

Dublin Unified School District
SCHOOL-CONNECTED ORGANIZATION AUTHORIZATION FORM

Organization Name: Murray Elementary Parent Faculty Club
Name of the School(s): Murray Elementary

As parents, guardians, and/or community members within the Dublin Unified School District, we hereby request:

- ☐ approval for formation as a school-connected organization
☐ annual renewal of authorization as a school-connected organization

Tax ID #: 94-2623197 Is your organization a 501(c)(3)? No

Name of bank where the organization's account will be/is located US Bank

Please attach a copy of the bylaws and procedures under which the organization operates, a list of those officers authorized to withdraw funds, and a projected budget and list of objectives.

Purposes of the organization are (specifically, what program or student groups will be supported):

We support the entire school.

Note: School-connected organizations are organized and operate independent of Dublin USD. Accordingly, Dublin USD is not responsible for and assumes no liability for the programs, fundraising or other activities of any school-connected organization. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the school-connected organization and not by the school or district.

We have read applicable Dublin USD Board policies, administrative regulations, and Guidelines for School-Connected Organizations for forming and conducting this organization and agree to abide by them. Specifically, we agree:

- our fundraising activities shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school;
- our organization will not discriminate in making grants to students on the basis of their family's funding to the organization, or the family's fundraising or time put into organization sponsored activities;
- to maintain a record of funds collected and expended; and
- to grant the district the right to audit the organization's financial records when the activities of the organization appear to conflict with law, Board policy, administrative regulations or rules of the school; and

Angie Bertenshaw

President's name -- printed

Angie Bertenshaw

Signature

10-12-16

Date

angie@glidingshelves.com

E-mail address -- printed

925-699-0811

Telephone number

Melissa Attard

Vice president's name -- printed

Melissa Attard

Signature (not required)

10/12/16

Date

melissa.attard@yahoo.com

E-mail address -- printed

(510) 366-8565

Telephone number

Roger Smith

Treasurer's name -- printed

Roger Smith

Signature

10-12-16

Date

Roger.hmk@gmail.com

E-mail address -- printed

925-895-5256

Telephone number

Cazzie Neely

Coach, Lead Teacher, or Advisor's name -- printed

Cazzie Neely

Signature

10-12-16

Date

E-mail address -- printed

Telephone number

I support this request for authorization.

Cazzie Neely

Principal's signature

12/14/16

Date

Date Approved by the Board of Education

Bylaws

Murray School Parent Faculty Club

Constitution and Bylaws

Article I – Name

The name of this organization is the Murray School Parent Faculty Club (PFC), Dublin Unified School District, Dublin, California, 94568

Article II – Purpose

Section 1 – For the benefit of the students, the purpose of this organization shall be:

- a. To promote the welfare of students in home, school, and community;
- b. To promote a closer relationship between home and school;
- c. To promote protection for students;
- d. To promote active participation in school and community activities;
- e. To promote fundraising activities for teacher and student enrichment.

Section 2 – The purposes of this organization are promoted through an educational and social program directed towards parents, school personnel, and the general public; are developed through committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3 – Upon the dissolution of the organization, all funds or property not expended shall become the sole property of (1) another Dublin Unified School District parent faculty organization (s), which has established its tax exempt status; (2) the Dublin Unified School District; or, if the above options are not possible, (3) and another organization is organized and operated exclusively for educational or charitable purposes and which has established its tax exempt status under Section 501c (3) of the Internal Revenue Code.

Article III – Policies

Section 1 – The organization shall be noncommercial. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor themes of its officers or

representatives in their official capacities shall be used in any connection with a commercial concern.

Section 2 – The organization shall be nonsectarian; no sectarian interest shall be endorsed by it. Neither the name of the organization nor the names of its officers or representatives in their official capacities shall be used in any connection with a sectarian interest.

Section 3 – The organization shall be nonpartisan. 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.

Section 4 – The organization shall not seek to direct the administrative activities of the school and school district or to control its policies.

Section 5 – The organization may cooperate with other organizations and agencies in the cause of student welfare.

Section 6 – The organization is a nonprofit educational organization formed exclusively for the purposes within the meaning of Section 501c (3) of the Internal Revenue Code of 1999.

Article IV – Membership

Section 1 - Membership shall be given to any person who is interested in the purposes for which the organization is formed and has paid annual dues of \$5 or more.

Section 2 – Annual membership dues shall be set by a vote of the Executive Board. Dues shall be assessed at the annual August Executive Board meeting and payable no later than December 1 of each year. Membership calendar year runs concurrent with school year.

Article V – Officers and their Election

Section 1 – The officers of this organization shall be President or Co-Presidents, First Vice President, and Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Auditor, Historian, and a Parliamentarian. The officers shall be elected annually with the exception of the Second Vice President who shall be the principal of Murray School. In the event the Presidency is shared there will be no need for a First Vice President.

Section 2- Nominations for elected officers shall begin at the April meeting. Nominations are to be made at least one (1) month prior to election of officers. The candidate's consent must be obtained before nominations can be made. Only members are allowed to vote. Elections will be held by June meeting.

Section 3 – If there is only one candidate for an office, the ballot may be dispensed with and the elections held by voice vote.

Section 4 – Officers shall serve for a term of (1) year. No elected officer shall be eligible to the same office for more than two (2) consecutive elected terms, unless approved by a two-thirds (2/3) vote of the Executive Board. Officers shall assume their duties on the first day of July. Vacancies in office shall be filled by the President subject to the approval of the Executive Board.

Article VI – Duties and Powers of Officer

Co-Presidents:

Supervise and control all of the business and affairs of the Club, subject to the direction of the Board

- a) Perform all the duties incident to this office and such duties as may be required by law, or as the Board or these Bylaws may require
- b) Preside at all meeting of the Board, make regular reports to membership at large
- c) Represent the School at District meetings
- d) Communicate with the Principal to stay regularly apprised of School and District activities
- e) Oversee all committees

Co-Secretaries:

- a) Certify and maintain an original or copy of these Bylaws as amended
- b) Keep or cause to be kept a book of minutes of all meeting of the members and Board, recording the time and place of holding, the names of those present and the proceeding thereof
- c) Distribute minutes of meetings to the Board prior to the next meeting and post approved minutes on School campus and forward to Director of Communications for electronic posting
- d) Be custodian of the records of the Club
- e) In the absence of both the President and the Vice President from a meeting, call the meeting to order and appoint a temporary chairperson
- f) Be responsible for all correspondence at the direction of the President

Co-Treasurers:

- a) Have custody, and be responsible for all funds and investments of the Club, and deposit all such funds in the name of the Club in such banks, trust companies, or other depositories as may be directed by the Board
- b) Receive, safely keep and give receipt for, money due and payable to the Club from any source whatsoever
- c) Disburse or cause to be disbursed the funds of the Club as may be directed by the Board, taking proper vouchers for such disbursements
- d) Keep and maintain adequate and correct books and records of the Club's properties and business transactions, including the Club's accounts of its assets, liabilities, receipts, disbursements, gains and losses,
- e) Present financial status reports at regular meetings of the Board or as otherwise determined by the Board
- f) Cause the Club to make any required tax or regulatory filings
- g) Keep and reconcile the Club's checkbooks
- h) Present the books on an annual basis or upon change of Treasurer to the auditor chosen by the Board
- i) Follow the cash handling procedure as documented by the Board

Co-Directors of Volunteers:

- a) Keep a list of all volunteers and the subcommittee volunteer sign up sheets
- b) Prior to start of an event, contact all parents on the signup sheet and identify a chairperson for that subcommittee; if a chairperson cannot be identified that event will be cancelled
- c) Keep a list of room parents and hold kick off Room Mom meeting outlining general responsibilities and guidelines
- d) Act as liason between Board and volunteers
- e) Contact volunteers and establish new subcommittees at the direction of the Board
- f) Put together subcommittee signups for the following school year

Co-Directors of Communications:

- a) Manage the development, distribution, and maintenance of all print and electronic materials including, but not limited to, newsletters, brochures, and website
- b) Coordinate webpage maintenance—ensure that new and consistent information (agenda, minutes, calendars, and events) is posted regularly
- c) Coordinate and maintain group email distribution lists, access to Executive Board email accounts, and online group document storage access.
- d) Manage all media contact in accordance with DUSD guidelines

Co-Directors of Fundraising:

- a) Research various school wide fund raising possibilities
- b) Present findings to school board and PFC
- c) Contact board approved fund raising company & make all necessary arrangements
- d) Post advertising in school for fundraiser
- e) Answer all questions and communications regarding fund raiser
- f) Distribute fund raising materials to all classrooms
- g) Collect order forms & money
- h) Keep accurate financial records and turn over all monies collected to board treasurer
- i) Place order with chosen fundraiser company
- j) Receive all product and distribute it accordingly
- k) Handle all order/money discrepancies

Article VII – Meetings

Section 1 – General meeting of the organization may be scheduled on the first Wednesday of each calendar month of the school year unless otherwise ordered by the organization or Executive Board.

Section 2– Special meetings may be called by the President, subject to the approval of the Executive Board.

Section 3 – The privilege of holding office, making motions, and voting shall be limited to parent or faculty members of the organization whose dues are paid and who have been members of the organization for at least thirty (30) days previous.

Section 4 – Ten (10) members shall constitute a quorum at a general meeting. If 10 members are not present at a general meeting, at least 5 Executive Board members can vote on any motion.

Section 5– Time limits may be imposed to keep meetings to a reasonable time frame. If a topic has not been completely addressed, it will be carried over to the next PFC general meeting to allow for resolution.

Article VIII – Voting

Section 1– Voting at general meetings is done after a motion is made, seconded, and discussion, if needed, is held. A vote is taken by a show of hands for those for the motion, against the motion and abstentions.

Section 2 – Voting at Executive Board Meetings is done after a motion is made, seconded, and discussion, if needed, is held. A vote is taken by a show of hands for

those for the motion, against the motion and abstentions. Voting must be within Executive Board limits established in Article VIII, Section 5.

Section 3 – Voting between meetings can be accomplished via email. A motion must be put into writing, sent to all Executive Board members. The motion must be seconded, discussion held via email responses to all Executive Board members, and then votes will be recorded via email response. Voting must be within Executive Board limits established in Article VIII, Section 5.

Section 4 – In the event of a tie vote in any voting situation the President or Co-Presidents will cast the deciding vote. In the event of Co-Presidents, they are entitled to one vote between them.

Section 5 – No expenditures, financial or of goods owned by the PFC, shall be made without a vote.

Section 6 – All sponsorships must be voted upon by the PFC.

Article IX – Executive Board

Section 1 – The Executive Board shall consist of officers of the organization and the principal of Murray School or his/her designated representative.

Section 2 – The Executive Board shall:

- a. Transact necessary business between general meeting of the organization and such other business as may be referred to it by the organization.
- b. Authorize the expenditure of funds within the limits outlined in section 5 below.
- c. Prepare and present to the organization a report at each general meeting.

Section 3 – The Executive Board is subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.

Section 4 – The Executive Board shall meet once a month approximately one week prior to each general PFC meeting, unless otherwise ordered by the Executive Board. Special meetings of the Executive Board may be called by the President and must be called if requested by four (4) members of the Executive Board.

Section 5 – Five (5) members shall constitute a quorum on issues that arise between board meetings. Any issue involving funds may not exceed five hundred dollars(\$500) by quorum vote and must be presented at a board meeting.

Section 6– Minutes for all meetings of Executive Board and general PFC must be reviewed and approved by a two-thirds majority of the Executive Board at the

meeting, prior to posting of minutes for general publication and disbursal to Murray staff.

Article X – Standing Committees

Section 1– There shall be such standing committees created by the President(s) as may be required to carry on the work of the organization.

Section 2 – Securing committee members shall be the responsibility of the committee chairpersons.

Section 3 – The term of office of the standing committee chairpersons and members shall coincide with the term of current Executive Board members.

Section 4 – Annual reports, including duties and procedures shall be compiled by all chairpersons of standing committees and filed in their respective procedure books.

Section 5 – The organization and the President(s), subject to the approval of the Executive Board, each have the power to create special committees.

Article XI - Fiscal Policy

Section 1– The fiscal year shall be from July 1 to June 30th.

Section 2 – All activities by the Murray PFC with the verbal approval from the Principal of Murray School will be covered under the Dublin Unified School District's insurance policy.

Section 3 – The Treasurer and at least three (3) other officers shall be named signatories on each of the organizations checking and savings accounts. All checks written for the payment of authorized expenditures shall require two signatures, one of which shall be that of the Treasurer.

Section 4 - The PFC will not pay salaries, but can pay stipends at the discretion of the PFC, based upon a written contract. Stipends may not exceed \$1,000 a year and must be accompanied by a written contract. Due to the severe budget crisis for the 2009-2010 and 2010-2011 school years, the PFC will make an exception to allow the approval of additional salary hours for the position of the Librarian only.

Article XII – Parliamentary Procedure

The rules contained in “Robert’s Rules of Order, Revised” shall govern this organization on all points not covered by this constitution and bylaws.

Article XIII – Amendments

This constitution and bylaws may be amended by a two-thirds (2/3) vote of the members present at any general meeting, provided the proposed amendments shall have been read at the previous meeting.

Adopted February 6, 1980

Amended August 8, 2005

Amended October 5, 2005

Amended May 1, 2007

Amended December 5, 2007

Amended September 8, 2008

Amended April 1, 2009

Amended May 1, 2015