



Article I – Name

This organization shall be known as the Saroyan Parent Faculty Club, also known as PFC.

Article II – Purpose

Section 1. Main Purpose The purpose of this organization is to support and enhance the educational system for the students of Saroyan Elementary. To unify the students, parents, teachers, and community. To encourage parent involvement & volunteerism. To fundraise for the purpose of providing additional funding for school necessities & programs which improve and quality of education. To exist as an official non-profit 501(c)(3) charitable organization.

Section 2. Mission To sponsor at least two community events per school year. To promote communication between the school staff, teachers, parents, students, and community. To foster pride in Saroyan Elementary throughout the community.

Article III – Members

Section 1. Any parent or legal guardian of any child enrolled in Saroyan Elementary School shall be eligible for membership. All staff employed at Saroyan Elementary School shall be eligible for membership. When there is not a required due, all members in good standing may have voting rights.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV – Officer Elections

Section 1. Officers of the PFC shall be President, Vice President, Treasurer (two people may share this position), Recording secretary, Correspondence Secretary, (one person may hold position of secretary if necessary), Community relations (two people may share this position), Volunteer coordinator (two people may share this position), Hospitality (two people may share this position), and historian (two people may share this position) .

Section 2. Nominations for office will be called for at the annual meeting that precedes the annual election meeting. Nominations may be made in written form by any member of PFC.

Section 3. Nominees for the offices of President, Vice President, and Treasurer shall not be related by blood or marriage or reside in the same household.

Section 4. Elections shall be held by written ballot at the annual election meeting in May. Written Ballot will include a "Write-in" option for any and all offices. Members must vote for one candidate in each office. As stated in Article IV section 7, if an office remains unfilled, the Executive Board may fill the office by a majority vote.



Sections 5. Officers shall serve for the term of one year. No officer may run for the same office for more than two consecutive terms or hold more than one elected office at one time. Officers shall assume their duties on the last day of the school year.

Section 6. If no one runs for a position which has been previously held by the same member for two consecutive years, said officer may remain in that position for the next school year if approved by members at election meeting.

Section 7. If an office remains unfilled, the Executive Board may fill the office by Majority vote.

Article V- Duties of officers

Section 1a. The President shall preside at all meetings of the Saroyan PFC and the Executive Board. The President shall open the session and call it to order, announce business before the assembly and prepare the agenda. The President shall be an ex-officio member of all committees and appoint the chairpersons for each project.

Section 1b. The President shall keep an updated cumulative folder at the school in the president's box for public request and board member access. Folder should include 1) a copy of the two most recent years of meeting minutes & treasurer's report, 2) a current copy of the by-laws 3) declaration page showing official 501©(3) status, and 4) last two year's "Report of Events" (as stated in Article VIII Section 3) for review by committee chairs.

Section 2. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or disability of that officer to act. If the President resigns, the Vice President shall become the President for the unexpired term.

Section 3a. The Treasurer position may be shared by two people. Treasurer(s) shall receive all money for the PFC and deposit immediately in the name of the PFC in a bank approved by the Executive Board. Treasurer(s) shall retain one copy of the deposit receipt. Treasurer(s) shall also oversee the record keeping of the teacher accounts, preparing reports for audit as necessary. The Treasurer(s) position shall keep books of all gross income, receipts and disbursements of the PFC, and pay all bills. The Treasurer and one other board member, (either President or Vice President) must be on the PFC bank account. Only these two members may sign checks and deposit funds into the bank account. A statement of the PFC bank account shall be made available at each PFC general meeting and meeting of the Executive board. The Treasurer(s) must also present a monthly Treasurer's Report at each general PFC meeting.

Section 3b. The Treasurer(s) must file both a State form 199 and Federal form 990-EZ at the end of each fiscal year and no later than five months after the end of the fiscal year. The treasurer(s) shall make an annual performance to budget report by the end of the fiscal year to be presented to the board and filed with the June folder. The treasurer(s) shall keep all financial documentation in monthly folders separated by deposits and expenses for each month. Each folder must also contain the bank statement for the month and treasurer's report. All financial records should be kept for three years.

Section 4. The Recording Secretary shall keep the minutes of the meetings and prepare a list of unfinished business for use of the President. The Recording Secretary shall record attendance at all meetings and keep a current copy if the bylaws.



Section 5. The Correspondence Secretary shall notify the school community of each general meeting and notify officers regarding Executive Board meetings. The Correspondence Secretary shall prepare PFC notices in the weekly bulletin based on current business and events of the PFC. The Correspondence Secretary shall also create notices to send home regarding PFC events as needed. All notices sent home must be approved by the President and the Principal. The Correspondence Secretary shall be responsible for maintaining web site information.

Section 6. The hospitality position shall be PFC's ambassador. They will provide thanks when necessary on behalf of PFC, welcome new members, find ways to celebrate the Saroyan staff & school accomplishments, and help promote PFC at school functions.

Section 7. The community Relations position shall organize all non-selling fundraising efforts for the PFC. This position can be shared by two people.

Section 8. The Volunteer Coordinator will keep volunteer information up to date. They will communicate with the Saroyan parent community regularly to actively recruit new volunteers. They will continuously review volunteer needs and assign parents to available positions.

Section 9. The Historian shall keep a photographic record of all PFC events to be used for historical purposes and to promote PFC. This position can be shared by two people.

Section 10. Officers can be removed from office by a majority vote of the Executive Board with probable cause. Probable cause may include, but is not limited to, an officer's inability to fulfill their duties or abandonment of their position. All board members must be notified of intent to remove another officer by vote.

Section 11. If a board member resigns their position, the President may find a replacement for the vacancy and seek board approval to fill the vacancy. Majority vote is required.

Article VI – Meetings

Section 1. The general meetings of the PFC shall be held each month unless otherwise ordered by the Executive Board with proper notification to members.

Section 2. The general meeting in May shall be for purpose of electing and installing officers, and for any other business that may arise.

Section 3. Special meetings can be called by the President or Executive Board. All PFC members shall be given notice of the meeting at least three days in advance, except in an emergency. Notice shall be considered given when notice is sent home from school.

Section 4. This PFC shall establish a quorum for the transaction of business in any meeting of this organization. Five members shall constitute a quorum. Motion shall be passed by majority vote.

Section 5. The privilege of making motions, debating, and voting shall be limited to members of the PFC who are present.

Section 6. At least forty-eight (48) hours' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the Executive Board of PFC meeting agenda.



Section 7. Any material distributed by anyone other than the Executive Board members must be approved by the Executive Board prior to the meeting.

Section 8. Voting by proxy is prohibited.

Section 9. All books shall be available for viewing at each meeting.

Section 10. All mini-grant requests must be submitted prior to the Executive Board. Requests for grant totaling more than \$1000 must be presented with no less than two estimates.

Article VII – Executive Board

Section 1. The Executive Board shall consist of the officers of the organization, the Principal, or a representative appointed by the Principal, and the Vice Principal, all of whom shall be members of this PFC.

Section 2. The Executive Board:

1. Shall transact necessary business between meetings of the organization.
2. May authorize payment of PFC bills by majority vote.
3. May authorize payment of other unbudgeted organization expenses not to exceed a cumulative total of two hundred fifty dollars (\$250) between meetings of the organization with a majority vote.
4. Shall create committees as are deemed necessary and appoint committee chairs.
5. Shall fill vacancies in office.
6. Shall receive a financial report from the Treasurer at each meeting.

Section 3. The Executive Board shall meet at least once a month during school year, unless otherwise ordered by the Executive Board. The Board shall schedule the day and time of the meeting.

Section 4. Special meetings of the Executive Board may be called by the President. All Executive Board members must be notified of special meetings at least three days prior to the meeting except in cases of emergency.

Section 5. Only executive board members may sign as official PFC representatives for purposes of contracts for services such as fundraising, equipment rental, large purchases, or law enforcement. All contracts need to have been previously approved by the executive board.

Article VIII – Committees

Section 1. There shall be committees created by the executive board as may be required to carry on the work of the organization.

Section 2. The chairperson and members of committees, all whom shall be members of this PFC, shall be appointed by the Executive Board.

Section 3. The chairpersons shall present plans of work to the executive board for approval. Upon conclusion of the event, chairpersons shall prepare a report of the event to be turned in to the Executive Board.



Section 4. The chairperson and members of special committees shall serve until their assignments have been completed.

Article IX – Fiscal Year and identification Numbers

Section 1. The fiscal year of the PFC shall begin on July 1 and end June30.

Section 2. The internal Revenue Service Identification Number for this PFC is #71-0889798

Section 3. A minimum balance of \$1000.00 must remain in the PFC checking account at the end of each fiscal year to be used as a start-up fund for the next school year. The newly elected Treasurer is responsible for maintaining bank records over the summer break.

Section 4. If the PFC is ever dissolved for any reason, all remaining funds in the PFC account not encumbered for payment of PFC bills, activities, or programs shall become the property of Saroyan Elementary to be transferred into the school's ASB account.

Article X- Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of order, newly revised, shall govern the Saroyan PFC in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

Article XI – Amendment of Bylaws

Section 1. These Bylaws can be amended at any general meeting of the Saroyan Parent Faculty Club by a majority vote.

Article XII – Conflict of interest

Section 1. Whenever an officer of the Executive Board who has a financial or person interest in any matter coming before the board or general membership, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.



Executive board Member Approval (Two Required)

Print Name: Samantha Uiso
Title: President
Signature: [Handwritten Signature]
Date: 9/1/2020

Print Name: Mary Ann Lopez-Cruz
Title: Vice President
Signature: [Handwritten Signature]
Date: 9/1/2020