

EMERALD HIGH SCHOOL

PARENT FACULTY STUDENT ORGANIZATION

4101 Dublin Blvd. STE. F#504
Dublin, CA 94568



BYLAWS

Emerald High School Parent, Faculty, Student Organization

Amended April 2025

Article I Name

The name of this association is the Parent, Faculty, Student Organization referred to hereafter as the PFSO, located in the City of Dublin, County of Alameda, State of California. The Emerald High School, which this association is connected with, is located in the Dublin Unified School District. The address for the Emerald High School PFSO is 4101 Dublin Blvd, STE F #504 Dublin CA 94568.

Article II Purpose

The objectives of the PFSO shall be:

- A. Foster a collaborative partnership between families, community and school staff to enhance the educational experience and overall social-emotional well-being of students
- B. Create opportunities for families and community members to be actively involved in school activities, decision-making, and volunteer efforts.
- C. Work collaboratively with families, students and school staff to support PFSO programs, and resources that benefit the school community.
- D. Organize activities to raise funds for enrichment programs, school events, scholarships, and extracurricular activities

Article III Policies

- Section 1: The PFSO shall be educational, non-partisan, non-sectarian and non-commercial and shall not endorse anyone for public office
- Section 2: The PFSO shall not seek to direct the administrative or educational activities of the school or to control its policies
- Section 3: The PFSO shall not enter into membership with other organizations but may cooperate with them. PFSO members shall not make commitments that bind the organization
- Section 4: No part of the earnings of the PFSO shall be distributed among its members. No PFSO member may commit to funds of the organization without executive board approval
- Section 5: There shall be an audit of the financial records annually and upon resignation of the treasurer(s), or as needed. External audits may occur upon request of the school district
- Section 6: The PFSO shall comply with all Federal and State Income Tax regulations as well as file all required forms in a timely manner
- Section 7: The minutes shall be deemed a historical record of the activities of the PFSO
- Section 8: The PFSO shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities attempting to influence legislation by propaganda or otherwise
- Section 9: Notwithstanding any other provisions of these articles, the PFSO shall not carry out any other activities not permitted to be carried out by an association or corporation exempt from Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code of 1954
- Section 10: This Corporation will be required to purchase and maintain insurance to the full extent permitted by law on behalf of its Executive Board Members, Committee Chairs, and other agents, to cover any liability asserted against or incurred by any Officer, Director, or agent in such capacity or arising from the Officer's, Director's or agent's status as such
- Section 11: All PFSO events, activities, and celebrations shall meet state, county, district and school health and safety guidelines

Article IV Membership

- Section 1: General Membership is granted to all parents or guardians of current students attending EHS, faculty, and Emerald High School students. Parents or guardians of current students are voting members of the PFSO. Students & EHS Faculty are non-voting members of the PFSO
- Section 2: Members of the PFSO may make donations to the organization at any time and will be solicited to do so on a regular basis
- Section 3: Voting members may hold office and are encouraged to attend all PFSO meetings
- Section 4: Each member will be entitled to one (1) vote on each matter submitted to the vote of the Members during general and special meetings, as the case may be. Members will be entitled to vote for Executive Board members of the PFSO (see article on Elections)
- Section 5: No two members of the same household or family shall hold positions on the Executive Board at the same time

Article V Elections

- Section 1: PSFO Executive board election process for the upcoming school year, which begins in the fall, will occur annually in the months of March - April
- Section 2: Elections will be conducted via online ballots sent to eligible parents/guardians of current students and incoming Freshmen. A printable ballot will be available on the PFSO website as well
- Section 3: Eligibility for PFSO Executive board positions:
- Parents and guardians of current students (Freshmen, Sophomores and Juniors) and incoming freshmen are eligible to run for Executive board positions
 - Students are not eligible
 - Parents and guardians of Senior Class (at the time of elections) are not eligible to run for Executive board positions
 - No individual may hold the same position for more than two consecutive terms, unless there is no candidate willing to serve in that capacity and/or the general membership is unable to nominate anyone
- Section 4: Process:
- Parents/guardians interested in a Executive board position must **self-nominate or be nominated** for only **one position**
 - Nominations must be submitted via an official nomination form by the due date as set by the online ballot
 - Election committee verifies eligibility of nominees, voters and the accuracy of votes. Votes are then tallied, verified and finalized by the election committee
 - If there are zero nominations for any office, the Executive board has the discretion to determine next steps

- Section 5: Elected individuals are officially notified via email. Once nominees send an acceptance, the results are announced to the community
- Section 6: Newly elected Executive board members are required to attend the final board meeting in May. Outgoing Executive board members provide onboarding and transition assistance, as needed. New term begins in May

Article VI Executive Board

- Section 1: The officers making up the Executive Board of the PFSO shall consist of President, Vice-President, Secretary(ies), Treasurer(s), Academics Chair, Clubs Chair, Fundraising Chair and a minimum of two (2) Parent Class Representatives for each class. The Executive Board shall conduct necessary, routine or emergency business. A representative of the Administration shall be an ex-officio member. To be eligible for the position of President, a candidate must have one (1) year of experience as a member of a PFC or PFSO Executive Board. Exceptions can be considered and granted on a case-by-case basis
- Section 2: The Executive Board shall be responsible for voting for any expenditure up to \$500.00, those agreements will be recorded in the next meeting minutes. Any amount exceeding \$500 must be voted on by members and Executive Board members present at a general meeting. PFSO Executive board has the sole authority to vote on expenditures motions pertaining to approved amounts for line items on an approved budget
- Section 3: 51% of the Executive Board members shall constitute a quorum
- Section 4: The Executive Board shall appoint each standing and temporary committee
- Section 5: The term of the officers and chairpersons shall be one year, with the exception of Parent Class Representatives who shall serve for four (4) years and Treasurer(s) who shall serve for 2 years; no other officer may be permitted to hold the same office for more than two (2) consecutive terms, unless there is not a candidate willing to serve in that capacity and/or the general membership is unable to nominate anyone. The Executive Board shall fill any vacancies via the appointment process caused by death, resignation, prolonged absence or removal due to misconduct
- Section 6: The President and Vice President hold individual positions. The secretary position can have Up to 2 Officers. The Treasurer position can have up to three (3) Officers. Class representatives may have up to four (4) persons share the office. There shall be one vote per office. In the case of the Parent Class Representatives each class has one vote
- Section 7: PSFO Executive board election process for the school year starting in the fall, will occur on an annual basis in the months of March - May. The newly elected Executive Board shall begin its term at the end of the PFSO meeting in May of each year. If a position is vacant, the Executive Board, by vote, shall appoint an officer to fill the position
- Section 8: The outgoing PFSO officers shall meet with and instruct the incoming officers as to their

duties at a joint Board meeting held before the close of the current fiscal year. At this time all notes and information will need to be transitioned on to the succeeding officers. The new Executive Board shall begin their term of office in May of each year. Months of May and June are considered transition months

- Section 9: A resignation must occur in writing and be submitted to the entire PFSO Executive Board. A resignation with any conditions attached will be automatically rejected. A written email from an official board email account is considered an official resignation. Incumbent is provided 48 hours to consider rescinding the resignation, after which, the President/VP will send an acceptance email and the appointment process will be kicked off. In an event of a resignation, the incumbent shall provide sufficient time and documentation to transition open items to the President and/or appointed board member
- Section 10: All PFSO Executive board members must be fingerprinted and obtain level 3 clearance
- Section 11: Attendance: If a special meeting must be called between regularly scheduled general meetings, then 24-hour notice must be given, per Robert's Rules of Order
- Section 12: Removal for Cause: Any Executive Board Member may be removed for cause upon the vote of a majority of the Executive Board Members voting on such matter.
Cause can be and is not limited to:
- a. failure to attend at least fifty percent (50%) of scheduled general meetings and executive board meetings
 - b. abandonment or failure to perform the duties of the office as set forth by the pfsobylaws
 - c. unlawful, unethical or negligent actions, whether intentional or unintentional

Article VII Duties of Officers

All PFSO Officers must be familiar with the PFSO Bylaws and abide by all PFSO, school and district rules and guidelines.

The President

- A. Shall preside at all meetings
- B. Shall arrange for an internal or external audit, as needed
- C. Shall recommend and oversee all standing and temporary committees
- D. Can be an ex-officio member of all committees
- E. Shall be one of the authorized signatures to countersign checks drawn by the Treasurer
- F. Shall be a liaison with administration
- G. Shall coordinate the work of the officers and the committees in order that the purposes of the PFSO are promoted
- H. Shall enforce Robert's Rules of Order at all meetings
- I. Shall make a notification and explanation of the organization to the incoming ninth grade parents
- J. Shall be responsible for overseeing, filing and maintaining all corporate documentations and filings
- K. Shall be responsible for attending Superintendent's council meetings and making regular reports to the membership at large
- L. Shall liaison with VP to ensure all duties of the president are met and there is PFSO executive board compliance; adherence to bylaws, fingerprinting

The Vice-President

- A. May be called Co-president and share the duties of the President, as needed
- B. Shall preside in the absence or disability of the President, or in the event of the President's refusal to act, perform all of the duties of the President, and when so acting, will have the powers of, and be subject to the same restrictions on the President
- C. Shall serve as a liaison to the administration
- D. Shall be one of the authorized signatures to countersign checks drawn by the Treasurer
- E. Shall collaborate with the President with any duties
- F. Shall help coordinate and support all PFSO fundraising activities

The Secretary(ies)

- A. Shall keep an accurate record of attendance and proceedings of each meeting
- B. Shall be prepared to read on-call the record of any business that may have been transacted at any previous meeting for the current year and one (1) year prior
- C. Shall give a copy of the prior general meeting's minutes to the Board within 5 days of the last meeting; and post the approved minutes online via the EHS PFSO website before the next general meeting.
- D. Shall notify the general members of special agenda matters
- E. May be one of the authorized signatures to countersign checks drawn by the Treasurer, if needed.
- F. Shall handle all necessary correspondence and communications pertaining to the executive board including newsletters, meeting agendas/minutes, PFSO website and approved social media
- G. Shall provide prior meeting's minutes prior to being approved
- H. Shall assist the President in filing and maintaining (with or without an independent third party) all Corporate documentations and filings, such as but not limited to Statement of Information (Secretary of State), Articles of Incorporation, Corporate Bylaws, Business License documentation, and Corporate Tax Filings (with Treasurer)
- I. Shall call meetings to order in the absence of both the President and the Vice-President.
- J. Shall keep an ongoing inventory of PFSO items
- K. Co-secretaries shall share responsibilities equally, collaboratively dividing duties to ensure balanced contributions, with neither holding greater authority than the other
- L. Shall post the general meeting agenda 48 hours in advance of the next general meeting, after getting agreement from the Board

The Treasurer(s)

- A. Shall collect, receive and disburse money when authorized by the PFSO Executive board.
- B. Shall create and keep an accurate record of the PFSO budget
- C. Shall keep an accurate record of receipts and disbursements
- D. Shall prepare and maintain accurate and timely accounting records of the Corporation's assets, liabilities, cash position, expenses, collections from donations and fundraising activities, and all financial transactions. Records must include financial statements such as balance sheets, cash flow statements, actual versus budget reports, and other financial reports
- E. Shall pay out all money with a check that has been countersigned by the President, Vice President or Secretary. Relatives may not countersign checks
- F. Shall prepare an end of the year statement
- G. Shall handle any State or Federal tax returns. This may entail an outside tax service.

- H. Co-treasurers share responsibilities equally, collaboratively dividing duties to ensure balanced contributions, with neither holding greater authority than the other
- I. Shall be responsible for setting up and maintaining Future Fund, Square, Stripe, Benevity, PayPal and other online donation platforms

Parent Class Representatives

- A. Shall be the liaison between students and the PFSO
- B. Shall work in conjunction with the class faculty advisor
- C. Shall organize and run PFSO activities and fundraisers for their class
- D. Shall supervise and collaborate with ASB student activities and fundraisers
- E. Shall coordinate volunteers for student activities
- F. Shall follow all PFSO Communications Guidelines
- G. Shall not be the Parent Class Representative for more than one class

Clubs Chair

- A. Shall advise and collaborate with students to introduce a wide range of student clubs and organizations that offer opportunities for students at EHS to pursue their interests
- B. Shall support the student clubs and organizations by providing guidance to the student leaders with techniques in offering rich learning experiences through involvement and participation, administration, scheduling, and fundraising activities
- C. Shall work closely with the EHS Director of Activities, EHS parents and students to facilitate the chartering of the clubs and organizations
- D. Shall develop a budget to partially support the clubs and organizations' financial needs

Academics Chair

- A. Shall establish enrichment programs that available to all students and enhance existing academic programs offered by EHS
- B. Shall recruit and manage parent volunteers to lead and run enrichment programs
- C. Shall ensure parent volunteers obtain volunteers clearance and provides guidance on facilities use
- D. Shall act as a liaison between EHS staff and parent volunteers of enrichment programs
- E. Shall not fundraise for enrichment programs

Fundraising Chair

- A. Shall plan, develop, and coordinate a strong schedule of creative and productive fundraising activities to support the operating budgets of the PFSO
- B. Shall supervise all operations within the PFSO that generates money and cash flow
- C. Shall work closely with members, donors, EHS faculty, and the community to maximize income from fundraising efforts
- D. Shall ensure that parent volunteers to obtain the required volunteer clearances and provide guidance on facilities use

Article VIII Fundraising

Section 1: Division of Effort

- a. Student driven and staffed events shall be the responsibility of the Associated Student Body (ASB)
- b. Parent run, supported and staffed events shall be the responsibility of the PFSO

Section 2: Online and In-Person Fundraising

- a. All online and in-person fundraising shall use the EIN of the PFSO. The Emerald High PFSO Tax ID number is 93-4663186
- b. Accounting shall be performed by the PFSO Treasurer

Article IX Committees

The Executive Board may appoint such committees from time to time as it deems advisable . Members of such committees shall be:

- a. Selected and appointed by the PFSO Board and shall serve at the direction of the PFSO Executive Board
- b. Committees' scope, responsibilities and timelines shall be communicated in detail during the selection process
- c. Committees' may be asked to provide updates at the executive board and/or general meetings
- d. Selection and appointment process will be set forth by the PFSO executive board based on the purpose of the committee

Article X Liability

Section 1: No Officer of the PFSO will be personally liable for the debts, liabilities or obligations of the PFSO

Section 2: No member, Officer, Director or agent of the PFSO (collectively, the "Covered Persons") will be liable to the PFSO or any other Person who has an interest in or claim against the PFSO for any loss, damage or claim incurred by reason of any act or omission performed or omitted by such Covered Person in good faith on behalf of the PFSO and in a manner reasonably believed to be within the scope of the authority conferred on such Covered Person by these Bylaws or applicable law

Article XI Meetings

- Section 1: There shall be three types of meetings, General Member, Executive Board and Special Meetings. General member meetings shall be scheduled throughout the year and shall be open to all members of the organization. A majority of voting members at General Member meetings or majority of board members at Executive Board meetings (assuming quorum has been met) shall be required to pass a motion
- Section 2: General Member meetings shall be held at least once per month (only during the school year) to conduct the business of the PFSO. Advance notice (at least 48 hours) of the date, time, and location of the meeting is to be made public by means of the website, PFSOI newsletter, and/or by special notice to the school population. Meetings are to be held at a consistent day/time throughout the year (e.g. fourth Monday of each month). If a meeting must be rescheduled due to a calendar conflict, at least one week's advance notice shall be given
- Section 3: Executive Board meetings may be called by any member of the Executive Board. A majority of the quorum shall be required to pass a motion
- Section 4: Special Meetings. If a Special meeting must be called between regularly scheduled general meetings, then 24-hour notice must be given via special PFSO newsletter and social media

Article XII Clubs

- Section 1: Clubs are recommended to the PFSO Executive Board by the Director of Student Activities and school administration, according to their own criteria. Clubs may not apply to the PFSO board directly
- Section 2: Clubs which are accepted under the PFSO are required to provide the following information, which must be updated annually:
- a. Club Bylaws
 - b. Health and Safety Guidelines
 - c. Membership Information
 - d. Volunteer Clearance Information
 - e. Budget and Fundraising Plans
 - f. Proposed Calendar of Events
- Section 3: All Clubs under PFSO must abide by all school rules, guidelines and discipline policies, in addition to PFSO guidelines and policies

Article XIII Amendments

- Section 1: These bylaws may be amended or revised at any general member meeting of the PFSO
- Section 2: Any amendment must be proposed either by the PFSO Executive Board or through a written request from a PFSO General Member to the President and copied to the entire PFSO Executive Board
- Section 3: A review of the bylaws shall be conducted by a committee every four (4) school years, or when deemed necessary by the PFSO Executive Board, or when requested by ten (10) or more voting Members for a specific article

Article XV Official Correspondence

- Section 1: All PFSO-related communications must be conducted using the official PFSO-provided email accounts and shared files
- Section 2: Personal email accounts should not be used for PFSO business to maintain security and continuity of records
- Section 3: Executive Board members must exercise discretion when handling sensitive information, ensuring that emails are only shared with individuals who have a legitimate need to know
- Section 4: Discussions involving personal, financial, or confidential matters should not be forwarded or disclosed outside of authorized recipients
- Section 5: PFSO emails, attachments, and folders/files should not be forwarded to personal email addresses for record-keeping or convenience, or deleted
- Section 6: Important decisions, votes, and financial transactions should be properly documented and archived
- Section 7: At the end of an Executive board member's term or upon resignation/removal, access to their PFSO email account will be revoked, and relevant correspondence will be transitioned to the incoming Executive board member or interim person in the position
- Section 8: Those with shared email accounts, (e.g. class reps, treasurers, etc.) may forward a virtual meeting invitation to their personal email to avoid log in restrictions
- Section 9: Any documents, flyers, and materials created by a board member while performing their duties shall be considered property of the PFSO and cannot be obtained for future or personal use outside of the organization

Failure to comply with any and all relevant sections in the bylaw may result in elimination from future candidacy on the PFSO Executive Board.