

BANCROFT PFC CONSTITUTION AND BY-LAWS

(Revised and Adopted February 12, 2019)

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ARTICLE I – NAME

The name of this organization shall be the Bancroft Elementary School Parent-Faculty Club, herein after referred to as the Bancroft PFC or PFC.

ARTICLE II – PURPOSE

The mission of the Bancroft PFC is to inspire all students to love learning by providing compelling enrichment opportunities, enhancing the educational experience, and fostering a supportive community while nurturing students' development.

The objectives of this organization shall be to:

- 1) act for the common good of all students and their families;
- 2) promote public relations in the school community; and,
- 3) serve as a fund raising organization for the school and allocate the funds to programs in a responsible manner.

Fundraising shall be limited to three major events during the school year. Additional events may be approved as needed by the PFC Executive Board.

ARTICLE III – POLICIES

This organization shall be educational, non-partisan, non-sectarian, non-commercial, and non-political except in matters affecting the school. The association shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. This organization shall not engage in any activity not permitted a tax exempt association under Section 501 (c) (3) of the Internal Revenue Code of 1986.

ARTICLE IV – MEMBERSHIP AND DONATIONS

Section 1. **Active Membership** is open to those parents or legal guardians of children attending Bancroft Elementary School, and those members of the staff of Bancroft Elementary School interested in the purposes and objectives of this organization

Section 2. **Associate Membership** is open to any other person interested in the purposes and objectives of this organization. Associate membership does not carry with it the privilege of voting.

Section 3. **Annual Donation** shall be determined by the PFC Executive Board. The donation amount is solicited during information days at the beginning of each school year. Additional donations may be solicited at any time upon the approval of the PFC Executive Board.

Section 4. Any **active member** whose **salary or household member's salary** is paid by the PFC in whole or in part shall not vote on matters concerning their salary.

ARTICLE V - OFFICERS (EXECUTIVE BOARD)

Section 1. The **elected officers** of this organization shall be President, Vice-President, VP Communications, VP Fundraising, VP Strategic Funds, Recording Secretary, Treasurer, and the Parliamentarian. Along with the Principal, the elected officers heretofore shall be referred to as the PFC Executive Board.

Section 2. The **elected officers** of this organization shall be parents of currently enrolled Bancroft Elementary School students and shall be active members of this association.

Section 3. Each PFC Executive Board position shall have one vote.

Section 4. The **term of office** for all elected and appointed positions is one school year. Board members are encouraged to hold their positions for two years. Holding a position for more than two years requires Board approval with the exception of the Treasurer, who may not serve more than two consecutive years.

Section 5. The PFC Executive Board shall meet each month.

Section 6. The PFC Executive Board shall transact the necessary business of this organization and shall create such committees as are deemed necessary to carry on the work of the organization.

Section 7. The PFC Executive Board shall fill any vacancies created on the committee by an officer who cannot complete her/his term.

Section 8. The PFC Executive Board shall approve any expenditure not included in the budget. Approval shall require a majority of the votes cast.

Section 9. Outgoing PFC Executive Board members shall meet before the close of the school year with the incoming PFC Executive Board member to hold that position and instruct her/him as to their duties and responsibilities.

Section 10. A **quorum** of the PFC Executive Board will be six members.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. **The President** shall preside at all meetings, shall appoint all standing and special committees (except Recruitment Committee), shall be an ex-officio member of all committees, and shall call meetings of the PFC and PFC Executive Board. The President shall approve all check requests over \$300, and in his/her absence, the Vice-President shall assume responsibility of such check requests. The President shall have the authority to countersign all checks drawn by the Treasurer. The President will engage, with the approval of the Executive Board, an independent party to review the financial records. The engagement will be made in accordance with the Standing Rules, Rule 6. The President may request that a Vice-President be nominated

to support the President in meeting all of the above responsibilities. The President and Vice-President shall serve on the PFC Executive Board the year prior to assuming duties as President.

Section 2. The Vice-President shall: support the President in all endeavors; have the authority to countersign all checks drawn by the Treasurer, in accordance with Article VI, Section 1; serve as the Chair of the Recruitment Committee; and, serve on other committees as the President and Vice-President deem necessary. In the absence of an auditor, the Vice-President shall also review all bank statements for accuracy of deposits. 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.

Section 3. VP Communication oversee all communications activities undertaken by the PFC. As such the VP Communications will support the following Coordinators: Bobcat Tracks, New Family Liaison, Head Room Parent, and Webmaster. The VP Communications will ensure that the various communication activities are on track, both in terms of timing and tasks as well as with volunteers. The VP Communications shall: work with the Principal, PFC President and the Board to determine the need and timing of communications from the school to the parents; work with the Tracks Coordinator and the Webmaster to publicize PFC and school events; along with the Head Room Parent, ensure that as many emails from families are captured in Konstella; oversee the calendaring and use of Konstella; help to connect new families to the New Family Liaison; and, in the event that there is no Vice President, shall serve as the Chair of the Recruitment Committee. If there is no Coordinator for a communication activity, it will not fall on the VP Communications to undertake the activity; rather the VP Communications will make every effort to fill the empty position.

Section 4. VP Fundraising oversee all fundraising activities directed at our own community of families. As such, the VP Fundraising will support the following Coordinators: Auction, Dollar A Day, Walk A Thon, and Mathletics. The VP Fundraising will ensure that the various fundraisers are on track, both in terms of timing and tasks as well as with volunteers. If there is no Coordinator for a fundraiser, it will not fall on the VP Fundraising to undertake the fundraiser, rather the VP Fundraising will make every effort to fill the empty position.

Section 5. VP Strategic Funds shall convene Strategic Planning meetings as needed to identify, prioritize, and recommend to the PFC projects that speak to the strategic goals of Bancroft. The VP Strategic Funds will seek to receive input from all our stakeholders, including our Principal, teachers, staff, parents, and students, as well as other committees on campus such as ELAC and SSC. The VP Strategic Funds will be responsible for making recommendations to the PFC as to how the unallocated strategic funds will be spent and/or saved.

The VP Strategic Funds shall act in the absence of the President (and Vice-President) and in the event of such absence, shall assume the duties and responsibilities of the President.

Section 6. The Recording Secretary shall keep accurate record of the proceedings of each meeting and provide draft copies for review at subsequent PFC meetings for vote of approval. Upon request of the Vice-President or President, the Recording Secretary shall notify officers of

their election and chairpersons of their appointments; shall send out notices of all correspondence of the association meetings; and shall assume the correspondence of the association when so ordered by the President.

Section 7. **The Treasurer** shall: receive all monies of the association; keep accurate account of all receipts and disbursements in accordance with the budget; make available to the membership at each PFC meeting current copies of the P/L budget comparison and balance sheet summary; file all tax returns by the governing agency deadlines; and, oversee the Assistant Treasurer. The Treasurer shall be the chairperson of the Budget Committee and shall appoint a Budget Committee at the March Executive Board Meeting of each year to establish a draft budget to be presented to the PFC members in a budget meeting in April. The draft budget will be made available to all PFC members at least 7 days prior to the budget approval PFC meeting in May. The Treasurer shall pay out monies of the association by check signed by him/her and approved in accordance with Article VI, Section 1 of this Constitution and By Laws. The Treasurer will file all tax returns by the governing agency deadlines.

All purchases will be reimbursed only with the appropriate original receipts or copies of the originals. Exceptions must be approved by the Treasurer and another PFC Executive Board member. If the reimbursement (without original receipt) is to be made to either the Treasurer or another PFC Executive Board member, then approval by two other PFC Executive Board members is required.

Section 8. **The Financial Secretary** shall oversee the deposit of checks and cash into the PFC checking account in accordance with the Cash Controls Procedures adopted Jan 15, 2019.

Section 9. **The Parliamentarian** shall advise the President on matters of parliamentary procedure. The Parliamentarian's role is purely an advisory or consultative role since the President alone has the power to rule on questions or order. The Parliamentarian will also advise the President on items of business required to be conducted throughout the year as indicated in the By-Laws. The Parliamentarian shall have on hand at all PFC and PFC Executive Board meetings a copy of Robert's Rules of Order, and a copy of the PFC Constitution and By-Laws, job descriptions for the standing committees, and copies of the previous year's minutes, agendas, bank statements, and budget, and will be the archivist of PFC documents and shall pass all of the above to the succeeding Parliamentarian. The Parliamentarian shall also help the PFC Board and committee members to archive their documents so that the knowledge library of the PFC is maintained.

Section 10. **The Principal** shall provide information and advice to the officers and chairpersons.

ARTICLE VII – STANDING COMMITTEES

Section 1. All Chairpersons of Standing Committees shall be appointed by the President.

Section 2. **Job descriptions** for Chairpersons of Standing Committees are kept on file in the School Office, with the President and with the Parliamentarian of this organization. In addition, each current Standing Committee Chairperson shall maintain a job description as part of the

permanent record of the position. Further instruction from the PFC Executive Board shall be made when deemed necessary.

ARTICLE VIII – RECRUITMENT AND ELECTIONS

Section 1. A **Recruitment Committee** of no fewer than three members shall be drawn from the PFC Executive Board and membership. At least one member of this committee shall be a member of the PFC Executive Board who will act as chair. Whenever possible, this PFC Executive Board member should be the Vice President.

Section 2. The Vice President shall ascertain interest of PFC-Executive Board and membership to serve on the Nominating Committee and shall present to the PFC Executive Board for approval a slate of members to serve on the Nominating Committee at the March meeting.

Section 3. The Nominating Committee shall present a slate of candidates at the April meeting of each year.

Section 4. The **election of the PFC Executive Board** shall be held at the monthly May meeting. Nomination from the floor will be invited, and any nominations shall be included in the regular ballot. Voting for any contested office shall be by written ballot. Those elected shall be installed at the last meeting of the school year and shall take over the activities of the organization at that time.

Section 5. The President-elect shall reconvene the Recruitment Committee during the month of April to assist her/him in the recruiting of the Standing Committee Chairpersons.

Section 6. The President-elect shall appoint all Standing Committee Chairpersons. The President-elect shall present the names of the incoming PFC Executive Board and Standing Committee Chairpersons at the May meeting of each year.

ARTICLE IX – TERMS OF OFFICE

Section 1. **The term of office** for all elected and appointed PFC Executive Board positions is one year. Board members are encouraged to hold their positions for two years. Holding a position for more than two years requires Board approval, with the exception of the Treasurer, who may not serve more than two consecutive years.

Section 2. No person, except the Principal, may hold the same office for more than two consecutive terms, unless no other candidate is forthcoming.

ARTICLE X – VOTING

Section 1. Each active member present at a PFC meeting shall have one vote (one vote per family).

Section 2. All issues arising at a monthly or special meeting shall be carried by a majority of the votes cast by the members present.

Section 3. The presiding officer of any PFC meeting shall abide by the voting guidelines of Robert's Rules of Order (Section 38: Voting).

Section 4. Notice of any matters to be considered at a special meeting of members shall be made available to all members of the PFC at least seven days before the date of the meeting.

ARTICLE XI – MEETINGS

Section 1. All meetings are open to all members. These meetings shall be scheduled by the PFC Executive Board on a monthly basis and will include an agenda. The agenda will be distributed prior to each meeting.

Section 2. **Special meetings** of the PFC are open to all members and may be convened by the President or by the request of ten member families.

Section 3. **PFC Executive Board meetings** shall be convened by the President as deemed appropriate. Attendance at PFC Executive Board meetings shall be open to all PFC members.

Section 4. **PFC Executive Board sessions** shall be convened by the President as deemed appropriate. Attendance at PFC Executive Board sessions shall be by invitation to all PFC Executive Board members.

ARTICLE XII – AMENDMENTS

This constitution and by laws may be amended by two-thirds vote of the members present at any meeting other than the PFC Executive Board sessions, provided that the substance of the proposed amendment shall have been read and distributed and an opportunity for discussion was given at the previous meeting.

ARTICLE XIII – FISCAL YEAR

The fiscal year of the Bancroft Elementary School Parent-Faculty Club shall begin July 1 and end June 30.

ARTICLE XV – DISSOLUTION CLAUSE

The property of this association is irrevocably dedicated to charitable purposes and no part of the net income or assets of this association shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons.

Upon dissolution or cessation of activities by the association, its assets remaining after payment or provision for payment, of all debts and liabilities of this association, shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1986.

BANCROFT ELEMENTARY SCHOOL PARENT-FACULTY CLUB

STANDING RULES

RULE 1 – AMENDMENT

The standing rules of this organization may be rescinded or modified by a majority of votes cast at any meeting without prior consideration.

RULE 2 – RULES OF ORDER

The rules of order of this organization shall be governed by The New Robert's Rules of Order (1990) by Mary A. DeVries.

RULE 3 – MONIES OF THIS ORGANIZATION

It shall be the policy of this organization that, as a matter of security, the collection of monies during any event sponsored by this association will be supervised only by Committee Chairpersons or members of the PFC Executive Board.

RULE 4 – STANDING COMMITTEES

The types of Standing Committees needed may vary from year to year dependent on the budget and event calendar. The Standing Committees should be established by the PFC Executive Board at the April meeting in concert with the draft budget. The Standing Committees may include but are not limited to:

- Auction
- Art Appreciation
- After School Enrichment
- 5th Grade Promotion/Yearbook
- Bobcat Tracks
- Dine 2 Donate
- New Family Liaison
- Book Fair
- Benefit
- Box Tops
- Donor Gratitude
- Fall Festival
- Family Nights
- Hospitality
- Library Aide Coordinator
- Athletics
- PAC Rep
- PEAK
- Head Room Parent
- Spirit Wear
- Tech Support
- Traffic
- Community Outreach Day
- Walk-A-Thon
- Website
- Disaster Preparedness

RULE 5 – FUNDRAISING

Section 1. Fundraising shall be limited to three major events during the school year unless approved by the PFC Executive Board.

Section 2. Fundraising events shall involve the school's various constituencies (parents, staff, students).

Section 3. Fundraisers should be dissimilar activities so that they are separate and unique experiences.

Section 4. If a change is desired in an existing fundraiser, PFC Executive Board approval is required.

Section 5. Selection of any product line to be used in a fundraiser shall be subject to PFC Executive Board approval.

Section 6. All fundraising monies must be reported, verified and deposited according to the Cash Control Procedures adopted on January 15, 2019.

Section 7. All communications from the Fundraising Committee to the parent community must be approved by the PFC Executive Board.

Section 8. The PFC President shall not lead any of the three major fundraising events of the school year.

RULE 6 – INDEPENDENT FINANCIAL STATEMENT REVIEW

Section 1. PFC financial statements are to be reviewed annually by an independent party for accuracy, completeness and compliance with the PFC bylaws.

Section 2. The PFC Executive Board will select and engage an independent party to review the financial records and prepare the 990 tax return. The engagement should take place no later than April of the fiscal year to be reviewed.

Section 3. The President will contact and submit financial records to an independent party no later than July 31st following the fiscal year to be reviewed. The Treasurer will submit financial records and bank statements to the President and any additional financial information requested by the independent party to complete the review.

Section 4. The President will submit to the PFC Executive Board the 990 tax return and the independent party's report no later than September 30th following the fiscal year reviewed.

Section 5. The President will present the independent party's report at the October meeting.

Section 6. All previous year's financial records are to be stored at Bancroft Elementary.