. Reports of Officers - Treasurer mandatory
- d. Reports of Committees
- e. Old Business
- f. New Business
- g. Adjournment

Section 8. Agendas for the Executive Board Meetings shall be posted in the school's office twenty-four hours prior to meetings.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. Each officer of the Organization shall be a member of the Organization with dues up to date.

Section 2. Officers of the Organization shall be President, Vice-President, Secretary, Treasurer, Script Treasurer, Ways and Means Chair, and one-two Room Representative Coordinators. These officers shall be elected annually.

Section 3.

Nominations for the office shall be made by a parent/legal guardian, or Dewey Staff Member. The committee shall serve until the next annual election meeting equaling a one-year term.

- a. The nominating committee shall be composed of the school Principal, school Secretary, one school staff member, and the current Vice President and Secretary of the Organization, all of whom shall be members of this Organization. This committee shall oversee the nomination and election process.
- b. Only those persons who are eligible and have signified their consent to serve if elected shall be nominated for elected office.

Section 4. The privilege of holding office shall be limited to members of the Organization whose dues are paid.

Section 5. Officers must be a parent or guardian of a student currently attending Dewey Fundamental Elementary School, or a staff member.

Section 6. Elections shall be held by electronic or written ballot in the month of April. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

Section 7. Officers shall serve for a term of one year or until successors are elected. No officer shall hold more than one elected office.

Section 8. If any office remains unfilled after election, it shall be considered a vacant office to be filled by the board elect.

Section 9. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board. Election to fill a vacancy shall require a majority vote of the Executive Board.

Section 10. Each officer is responsible for maintaining records in a binder specific to their duties.

Section 11. After elections, prior to the end of the current school year, the current officers are responsible for meeting with their officer-elect to discuss transition of duties and transfer of binder.

Section 12.

- a. All Officers Elect shall attend the May and June Executive Board Meetings in order to facilitate training for their respective positions.
- b. The Treasurer and Treasurer-elect shall conduct the duties of the office together in May and June in order to facilitate training for the position.
- c. At the beginning of their term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. The President shall:

- a. Coordinate the work of Officers and committees of the Organization in order that the objects may be promoted.
- b. Impartially preside at all meetings of the Organization and the Executive Board; the President does not have the privilege to make a motion and votes only in the case of a tie.
- c. Be a member ex-officio of all committees except the nominating committee and attend committee meetings as requested by the Executive Board.
- d. Appoint the chairpersons and members of committees, preside over the ratification of the executive board.
- e. Ensure that each outgoing officer meets with the officer-elect for training and transfer of binder.
- f. Perform such other duties as may be prescribed in these bylaws or assigned by the Organization.
- g. Sign all warrants, checks and/or vouchers with the Secretary, Treasurer, or Vice-President.

Section 2. The Vice-President shall:

- a. Act as aide to the President.
- b. Shall attend all meetings of the organization and of the Executive Board and give necessary advice in parliamentary procedure when requested.
- c. (In her or his designated order) performs the duties of the President in the absence or inability of the Officer to serve.
- d. Oversee the Chairpersons of standing committees as designated by the President.

- e. Perform other duties as assigned.
- f. Serve as a voting member of the Executive and General Boards.
- g. Be one of the required signatures on checks and/or vouchers if the President is unable to sign them.
- h. Sit on the nomination committee for the yearly elections.

Section 3. The Secretary shall:

- a. Keep and accurately record of the proceedings of all meetings of the Organization and the Executive Board in a bound book, which is the legal record of the Organization.
- b. Be prepared to refer to minutes of previous meetings.
- c. Prepare a list of all unfinished business for the use of the President.
- d. With the president, sign all warrants, checks and/or vouchers authorizing the expenditure of funds following approval by the organization or executive board in accordance with these bylaws.
- e. Record all expenditures in the minutes.
- f. Keep a current list of paid members of the association provided by the membership chairperson.
- g. Keep a current copy of the bylaws and standing rules.
- h. Perform such duties as may be delegated to the secretary.
- i. Conduct all necessary correspondence of the organization upon authorization of the President, executive board or organization.
- j. Attend all meetings of the Organization and Executive Board.
- k. Sit on the nomination committee for the yearly elections.

Section 4. The Treasurer shall:

- a. Keep such permanent books of accounts and records as shall be sufficient to establish the items or gross income, receipts, and disbursements of the Organization, including, the number of members and monies collected from the members.
- b. Receive all monies for the Organization, giving a receipt therefore, and deposit them in the name of the Organization in a bank approved by the Executive Board.
- c. Receive and retain a copy of the deposit slip for any deposit made.
- d. Pay all bills as authorized by the Executive Board or the Organization and on receipt of signed vouchers (request for reimbursement form) as stated in Article XII – Reimbursement.
- e. Secure two signatures on all checks. The President must be the first signature. The Secretary, Treasurer, or Vice-President may be the second signature. The authorized signer shall not be related by blood or marriage or reside at the same address. The Treasurer, President, Secretary or Vice-President may not sign checks payable to themselves.
- f. Keep an accurate record of receipts and disbursements in a ledger, which is a permanent record of the Organization.
- g. Keep the membership informed of expenditures as they relate to the budget adopted by the association in the

form of a treasurer's report at all general meetings.

- h. Present a statement of account at every meeting of the organization and the executive board and at other times when requested by the organization.
- i. Prepare books to be given to the auditor in July and to the tax preparer in September. Coordinate with him/her to complete and file, as necessary, documentation in a timely fashion.
- j. Attend all meetings of the Organization and Executive Board.

Section 5. The Scrip Treasurer shall:

- a. Keep such permanent books of account and records as shall be sufficient to establish the items or gross income and tracking of credit to Dewey Fundamental Elementary School.
- b. Receive and retain a copy of the deposit slip for any deposit made by Scrip Treasurer or by the revenue contributor (i.e. Raley's, Safeway, Box Tops, etc.)
- c. Secure two signatures on all checks. Any two of the following are authorized to sign: President, Secretary, Treasurer, or Script Treasurer. The authorized signer shall not be related by blood or marriage or reside at the same address. The President, Secretary, Treasurer, or Scrip Treasurer may not sign checks payable to himself or herself.
- d. Keep an accurate record of receipts, disbursements, credits and/or deposits in a ledger, which is a permanent record of this parent faculty organization.
- e. Make an annual financial report to the Organization which includes gross receipts and disbursements for the period.
- f. Prepare books to be given to the auditor in July.
- g. Arrange authorization for Bank Accounts and Electronic Fund Transfers.
- h. Create and distribute regular marketing flyers to parents.
- i. Arrange promotions (incentives, i.e. drawings, etc.)
- j. Troubleshoot problems with getting appropriate credit from each of the participating merchants or vendors.
- k. Help set annual goals for this fundraiser.
- l. Update teachers monthly on script balance.
- m. Provide information about purchases by faculty from the script accounts quarterly through the Tiger Tale.
- n. The Scrip Treasurer has the authority to approval all receipts for teacher expenditures for the purpose of reimbursement.
- o. Attend all meetings of the Organization and Executive Board.

Section 6. The Ways and Means Chair shall:

- a. Be responsible for raising funds needed to meet the proposed budget. All activities must have Board approval.
- b. Be responsible for recruiting chairpersons for fund raising activities and overseeing such activities. They may serve as chairperson with Board approval.
- c. Be responsible for collecting and transporting revenue to the Organization Treasurer at the conclusion of a fund-raising event.
- d. Be responsible for keeping the board updated on all fund-raising activities.
- e. Shall present to the Board Fundraising Chairs for approval: all Fundraising Chairs are required to sign all vouchers prior to submission to the Treasurer.
- f. Attend all meetings of the Organization and Executive Board.

Section 7. The Room Representative(s) Coordinators shall:

- a. Assist in securing at least one Room Representative for each class, who will in turn assist that teacher with tasks throughout the year as follows:
 1. Formulate and distribute a Class Contact List to parents/guardians and students in each class.
 2. Organize volunteers to plan/execute class parties and activities.
- b. Organize volunteers to plan/execute Teacher Appreciation Week activities.
- c. Organize volunteers to plan/execute Fall Festival Class Project and Dinner Auction Class Project.
- d. Communicate important information from each Monthly PFO Meeting to the Room Representatives for each class, so that they in turn may communicate it to the parents of the students in that class.
- e. Act as liaison between the PFO Executive Board, school staff, and the collective Room Representatives, so that all stakeholders are aware of the happenings of the PFO.

ARTICLE VIII – COMMITTEES

Section 1. There shall be such committees created by the Executive Board as may be required to carry on the work of the Organization. The quorum for a committee shall be the majority of its members.

Section 2. The chairpersons and members of committees, all of whom shall be members of this Organization, shall be appointed by the president subject to the ratification of the Executive Board.

Section 3. Committees for the Organization shall consist of Membership, Hospitality, Merchandise, Volunteer Coordinator, and Communication Chairs. Other Chairpersons and committees can be appointed as deemed necessary by ratification of the Executive Board.

Section 4. The term of office for chairpersons shall be no more than one year or until successors have been appointed.

Section 5. Reports shall be compiled annually and upon termination of the committee by all chairpersons and filed with the President.

ARTICLE IX – DUTIES OF COMMITTEE CHAIRPERSONS

Section 1. The Membership Chair shall:

- a. Conduct an annual membership drive for the Organization. Additionally, they are responsible for providing membership information to new incoming students throughout the school year.
- b. Provide a current membership list to the President, Vice-President, Secretary, and Treasurer.
- c. Submit collected dues to the Treasurer.
- d. Be responsible for making sure all board members are current Organization members.
- e. Attend all meetings and provide a membership list at all organization meetings.

Section 2. The Hospitality Chairperson shall:

- a. Coordinate the annual faculty luncheon.
- b. Provide snacks for the general Organization meetings and Lunch with a Loved One.
- c. Purchase gifts and send thank-you notes, as the board deems necessary.
- d. Attend all Organization and Executive Board meetings.

Section 3. The Merchandise Chairperson shall:

- a. Sell current merchandise at school events.

- b. Provide selected merchandise to each paid Organization member.
- c. Create and order new merchandise when needed.
- d. Keep inventory and organization of available merchandise.

Section 4. The Volunteer Coordinator shall:

- a. Coordinate volunteers for special events and communicate key dates and deadlines to all volunteers.
- b. Ensure all volunteers are fingerprinted and checked in accordance with district guidelines.

Section 5. The Communication Chairperson shall:

- a. Work directly with President in writing weekly letter for the Dewey Tiger Tale. Update the parents as to upcoming events and happenings within the Executive Board.
- b. Attend all Organization and Executive Board meetings.
- c. Update social media channels with important information, via the School Secretary.

ARTICLE X- FISCAL YEAR AND IRS NUMBER

Section 1. The fiscal year of this Organization shall begin **September 1** and end **August**.

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Section 2. The Parent Faculty Organization shall not assume any financial obligation in any one fiscal year that will be carried over into the succeeding term unless approved by the Organization.

Section 3. The Internal Revenue Service Employer Identification (E.I.) number for this Parent Faculty Organization is 4271649

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of the **Robert's Rules of Order Newly Revised** shall govern this Organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XII - AMENDMENTS

Section 1. These bylaws may be amended by a **Two-Thirds** vote at any meeting, provided notice has been given at the previous meeting, or thirty (30) days written notice has been given to the membership.

Section 2. This Organization may be disbanded by a majority vote of the membership present at an organization meeting. The membership shall be consulted at least 30 days prior to any vote being taken to disband the Organization.

Section 3. Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (C)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or Organization or Organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIII- REIMBURSEMENT

Section 1. Persons requesting reimbursement from the PFO shall complete a Request for Reimbursement form (voucher). The completed form including the appropriate receipts and the signatures of the person authorized to allocate funds from

that budgeted line item shall be submitted to the Organization Treasurer for verification of monies and preparation of the check.

Section 2. Persons authorized to sign reimbursement forms shall be assigned by the Organization board subsequent to annual budget. School faculty is authorized to sign reimbursement forms for funds earned from their personal scrip purchases.

Section 3. The Ways and Means officer shall present to the board all fundraising chairs for approval. The Fundraising Chairs are required to sign all Requests for Reimbursement forms (vouchers) associated with their fundraising event prior to submission to the treasurer.

Section 4. The PFO treasurer will verify the availability of funds and prepare the check. The Treasurer will then submit the Request for Reimbursement form (voucher), the receipts, and the check to the President, Secretary, or the Vice-President for approval and a second signature.

Section 5. Persons requesting reimbursement from the scrip account must complete a request for reimbursement form (voucher). The form shall be submitted with the receipts to the Scrip Treasurer for verification of funds and check preparation. The Scrip Treasurer will present the request for reimbursement to the President, Treasurer, or Vice-President for second signature.

Section 6. Persons authorized to sign a check shall not be related by blood or marriage or reside at the same address. The Treasurer, President, Secretary, Vice-President, or Scrip Treasurer may not sign checks payable to themselves.

ARTICLE XIV- DEPOSITS

Section 1. Monies deposited into the Parent Faculty Organization accounts must be distributed in accordance with our bylaws **Article III- Purpose**, as well as in accordance with any and all applicable tax laws as it pertains to protecting and maintaining 501(c)(3) status.

Parent Faculty Organization Bylaws

Original Bylaws Approved:

May 4, 2005

Date Revised:

March 19, 2018

Date Revised:

October 9, 2023

Date Revised:

Adopted by the Parent Faculty Organization

PFO President

Date

PFO Secretary

Date