

Chaparral High School Education Foundation

Parent Support Group

Bylaws

(PDF Format/Request Word Doc)

ARTICLE I

ORGANIZATION PRINCIPAL & OPERATIONS

Section 1.1 Name of Organization

The name of this organization which operates under the California non-profit public benefit corporation; Chaparral High School Education Foundation, also known as "CHSEF" is "**Formal Name of Parent Support Group**" and hereinafter referred to in these bylaws as "PSG."

Section 1.2 Principal Office

The principal office of the PSG for its transaction of business shall be located Chaparral High School at 27215 Nicolas Road, Temecula, California 92591-7324 in the County of Riverside, State of California.

Section 1.3 Purpose

A. The PSG operates as a nonprofit under CHSEF; a public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law exclusively for charitable purposes in accordance with the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code.

B. No substantial part of the activities of the PSG shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in any political campaign, including the publishing or distribution of statements, on behalf of any candidate for public office.

C. Notwithstanding any other provisions of these bylaws, the PSG shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the U.S. Internal Revenue Code, or the corresponding provision of any future U.S. Internal Revenue law.

D. The specific purpose of the PSG is to assist in the achievement and maintenance of a superior public educational system within Chaparral High School, Temecula, California (CHS). The Corporation will solicit and receive contributions from the public and private sectors and make contributions to Chaparral High School and members the members of the CHSEF

(defined in Article VI) for the purpose of developing, assisting, conducting and financing existing and future programs and projects designed to benefit the students enrolled at CHS.

E. The property, assets, and net income of the PSG shall not personally benefit any of the Members of the CHSEF, PSG Board, Members-at-Large or PSG Representatives.

Section 1.4 Fiscal Year

The fiscal year shall begin on July 1st and end on June 30th of each year.

Section 1.5. Parliamentary Authority

The rules of parliamentary procedure at meetings shall be determined by **Roberts Rules of Order** the latest revised edition as interpreted by the President or duly authorized representative.

Section 1.6 Dissolution

The Executive Board of CSHEF may, in the course of conducting their duties under the CHSEF bylaws may determine that the PSG must be dissolved. Upon the dissolution of the PSG, its assets remaining after payment, or provision for payment, of all debts and liabilities of the PSG shall be distributed to CHSEF.

ARTICLE II. MEMBERS

Section 2.1 Members At Large

The PSG shall have no more than five (5) Members at Large. These Members-at-Large will also serve on any Committees the Board determines are necessary for the efficient operation of the PSG. These Members-at-Large will be selected by the Board no later than the September meeting of the Corporation.

ARTICLE III. PSG Board

Section 3.1 Titles

The Officers of the PSG shall be one (1) President, one (1) Vice President, one (1) Treasurer and one (1) Secretary.

Section 3.2. Election of PSG Board

The Election of the PSG Board for the following fiscal year shall take place during the May meeting of the current fiscal year, which will be held in accordance with the provisions of these bylaws. PSG representatives will be permitted to place one vote for each of the available positions on the PSG Board. The candidate who receives the most votes in favor of his/her

election for the PSG Board position for which he/she is nominated (Section 3.3) will be deemed the winner of that position. In cases where a position has only one (1) name placed in nomination per section 3.3 of these By Laws, that individual will assume the duties of said position for the next school year. In the event of a vacancy or removal of an Officer from the PSG Board, the provisions for filling such vacancy or removal as described in these bylaws (Section 3.6) shall be followed to fill the position.

Section 3.3 Nomination of PSG Board

Nominations of candidates for the PSG Board for the following fiscal year shall be submitted to the Secretary no later than the April meeting of the current fiscal year, which will be held in accordance with the provisions of these bylaws. Representatives from the PSG will be permitted to place in nomination one candidate for each of the available positions on the PSG Board. Nominations will be posted for PSG representatives review 30 days prior to the May elections. Board positions where only one (1) name has been placed in nomination will by default, assume the duties of that particular position. The Secretary will then announce these individuals and their election will take place in accordance with the provisions in Section 3.2.

Section 3.4. Duties of Officers

A. President

The President shall be the General Manager and Chief Executive Officer of the PSG and, subject to the approval of the Board, have supervision, direction and control of the business affairs of the PSG. The President shall preside at all meetings of the Board, and perform all duties incident to the office of President and such other duties as may be required by law, by the Articles of Incorporation of CHSEF, or by these Bylaws, or which may be prescribed from time to time by the Board.

B. Vice-President

The Vice-President shall have such powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board. In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.

C. Treasurer

The Treasurer shall act as the Chief Financial Officer of the PSG. As Treasurer the principal responsibility of maintaining the financial records in written form or in any other form capable of being converted into written form including files containing Account Balances, Transactions, Assets, Receipts, Disbursements, Profit & Loss and Balance Statements and Merchant Services Fees through the use of QuickBooks Online program. The books and records of the account shall at all times be accessible via both physical and electronic methods and open to inspection by any member of the Board upon request. All expenses will have prior approval by the Board before payments are rendered. In addition, the Treasurer will be the primary contact

and maintain an ongoing relationship with the CHSEF Treasurer.

D. Secretary

The secretary shall keep or cause to be kept at the principal office of the Board, or such other place as the Board may order, a book of minutes of all meetings and actions of the Board. The Secretary shall give notice of all meetings of the Board and shall keep at the principal place or such place as designated by the Board, the Bylaws as amended to date. The Secretary shall perform such other and further duties as may be required by law or as may be prescribed or required from time to time by the Board.

Section 3.5 Service on Multiple Boards

Officers of the PSG Board may serve in the same capacity (position) on other PSG Boards for the following positions only; President, Vice President, Secretary. Treasurers can only serve on one single PSG Board at one time.

Section 3.6 Resignation and/or Removal of Officers

Any Officer may resign at any time on written notice to the Board without prejudice to the right, if any, of the Board under any contract to which the Officer is a party. An Officer may be removed with or without cause at any meeting of the Board by the affirmative vote of the majority of all Board Members. A vacancy occurring in any office because of death, resignation, removal or other cause shall be filled by a majority vote of the Board via Quorum (quorum defined in Section 4.7).

Section 3.7 Compensation

The PSG Board and Members-at-Large shall serve without compensation. The President (or designated representative) and the Treasurer may authorize reimbursement of expenses incurred by any Board member or Member-at-Large as a result of Board business.

ARTICLE IV MEETINGS

Section 4.1 Location

Unless otherwise notified, all meetings of the Board will be held at the Principal Office as designated in Section 1.2 of the Bylaws.

Section 4.2 Call to Order and Adjournment

Meetings of the Board may be called to order by the President, Vice President, Secretary or by a majority of the Board. All meetings of the Board shall be held at the Principal Office as designated in Section 1.2 of these Bylaws, or any such place as determined by the Board.

Section 4.3 Date and Time of Meetings

Meetings of the Board shall be communicated to all PSG Representatives at least one week prior to the scheduled meeting and take place at the Principal Office as designated in Section 1.2 of these Bylaws. Notice of the meeting to all PSG Representatives must be published in written format to include e-mail and web site posting. These meetings are open to the CHS community.

Section 4.4 Special Meetings

Special meetings of the Board may be called by the President or any two (2) Members of the Board. Special meetings shall be held on four (4) days notice by electronic mail, or on forty-eight (48) hours notice delivered via personally, by telephone.

Section 4.5 Conduct of Meetings

The President or, in his or her absence the Vice President, shall preside at meetings of the Board. The Secretary of the Board shall take notes of the meeting and make available to all Board members and PSG Representatives electronically after each meeting. Members of the Board may participate in a meeting through use of conference telephone or similar electronic communications equipment, so long as all members participating in such meeting can hear one another. Such participation shall constitute personal presence at the meeting.

Section 4.6 Cancellation of Meetings

If a meeting is cancelled by a majority vote of the Board or President, Notice to the PSG Representatives shall be given by telephone, fax or e-mail of the cancellation no less than forty eight (48) hours before the scheduled meeting date.

Section 4.7 Quorum

The quorum of the PSG Board of any regular, annual or special meeting shall be not less than fifty percent (50%) +1 of the Board who are currently serving, excluding any vacancies. For the purposes of establishing the quorum, each Board Member may attend any regular, annual or special meeting in person or via telephonic or video conferencing and may vote to approve, reject or abstain from voting on any matter which is presented for a vote during the meeting. No business shall be conducted at any Board meeting at which a quorum is not present.

Section 4.8 Closed Meetings

The President may call a closed meeting of PSG Board in order to discuss business matters of the PSG which are sensitive and/or confidential in nature. No action may be taken on any matters discussed at such closed meetings without the approval of the majority of the Board.

Section 4.9 Action Without Meetings

Any PSG business necessary and required, may be taken by the Board without a meeting, if a majority of the Board members consent in writing to such action. Examples of these actions may include a Board vote via e-mail communication as well as electronic communication such as

teleconference or video teleconference. Results of these votes and actions shall be filed with the minutes of the proceedings of the Board to be published during the next scheduled Board Meeting. Such action by written consent shall have the same force and effect as the unanimous vote of such Executive Board member. "Written consent," as used in this Section, shall include the use of e-mail communication sent to the Secretary of the Board as well as minutes and notes from the aforementioned communications.

Article V

Committees and Membership

Section 5.1 Committees of the PSG

The PSG Board may create one or more committees, each consisting of one (1) or more Members-at-Large or PSG Representatives, to serve at the pleasure of the Board. Appointments, including replacements, to committees of the PSG shall be by majority vote of the Board then in office. Any such committee, to the extent provided by resolution of the Board, shall have authority of the Board except that no committee under any circumstances may:

- Fill vacancies of the Board
- Affect in any way the Bylaws
- Establish or fix compensation for the members serving on any committee
- Appoint itself or any other committee
- Approve any contract or transaction in which the PSG is a party and in which a Board Member or Member-at-Large has a material or financial interest (except as provided in Corporation Code 5233 (d) (3)).

Article VI

Execution of Instruments

Section 6.1 Signing of Checks

The checks, drafts or other order for payment of money issues in the name of the PSG shall be signed by two (2) Officers of the PSG. One of these signatories shall be the Treasurer, the second can be either the President, Vice President or Secretary of the PSG. The Treasurer shall be authorized to request and carry a bank Deposit Card for use making electronic deposits via inside the bank or via ATM. A Debit or Credit Card via the PSG Bank Account is not authorized.

Section 6.2 Budgets, Income vs. Expenditures

The Board will establish an annual budget based upon planned fundraisers and projected expenditures at the beginning of the fiscal year. All expenditures must be approved by the Board prior to any agreements and or payments. The budget can be modified during the year via a vote by the Board.

Article VII Records Retention

Section 7.1 Records Retention

All records and documents, regardless of physical form, must be maintained for a period of three (3) years. This provision is designed to ensure compliance with federal and state laws and regulations and to eliminate accidental or innocent destruction of records.

Section 7.2 Suspension of Records Disposal

No Board member or Member-at-Large shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the PSG.

Article VIII Bylaws

Section 8.1 Public Notification

These Bylaws must be made available for public view within the community of CHS and PSG. A copy of these Bylaws must be given to any member of the CHS community upon request. These Bylaws must also be posted on the PSG Web site for public view.

Section 8.2 Bylaw Amendments

These Bylaws must be reviewed annually by the Board and amended or repealed and any new or additional Bylaws adopted must be approved by a majority of the Board. Amendments to the bylaws shall be presented in writing to the Board and shall be initiated by either a (1) a committee established by the Board as provided in these bylaws or (2) one-third (1/3) of the Board. Any such amendments must be approved by a majority of the Board at a regular, annual or special meeting. If approved by the Board, such amendments must then be acted upon as soon as reasonably necessary to effectuate the change(s).

Bylaws approved this **14th day of July, 2016** in Temecula, California by the PSG Board.

By: _____ Date: _____
PSG President