

**BYLAWS**  
**OAK PARK HIGH SCHOOL PARENT FACULTY ASSOCIATION**

**ARTICLE I      NAME & LEGAL STRUCTURE:**

- A. The name of this organization shall be the 'Oak Park High School Parent Faculty Association' ("PFA," "OPHS PFA" or "the organization").
- B. The PFA is a California 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 and is operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- C. The tax identification number for the PFA is 46-3473801.

**ARTICLE II      PURPOSE:**

- A. The purpose of the PFA is to enhance the education and welfare of the students, and maintain a line of communication between home, school, the Oak Park Unified School District and the community.
- B. The PFA shall assist the faculty of Oak Park High School in cooperation with the school's principal.
- C. The PFA shall raise funds to provide educational programs, materials, and beneficial services for the school and students.

**ARTICLE III      BASIC POLICIES:**

- A. The organization will be non-commercial, nonsectarian, non-partisan and non-discriminatory.
- B. 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 the publishing or distribution of statements) on behalf of any candidate for public office.
- C. 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 person. Upon the dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).
- D. The operating year of the organization shall be July 1 to June 30.

#### ARTICLE IV MEMBERSHIP AND DUES:

- A. Membership will be made available to all OPHS parents, legal guardians, faculty, and community members, subject to compliance with the provisions of the bylaws.
- B. Each member of the PFA shall pay annual dues as determined by the Officers.
- C. The school principal or his/her appointee will be a general member without paying dues.

#### ARTICLE V THE GOVERNING BOARD:

- A. The Governing Board shall consist of the Officers, the school Principal or his/her/~~their~~ appointee and the committee chairpersons.
- B. Officers shall be a President, Vice-President (one or more), Treasurer, and Secretary (one or more, **for example Financial Secretary, Recording Secretary), and Parliamentarian. These officers shall be elected annually.** Co-Officers will be accepted. No officer may hold more than one elected office at one time.
- C. People holding the offices of President and Treasurer may not be related by blood, marriage or reside in the same household.
- D. Officers shall be elected by the general membership (pursuant to Article VII) and the President will determine the committees for the year and appoint all committee chairpersons.
- E. Each officer and committee chairperson must be a member of the organization.
- F. Officers are expected to attend all general and officer meetings if practicable.
- G. The new Governing Board shall begin its term of office at the beginning of the operating year.
- H. All Governing Board members are expected to keep a thorough record of all aspects of their job and all related material in an orderly way to pass on to the next person to take over their position. **Electronic record keeping and communication is permissible.**
- I. Any elected officer may be removed from ~~his or her~~ **his/her/their** position by a two-thirds (2/3) affirmative vote of the Governing Board, in accordance with due process under the direction of **the Parliamentarian, or** the school Principal or his/her/~~their~~ appointee, whenever the Governing Board deems such removal will serve the best interest of the OPHS PFA.
- J. Each Committee chairperson will present a plan of work to an Officer for approval. No work or contract shall be undertaken without the prior consent of an Officer. **All contracts and/or legally binding documents entered into by the organization shall be signed by the OPHS PFA President and one other Officer or Committee Chairperson.**
- K. When a Committee Chairperson is not fulfilling the Chair responsibilities, the Officers, by a majority vote may declare the Chair vacant. **The Parliamentarian shall be responsible for managing votes.**

## ARTICLE VI MEETINGS AND VOTING:

- A. General membership meetings shall be held approximately each month as determined by the PFA Officers. At general meetings, each PFA household present shall be entitled to one vote. Quorum for general meetings shall be six members in attendance.
- B. Governing Board meetings shall be held once a year to facilitate transition of outgoing and incoming Board members.
- C. Officers meetings shall be conducted as needed. Electronic methods of voting shall be permissible. Quorum for Officers meetings will be 60 percent of the officers. The President has a tie-breaking vote.
- D. The organization shall use Roberts Rules of Order as a guideline for meeting procedures and voting procedures when not in conflict with these bylaws. As noted in Roberts Rules, the President has a vote in all matters, and as noted in item C. above, the President also has a tie-breaking vote when necessary.
- E. Unless otherwise noted in these bylaws, a motion is passed with a simple majority vote.
- F. The Parliamentarian shall attend all Governing Board, Officers, and General association meetings, and give necessary advice in parliamentary procedure when requested.
- G. The Recording Secretary shall take minutes of all meetings of the organization, and store them electronically or otherwise as the legal record of the organization. The records shall be maintained for a period of four years.

## ARTICLE VII OFFICERS, ELECTIONS AND APPOINTMENTS:

- A. The Officers shall appoint a Nominating Committee in January of each year to prepare a slate of candidates for the election of the next year's Officers. This committee shall have a minimum of three members, at least one of whom is not a current officer. The committee shall elect its own chairman. A member of the Nominating Committee may be considered for any position. The Nominating Committee may also, at its discretion, make recommendations to the President as to candidates for the Committee Chair positions.
- B. The Parliamentarian shall call the first meeting of the nominating committee, conduct election of a chairman and give instructions in procedure, and may be contacted for additional information, if needed; and shall attend meetings of the nominating committee only if appointed to serve as a member of the committee.
- C. Elections will be held at the ~~May~~ April general meeting. All members present may vote on the slate of Officers. The slate of proposed Officers will be made available to the general membership at least thirty (30) days prior to the general meeting at which the vote will be taken.
- D. In the event a vacancy occurs during the Operating Year, the President has the authority to appoint a temporary officer for no longer than sixty (60) days. Permanent appointment shall be approved by a majority vote of the general members taken at the next general membership meeting. If the position of President is vacated, the remaining officers, by a simple majority vote, will make the appointment of the temporary Officer.

## ARTICLE VIII FINANCES:

- A. The Treasurer will present **for approval** a preliminary operating budget, and motion to adopt, to the incoming Governing Board, at the Governing Board meeting. A simple majority vote is required for passage.
- B. The Treasurer will revise and present a budget at the first general meeting. The budget will be posted for thirty **(30)** days prior to the meeting. A simple majority vote is required for passage.
- C. The Officers, by simple majority, may vote to amend the budget during the year.
- D. **The association shall not assume financial obligation in any one term of office that will be carried over into the succeeding term.**
- E. The Treasurer **or Financial Secretary** will deposit all funds in an insured depository. **A copy of each deposit slip must be provided to the Treasurer.** The depository may be changed with prior approval from the PFA Officers.
- F. All checks greater than \$2,500 must bear the signature of two Officers.
- G. The principal shall approve any faculty and administration requests for PFA funds.
- H. The organization will receive a financial report from the Treasurer at each general meeting. Additionally, a “final” financial report that covers the complete operating year will be prepared annually, **and will be presented at the first general meeting of the following operating year.**
- I. The organization will utilize funds in a timely manner.
- J. PFA funds shall not be used to grant personal loans.
- K. PFA funds shall not be used to reward or compensate any Officer, **Committee Chairperson, or other volunteer of the organization** for volunteer services offered to the PFA. ~~but may be used to~~ **The organization may, however,** purchase “giveaway items” that are made available to all families who chose to participate **in an activity, program, or fundraiser.**
- L. No Officer or ~~Member of the PFA~~ **PFA Member** shall have the power to incur any expense in the name of or cause any liability to exist on the part of the PFA without prior approval of an Officer. **(pursuant to Article V, Item J.)**

## ARTICLE IX BYLAW CHANGES AND POLICIES

- A. The bylaws will be reviewed, at a minimum, every five years by a committee appointed by the Officers. **The Parliamentarian shall chair the bylaws committee.**
- B. These bylaws may be amended or restated in their entirety at any general meeting of the organization by two-thirds vote of the members present and voting, provided the notice of the proposed amendment shall be available thirty (30) days prior to the meeting.
- C. Officers or Committee Chairpersons may establish written policies as needed. Without amending these bylaws, such policies shall become effective once they are approved at a General, Officer or Governing Board meeting. A copy of each policy shall be attached to the minutes of the meeting at which it was approved and kept with the records required under Article V. Item H. of these bylaws.

## ARTICLE X     OTHER PFA POLICIES

- A. No Officer or Member shall engage in any act or activity while representing the PFA, which would tend to create an unfavorable impression or unfavorable publicity or in any way be contrary to the general interest of the PFA.
- B. The organization may be dissolved with previous notice and a two-thirds vote of those present at a general meeting. The proposal shall be posted for thirty (30) days prior to a general meeting. Upon the dissolution or winding up of the organization, its assets shall be distributed pursuant to Article III. Item C. of these bylaws.
- C. Grants shall not be made to any individual or organization by the PFA.
- D. Conflict of Interest Policy: **The Governing Board of this organization shall avoid conflict of interests, or the appearance of a conflict of interest, between the private interests and official responsibilities of the Governing Board.** Officers and Committee Chairpersons shall not use their relation to ~~this~~ **the OPHS** PFA for financial, professional, business, employment, personal, and/or political gain. **No Officer of the organization or their immediate family members shall be a paid employee, paid contractor or paid vendor of the organization.**

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**Julie John**, PFA President

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**Brooke Finch**, PFA **Recording** Secretary

Bylaws Adopted on: 9/13/2013  
Revised on: 10/3/14 [Article X, Section D]  
President & Secretary Initials for Revision: SR RA

**Bylaws Amended on:** [2/28/2019]  
**Bylaws Adopted on:** [insert date of association meeting vote]