

Article I – Name

The name of this association shall be the Gilroy HS Parent Club, Inc. , located in the City of Gilroy, California (“the Parent Club”).

Article II – Purpose

The purpose of the Parent Club shall be:

- A. To promote the welfare of the students of Gilroy High School.
- B. To stimulate communication and cooperation among parents, students, administration and extended school staff.
- C. To promote cooperation and communication between other volunteer groups at Gilroy High School.
- D. To develop ways and means to support Gilroy High School’s academic programs, extracurricular activities, and special needs. The club shall sponsor programs directed toward the further education and social interaction of its members.

Article III - Membership and Dues

Section 1: Members shall be parents, legal guardians, or caregivers of students currently attending Gilroy High School.

Section 2: The current Executive Board shall set annual dues, if any.

Section 3: Rights and Privileges: Each member shall be entitled to vote in the annual election of officers, attend and vote at meetings of the members. There will be no voting by proxy. Each member shall be entitled to one vote.

Members may participate in the discussions at the meetings of the Membership and the Executive Board. Action taken by the Executive Board is subject to a vote by the membership at the next membership meeting. Any member may inspect the books and records of the Parent Club upon written request to the Executive Board. The books and records shall be made available within 15 days of the written request.

Article IV – Executive Board, Officers and Elections

Section 1: The officers of the Parent Club shall be President, Vice President, Secretary, and Treasurer. Any office may be shared or have a “Co-Position” holder if elected.

This group shall be referred to as the “Executive Board”. The Executive Board is a representative body of the Parent Club. The Executive Board shall manage the policies and affairs of the Parent Club.

Section 2: The officers shall be elected from among the members of the Parent Club by the membership at the last membership meeting of the school year.

Section 3: The election shall be held by ballot at the last meeting. If there is only one candidate for an office, the paper may be dispensed with and the election carried out by voice and/or hand count.

At the beginning of their term of office, each member of the Executive Board shall be given a copy of these By Laws by the outgoing Secretary and shall be responsible for making a thorough study of them. A copy of these By Laws shall be made available to any member of the Parent Club upon request to the Secretary.

Section 4: Officers shall serve for a term of one year and shall commence upon full transition once books are closed at fiscal yearend with outgoing officers serving in an advisory role until the school year begins. No officers shall be eligible to hold the same office for more than three consecutive terms. Officer's term shall be concurrent with the fiscal year.

Section 5: The Executive Board shall fill vacancies by vote.

Section 6: The President shall preside at all meetings of the Parent Club and of the Executive Board, and with the ratification of the Executive Board, shall appoint the Chairpersons of the standing committees. The President and the Treasurer shall be responsible for preparing the annual report at the following September general Parent Club meeting. The President shall perform other duties as assigned by the membership.

Section 7: The Vice-President shall act as an aide to the President, shall be member's ex-officio of all committees; and, in the absence of the President, shall in their order perform the duties of the President.

Section 8: The Secretary shall keep an accurate record of the proceedings of all meetings of the Parent Club and of the Executive Board; shall be prepared to refer to the minutes of previous meetings; and shall prepare a summary of all unfinished business for the use of the President. Additionally, the Secretary shall conduct all necessary correspondence of the Parent Club and notifications as required.

Section 9: The Treasurer maintains financial records, deposits and withdraws funds under the direction of the Executive Board, co-signs checks and assists with the annual presentation at the first membership meeting of the following school year. The Treasurer shall perform other duties as assigned by the President.

Section 10: The President and Treasurer shall seek to retain the appropriate services to establish and maintain the Non-Profit Status of the organization, the Income Tax / Filing Status of the organization, and the Insurance Coverage with appropriate liability coverage for the officers and the Parent Club. Evidence of these services must be maintained by the Executive Board.

Section 11: The signature of no less than three (3) members of the Executive Board shall be listed on all bank accounts with the signatures of two (2) members required to

validate a check. Customarily, these members will be the President, Vice-President, Treasurer, and Secretary in priority order.

Section 12: When an officer fails to diligently attend to the duties of the office, which includes attendance of monthly Executive Board meetings as well as Parent Club meetings, the Executive Board may declare the office vacant and appoint a replacement after three consecutive absences from meetings.

Section 13: Each officer, in case of resignation, shall turn over to the successor or President all records, books, funds, and other material pertaining to the office, within two weeks of resignation.

Article V – Meetings

Section 1: Regular meetings of this association shall be held on similar days of each calendar month of the school year, unless otherwise announced. Special meetings may be called by the Executive Board upon written notices sent to the membership at least three (3) days prior to the meeting.

Section 2: Quorum: A quorum will consist of 3 members of the Executive Board and any number of members.

Section 3: The agenda of each meeting shall include, but is not limited to:

1. Call to Order
2. Roll Call / Determination of Quorum
3. Review of previous Minutes
4. Principal's Report
5. SPAC Report
6. Treasurer's Report
7. Committee Reports
8. Old Business
9. New Business
10. Announcements
11. Adjournment.

Article VI – Committees

Section 1: The Executive Board may create such committees as may be required to carry on the work of the Parent Club. The chairpersons of these committees shall be appointed by the President, subject to the approval of the Executive Board. The term of the office shall be one (1) year, or until successors are appointed or a committee is dissolved.

Sections 2: The President shall appoint chairs of the standing committees and may appoint other committees as the need arises or committees may be established by a 2/3 majority vote of the parents present at any membership meeting.

Article VII – Committee Chairperson

Section 1: The chairperson of this organization and their duties shall be as follows:

1. Hospitality Chairperson shall make provisions for school parties approved by the Executive Board. School Parties may include Monthly Staff snacks, Pi Day support, Teacher and Staff Appreciation Days, visiting guest events or other as approved by the Executive Board.
2. The Publicity Chairperson shall provide school news and photographs to the local community media and any other publicity avenue the Executive Board may deem necessary.
3. The Garlic Festival Chairperson shall be the liaison between the Gilroy Garlic Festival and the Parent Club and shall coordinate volunteer activity.

Section 2: When a chairperson fails to diligently attend to the duties of the office, the Executive Board may declare the office vacant, and appoint a replacement.

Section 3: Each Chairperson, in case of resignation, shall turn over to the successor, or President, all records books, funds and other material pertaining to the office upon resignation.

Article VIII - Policies

Section 1: The association shall be non-commercial, non-sectarian and non-partisan.

Section 2: No commercial enterprise and no candidate for public office shall be endorsed by it. Neither the name of the association nor the names of its officers in their official capacities shall be used in any connection, concern, or with any partisan of for any purpose other than the regular work of the association.

Section 3: The association shall seek neither to direct the administrative activities of the school nor control its policies. However, the association shall reserve the right to make suggestions and recommendations.

Section 4: The association may cooperate with other organizations and agencies active in child welfare such as conference groups or coordinating councils, provided the representative makes no commitments that bind the organization.

Section 5: Regarding Special Aid and Assistance:

Any class or student(s) may apply to the Parent Club for additional assistance in aiding the funding of an academic program which enriches the students' education. The purpose of this program is to encourage our students and teachers to seek out programs that enhance over and above the regular curriculum. This stipend may not be awarded to the participant(s) class. This money is in addition to the other monies that applicants have earned and/or been given from other sources. The amount of the donation on behalf of the applicant(s) shall be at the discretion of the Parent Club.

Article IX – Rules of Order

Section 1: Meetings of the Parent Club shall use Robert's Rules of Order (newly revised), although attempts will be made to keep the meetings informal.

Article X – Amendments

Section 1: By Laws may be adopted, amended, or repealed at any regular meeting of the Parent Club by a two-thirds (2/3) vote of those present provided notice of the proposed action was presented to the membership at the previous meeting. Notice shall be given in accordance with Article V, Section 1 of these By Laws. The Parent Club By Laws shall be reviewed for possible amendments or updates every three years or as directed by the membership.

Adopted: 12/10/2014

Amended: _____

Revised: 5/26/2020

Revision History:

May 2020

- Footer web address update
 - Gilroyhs.gilroyunified.org/mustang-nation/parent-club ~~gilroyhs.schoolloop.com/parentsclub~~
- Article IV, Section 1, added "Any office may be shared or have a "Co-Position" holder if elected."
- Article IV, Section 4, replaced "election" with "full transition once books are closed at fiscal yearend" and "July 1st" with "until the school year begins."
- Article V, Section 3, added verbage "but is not limited to" and line 4 grammar correction ('s)
- Article VII , Section 1, Added verbage
 1. School Parties may include Monthly Staff snacks, Pi Day support, Teacher and Staff Appreciation Days, visiting guest events or other as approved by the Executive Board.
 Removed verbage
 4. ~~The E-Scrip and Raley's Chairperson shall coordinate all E-Scrip and Raley's program activity.~~
- Article VIII , Section 5 replaced "children" with "students" and "money given to" with "donation on behalf of"