

# **BYLAWS**

## **ARTICLE I: Name**

The name of this association shall be the Jessie Beck Parent Faculty Association, hereinafter referred to as the "PFA."

## **ARTICLE II: Mission and Objectives**

- Section 1: The mission of the PFA shall be to enhance and enrich the educational experience of the students.
- Section 2: The mission shall be achieved by meeting the following objectives:
- A. Assist and support the school by working in a cooperative role.
  - B. Encourage family participation.
  - C. Raise funds for projects and activities to benefit the students.
  - D. Plan events, activities, programs, and projects to benefit the students.
  - E. Provide information to families pertaining to education issues.
- Section 3: The PFA is 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(s) of any future federal tax code. The PFA is a domestic, non-profit corporation created pursuant to Chapter 82 of the Nevada Revised Statutes. The provisions of NRS Chapter 82 apply unless otherwise set forth herein.

## **ARTICLE III: Membership and Dues**

The annual dues for membership in the PFA shall be set by the Board of Directors and approved by the General Membership. Annual dues may be raised or lowered from time to time as necessary. There may be separate rates for families and faculty/staff members. Dues paying members will constitute the General Membership and shall be entitled to one vote per membership.

## **ARTICLE IV: Executive Officers**

The elected officers of the PFA shall be President, Vice President, Secretary, Treasurer, Assistant Treasurer and two (2) At-Large positions. President, Vice President, Secretary, Treasurer and Assistant Treasurer positions may be shared by two or more members as necessary.

## **ARTICLE V: Board of Directors**

- Section 1: The Board shall consist of eleven (11) positions, as follows: the seven Executive Officers (as defined in Article IV), the Principal, at least two faculty representatives chosen by the faculty and preferably representing the upper (4th–6th) and lower (K-3rd) grades, and the immediate past President.

- Section 2: The Board shall prepare agendas for General Membership meetings, act for the PFA General Membership only in cases of emergency, and present for approval by the General Membership the minutes of Board meetings at the next General Membership meeting of the PFA.
- Section 3: Meetings of the Board shall be held monthly, or special Board meetings may be called by the President or a quorum of the Board.
- Section 4: A quorum of the Board shall consist of a majority (more than fifty percent (50%)) of the members of the Board. To the extent that Executive Officer positions are shared by two or more members, each member shall count as one Board member for the purposes of a quorum.
- Section 5: The Board shall vote on agenda items at each meeting. To the extent that Executive Officer positions are shared by two or more members, each member shall have one vote.

#### **ARTICLE VI: Election of Officers**

- Section 1: Any proposed candidate for office must be nominated by at least two parent/family members and one faculty/staff member (a “Nominating Member”). A Board member may be a Nominating Member. The three Nominating Members for a proposed candidate shall present the name of the proposed candidate to the President or Vice President, either in writing or in person.
- Section 2: A proposed candidate’s consent must be obtained prior to placing his or her name on the ballot. To be eligible to seek and hold office, a proposed candidate must be a PFA member who has fully paid his or her annual dues. The President and Vice President shall together conduct a brief interview of the proposed candidate to determine whether these requirements have been met and whether the proposed candidate understands the scope of duties required of the office.
- Section 3: The President shall collect the names of all proposed candidates meeting the above requirements and present the slate of one or more nominees for each office to the Board at least three (3) weeks prior to the special General Membership election meeting. The special General Membership meeting shall normally be held in April of each year. A quorum of the Board shall approve the slate of nominees by majority vote.
- Section 4: The Board shall present the approved slate of nominees in writing to the General Membership at least two (2) weeks prior to the special General Membership election meeting.

- Section 5: Election of officers shall be by written ballot at the special General Membership election meeting. Absentee ballots shall be made available one week prior to the election.
- Section 6: The President shall conduct the elections and announce the results to the General Membership.
- Section 7: For each office, the nominee receiving the most votes shall be declared elected.
- Section 8: Vacancies shall be appointed by the Board to serve the remainder of the term.
- Section 9: Elected officers shall assume their official duties at the close of the last meeting of the school year and shall serve a term of one (1) year or until a successor is elected or appointed.

### **ARTICLE VII: Duties of Officers**

- Section 1: The President shall: a) preside at all PFA General Membership and Board meetings; b) be a member ex- officio of all committees; and c) direct, oversee and designate tasks to Board and Committee members, as necessary.
- Section 2: The Vice President shall act as aide to the President and shall perform the duties of President in the absence of that officer. The Vice President will function as Parliamentarian and perform such other duties as may be delegated by the President. The Vice President shall be responsible for a newsletter, either by drafting the newsletter or overseeing a Newsletter Committee, which shall publish and distribute a PFA newsletter on at least a bi-monthly basis. The Vice President shall be nominated for President upon completion of the President's term of office.
- Section 3: The Secretary shall keep a record of all information and meetings of the PFA and of the Executive Board, maintain the official membership list, take care of all correspondence, and perform such other duties as may be delegated.
- Section 4: The Treasurer shall administer all funds of the PFA, deposit all revenue into the PFA's operating account, keep an accurate record of receipts and expenditures, and pay out funds only as authorized by the PFA. The Treasurer shall review the operating account monthly statements and shall reconcile the operating account each month. The Treasurer shall present a statement of account at every meeting of the PFA and at other times when requested by the Board and shall make a full report at the final quarterly meeting. The Treasurer shall submit the annual treasurer's report to the tax return preparer prior to the annual tax return due date. The Treasurer shall submit the annual treasurer's report for audit as necessary.

- Section 5: The Assistant Treasurer shall assist the Treasurer with those duties outlined in Section 4. The Assistant Treasurer may be nominated for the Treasurer upon completion of the Treasurer’s term of office.
- Section 6: The two (2) At-Large Board Members shall assist the Board by performing duties as may be delegated by the President and/or Vice President.
- Section 7: Board members are expected to attend monthly Board meetings and quarterly General Membership meetings. Failure to regularly attend Board and General Membership meetings may constitute cause for removal from the Board pursuant to the procedures set forth herein.

### **ARTICLE VIII: Governance**

Major PFA decisions will be made at General Membership meetings and will be based exclusively on the vote of the General Membership where a quorum of the Board (as defined in Article V, Section 4) and a quorum of General Membership (Article X, Section 4) are present. A “Major PFA decision” is defined to include decisions that affect, change or revise the annual budget previously adopted at the first General Membership meeting in an amount more than \$1,000 (as set forth in Art. XII, Sec. 3) or changes or revisions to PFA policies or procedures as set forth in these Bylaws.

### **ARTICLE IX: Policies**

- Section 1: The scope of the PFA efforts shall be to enhance and enrich the educational experience of the students and shall be implemented through the Board, committees, conferences, and projects.
- Section 2: The PFA shall be non-commercial, non-sectarian, non-partisan and non-profit. No commercial enterprise and no candidate shall be endorsed by the PFA. The name of the PFA or the name of its officers in their official capacities shall not be used in connection with any commercial concern or with any partisan interest, or for any purpose other than the PFA’s stated mission (see Article II).
- Section 3: The PFA shall support and advocate for the faculty and the administrative activities and policies of the school.
- Section 4: Prior approval of the General Membership is required before any officer, director, member or committee may encumber the PFA.

## **ARTICLE X: Association Meetings**

- Section 1: There shall be a minimum of four quarterly General Membership meetings of the PFA per school year. The General Membership meeting dates for the next school year will be established by the Board at the final quarterly meeting each May. An additional special General Membership election meeting will be held in or around April of each year. Seven days' notice shall be given in the event of a meeting time change. The Board may call special meetings, with seven days prior notice to the General Membership.
- Section 2: The agenda for the first quarterly General Membership meeting in August shall include adoption of the proposed budget for the school year by a vote of the General Membership. The final quarterly General Membership meeting in May shall include the Treasurer's presentation of the annual report and introduction of new officers.
- Section 3: The privilege of holding office, making motions, and voting shall be limited to the General Membership of the PFA.
- Section 4: Nine (9) general members with a minimum of five (5) Board members and one (1) faculty/staff member shall constitute a quorum for the transaction of business at General Membership meetings. Voting can be by voice or a show of hands unless otherwise determined by the President or stipulated in these bylaws.

## **ARTICLE XI: Committees**

- Section 1: Committees shall be designated by the Board as necessary. The President or his or her designee shall appoint Committee chairs. Committees may be created or dissolved by the Board.
- Section 2: Committee chairs shall be responsible for calling meetings and overseeing committee members, tasks and planning for events.
- Section 3: Committee chairs shall report to the President, his or her designee and/or the Board at Board meetings, general membership meetings upon request, as necessary.
- Section 4: Upon request by the President or his or her designee, each committee is responsible for the presentation of a proposed budget, either orally or in writing, to the President or the designee, which will include project outline/summary, expected expenditure, expected revenue, and estimated time of expenditure. The President or designee shall relay the information to the Board in a timely manner. At the request of the Board, the Committee Chair shall attend a Board meeting to present such information as the Board requests.

Section 5: Year-end Committee Reports shall be submitted to the President upon request, no later than the May General Membership meeting.

#### **ARTICLE XII: Finances**

Section 1: The Board shall review each committee's proposed budget (see Article XI, Section 4) for inclusion in the PFA annual proposed budget.

Section 2: The Board shall prepare the proposed budget for the upcoming school year and present it to the General Membership at least one week prior to the first General Membership meeting of the year.

Section 3: Once a budget has been approved, any changes in financial expenditures that exceed \$1,000.00, including PFA expenditures made by the Board which exceed \$1,000.00 and are not budgeted, are considered Major PFA Decisions (as defined in Article VIII) and must be approved by the General Membership.

Section 4: All PFA expenditure checks shall be endorsed by two authorized Board member signatures.

#### **ARTICLE XIII: Removal of Board Members**

The Board may remove any Officer or Member for cause by two-thirds (2/3) vote of all Board Members then in office, at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer or Member proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time when, and the place where, the Board shall act on the proposed removal. The Officer or Member shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

#### **ARTICLE XIV: Liability of Officers and Directors**

No officer or director shall be held personally liable for any act or omission except as set for in NRS 82.221.

#### **ARTICLE XV: Amendments**

These bylaws may be amended at any General Membership meeting of the PFA by a two-thirds (2/3) vote of the members, present provided thirty (30) days written notice of the proposed amendment was given to the membership and that a quorum of the General Membership (see Article X, Section 4) is present at the meeting.

#### **ARTICLE XVI: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Revised shall govern the PFA in all cases in which they are applicable and not in conflict with these bylaws.

## **Appendix**

This association was established in school year of 1974-75 by a vote of the parents and faculty. These bylaws were originally established in the same year and have been periodically amended as necessary. The last revision to the bylaws occurred on November 15, 2016.