

Parent School Partnership Bylaws

Article I: Name of Organization

Section 1.

The name of this organization shall be known as the Parent School Partnership located in Rocklin, California and hereinafter referred to as “PSP”. Each PSP is affiliated with the Rocklin Academy Family of Schools hereinafter referred to as “RA” and currently serving the following school sites: RA Turnstone, RA Meyers, RA Gateway and Western Sierra.

Article II: Objectives

Section 1.

The PSP is organized to encourage volunteerism and promote open communication between the administration, faculty and families. The PSP shall also help to build community at school sites and develop connections between the school and community.

Section 2.

The PSP shall plan and organize fundraising activities and events to raise and administer funds for the improvement and enrichment needs of the students, staff, and site. The PSP is not responsible for generating funds to support operational expenditures.

Section 3.

Under the RA, all PSPs are organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter “Internal Revenue Code”).

Article III: Basic Policy

Section 1.

- a. The organization shall be noncommercial and nonsectarian.
- b. The organization shall work with the school to provide quality education for all children.
- c. The organization shall not enter into membership with other organizations except such organizations approved by the PSP Executive Committee and Rocklin Academy Board of Directors. A PSP and any standing committee may cooperate with other organizations and agencies concerned with child welfare, but shall make no commitments that bind the group she/he represents.
- d. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

- e. No part of the net earnings of the organization shall benefit or be distributed to its members, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions for the purposes set forth in Article II, Section 3.
- f. Despite any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue code, or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Article IV: Membership

Section 1.

Opportunity for membership in the PSP shall be made available to all regardless of race, color, national origin or religion.

Section 2.

All legal parents or guardians of a student(s) enrolled at a RA are considered a member of that school site's PSP.

Section 3.

Members and community participation in monthly PSP meetings will be highly encouraged. Members will receive volunteer hour credit for their attendance.

Article V: PSP Executive Committee Officers and Elections

Section 1.

Executive Committee Officers

- a. Officers must have a child/ren enrolled in the RA of their specific school site.
- b. All officers must have a current Live Scan with the RA.
- c. A PSP Executive Committee shall consist of a President, Vice President(s), Secretary(s), a Treasurer, Fundraising Officer(s), and the Past President. The positions of Vice President, Secretary and Fundraising Officer (s) may be held by one or two persons sharing as a co-officer. Co-officers are entitled to one (1) consensus vote. When an office is shared, both parties shall attend all PSP meetings. Sites may opt to add additional PSP Officers at the Executive Committee's discretion.
- d. The position of Past President shall be held by the previous year's PSP President. This position is an advisory position only and has no vote. The Past President will attend all PSP meetings.

- e. All past year's Executive Committee members are to remain in a non-voting advisory position to affect a smooth transition of the Executive Committee.

Section 2.

Election of Officers

- a. Elections shall be held by an online ballot in the month of April for all open Executive Committee Positions.
- b. Newly elected officers are required to attend a minimum of one (1) meeting before taking office.
- c. The Past President and Faculty Representative are responsible for administering the election per PSP Policy and Procedures.
- d. Each Member is allowed one vote.

Section 3.

Terms of Office

- a. The term of office for all PSP Executive Committee Officers begins July 1st and ends on June 30th coinciding with the PSP fiscal year.
- b. The President, Vice President(s) and Treasurer shall serve a single term of 2 years. The President shall have alternating election years with the Vice President(s) and Treasurer.
- c. The Secretary(s) and Fundraising(s) Officer will serve one year terms for no more than two consecutive terms.
- d. All past year's Executive Committee Officers are to remain in a non-voting advisory position to affect a smooth transition of the Committee.

Article VI: Duties and Responsibilities of Officers

Section 1.

President must:

- a. Prepare and publicize an agenda 72 hours before each monthly meeting.
- b. Be authorized to sign on bank accounts as per the RA adopted policy.
- c. Coordinate the work of the officers, standing and special committees in order to facilitate their success.
- d. Call a meeting of the newly elected officers within thirty (30) days after the last PSP meeting of the school year for the purpose (PSP Executive Committee) turnover.
- e. Represent the PSP Executive Committee at Rocklin Academy and PSP school functions.

- f. Stay in communication and be available for standing committee volunteers. (If a committee member is unable to attend a PSP meeting, the committee member must provide a written update to the President to present at the PSP Meeting.)
- g. Responsible for reviewing and certifying monthly financials, bank reconciliation reports and signing the end of year financial statement.
- h. Represent school site or select a designee to be a voting member on the PSP Fundraising Committee (PFC).

Section 2.

Vice-President(s) must:

- a. Assumes the duties of the President in the event of his/her absence, and to aid in the responsibilities of the President wherever necessary.
- b. Be authorized to sign on bank accounts as per the RA adopted policy.
- c. Responsible for reviewing and certifying monthly financials, bank reconciliation reports and signing the end of year financial statement.

Section 3.

Secretary must:

- a. Record the minutes of all PSP meetings, both regular and special and shall transmit a copy to each of the PSP Officers and standing committee volunteers within ten (10) days after each PSP meeting.
- b. Be the custodian of the meeting minutes, agendas and current PSP bylaws and bring a binder containing these items.
- c. Keep an accurate record of attendance at board meetings.

Section 4.

Treasurer must:

- a. Deposit all money into the PSP bank account within 7 days.
- b. Maintain accurate records of receipts, cash disbursements, invoices and general journals. All financial records including receipts, deposit slips, invoices, and purchase orders are to be kept in accordance with RA approved policy.
- c. Present at monthly PSP meetings current financials and fundraising/event profits.
- d. Provide a monthly financial report and bank account reconciliation to the RA Director of Finance and prepare an end of year financial statement.

- e. The Treasurer, with input from the other PSP officers and administration, shall prepare a budget for the upcoming year and submit this budget for approval to the membership at the last meeting of each school year.
- f. The Treasurer shall require that all PSP expenditures be supported by two authorized signatures.

Section 5.

Fundraising Officer must:

- a. Provide a budget for proposed events for current year.
- b. Coordinate and establish chairperson/s for each fundraiser or event.
- c. Interface with the many volunteer parents that will take on the various fundraisers and events the PSP approves.
- d. Ensure that fundraisers and events are coordinated and approved through the PSP Executive Committee.
- e. Have budgets for fundraisers and events approved in advance before purchases are made. Revise budgets as necessary and present to the membership for approval.
- f. Report to PSP Executive Committee regarding all expenses and revenues generated by fundraising events in a timely manner.

Section 6.

Past President

- a. The PSP Past President office is primarily an advisory position in order to provide consistency from year to year.
- b. The Past President will be a non-voting position.
- c. The Past President along with a Faculty Representative are responsible administering an annual election per PSP Policy and Procedures.

Article VII: Resignation/Vacancy

Upon expiration of term, or upon resignation, each officer shall turn over to his/her successor, without delay, all records, books, and other material pertaining to the office. All funds pertaining to the office shall be turned over, without delay, to the PSP President. For expiration of term, these transactions shall be done 30 days after the approval of the election results.

Section 1.

Resignation

- a. Any officer of the committee may resign by filing a written resignation with the PSP Executive Committee.

Section 2.

Vacancy

- a. In order to be properly nominated for an office, a member must meet the qualifications for office as described in Article IV and Article V.
- b. Any vacancy of a PSP Officer shall be filled for the remainder of the term by an appointment by 'nomination from the floor'. The organization will allow for nominations from the floor at the next regular PSP meeting to give each member a chance to exercise his/her right to fully participate. After the presiding officer calls for all candidates from the floor to step forward, any PSP member may make a nomination. The PSP Executive Committee shall motion, second and rule. On such occasion that only one volunteer steps forward to fill the vacancy, PSP officers have the authority to immediately appoint that person to fill the vacancy. If no one steps forward for nomination the PSP Executive Committee may agree to find a suitable party to be appointed at the next regular meeting.

Section 3.

Reason to remove

- a. By two-thirds (2/3) vote of the PSP Executive Committee an officer shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior.
- b. An officer who misses three (3) consecutive meetings may be removed from office.

Article VIII: Standing and Special Committees

Section 1.

Creation of Committees

- a. Committees may be created and approved by the simple majority vote of PSP Executive Committee. New committees may be created as deemed necessary to promote the purpose and carry out the work of the PSP. Committee chairpersons will be drawn from the membership.

Section 2.

Selection of Special Committee Chairpersons

- a. Special committees shall be formed to perform a specific task. Said committee comes together, performs the task, gives a final report, and ceases to exist. Such committees cannot be appointed to perform a task that falls within the assigned function of a standing committee. Special committees are specific in focus.
- b. Committee chairpersons shall be selected on a volunteer basis. If only one person volunteers to chair a committee, that person shall be appointed. In the event that more

than one person volunteers to chair a committee, the PSP Executive Committee shall appoint chairmanship.

Section 3.

Selection of Standing Committee Chairpersons

- a. A standing committee exists from one year to the next, and is typically charged with a continuing function.
- b. Committee chairpersons shall be selected on a volunteer basis. If only one person volunteers to chair a committee, that person shall be appointed at the first PSP meeting of the school year in August. In the event that more than one person volunteers to chair a committee, the PSP Executive Committee shall appoint chairmanship.
- c. Committee positions will be reviewed annually, and approval of any committee position is at the discretion of the PSP Executive Committee.
- d. Committee chairpersons shall attend all regularly scheduled PSP meetings and provide a committee report. If meeting attendance is not possible, the committee chair is responsible for filing a written report to the PSP President before the regularly scheduled meeting.
- e. All standing committee chairperson shall deliver to their successors or the PSP Executive Committee President all official materials within ten (10) days following the date at which their successors assume their duties or at time of resignation.

Article IX: Rights and Responsibilities

Section 1:

- a. Recommendations to make changes to PSP bylaws, amendments, and joint PSP policies shall be presented to the PSP Fundraising Committee (PFC).
- b. The appointment of committees shall be reserved for PSP Executive Committee and not membership of the PSP.
- c. Members will voice any issues of concern to the proper committee chairperson or PSP Executive Committee Officer. If necessary, the Committee Chair or PSP Executive Committee Officer will bring those concerns/suggestions to the PSP Executive Committees, who will determine whether or not a proposal will go before the entire PSP membership for a vote.
- d. Members will be allowed one vote when matters are put to before the entire PSP membership. Proposals must receive a majority vote to pass.

Article X: Quorum

Section 1.

Voting

- a. The members present at a regularly scheduled meeting of the PSP with at least 50 percent of the PSP Executive Committee Officers in attendance shall be deemed to constitute a quorum and shall have the power to transact organizational business. In the event of a 50/50 split, the tie breaker shall be the PSP President.

- b. PSP Executive Committee may adopt mechanisms for voting as seen fit and adopt into the PSP policies and procedures. Votes may be the affirmative, negative or abstain from voting.

- c. Recommendations shall be made by PSP Officers. When a motion is not likely to be opposed, the President will ask that objections be voiced. If there are no objections, the recommendation will be passed. If there are objections, the item will be put to a vote by the members present. A simple majority vote will pass recommendations.

Article XI: Introduction of Proposals and Recommendations

Section 1.

Members who wish to have an item introduced to the membership must present their recommendation to the appropriate Committee Chair or PSP Officer in writing. PSP Executive Committee will determine whether the PSP shall take action on the proposed item or whether the proposal is appropriate for a membership vote. Proposals shall be approved by a majority vote.

Article XII: Bylaws

Section 1.

Standing Rules

- a. At the beginning of the term of office, each PSP Officer and Standing Committee Chairperson shall be given a copy of the Bylaws by the PSP Secretary.

- b. Approval of changes to the Bylaws by PFC shall be recorded in the PSP site level minutes.

Section 2.

Amendments

- a. The Bylaws may be amended at any time by a simple majority vote of the PFC and notification of the Rocklin Academy Board of Directors, provided that the amendment is to further carry out the objectives of the PSP as herein expressed.

Article XIII: Meeting of the PSP

Section 1.

Regular Meetings

- a. General meetings of the PSP shall be held once each month from August or September through June and any other times designated by the PSP Officers.
- b. Interim meetings may be called as needed in the event of extra workload, unfinished business or agenda items. Emergency meetings may be convened as necessary to resolve issues that must be addressed before the next regularly scheduled meeting.
- c. Regular meetings will include a scheduled budget meeting by the outgoing PSP Executive Committee at the end of each school year. The incoming PSP President for the subsequent school year will attend this budget meeting to promote a smooth transition year over year.
- d. The Executive Committee Boards of each campus shall combine to meet 30 days post-election for a planning retreat and hold additional combined Executive Committee Boards as needed throughout the year.

Section 2.

Notice of Meetings

- a. At the first meeting of the year, a calendar of meetings shall be established, publicized and publically posted. Any change in the established date, time or location must be given special notice 72 hours in advance.