

# Paradise Valley Home and School Association Bylaws

## A California Non-Profit Corporation

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### I. Organization Name

The name of this organization shall be the Paradise Valley-Machado Home & School Association (HSA), A California Non-Profit Corporation.

### II. Purpose/Policies

1. The Corporation is organized with the mission and purpose of supporting the education of students at Paradise Valley-Machado Elementary School. This will be accomplished through our fundraising efforts which will compliment or support school programs and we will foster positive relationships within our school community by engaging the students, parents, and teachers to enhance our caring **school** climate.
2. This organization shall be educational and non-political.
3. This organization shall work with school personnel in enhancing school activities.
4. The name of this organization shall not be used by any of its members, or in connection with the name of any member, in support of one side of a political issue.
5. Any event to be sponsored by this organization must be approved by any member of the Executive Board. It is the responsibility of the approving member to communicate details of the event to the rest of the board and the school principal.
6. This organization shall not attempt to direct the educational activities of the school.

### III. Members

1. Any parent, guardian or **guardian for a student** at the school may be a member and shall have voting rights. The Principal and any **staff** employed at the school may be a member and have voting rights.
2. Quorum for The Paradise Valley-Machado Home and School Association is a minimum of three executive officers with an additional of eight general members.

### IV. Officers and Elections

1. Executive Board Officers. The Executive board officers shall be President, Vice President, Second Vice President, Secretary and Treasurer.
  - A. **President/Co-President**. The President shall preside over meetings of the organization and executive board, serve as primary contact for the Principal, represent the organization in the community, serve as an ex-officio member of all committees, and ensure that HSA goals and efforts support the purpose of the organization. The president will propose a monthly agenda then post the proposed agenda at least two days prior to the HSA meeting. The President must

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also manage all aspects of the organization so that it operates within the approved budget and current financial position for the fiscal year to guarantee ongoing financial solvency.

B. Vice President. The Vice President shall assist the president and carry out the president's duties in his or her absence or inability to serve. The Vice President shall serve as a liaison to the Paradise Valley Staff. The Vice President shall be responsible for reviewing and authorizing fundraising committee expenses. In the event that a Second Vice President is not elected, the Vice President shall assume the responsibilities of the Second Vice President.

C. Second Vice President. This position's main duty is as Volunteer Director. The Volunteer Director shall be responsible for supporting all committee chairs; in addition the director shall keep the calendar for the school fundraisers and make sure they are not conflicting with class activities or school wide activities.

D. Secretary. The Secretary shall keep all records of the organization, take and record minutes of every meeting and make these minutes available to members no later than two weeks after each meeting, handle correspondence, and publish notices of meetings to the membership, teaching staff and principal. The secretary also keeps a copy of the minutes, financial statements, bylaws, Roberts Rules of Order Revised, membership list and any other necessary supplies, and is to have these items on hand for distribution to the general membership or review by general membership at all monthly meetings.

E. Treasurer. The Treasurer shall keep accurate financial records and pay out funds as approved in accordance with our bylaws. The Treasurer will also present a financial statement to the executive board not less than two days prior to every meeting and will present a treasury report including budget, expenses paid out and revenue earned at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. Treasurer must be insured/bonded within 30 days of taking office and work with an independent accounting firm to submit timely filings for all legal requirements of the organization.

2. Nominations and Elections. Executive board nominations will be held at the second to last meeting of the school year (April meeting). At the April meeting nominations may be made from the floor. Voting at the May meeting shall be a voice vote, provided the nominees are present or have verbally accepted their nomination. If more than one person is running for an office, a ballot vote shall be taken. After elections, the two sets of executive boards shall work together to ensure a smooth transition. Transition meeting shall occur within one week of elections.

3. Terms of office. Executive board officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold

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only one executive office at a time, unless a Second Vice President is not elected and thereby Vice President will hold both positions.

4. Vacancies. If there is a vacancy in the office of President, the Vice President will become President. Second Vice President will then become Vice President and a new Second Vice President will be elected at the next regularly scheduled HSA meeting. If there is a vacancy in any other office, members will fill vacancy through an election at the next regular meeting.

5. Removal from office. Executive board officers can be removed from office without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting or special meeting where a minimum of 24 hour notice has been given.

V. Meetings

1. Regular meetings. The regular meeting of the organization shall be held monthly during the school year at the a day, time and place to be determined by the executive board and communicated to the general membership at least one month before the meeting. Copies of the HSA bylaws and “Robert’s Rules of Order Revised” shall be available to general members at all meetings.

2. Special meetings. Special meetings may be called by President, any two members of the executive board, or five members from the general membership submitting a written request to the Secretary. Notice of a special meeting shall be provided to the members with a minimum 24 hour notice.

VI. At the end of the year a survey shall be presented to the staff and the parent community to evaluate the effectiveness of the HSA goals and to partner to establish a strategy for the goals for the following school year.

VII. Principal

1. The Principal shall attend monthly general meeting if he/she is available and provide an update on school events/activities/needs. The executive board shall consult with the Principal to make sure HSA funds are spent appropriately on school needs. The Principal shall meet with the executive board at the end of the school year (end of May) to close out the HSA books and turn them over to the new HSA executive board.

VIII. Executive Board

1. Membership. The Executive Board shall consist of the President, Vice President, Second Vice President, Secretary, and Treasurer.

2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, adhere to policies, create committees,

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prepare and submit a budget to the membership, approve and pay expenses, and prepare reports and recommendations to the membership which do not conflict with bylaws.

IX. Committee Chairperson

1. Membership. All HSA committees shall have a chairperson. Committee's may consist of general members and executive board members, with the President acting as an ex-officio member of all committees.
2. Duties. The committee chairperson is responsible for organizing and running the event/activity committee. The committee chairperson is responsible for getting preapproval from the executive board for any expenditure associated with the event/activity and must provide detailed documentation of event/activity expenses and revenue to the Treasurer.
3. The executive board may appoint additional committees as needed. Committees can be added or deleted from yearly HSA activities as directed and determined by the executive board on a yearly basis, based on organization resources and goals.

X. Finances

1. Fiscal period is July 1 – June 30.
2. A tentative budget shall be drafted in the summer by the executive board for each school year and approved by a 2/3 majority vote of the members present at the first HSA meeting of the school year (assuming a quorum).
3. Expenditures - The Treasurer cannot approve expenditures, but still maintains voting rights. Any expenses for items purchased for a HSA event/activity are not expected to be borne by individual chairpersons or committee members. However, any expense submitted to the Treasurer for reimbursement must be pre-authorized as follows:
  - (1) Expenditures under \$300 shall be approved by at least one member of the executive board.
  - (2) Expenditures \$300-\$500;
    - (a) If approved on the budget, the expenditure must receive two executive board members approval prior to payment and must be reported at the next meeting.
    - (b) Expenditures not approved in the budget must be approved by two members of the executive board as well as by a 2/3 majority vote (assuming quorum) from the general assembly at the next regularly scheduled membership meeting. Requestor (teacher or committee chair) must be present at the meeting or send a written request in order to be brought to vote.
  - (3) Expenditures greater than \$500;
    - (a) If approved on the budget, the expenditure must receive two executive board members approval prior to payment and must be reported at the next meeting.

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(b) Expenditures not approved in the budget must be approved by two members of the executive board as well as by a 2/3 majority vote (assuming quorum) from the general assembly at the next two consecutive meetings. Requestor (teacher or representative of the teacher or committee chair) must be present or send a written request at the first meeting in which the expenditure is to be brought to vote.

3. Committee chairperson receipts for HSA activity/event expenses must be submitted to treasurer for reimbursement within 2 weeks of dated receipt. Receipts must accompany requests for reimbursement.

4. Committee chairpersons or treasurer are responsible to deposit all checks and monies received to the bank within 15 days of receipt. All check and cash counting must be done with a minimum of two-person count and record of deposit submitted to the Treasurer.

5. Teacher receipts for classroom accounts must be submitted by May 31 of the current school year.

6. The treasurer shall submit a financial statement of the period July-April to the Principal, exiting President, Treasurer and the new executive board members no later than May 31.

7. The outgoing Treasurer will assist the independent accounting firm with preparing audited financials, therefore transition between the outgoing and incoming Treasurer will occur no later than the month of August.

XI. Parliamentary Authority

“Robert’s Rules of Order Revised” shall govern meetings when they are not in conflict with the organization’s bylaws and California Corporation code or statutes.

XII. Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting. Remaining HSA funds shall become property of Paradise Valley Elementary School after outstanding expenses have been paid and dissolution paperwork has been submitted to the state. All HSA records will be retained by Paradise Valley Elementary School for seven years after dissolution.

XIII. Amendments

1. The Bylaws shall be reviewed and updated in the month of May or as needed by the board members exiting office, the new incoming executive board members and the Principal.

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2. These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting and sent to members. Amendments will be approved by a two-thirds vote, assuming a quorum.