

**Sunol Glen Community Club  
Sunol Glen School  
Sunol, California**

**Bylaws  
Revised and Approved May 29, 2012**

**ARTICLE I  
GENERAL**

Section 1. The name of this organization shall be the Sunol Glen Community Club.

Section 2. The principal office of the organization for the transaction of its business is located at Sunol Glen School, Sunol Glen Unified School District, Sunol, California.

**ARTICLE II  
OBJECTIVES**

The Sunol Glen Community Club is an organization of volunteer parents, teachers and members of the community united by the common bond of interest in the Sunol Glen School. The primary objectives of this organization are:

1. To bring together in a functioning unit, parents, staff and community members who are interested in undertaking cooperative efforts on behalf of education in general and, specifically, the students of Sunol Glen School.
2. To provide a means of communication between parents, community members and the Sunol Glen School staff.
3. To support and coordinate fundraising activities, including volunteers, with the staff and Superintendent/Principal in order to enhance existing and/or district proposed/approved programs.
4. To support activities outside the normal school curriculum for the educational, social, and physical benefits of the students.
5. To hold social gatherings in order to strengthen our common bond of interest in Sunol Glen School.

## **ARTICLE III POLICIES**

Section 1. The organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be sponsored by it. Neither the name of the organization nor the names of its officers in their official capacity shall be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the organization.

Section 2. The Sunol Glen Community Club shall cooperate with the Sunol Glen School administration to support the improvement of education.

Section 3. The organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 4. The organization may cooperate with other organizations and agencies active in the cause of child welfare, but the Sunol Glen Community Club representatives shall make no commitments to bind the group unless so authorized by a majority vote at the general meeting.

Section 5. Dissolution shall be by a simple majority vote of the membership present and prior notice of intent, being posted for thirty (30) days. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1986 as from time to time amended.

Section 6. An audit of the treasurer's books shall be conducted annually by the Executive Board prior to the first general meeting of the school year and the Board shall make a report to the membership at the next general meeting.

## **ARTICLE IV MEMBERSHIP AND DUES**

Section 1. Membership in the Sunol Glen Community Club shall be made available to any individual who subscribes to this organization without regard to race, color, creed, national origin, or sex.

Section 2. Recommended annual dues shall be \$25.00 per family, not to exceed increases of \$5 increments per year. Dues are payable by September 30 and are for a one-school-year period, with the recommended annual amount prorated for any prospective member who moves into the Sunol Glen School District after September 30. All membership dues are donations and, as such, any dollar amount donated constitutes membership and voting rights.

Section 3. Any non-member faculty representatives are valued as participants of the Community Club and their advice and suggestions are to be valued. However, he/she/they have no voting privileges.

Section 4. The Principal/Superintendent is a valued member of the Community Club Board in an advisory capacity and, as such, has no voting privileges.

Section 5. Members of the Sunol Glen Unified School District Board of Education are welcome as members of the Community Club and their advice and suggestions are to be valued. However, he/she/they have no voting privileges.

## **ARTICLE V EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of a President, Vice-President, Secretary, Treasurer, and Volunteer Coordinator. The Superintendent/Principal shall serve in an advisory capacity. The term of office for the Board shall be June 1 through May 31, or for one additional term until a successor has been selected. A simple majority is necessary for election. All members of the Board shall be elected annually, with the exception of the Parliamentarian who shall be the past president.

Section 2. Nominations for office shall be made by a Nominating Committee which shall be designated at least one month prior to the Annual Meeting, held in May. The Nominating Committee shall serve until the annual meeting.

A. The Committee shall be composed of three (3) members. In addition, the Superintendent shall serve in an advisory capacity. The Committee shall elect its own chairperson.

B. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for, or elected to the Board.

C. Nominations shall be presented by the Committee chairperson at the Annual Meeting. Additional nominations may be made from the floor if the potential nominee is present at the meeting. The Committee chairperson shall determine if the nominee is eligible and consents to nomination.

### Section 3. Service Eligibility:

A. To be eligible for President, an individual must have served previously on the Board or chaired a committee as enumerated in these Bylaws. The individual must have attended Community Club meetings on a regular basis. This individual should plan to perform the duties of Parliamentarian during the school year following their term as president.

B. To be eligible for Treasurer or Vice President, an individual must have served previously in another officer position, chaired a committee or volunteered time at the school. The individuals must be able to attend Community Club meetings on a regular basis. In addition, the Treasurer should have knowledge of bookkeeping.

C. To be eligible for Secretary or Volunteer Coordinator, an individual must be able to attend Community Club meetings on a regular basis and volunteer time at the school.

Section 4. Elections shall be held by ballot at the Annual Meeting during the month of May. If there is but one candidate for any office, the ballot for the office may be dispensed with and the election held by voice vote.

Section 5. Members of the Board shall serve for a term of one year unless a successor is not available, in which case the individual may serve an additional year if he or she consents. Outgoing Board members will serve in an advisory capacity to the incoming Board in June. Incoming members of the Board may request that the June meeting may be convened by the outgoing Board. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office. Members of the Board shall serve for no more than two consecutive years in the same position.

Section 6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Board, notice of such election having been given by the President at the next meeting or by written communication to all members in the school newsletter. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

Section 7. If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-elect. In the case that the unfilled position is the President, the President shall be appointed by the Superintendent of Sunol Glen Unified School District and voted on by the Executive Board.

Section 8. In addition to the duties required by laws, the Executive Board shall have the following specific duties:

A. The Executive Board shall conduct the business of the organization. The Board shall transact necessary business between general meetings of the organization and such other business as may be referred to it by the organization.

B. The Executive Board may authorize expenditures within the limits of the budget adopted by the organization.

C. The Executive Board shall create standing or special committees as are deemed necessary to promote the objectives of the organization.

D. The Executive Board shall fill all vacancies in office, including that of the president, which would be appointed by the Superintendent.

E. The Executive Board shall set the agenda for the general meetings.

F. The Chairperson of each Committee shall be approved by the Executive Board.

G. The Executive Board shall present an activity report at meetings of the organization.

H. The Executive Board shall receive a financial report from the Treasurer at each general meeting.

I. The Executive Board is responsible for filling out and forwarding all necessary report forms for filing all tax returns and other forms required by government agencies.

Section 9. The Executive Board is subject to the orders of the organization. None of its acts shall conflict with actions taken by the organization or the policies of the school district.

Section 10. Meetings of the Executive Board may be called by the President or any other member of the Executive Board. The President must call a Special Meeting upon the written request of three (3) members. Such request(s) may be made electronically (via email). All members of the Executive Board must be notified of a Special Meeting by email and telephone at least 48 hours prior to the meeting. Only business referred to in the email notice of the Special Meeting can be transacted at that meeting.

## **ARTICLE VI DUTIES OF THE OFFICERS/MEMBERS OF THE EXECUTIVE BOARD**

Section 1. The President shall preside at all meetings, shall appoint all standing and special committee chairmen, shall be ex-officio member of all committees, except the nomination committee and shall call meetings of the Executive Board.

Section 2. The Vice-President shall act in the absence of the President and in the event of such absence shall assume the duties and responsibilities of the President. The Vice President shall be in charge of supporting all fundraising events and coordinating with the school office to avoid scheduling conflicts with school activities and other fundraisers. The Vice President shall have sole responsibility for obtaining and distributing any mail received through Sunol Glen Unified School District.

Section 3. The Secretary shall keep an accurate record of proceedings at all Executive Board and general meetings of the organization, and shall attend to the correspondence of the organization. It is the responsibility of the Secretary to find a replacement to take the minutes of any meeting that she/he cannot attend. If no replacement has been named, the Vice-President shall take the minutes.

The Secretary shall keep a file of all documents created and/or received which pertain to the business of the Club and shall be prepared to refer to minutes of previous meetings. Upon completion of the school year, the Secretary shall archive all documentation created by members of the Executive Board or subcommittees. This archive shall be housed in an approved location on the school site.

Section 4. The Treasurer shall receive all monies of the Club, keep an accurate account of all receipts, disbursements, and shall make a monthly report to the membership with a record of each transaction. She/He shall pay out all monies of the Club by check signed by the Treasurer or the President. The monies of the Club shall be kept in a bank approved by the Executive Board. The individual must be able to attend Community Club meetings on a regular basis.

The Treasurer shall be Chairperson of the Budget Committee. The Superintendent of the school shall serve in an advisory capacity. The Budget Committee shall present a budget covering the period of November through October of the next school year for discussion at the October meeting and approval by the November meeting.

Section 5. The Volunteer Coordinator shall work with the staff to determine needs, and shall organize volunteer parents and community members to meet those needs.

Section 6. The Parliamentarian is a past President. He/she should become thoroughly familiar with Robert's Rules of Order and shall advise the President on questions of parliamentary procedure when called upon to do so.

## **ARTICLE VII COMMITTEES**

Section 1. In addition to the standing committees enumerated below, the Executive Board may appoint special committees, as it may deem necessary to promote the objectives of the organization. The term of each committee chairperson shall be for one (1) year or until the selection of a successor.

Section 2. No committee work shall be undertaken without the consent of the Executive Board.

Section 3. The chairperson of each Committee shall be approved by the Executive Board.

Section 4. Annual reports shall be compiled by all chairpersons and filed with the Secretary prior to the last meeting of the school year. Completed financial reports from all chairpersons, where applicable, shall be coordinated with the Treasurer at the conclusion of the event or activity and final copies filed with the Secretary prior to the first Community Club Budget Committee meeting of the next school year.

Section 5. Committees may include but are not limited to: Technology; Fundraising; Room parents; Historian; Publicity/Communications; Staff Hospitality; Book Fairs; Fall Fundraiser, Spring Fundraiser.

## **ARTICLE VIII MEETINGS OF THE EXECUTIVE BOARD**

Section 1. Meetings of the Executive Board shall be held on an as-needed basis at least two times per school year.

Section 2. A quorum for a meeting of the Executive Board shall consist of a majority of those holding office.

## **ARTICLE IX MEETINGS OF THE MEMBERS**

Section 1. The organization shall have an Annual Meeting during the month of May.

Section 2. The organization will hold general meetings at least four (4) times per year. Notice of general meetings shall be provided prior to the first membership meeting of the school year. Meetings shall not be scheduled when the school is closed for vacation periods.

Section 3. A majority of those holding office on the Executive Board, plus one additional voting member, shall constitute a quorum for the transaction of business in a general meeting of this organization.

## **ARTICLE X FINANCES**

Section 1. All expenditures authorized under the current annual budget may be processed by the Executive Board without prior approval. Non-budgeted expenditures under three hundred dollars (\$300) may be processed by the Executive Board without prior approval, as long as sufficient funds are available in the unallocated reserve account. Expenditures over three hundred dollars (\$300) not covered by the current annual budget must be approved by a majority vote at a general meeting.

Section 2. No indebtedness shall be incurred which will not be paid by anticipated income for a particular school year. The incoming Executive Board is committed to unpaid authorized expenditures incurred by the outgoing Executive Board.

## **ARTICLE XI AMENDMENTS OF BYLAWS**

Section 1. These Bylaws may be amended or revised at any general meeting by a two-thirds majority of those present, provided however, that notice of each proposed amendment or revision shall have been given at a previous meeting.

Section 2. A copy of these Bylaws shall be given to each member of the Executive Board, each Committee Chairperson, and to any member upon request. A copy shall be available for public inspection at the school office.

## **ARTICLE XIII CONDUCT OF MEETINGS**

Meetings shall be governed by “Robert’s Rules of Order”, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this Corporation, or with provisions of law.

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