

Parent-Faculty Club of White Oak Elementary Bylaws

Revised: September 2022

The White Oak Parent Faculty Club Bylaws shall govern the daily business of the White Oak PFC, and shall be followed by all PFC Executive Board Members, Committee Chairpersons, Committee Members, and anyone acting on behalf of the PFC.

Article I

Name

Section 1. The name of the organization is “Parent-Faculty Club of White Oak Elementary,” hereinafter referred to as the “PFC”.

Article II

Purpose

Section 1. The PFC shall endeavor to further enhance the education and welfare of the students at White Oak Elementary School (hereinafter referred to as White Oak), a public school, by supplementing the curriculum, facilities, supplies and extracurricular programs.

Section 2. The PFC shall serve to coordinate and unify parents, faculty, and interested individuals, to act as a voice of the school in community matters, and to provide a means to develop an understanding between the faculty of the school, including its administrators, and all applicable and appropriate civic, governmental, and business organizations.

Section 3. The PFC shall inform the membership of legislation pertinent to the school district.

Section 4. The PFC is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. It is operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 5. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the PFC shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section 6. The name and address in the State of California of the PFC’s initial agent for service of process is: Principal, White Oak Elementary, 31761 West Village School Road, Westlake Village, CA 91361.

Article III

Membership

Section 1. Adults eligible for membership shall include all parents or guardians of White Oak students, White Oak faculty and White Oak staff. Hereinafter referred to as the “General Membership”.

Article IV
Executive Board

Section 1. The elected officers of the PFC Executive Board (each a “Board Member” and, collectively, the “Executive Board”) shall be:

- A. President
- B. Vice President
- C. Director of Academic Affairs
- D. Director of Fundraising
- E. Director of Social Functions
- F. Director of Community Relations
- G. Director of Communications
- H. Director of Student Relations
- I. Secretary
- J. Parliamentarian
- K. Controller
- L. Treasurer
- M. Annual Giving Chairperson
- N. Room Parent Coordinator
- O. Principal
- P. Teacher Representative

Section 2. The above-named officers, except the Teacher Representative and Principal, shall be elected by a majority of the General Membership to serve for terms of one year each, commencing on the first day of the PFC fiscal year and terminating on the last day of the PFC fiscal year. Executive Board positions may be shared by two members to share the responsibilities of the position. The Teacher Representative shall be elected by the faculty and shall serve for a term of one year, commencing on the first day of the PFC fiscal year and terminating on the last day of the PFC fiscal year. The Teacher Representative position may be shared by two people to share the responsibilities of the position.

Section 3. Each Executive Board position, except the Principal and Teacher Representative, has the right to vote in elections and regarding issues brought before the Executive Board. In the case of shared positions the vote will also be shared. For example, if there are Co-Presidents then each one would have a half (1/2) vote. In a situation where only one is present during a vote, that individual would then have a full vote.

Section 4. It is preferred that officers serve no more than two consecutive terms in the same position. It is further preferred the President have prior Executive Board experience prior to commencing the term for President. All PFC officers are required to be parents/guardians of students of White Oak during their entire tenure.

Section 5. All elected officers shall serve without pay.

Section 6. All elected officers must be bona fide members in good standing to be nominated, elected or serve. The Principal and Teacher Representative must also be a member of the White Oak faculty.

Section 7. In the event an Executive Board position is vacant during the PFC year, please see Article XII.

Section 8. An officer may be removed from office if a quorum of the Executive Board votes in favor of dismissal. Reasons for dismissal may be, but are not limited to:

- A. Failure to remain a member in good standing.
- B. Incompetence
- C. Conduct unbecoming an officer of the PFC.
- D. Inability to perform the duties of their office.

The dismissal process is as follows: The acting President (when not in question) shall meet with the Principal and Board Member in question to discuss and resolve the conflict. If the acting President is in question then the Principal and Vice President shall meet with the President to discuss and resolve the conflict. If the conflict is not rectified and the Board Member is still in question, a closed Executive Board meeting, with the officer in question present, shall be held to discuss the issue(s) further. At this time the Executive Board may then vote to remove the Board Member. A quorum of the Executive Board must vote in favor of removal if the Board Member in question is to be removed.

Section 9. The responsibilities of the Executive Board shall be to establish PFC policy; to ensure the PFC performs in accordance with the purposes stated in these bylaws; and to act upon proposed amendments to these bylaws.

Section 10. These bylaws shall govern the daily business of the PFC, and shall be followed by all Board Members, Committee Chairpersons, Committee Members and anyone acting on behalf of the PFC.

Article V PFC Officer Duties

Section 1. The duties of the President shall be:

- A. To act as the Chief Executive Officer of the PFC.
- B. To prepare and organize the PFC Calendar for the year of service in conjunction with the school Office Manager and Principal.
- C. To maintain and update the PFC calendar as needed and to keep all involved informed of changes.
- D. To confer with the school Office Manager to ensure the Principal's calendar is current with regards to all PFC events.
- E. To meet with the principal bi-weekly.
- F. To specify the time, date, and location of PFC meetings, and to preside over PFC meetings.
- G. To organize committees for school functions, as needed, and recruit chairpersons.
- H. To be responsible to the membership for the efficient, harmonious, economical operation and leadership of the PFC.
- I. To oversee all PFC Events, as determined and scheduled by the Executive Board.
- J. To attend or send a designated representative to district PFC/A Presidents meetings and to inform the Executive Board and General Membership of all pertinent information which is discussed at the above-mentioned district meetings.
- K. To provide a line of communication for the Executive Board, Committees, Membership, White Oak Staff, The City of Westlake Village and pertinent LVUSD administrators and staff.
- L. To meet with the Principal, Vice President, Treasurer and Controller to create the annual

- budget at the end of the year and to present it to the Executive Board for approval.
- M. To thoroughly review and authorize reimbursement requests submitted to the Treasurer.
- N. To review all financial statements and reports on a monthly basis.
- O. To serve as an authorized signatory and approve all checks (paper or electronic) drawn on the PFC Bank Account.
- P. To make sure all insurance policies are up to date and provide necessary coverage for the PFC, partners and vendors.
- Q. To review and sign all contracts entered into by the PFC.

Section 2. The duties of the Vice President shall be:

- A. To serve as a “President in Training” for the year of service with the expectation that, with Executive Board approval, they would graduate into the President role in the following year.
- B. To support the President in all responsibilities outlined above with the goal of learning the position to insure a smooth transition the following year.
- C. To meet with the Principal, President, Treasurer, and Controller to create the annual budget at the end of the year and present it to the Executive Board for approval.
- D. To serve as an authorized signatory on and approve all checks (paper or electronic) drawn on the PFC Bank Account.
- E. To act as the President when the elected President is not present or is unavailable.
- F. To serve as Parliamentarian when the Parliamentarian is not present.

Section 3. The Director of Academic Affairs shall oversee and provide a line of communication between the teaching staff, school personnel and the PFC. Additionally, they will oversee vendors providing instructional programs both during and after the school day.

Section 4. The duties of the Director of Fundraising shall be:

- A. To secure cash sponsorships for the PFC and all its major events.
- B. To create a donation package for the year, including a breakdown of the “levels” of sponsorship available for each event, and what type of publicity or “exposure” each level shall receive. (For example: for a \$1,000.00 donation, a sponsor may have their logo placed on a banner as well as on the Fun Run t-shirt.)
- C. To insure all sponsors are properly thanked and to bring before the Executive Board any corporate or business donation that is out of the ordinary for determination of appropriate recognition.
- D. To oversee all fundraising committees (whose main task is the operational execution of the events) and provide a line of communication for all fundraising committees and activities.
- E. To communicate and coordinate with the Treasurer to insure any sponsorship funds are deposited to the PFC Bank Account.

Section 5. The Director of Social Functions shall plan and oversee events that bring the school community together.

Section 6. The duties of the Director of Community Relations shall be:

- A. To provide a line of communication, in conjunction with the Principal and President, between the Executive Board, The City of Westlake Village, community service organizations and

pertinent LVUSD administrators and advocates regarding issues that will enhance White Oak and/or the LVUSD.

B. To coordinate with the City of Westlake Village leaders, employees and community service organizations on any joint White Oak, city and community service related issues, such as and not limited to: non-profit grants, traffic, Walk to School Day, and all other issues that may involve discussions and negotiation with the City of Westlake Village and any community service organizations.

C. To lead, coordinate and supervise requests for assistance from LVUSD administrators and advocates. Request for assistance should focus on projects that have been formulated to enhance White Oak and/or the LVUSD. Such projects may be related to district budget issues or White Oak/LVUSD improvement issues.

Section 7. The duties of the Director of Communications shall be:

A. To coordinate information the Executive Board and Committees would like to communicate to the school community.

B. To create and edit information and/or place flyers/articles in the e-newsletter, send e-blasts and text alerts.

C. To ensure the information in the newsletter is relevant and that the content/sponsorships are consistent with PFC goals and district regulations.

D. To remind the General Membership of upcoming PFC meetings.

E. To update and maintain the PFC website, social media accounts and any other vehicle used to communicate to the school community in a manner consistent with PFC goals and district regulations.

F. To maintain all content in an electronic format and make it accessible to the Executive Board.

Section 8. The Director of Student Relations shall serve as a liaison between the PFC and the White Oak student body. Primarily they will interface with the student council and help plan educational events and programs that involve student participation.

Section 9. The duties of the Secretary shall be:

A. To record, keep, and maintain official minutes and attendance sheets for all meetings.

B. To forward official minutes of the previous meetings to the President and Office Manager in a timely manner, prior to the next scheduled meeting.

C. When the Secretary cannot be present, the President will assign another Board Member to take meeting notes that will be submitted to the Secretary.

Section 10. The duties of the Parliamentarian shall be:

A. The Parliamentarian must have 2 years' experience serving on the Executive Board.

B. To inform and advise the PFC on the objectives of the bylaws.

C. To ensure the most recently approved copy of the bylaws and the current agenda is present during meetings to refer to.

D. To serve as advisor and historian regarding current PFC policies, procedures, and events.

E. To serve as advisor in Parliamentarian procedure.

F. To handle all aspects of elections and votes including but not limited to notify the General

Membership when necessary.

G. To be responsible for organizing the Installation of Officers. H. To serve as conflict resolution advisor when necessary.

Section 11. The duties of the Controller shall be:

A. To meet with the Principal, President, Vice President and Treasurer to create the annual budget at the end of the year and to present it to the Executive Board for approval.

B. To submit the approved budget into the PFC's accounting software and to record all transactions in the PFC Bank Account to the PFC accounting software.

C. To reconcile the PFC Bank Account to the PFC accounting software on a monthly basis and provide reconciliation reports to the President and Vice President (and any Board Member upon request).

D. To communicate with the President, Vice President, Directors and committee chairs on amounts collected, expenses and/or budget records.

E. To review all bank statements on a monthly basis and provide copies to the President (or any Board Member upon request).

F. To serve as cashier at major events.

G. To prepare, or cause to be prepared, information for the filing of the annual tax returns as required by the Internal Revenue Service and Franchise Tax Board, and ensure such forms are filed in a timely manner.

H. To present all financial records, log-in and password information to the Executive Board prior to resignation or termination from office.

I. To have a clear understanding of banking policies and transactions and abide by the Bylaws of the PFC.

J. Controller shall not serve a term of more than two consecutive one-year terms.

K. During a PFC fiscal year, the Controller and the Treasurer may not be members of the same family.

Section 12. The duties of the Treasurer shall be:

A. Perform the President's duties in the event of the President's and Vice President's absence, other than acting as authorized signatory for the PFC Bank Account.

B. To meet with the Principal, President, Vice President and Controller to create the annual budget at the end of the year and to present it to the Executive Board for approval.

C. To dispense funds as directed by the Executive Board in accordance with these Bylaws.

D. To deposit all PFC monies to the PFC Bank Account weekly.

E. To communicate with the President, Vice President, Directors, and committee chairs on amounts collected, expenses and/or budget records.

F. To serve as a cashier at major events.

G. To maintain the PFC's merchant services accounts, credit card and point-of-sale machines.

H. To maintain the Treasurer folder in the White Oak office.

I. To thoroughly review, document and preserve reimbursement requests submitted and deposits/transfers.

J. To provide supporting documentation for disbursements and deposits to the Controller.

K. To verify amount of deposit against totals presented with monies for deposit.

- L. To support the Annual Giving campaign by providing tax letters, upon request, in a timely manner.
- M. To present all financial records, log-in and password information to the Executive Board prior to resignation or termination from office.
- N. To have a clear understanding of banking policies and transactions and abide by the Bylaws.
- O. Treasurer shall not serve a term of more than two consecutive one-year terms.
- P. During a PFC fiscal year, the Controller and the Treasurer may not be members of the same family.

Section 13. The duties of the Annual Giving Chairperson shall be:

- A. To plan and execute the Annual Giving campaign, including preparation and distribution of publicity.
- B. To send or confirm that recognition is given to donors to the campaign, as deemed necessary, on behalf of the PFC and White Oak.
- C. To track contributions and to follow-up on all aspects of the Annual Giving campaign, including the Company Matching Programs.
- D. To communicate and coordinate with the Treasurer to ensure Annual Giving donations are deposited to the PFC Bank Account.
- E. To communicate and coordinate with the Controller to ensure Annual Giving donations are accounted accurately in the PFC's financial statements and general ledger.

Section 14. The duties of the Room Parent Coordinator shall be:

- A. To ensure each teacher has a Room Parent.
- B. To communicate information for the Room Parents to inform their classroom families about PFC activities.
- C. To serve as a liaison between the Executive Board and all Room Parents.

Section 15. The Principal shall serve as a liaison between the PFC and the White Oak Faculty and Staff.

Section 16. The Teacher Representative shall serve as a liaison between the PFC and the teachers.

Article VI Committees

Section 1. The Committees shall be determined by the President and Executive Board, as needed. Prior to the commencement of each school year, the President shall prepare and submit for approval a list of committees and a reporting structure for review and approval.

Section 2. The Executive Board shall recruit volunteers for all Committees.

Section 3. Committee members shall be responsible for presenting a proposed budget of expenses to the Director overseeing their committee per the approved reporting structure.

Section 4. Committee members shall report on committee activities at PFC meetings, including any incurred expenses and net income.

Section 5. It is generally considered that the responsibilities of a Committee without a Chairperson will be handled by the Board Member they report to. In the event the Board Member is unable to handle

those Committee responsibilities, the Executive Board will decide who will oversee that committee or if that committee, and its associated activities, will be canceled for the year.

Article VIII Event Publicity

Section 1. All event publicity (fliers, signs, emails, text messages, etc.), whether directed to White Oak families or faculty and staff, must be reviewed and authorized prior to distribution by the appropriate Director first, then by the President and finally by the Office Manager.

Section 2. After the event, the committee is responsible for removing all signs and fliers from the school premises within three school days.

Article IX Procedure for Events

Section 1. The details of any event, project or fundraiser, including the concept, date, overall budget, pricing, etc. will be presented at meetings by the event committee. All events will be discussed by the Executive Board.

Section 2. All expenses must be approved in advance, or they shall be deemed personal non-reimbursable expenses.

Section 3. Final approval of any event, project or fundraiser must be given by the Office Manager before any phase of a PFC event, project or fundraiser is implemented.

Section 4. The PFC President, together with the applicable Director, when necessary, shall be responsible for reporting and getting clearance for all events and projects from the school administration.

Section 5. Committees are responsible for staffing their own events. Committee heads should not rely on Board Members to staff their events except when special circumstances require that Board Members be present.

Section 6. Committees are responsible for creating an accounting method to track event funds.

Section 7. Committees are responsible for reporting the status of their events to their Director on a regular basis. The Directors will in turn report the status of all projects and events to the Executive Board, between meetings, if necessary.

Section 8. Any committee or event chair that is purchasing goods or services from an outside vendor for a PFC activity must obtain at least two bids for the goods/services. These bids must be submitted to the Committee Chair, Director in charge and President for review/authorization before the final vendor is selected. When there is not a Director in charge, the approval process will be by Committee Chair, Treasurer and President. If there is a White Oak parent who offers the same product or service needed, the committee chair should contact that White Oak parent to obtain a bid. If the White Oak parent's bid is competitive, the committee chair and the PFC should consider awarding the contract for the goods/services to the White Oak parent.

Section 9. Committees shall maintain records throughout the year, keeping notes and suggestions for improvements so that the responsibilities can be updated at the end of the year. Pertinent documents shall be saved and passed to the succeeding committee members.

Article X

Post Event and other Accounting Procedures

Section 1. Upon collection of funds for any event or fundraiser, all cash, checks, credit card slips etc. must be delivered to the White Oak office or directly to the Treasurer for deposit within two (2) days of the event.

Section 2. To facilitate event accounting for the Treasurer and the Controller, all event proceeds must be accompanied by appropriate paperwork indicating the total cash, checks, credit cards, starting petty cash, etc. Please ensure that the above is clear, concise, and easy to read. Cash, check and credit card totals must be provided.

Section 3. When the Treasurer has received deposit receipts from the event or fundraiser and all expenses for an event have been paid, he or she shall provide the committee and the appropriate Director with a financial report detailing the income and expenses for the event. Said report should be provided within two weeks of the event.

Section 4. A check request form for reimbursement from the PFC must be completed and include the entire original receipt showing the form of payment from the store of purchase.

A. No partial receipts will be allowed. Receipts or invoices generated on company letterhead will be allowed if they are printed and attached to a check request form. No reimbursements will be provided for purchases made with gift cards.

B. All reimbursement requests are required to be approved by the applicable Director and the President (or the Vice President as proxy for the President). Upon receipt of the required approvals, the Treasurer will issue a check.

Section 5. Electronic Purchases:

A. Purchases made online that are directly debited to the PFC Bank Account **must have prior authorization from the President.** This authorization can be in the form of an email to wopfctreasurer@gmail.com, or a completed purchase request form (in the PFC box).

B. An electronic or printed itemized receipt of the purchase must be submitted within seven (7) days of the order. Receipts can be emailed to wopfctreasurer@gmail.com or submitted to the PFC box.

Section 6. Check Request forms and documentation including receipts, invoices, etc. that are submitted by the President will be reviewed and signed by the Treasurer and Vice President (or Director if appropriate). The President cannot review and/or authorize their own reimbursement requests.

Article XI Meetings

Section 1. Executive Board meetings shall be held when deemed necessary during the PFC year. The time and date of such meetings shall be specified by the President.

Section 2. Special Meetings may be called as deemed necessary during the PFC year. The time and date of such meetings shall be specified by the President.

Section 3. General Meetings shall be held at least once each quarter: one meeting shall be just prior to the termination of the PFC year to present the newly elected Board Members and Committee Members and one meeting shall be at the beginning of the PFC year for the receipt of these Bylaws and the final financial report from the preceding PFC year. The time and date of such meetings shall be specified by the President. The General Membership shall be notified at least one week prior to the meeting.

Section 4. The President shall provide an Agenda for all meetings.

Section 5. A majority shall be defined as 51% and a quorum shall be defined as 2/3rds of the Executive Board. Therefore, with 16 Executive Board positions a majority would be 8.16 or 8.5 Executive Board positions and a quorum would be 10.66 or 11 Executive Board positions, assuming all positions are filled. If there are vacant Executive Board positions those will not be factored into the count for a majority or a quorum. For example, if only 15 Executive Board positions are filled then a majority is 7.65 or 8 Executive Board positions and a quorum is 10 Executive Board positions. For the avoidance of doubt, for purposes of calculating a majority or a quorum, the Executive Board positions of Principal and Teacher Representative shall be excluded, since they do not have voting authority.

Section 6. A majority must be present for all Executive Board meetings and a quorum must be present for all votes. The presence of a majority or quorum shall be established by the Parliamentarian. In the event the necessary majority or quorum is not present, the meeting or vote shall be rescheduled at a time and date specified by the President.

Section 7. All Board Members and Committee Chairs shall attend all meetings whenever possible and be prepared to report on current issues and events within their purview of responsibility. Reports shall be clear and concise and limited to current issues only.

Section 8. The Parliamentarian or President shall limit discussions to an appropriate length of time.

Section 9. The President is responsible for limiting the discussion to those issues currently before the Executive Board. Issues previously discussed and voted upon shall not be re-visited unless a majority of the Executive Board votes to raise the issue again due to compelling changes in circumstance.

Section 10. It is preferred that all Meetings be governed by Roberts Rules of Order in all matters of procedure not specifically covered by these bylaws.

Article XII Nomination, Election, and Installation of Officers

Section 1. Nominations for the elected positions specified in Article IV of these Bylaws shall take place prior to the last meeting of the PFC year and can be made by any member of the General Membership. Additionally, any member of the General Membership may nominate themselves for an Executive Board

position. Persons so nominated must fulfill all requirements for eligibility as specified by these Bylaws. No nomination shall be made without prior permission from the nominee.

Section 2. It is the Parliamentarian’s responsibility to gather and confirm all nominations and present those nominations to the General Membership one week prior to the election of Board Members.

Section 3. Election of Board Members shall be held by ballot and is open to the General Membership. The elected Board Member shall be the one, among those nominated for that office, with the greatest number of votes cast in their favor. All elected positions, even those uncontested, shall be approved via an election. The Parliamentarian shall notify the candidates first then the General Membership of the election results.

Section 4. The Installation of Officers shall occur at the last PFC meeting of the year prior to the year of their service. The Parliamentarian shall oversee the Installation of Officers.

Section 5. In the event there is a vacancy on the Executive Board after the Installation of Officers has occurred that position shall remain available for nominations until filled. When and if nominations are received, the President will state a deadline for additional nominations and then a vote of the General Membership shall commence, overseen by the Parliamentarian. The elected Board Member shall be the one, among those nominated for that office, with the greatest number of votes cast in their favor. All elected positions, even those uncontested, shall be approved via an election. The Parliamentarian shall notify the candidate first then the General Membership of the election results.

Section 6. The Executive Board and Committee structure is subject to change as deemed necessary by the Executive Board.

Article XIII PFC and Fiscal Years

Section 1. The PFC and Fiscal years shall coincide and shall commence on the first day in July and end on the last day in June.

Article XIV PFC Bank Accounts

Section 1. The monies of the PFC shall be deposited in a federally insured bank or savings and loan, as approved by the Executive Board. The account (the “PFC Bank Account”) shall be carried on the name of the Parent-Faculty Club of White Oak.

Section 2. The authorized signatories shall be the PFC President and Vice President. The President may request the Secretary to be an authorized signatory as well. An authorized signature shall be required to validate checks, electronic transfers, or any withdrawals on the PFC Bank Account. At no time may authorized signers be members of the same family.

Section 3. No disbursement shall be made in excess of the approved budget without the approval of the Executive Board. **Section 4.** Only the President and Vice President (along with the Secretary if needed) together may open a bank account in the name of Parent-Faculty Club of White Oak School.

Article XV PFC Policies

Section 1. No Board Member, Committee Chairperson or General Member shall engage in any act or activity while representing the PFC which would tend to create an unfavorable impression or unfavorable publicity or in any other way contrary to the general interest of the PFC.

Section 2. PFC funds shall not be used to grant loans.

Section 3. No person shall have the power to incur any expense in the name of or cause any liability to exist on the part of the PFC without prior approval of the Executive Board.

Section 4. The PFC shall not endorse any commercial enterprise or candidate for public office.

Section 5. Neither the name of the PFC nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any other purpose than regular work of the PFC.

Section 6. Commercial enterprises and concerns, except for non-profit organizations, shall not be allowed to promote their business without purchasing advertising space in a designated PFC medium. Advertising space can only be purchased in the PFC newsletter, in committee fundraiser brochures or on a give-away or medium that is specifically designed for a committee's respective fundraiser. The only exception to this rule is certificates of rewards given to students when it is clearly stated that no purchase is necessary. The Executive Board reserves the right to deny any commercial enterprise the right to advertise for any reason in any of the above stated mediums if a majority of the Executive Board agrees.

Article XVI

New Ideas

Section 1. The General Membership shall have the authority to present new ideas for events, fundraisers, or projects during the PFC year. Any new ideas for events, fundraisers or projects must be presented during New Business discussions at PFC meetings.

Article XVII

Dissolution of Assets

Section 1. Upon the dissolution or winding up of the payment of all PFC debts and liabilities, monies shall be placed in reserve in a federally insured bank or savings and loan, as approved by the Executive Board. At the last PFC meeting of the year the Executive Board will determine the amount of funds that should remain in the PFC's Bank Account to facilitate operation of the PFC for the upcoming school year. If there are funds available for one-time expenses, the Executive Board will provide suggestions for school improvements. The President, Vice President, and school administration will execute any spending from that list.

Article XVIII

Amendments to the Bylaws

Section 1. Proposed amendments to these Bylaws shall be presented in writing to the Executive Board. If a quorum of the Executive Board votes in favor, the proposed amendments shall be published to the General Membership. The proposed amendment(s) and a notice to change the Bylaws shall be given in writing to the General Membership at least one week prior to the day of the PFC meeting at which the

vote for ratification shall be taken. The proposed amendment(s) shall then be considered fully approved if a majority of meeting attendees (General Membership and Executive Board) vote to approve.

President Date

Parliamentarian Date

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