

Collegewood School Community Club Bylaws

ARTICLE I-ORGANIZATION

The name of this non-profit organization shall be Collegewood School Community Club, hereafter referred to as the Community Club. The Community Club is a member of the Walnut Community Coordinating Council. The principal office of the Community Club is 20275 Collegewood Drive, Walnut, California 91789.

ARTICLE II-PURPOSE

The purpose of the Community Club shall be to provide support to the students, faculty and staff through its financial efforts and volunteerism.

The Community Club is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, Section 23701d of the California Revenue & Tax Code. No substantial part of the activities of Community Club shall consist of attempting to influence legislation and the Community Club shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. The Community Club may not endorse or support any candidate in an election for any public office.

ARTICLE III-MEMBERSHIP

- A. The Community Club shall be open to all parents, grandparents, legal guardians of students attending Collegewood Elementary School.
- B. The Membership Year shall be from August 1-July 31.
- C. A Life Membership may be awarded for outstanding services to children and the community. Persons receiving such an award need not be Community Club Members. Life Memberships are not necessarily awarded each year. The recipient must have demonstrated outstanding service to Collegewood for at least four (4) years.

ARTICLE IV-GOVERNMENT, POWERS, AND LIMITATIONS

- A. Government: the government of the Community Club shall be vested in a Board of Directors, hereafter referred to as the Board.
 - 1. The Board shall consist of Elected Officers and General Board Members.
 - 2. The Elected Officers shall comprise the Executive Board.
 - 3. Members of the Board must be current members of the Community Club.
 - 4. No person shall hold an Elected Office for more than three consecutive years. See Article VII A-7.
 - 5. No person shall hold the same Elected Office for more than two consecutive years. See Article VII A-7.
 - 6. The Principal or school representative will be an advisor to the Board. The Principal and or representative(s) will be invited to attend all Community Club meetings.
- B. Powers and Limitations: The Board shall supervise and control the affairs of the Community Club, shall determine its policies for changes therein, within the limits of these Bylaws, and shall

have discretion in the disbursement of its funds.

1. The Community Club is to be a non-profit organization.
2. It is further provided that no part of the monies shall go to any Board Member for services rendered.
3. Monies may be disbursed for the direct or indirect benefit of the Collegewood School students, staff, buildings, grounds, community, and the Walnut Valley Unified School District.
 - a. A budget of anticipated income and expenditures for the membership year will be approved, preferably at the May Community Club meeting by a majority of those present and voting.
 - b. The Treasurer may disburse funds in accordance with the approved budget.
 - i. No Board Member may commit the Community Club to a liability in excess of \$50.00 without Board approval.
 - c. No loans may be made to anyone.
 - d. No third party checks may be cashed.
 - e. No checks will be accepted after two Non-Sufficient Funds have occurred, per family in a school year.
4. Any funds received on behalf of the Community Club must be counted in the presence of at least two Community Club members who are not related. Any person not following this procedure will receive a written warning from the President(s). Subsequent offenses will result in removal from the committee.
5. Receipts received for money spent on behalf of the Community Club will only be reimbursed if received within 30 days of the receipt date. Receipts received after 30 days of the receipts date will require a majority approval from the Board before they can be reimbursed.
6. To promote goodwill within the community, the Community Club may make funds available for Health and Welfare.
 - a. An amount, not to exceed \$100.00, may be disbursed in confidence, when a need arises, for families in the school community, with the approval of the Board and the Principal. Said monies are to be a gift in case of dire need.
7. An annual Federal and State tax return will be filed. The Treasurer shall oversee the preparation and filing of the return. The Community Club may retain a tax person to prepare the return.
8. In the event the Community Club is dissolved, the money remaining in the treasury after all debts are paid shall be transferred to the Walnut Valley Unified School District a 501 (c) (3) non-profit, for use by elementary school children in the Collegewood attendance area. The property of the Community Club is irrevocably dedicated to charitable purposes and no part of the net income or assets of the Community Club shall ever benefit any director, officer, or member thereof or benefit any private person.

ARTICLE V-GOVERNMENT, POWERS, AND LIMITATIONS

- A. Elected officers can include the following and other positions, which are needed.
 1. President: The President shall preside at all Community Club meetings. He/She shall be a member ex-officio of all committees. He/She shall appoint, with approval

from the incoming President(s), the General Board/Committee Members. He/She, together with the Treasurer, may sign checks. He/She shall furthermore perform such other duties as are customarily executed by his/her office. He/She shall review agenda items with the Principal prior to Community Club meetings.

2. Vice President: The Vice President shall assume the duties of the President in the absence of the President. He/She, together with the Treasurer may sign checks. He/She shall perform other duties as requested by the President. The Vice President will be responsible for faculty luncheons.
3. SECRETARY: The Secretary shall keep an accurate record of the proceedings and attendance at all meetings, and distribute copies of the minutes at the following Community Club meeting. He/She shall place the official minutes in the Community Club record book. He/She shall keep a current roster of the Board. He/She, together with the Treasurer, may sign checks.
4. TREASURER: The Treasurer shall keep all financial records for the Community Club. He/She shall receive and deposit all money for the Community Club in a bank approved by the Board, and shall pay all bills approved by the Board in accordance with the budget. He/She shall give a financial report at the meetings, to be filed in the official Community Club record book. He/She shall maintain a non-sufficient fund check list. He/She shall sign all checks with one of the other Executive Officers. He/She shall prepare a written annual financial report to be distributed to the Board and made available to the General Membership.

B. APPOINTED OFFICERS may be appointed by the President as necessary

C. GENERAL BOARD/COMMITTEE MEMBERS:

1. Incoming and outgoing Presidents shall present a proposed list of General Board/Committee Member positions for the following school year, to be approved by the Board.
2. General Board/Committee Members shall be appointed by the outgoing Presidents(s) with approval from the incoming President(s).
3. The President may appoint General Board Members/Ad Hoc Committees whenever he/she deems it necessary, providing their purposes are different from those of existing General Board/Committee Member positions.

D. ADDITIONAL DUTIES:

1. Board Members shall serve for one year, from August 1st-July 31st.
2. The vacancy of an Elected Office shall be filled by the President's appointment, with Board approval. Approval of Board Roster shall be reviewed two times a year (Suggested times are every January and May).
3. Each Board Member on the expiration of his/her term of office, or in case of resignation, shall give his/her successor all records, books, funds or other material pertaining to his/her office.

Article VI-MEETINGS

A. COMMUNITY CLUB MEETINGS

1. Community Club meetings shall be held at least once a month during the school

year, with the date and the time to be determined by the President and Principal each year.

2. The President may opt to not schedule or cancel a Community Club meeting for a month.
3. Community Club Meetings are open to all General Members.
4. Board Members are expected to attend all Community Club Meetings. If a Board Member does not plan to attend, an Executive Officer should be notified.
5. Each individual General Member in attendance shall have one vote. The President shall vote only in case of a tie.
6. The President should have prior notification of any business to be presented to the Board.
7. Six (6) Board Members must be present in order to vote at all Community Club Meeting(s).

B. SPECIAL MEETINGS

1. Special Community Club Meetings may be called at the direction of the President or at the request of three (3) or more Board Members.
2. Special Meetings may be conducted electronically or by telephone at the discretion of, and direction of, the Community Club President.
3. Special meetings may only be used when a decision cannot wait until the next Community Club meeting.
 - a. The President(s) will send the initial electronic message to the board explaining the details of the request.
 - b. A Board member, other than the person making the initial request, must electronically make a motion to pass the request.
 - c. Another Board member must second the motion electronically.
 - d. All Board members, except the President(s), are required to vote yes, no or abstain either electronically or through a written response. A majority is needed to pass the vote.
 - e. A printed copy of this process must be documented by the Secretary and placed in the Minutes section of the Community Club binder.

Article VII-NOMINATIONS AND ELECTIONS

A. NOMINATIONS

1. The Nominating Committee shall be open to all Board members and the Principal, but will consist of at least four (4) members that are appointed by the President at the February Community Club Meetings.
2. The Nominating Committee shall elect its own Chairperson.
3. The Nominating Committee shall solicit names for the Executive Board Members and the Life Membership from the General Membership by sending out a notice to the General Membership.
 - a. A written statement should accompany all Life Membership nominations describing the nominee's length and type of service.
4. The Nominating Committee shall advise all nominated candidates for the Executive Board of all the positions they have been nominated for, and secure the consent of nominees before presenting their names as candidates.

5. A Nominee for President shall have served one (1) year on the Board.
6. The Nominating Committee shall present and post the nominations for Executive Officers to the General membership at least twenty (20) days prior to the Election.
7. The Nomination Committee may elect to waive Article IV, section A-4 and A-5, to extend the term of an Elected Officer, if no other candidates are available, with Board approval, except for office of Treasurer.

B. ELECTIONS

1. All current Board members in attendance are eligible to vote.
2. Nomination Chairperson shall conduct a ballot vote with no discussion of candidates allowed. Elections shall be held at a Community Club meeting prior to June 1st.
3. Ballots shall be retained until the new Executive Board takes office.
4. If there is only one candidate for office, an option of “Yes” or “No” will be given on the ballot for that candidate. The candidate must win by a majority vote or the process of nominating and electing a candidate for that position will be repeated.
5. A plurality vote shall elect.

Article VIII-ENDORSEMENTS

The Community Club may distribute information of general interest from other organizations. The Community Club shall in no way promote, endorse, or support any function, individual or group involving adults in a public or private contest or election. The Community Club may, with Board approval, enter into agreements with other Community Clubs or community organizations provided the community of Collegewood School is actively participating in a specific function or activity.

Article IX-CLUB PROPERTY

No Community Club property may be used for other than Community Club activities, without the consent of the Executive Board.

If the Executive Board agrees to loan any community Club property, the President(s) or an appointed Executive Board member will make a record of those items including what was loaned, the date, to whom they were loaned, and when the item(s) are to be returned. The items will be checked back in by the President(s) or an appointed Executive Board member when they are returned.

Persons using Community Club Property agree to make reimbursements for any damage to Community Club Property for which they are made responsible.

Article X-REVISIONS AND AMENDMENTS

A bylaws revision committee, which may include three (3) members appointed by the President, may be formed to work on recommended bylaw revisions to be presented to the membership. The Principal may be on the committee.

Notice of the date and time of the Community Club meeting to finalize and vote on the changes to the Bylaws, and information on how to obtain and copy of the proposed revisions or amendments shall be given to all members at least seven (7) days prior to the Community Club meeting.

Board members shall also be sent a copy of the proposed changes in person, by mail, or electronically at least seven (7) days prior to the Community Club meeting. The amending of these Bylaws shall be by the

affirmative vote of 2/3 of the members present and voting at the Community Club meeting.

Article XI-RULES OF ORDER

The latest edition of Robert's Rules of Order, Newly Revised, shall apply unless inconsistent with these Bylaws, or any special rules of order the Community Club may adopt.

BYLAWS REVISION COMMITTEE

Jeanette Krebs, Parliamentarian

Barbara Kasel, Vice President

Barbara Schuler, President

Judy Miller, Original By-Law Committee

Truman Collins, Principal

BYLAWS REVISION COMMITTEE October 1989

Laura Mendoza

Jane Bartlett

Robbie Maldonado

Johnna Jones, President

Gloria Daschuk

Jack LeBrun, Principal

Linda Rose

BYLAWS REVISION COMMITTEE March 1991

Gloria Daschuk

Liz Proctor

Kathy Pashone

Liz Fan

Jane Bartlett

Cheryl Pease, President

Marion Herman

Jack LeBrun, Principal

BYLAWS REVISION COMMITTEE January 1993

Liz Fan

Denice DeStefano

Anne Dinsmore

Robbie Maldonado, President

Diane Butera

Marshall Manthorne, Principal

BYLAWS REVISION COMMITTEE June 2000

Claudia Overstreet

Mary Harms

Linda Jones

Betsy Wilson, President

Rosemary Lopez

Marshall Manthorne, Principal

Carol Barrett

BYLAWS REVISION COMMITTEE MAY 2003

Jodi Lepp, President

Colleen Sand

Debbie Dobson

Susan Brown, Principal

Anne Sonner

Karen Pedersen

Betsy Wilson

BYLAWS REVISION COMMITTEE MAY 2004

Jodi Lepp, Co-President

Melani Garrett

Karen Pedersen, Co-President

Cheryl Steadward

Susan Brown, Principal

Debbie Dobson

Ann Walker

BYLAWS REVISION COMMITTEE MAY 2007

Jodi Lepp, Co-President

Anna Yee, Co-Secretary

Melani Garrett, Co-President

Cheryl Steadward, Co-Treasurer

Susan Brown, Principal

Debbie Dobson, Vice President

Nancy Tragarz, Co-Treasurer

BYLAWS REVISION COMMITTEE SEPTEMBER 2009

Michele Horner, President

Robert Chang, Principal

Anita Kim, Co-Secretary

Lisa Ibarra, Co-Secretary

Alan Horner

Cheryl Steadward

Melani Garrett

BYLAWS REVISION COMMITTEE OCTOBER 2017

Veronica Rubalcava, President

Vanessa Lopez, Co-Vice President

Betsy Castellanos, Member

Naomi Velarde-Jang, Co-Secretary

Melani Garrett, Teacher

