

**LIDDELL PARENT FACULTY CLUB**  
CENTRAL UNIFIED SCHOOL DISTRICT  
FRESNO, CALIFORNIA

**BYLAWS**

Drafted April 1998  
Amended May 23, 2011

**ARTICLE I  
NAME**

This organization shall be known as the Liddell Parent Faculty Club or PFC.

**ARTICLE II  
MISSION**

**Section 1**  
The purpose of the organization shall be to promote the welfare of the school, to unify the students, parents, teachers, and community, and to support and enhance the educational system for the students. The Liddell Parent Faculty Club will exist as a non-profit 501(c)(3) organization.

**Section 2**  
The organization is for non-profit purposes and the individual members will not drive profit from any of its activities.

**Section 3**  
No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

**Section 4**  
The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private persons.

**Section 5**  
Upon the dissolution of the organization, all assets remaining after payment, or provision of payment, of all debts and liabilities of this organization shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE III  
MEMBERS**

**Section 1**  
Any parent or guardian of any child enrolled at Liddell Elementary shall become an automatic member of the Parent Faculty Club. All staff members of Liddell School shall also be eligible for membership. There will be no fee for membership for any parent or guardian or Liddell Elementary teachers or staff.

**Section 2**  
There shall be no initiation fee and no annual dues.

**Section 3**  
Any parent or guardian of any child enrolled at Liddell is eligible to become a Parent Faculty Club Officer, Committee Chairperson, and Committee Member and have acting voting privileges.

**Section 4**  
Each member shall have only one vote.

**ARTICLE IV  
OFFICERS AND DUTIES**

**Section 1**  
The officers of the Liddell Parent Faculty Club shall be President, Vice President, Secretary, Treasurer, Hospitality, Communications, Charitable Donations, Principal and one faculty designee.

**Section 2**  
The president shall preside at all meetings of the Liddell Parent Faculty Club and the Executive Board. The President shall open the session and call it to order, announce business before the assembly, and prepare and agenda. The President shall be an ex-officio member of all committees, shall be responsible for initiating a committee for each project throughout the year, and shall check with the chair persons on the progress of each project.

**Section 3**  
The Vice President shall, in the case of the absence of the President, preside at meetings. If the President resigns, the Vice President shall become the President for the remaining term. The Vice President shall perform all other duties assigned.

**Section 4**  
The Secretary shall keep the minutes of the E-board and General Meetings and present a copy at the following meeting for approval. The secretary shall keep

**Section 9**

The Teacher Liaison will provide communication between the Executive Board and the Liddell staff. The Teacher Liaison will attend Executive Board meetings as allowed by their schedule.

**Section 10**

The Fundraising Coordinator will be established as needed per calendar year. Duties include coordinating fundraisers that require the assistance of an outside vendor or service, coordinate volunteers for fundraiser processing, assist with information and distribution of fliers for each event, research and present new fundraisers for consideration by the Executive Board.

All Executive Board members are expected to attend and participate in all Parent Faculty Club sponsored fundraisers and community events.

All Executive Board members are expected to attend Executive Board and General membership meetings and give reports on current projects at these meetings. As a courtesy, please give notice if you are unable to attend.

**ARTICLE V  
TERMS AND APPOINTMENTS**

**Section 1**

The Executive Board will establish members for the coming year in June. Board member positions will be filled either by existing members wishing to continue their role or by appointment from an Executive Board member or the principal.

**Section 2**

Members selected to serve on the Executive Board will fulfill a two year commitment (minimum).

**Section 3**

Nomination and general election are not required to fill Executive Board positions if all existing parties agree on a person to assume each role.

**ARTICLE VI  
MEETINGS**

**Section 1**

The general membership meetings of the Liddell Parent Faculty Club will be held the Monday evening following the regularly scheduled Executive Board meeting during the school calendar year.

roll of members and have a copy of the bylaws. The secretary will assist with any necessary communications. Meeting minutes will be maintained for a 5-year period.

**Section 5**

The Treasurer shall receive all monies belonging to the Liddell Parent Faculty Club and deposit all funds in the name of the organization with the bank that has been approved by the Executive Board. The treasurer shall pay all bills approved by the Executive Board and receipt all monies received and spent. The Treasurer shall keep updated financial records and give a monthly report at meetings. The Treasurer and one other officer of the Executive Board or the Principal shall be permitted to sign checks. The Treasurer shall submit all records at the May board meeting to the President, Principal, and President appointed auditor for an annual review. Results of the audit will be presented at the following general meeting. The outgoing Treasurers last duty will be to "zero out" the sub-accounts. The incoming Treasurers first duty will be to reinstate monies into sub-accounts. The Treasurer will organize and manage the membership drive at the beginning of each school year.

**Section 6**

The Communications person shall be responsible for drafting, copying, and distributing all necessary communications between the Executive Board and the school body and staff. The Communications person shall assume responsibility for updating the PFC bulletin board located at the entrance of the school (unless the board is designated for another use as requested by Liddell staff). The Communications person will submit announcements to the news media on behalf of the Parent Faculty Club.

**Section 7**

The Hospitality person is responsible for social and food items necessary for general membership meetings and events throughout the year. The Hospitality person shall be given a budget with which to work and all receipts will be given to the treasurer.

**Section 8**

The Charitable donations person is responsible for obtaining merchandise, services, and/or cash donations to be used solely during fundraising events or general membership rallies. Donations may be elicited via letter, e-mail, phone contact, or personal solicitation. The Charitable Donations person shall provide all business/persons who donate to Liddell the Parent Faculty Club tax identification number. The Charitable Donations person will initiate letters of "thanks" as indicated.