

NEWBURY PARK HIGH SCHOOL
PARENT FACULTY ASSOCIATION
CONSTITUTION AND BY-LAWS

ARTICLE 1 – NAME

The name of this Association shall be Newbury Park High School Parent Faculty Association (PFA). It is located in the Newbury Park area of the City of Thousand Oaks.

ARTICLE II – OBJECTIVES

1. To encourage communication between Newbury Park High School (NPHS) parents and faculty, students and the community.
2. To supplement the education and welfare of NPHS students and youth in the home, school and community.
3. To continue to strive toward the highest goals of education and to promote leadership and responsibility on the local level.

ARTICLE III – POLICIES

1. This Association shall be educational and philanthropic and shall accomplish this purpose through committees and projects.
2. This Association shall be non-commercial, non-sectarian and non-partisan.
3. This Association shall work with the school to support the improvement of education for all children and youth in ways that will not interfere with the administration of the school and shall not seek to control the school's policies.
4. This Association may cooperate with other organizations and agencies active in child welfare, but it shall not make commitments without a majority vote of Association members attending any particular meeting.
5. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
6. Upon the dissolution of this Association after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to the Associated Student Government of NPHS.

ARTICLE IV – ELECTIONS OF OFFICERS

1. Officers of this Association shall be President, Executive Vice-President, Vice-President Programs, Vice-President Ways and Means, Secretary, Treasurer, Parliamentarian and Auditor, Past Executive Officer. The Parliamentarian will be appointed positions.
2. Nominations shall be made by any Association member. The consent of each candidate must be obtained before said person's name is placed on the ballot.

3. Elections shall be held by ballot at the last meeting of the school year. If there is but one candidate for an office, the ballot may be dispensed with and the election held by voice vote.
4. Officers selected shall serve for a term of twelve months, July - June. No officer elected shall be eligible to hold the same office for more than two consecutive years unless a majority of the PFA members present votes to allow an extension. New officers shall assume their duties as of July 1st. Any chairperson vacancy shall be filled by the appointment of the Executive Board.

ARTICLE V – DUTIES OF OFFICERS

1. The PRESIDENT shall coordinate the work of officers and committees of the Association; preside at all meetings of the Association and the Executive Board; shall be a member ex officio of all committees except the nomination committee; the chairmen and members of committees, subject to ratification of the Executive Board; shall be one of the authorized signers of all checks; perform such other duties as may be prescribed in these By-Laws or assigned to him/her by the Association; have all newsletters, flyers and /or notices approved by the Principal prior to distribution; have all contracts and/or legally binding documents approved by the Association prior to signing.
2. The EXECUTIVE VICE-PRESIDENT shall act as an aide to the President and shall, in his/her designated order, perform the duties of the President in the absence or disability of the officer to act. The Executive Vice-President shall also be one of the authorized signers of all checks, and act as NPHS Staff Communication Liaison.
3. The VICE-PRESIDENT of PROGRAMS shall serve also as Feeder School Communication Liaison and Programs Chairperson.
4. The VICE-PRESIDENT – WAYS AND MEANS shall serve as Ways and Means Chairperson.
5. The SECRETARY shall keep an accurate record of the proceedings of all meetings of the Association and the Executive Board which is the legal record of this PFA; be prepared to refer to minutes of previous meetings, prepare a list of all unfinished business for the use of the President;; record all expenditures in the minutes; keep a current list of the paid members of the Association provided by the Membership Chairman; keep a current copy of By-Laws and standing rules; perform such other duties as may be delegated to the Secretary.
6. The TREASURER shall keep an accurate record of receipts and disbursements; shall make bank deposits; shall balance the monthly bank statements; shall present a statement of account at all the meetings, both General and Board; shall make a full annual report to the Association; shall oversee all monies collected at all fund raising events ensuring that all monies collected are counted together by two adult members; and be one of the authorized signers of all checks. All checks shall require two signatures. Authorized signatures are the Treasurer, President, Executive Vice-President. No checks shall be issued without two signatures of those officers listed. No two signers shall come from the same family.
7. The AUDITOR shall review the bank statements and checkbook annually and give a report to the General Membership; shall submit a year end written report to the General Membership.

8. The PARLIAMENTARIAN shall attend all meeting of the Association and of the Executive Board and give necessary advice in parliamentary procedure when requested; shall call the first meeting of the Nominating Committee, conduct election of chairmen and give instructions in procedure; and may be contacted for additional information, if needed, and shall attend meetings of the Nominating Committee and review By-Laws and standing rules annually.
9. PAST EXECUTIVE OFFICER – May be considered an advisor to the board and shall be elected by the general membership present on the election day.
10. Each officer, upon expiration of his/her term of office or in case of resignation; shall turn over to the presiding officer, within thirty days of said notice, all records, books, funds and other materials pertaining to the office.

ARTICLE VI – MEETINGS

1. The general meetings of this Association shall be held monthly, during the school year as specified by the Executive Board.
2. All meetings of this Association shall be conducted in accordance with Robert’s Rules of Order.
3. The President-elect may call meetings of the Board-elect to approve the appointment of chairpersons, to fill vacancies and to transact other necessary business.
4. Five (5) members shall constitute a quorum for the transaction of business for any meeting.

ARTICLE VII – EXECUTIVE BOARD

1. The Executive Board shall consist of the elected officers of the Association.
2. The Executive Board shall create such standing committees as are deemed necessary to carry on the work of the Association and shall have the power to create temporary committees to meet current needs.
3. Special meetings of the Executive Board may be called by the President, as needed.
4. An annual budget will be set by the Budget Committee and presented for approval to the General Membership at the first meeting of the school year. Approval will be by simple majority vote by members present at the meeting.

ARTICLE VIII – MEMBERSHIP

1. Membership shall be open to NPHS families and personnel and community members. Voting privileges will be extended to all members present, and decisions will be based on a majority vote.
2. Membership donations will be accepted.

ARTICLE IX – AMENDMENTS

1. These By-Laws may be amended by a simple majority vote at any regular meeting, by those present.

Date Adopted: August 30, 2011
Date Revised and Adopted: October 10, 2016
Date Reviewed and Adopted: October 2, 2017