

**Family-Faculty Connection**

# **BYLAWS**

for

**Dingeman Elementary**

**11840 Scripps Creek Drive**

**San Diego, CA 92131**

Revised:

**School Year 2017-2018**

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# Revised April, 2016

## ARTICLE I – TITLE

Section 1 Full Name. The name of this organization shall be the Family-Faculty Connection of Dingeman Elementary School.

Section 2 Shortened Name. A permissible shortening of the full name for use in publicity releases and other situations where the full name is inappropriate is the FFC.

Section 3 Bylaws Names. In the balance of these Bylaws this organization shall be referred to as the FFC and the Dingeman Elementary School shall be referred to as the School.

## ARTICLE II – PURPOSE

Section 1 Purpose. The intention and purpose of the FFC is to enhance the education, citizenship, health, safety and welfare of the School's students by providing funding, resources, supplies, services, support and enrichment opportunities. To accomplish this purpose the FFC will plan and execute fund raising events, and budget, disburse and account for funds raised in support of the School and its' students.

Section 2 Charitable Purpose. The FFC is organized exclusively for charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954.

## ARTICLE III – POLICIES AND PROHIBITIONS

Section 1 Non-Endorsement/Non-Endowment Clause. The FFC shall be noncommercial, nonsectarian and nonpartisan. No candidate, political group or commercial enterprise shall be endorsed by the FFC.

- a) Notwithstanding any other provision of these Bylaws, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Code); or by a corporation, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Code).
- b) Neither the name of the FFC nor the name of its officers in their official capacities shall be used in any connection with any partisan interest or for any other purpose than the regular work of the FFC in furtherance of the purposes set forth in Article II.
- c) No part of the net earnings of the FFC shall inure to the benefit of or be distributable to its members, directors, officers or private persons except that the FFC shall: (1) reimburse members for authorized expenditures made in furtherance of the purposes set forth in Article II and (2) pay the authorized expenses of the FFC made in furtherance of the purposes set forth in Article II.

## ARTICLE IV – MEMBERSHIP

Section 1 Regular Members. The parents or legal guardians of any child attending the School, and all members of the staff of the School are full members of the FFC.

Section 2 Dues. There shall be no dues for membership in the FFC.

Section 3 Bylaws. Upon request each member shall be furnished with a copy of the FFC's Articles of Incorporation or the current Bylaws which will also be made available through the FFC website.

## ARTICLE V – MEETINGS

### Section 1 Meetings of the Entire Membership.

- a) Required Meetings of the Entire Membership. Meetings of the entire membership are required in the following instances:
  - 1) annually every September to vote on the proposed budget presented by the Executive Board;
  - 2) annually every April to vote on the election of FFC officers for the following school year;
  - 3) to amend/revise these Bylaws and/or
  - 4) to dissolve the FFC.
- b) Special Meetings of the Entire Membership.

The Executive Board, by a majority vote, may schedule Special Meetings of the entire membership at times they deem necessary. Written notice of such Special Meetings shall be posted in three prominent places at the School including, but not limited to, the FFC website, weekly electronic newsletter, and/or on campus at least five days in advance of the Special Meeting and shall identify the business for which the Special Meeting is called. No business may be transacted at a Special Meeting other than that business that was announced in the written notice.
- c) Motions and Debating. Any FFC member present at any meeting may make a motion and/or debate.
- d) Voting. Any FFC member present at one of the specified meetings set forth in section (a) above may vote on the budget, elected officers, any amendments/revisions to the Bylaws and any proposed dissolution.
- e) Quorum. Twenty-five members shall constitute a quorum for the transaction of business at any meeting of the entire membership as set forth in section (a) above. However, a quorum is not required for the purpose of electing FFC officers; a majority of the votes cast by members in attendance is sufficient.
- f) Notices. Written notice of the dates and times of all meetings of the entire membership will be posted in advance thereof in one prominent place at the School including, but not limited to, the FFC website, weekly e-newsletter, and/or on campus. [For special notice requirements pertaining to meetings involving amendments to these Bylaws or dissolution of the FFC see Articles XVII herein.]

### Section 2 General Meetings of the FFC and Executive Board.

- a) Monthly Meetings. The FFC Executive Board shall conduct regular monthly meetings when school is in session. (Hereafter, these meetings will be referred to as FFC General Meetings.)
- b) Special Meetings. In addition to monthly FFC General meetings, special FFC General Meetings may be called by the President upon 48 hours notice to all Executive Board members delivered personally, by telephone, or email. Written notice of such Special Meetings shall also be posted in three prominent places at the School including, but not limited to, the FFC website, weekly electronic newsletter, and or on campus at least 48 hours in advance of the Special Meeting and shall identify the business for which the Special Meeting is called. No business may be transacted at a Special Meeting other than that business that was announced in the written notice.
- c) Attendance. All Executive Board members must attend all FFC meetings unless good cause is shown for absence.

- d) Motions and Debating. Any FFC member present at a FFC General Meeting may make a motion and debate.
- e) Executive Board Voting. The following Executive Board members may vote at FFC General Meetings:
  - President (1)
  - Vice-President (1)
  - 2 Vice-Presidents of Fundraising (1 each for a total of 2)
  - Secretary (1)
  - Treasurer (1)
  - Auditor (0)
  - Deposits Secretary (1)
  - Faculty Representative for grades K-2 (1)
  - Faculty Representative for grades 3-5 (1)
  - School Principal (1)
  - 4 Members at Large (1 vote each for a total of 4).
  - FFC Counsel (0)
  - TOTAL: 13

In no event shall an Executive Board member have more than one vote.

The president will cast a vote when it can affect the outcome of the motion, according to Robert's Rules

Quorum: Seven voting members shall constitute a quorum for the transaction of business at any FFC General Meetings.

A majority vote of the Executive Board Members present is all that is required to approve a motion.

- f) Quorum. Seven voting members as set forth in section (e) above shall constitute a quorum for the transaction of business at any general meeting of the FFC and Executive Board.
- g) Notices. Written notice of the dates and times of all regularly scheduled FFC General meetings will be posted in advance thereof in one prominent place at the School including, but not limited to, the FFC website, weekly electronic newsletter, and/or on campus.
- h) Invitation. The entire membership is invited to attend all FFC General Meetings.

Section 3 Committee Meetings. Committees may meet whenever the Committee Chairperson deems it necessary to accomplish the business of that Committee.

Section 4 Place of Meetings. Meetings of the entire membership and the Executive Board will ordinarily be held at the School but may be held elsewhere when so directed by the Executive Board as long the Notice provisions set forth herein are met. Committee meetings may be held at a location determined by the Committee Chairperson.

## ARTICLE VI – FFC EXECUTIVE BOARD

Section 1 Executive Board Members. Members of the Executive Board consist of: the President, Vice-President, two Vice-Presidents of Fundraising, Secretary, Treasurer, Auditor, Deposits Secretary, Faculty Representatives for grades K-2, Faculty Representatives for grades 3-5, the Principal/Vice-Principal, four Members at Large and FFC Counsel.

- a) Elected Board Members. FFC officers are the elected members of the Executive Board.

- b) President Appointed Board Members. The President selects persons to fill the Members at Large positions and the FFC Counsel position. If the selections are ratified by the Executive Board, appointments are made accordingly. If there are no volunteers for the FFC Counsel position, then the position may remain unfilled.
- c) Principal Appointed Board Members. The Faculty Representatives shall be appointed by the School Principal. All faculty members are invited to attend all meetings of the general membership and the FFC Board.
- d) Attendance. Members of Executive Board shall attend all FFC General Meetings unless good cause is shown.

Section 2 Motions and Debating at FFC General Meetings. Any FFC member present at an FFC General Meeting may make a motion and debate.

Section 3 Duties of the Executive Board Members. The activities and affairs of the FFC shall be conducted and all corporate powers shall be exercised by or under the direction of the Executive Board. The Executive Board may delegate the management of FFC activities to any persons or committee, provided that the activities and affairs of the FFC shall be managed and all corporate powers shall be exercised under the ultimate direction of the Executive Board pursuant to Corporations Code section 5210. Without limiting the generality of the foregoing, the Executive Board shall, among other duties:

- a) Select, vote upon and plan all fund-raising events;
- b) Budget, disburse and account for funds raised;
- c) Vote on whether to approve/decline expenditures;
- d) Vote on whether to ratify the President's Members at Large and FFC Counsel selections at the meeting immediately following the new President's election;
- e) Vote on whether to ratify the Principal's Faculty Representative appointments at the May FFC General Meeting;
- f) Prior to June 1st, approve the FFC budget which will then be presented for vote to the entire membership in September;
- g) Fill vacancies on the Executive Board; and,
- h) Schedule Special Meetings of the entire membership as necessary.

## ARTICLE VII - FFC OFFICERS

Section 1 Elected Officers. Officers of the FFC shall be the President, Vice-President, Two Vice-Presidents of Fundraising, Secretary, Treasurer, Auditor and Deposits Secretary. These officers shall be elected annually.

Section 2 General Duties and Responsibilities of All Officers.

The officers shall perform the duties prescribed herein and such other duties applicable to the office as prescribed by the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED and any other duties as assigned by the Executive Board. Upon expiration of the term of office or in case of resignation or

termination, each officer shall turn over to the President, without delay, all records, books and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds belonging to the FFC. Officers must attend all regularly scheduled FFC General Meetings unless good cause is shown for absence.

Section 3 President. The President shall:

- a) Coordinate the work of officers and Committees of the FFC in order that the purpose may be promoted and achieved;
- b) Prepare the agenda for each Meeting of the Entire Membership and FFC General Meeting;
- c) Attend and preside at all meetings of the FFC membership and Executive Board unless good cause is shown for absence;
- d) Be a member ex-officio of all committees except the Nominating Committee;
- e) Select the chairpersons of Committees;
- f) Select persons to fill the Members at Large positions and the FFC Counsel position which must then be ratified by a majority vote of the Executive Board. In selecting the Members at Large the President shall take into consideration the person's attendance and participation at prior FFC meetings and commitment to the purposes set forth in Article II.
- g) Be responsible, along with the Treasurer, for preparing the FFC's annual report as required by Corporations Code section 6321;
- h) Perform such other duties as may be prescribed in these Bylaws or assigned to the President by the FFC;
- i) Approve all FFC publications, flyers and/or notices prior to distribution;
- j) Approve all contracts and/or legally binding documents entered into by the FFC;
- k) Sign checks which are drawn on the FFC's checking account;
- l) Prepare the FFC President's column for the monthly School/FFC publication, Tiger Pause; and,
- m) Notify Board members of FFC General Meetings.

Section 4 Vice President. The Vice President shall:

- a) Act as an assistant to the President;
- b) Attend all meetings of the general membership and of the Executive Board unless good cause is shown for absence;
- c) Act as the Parliamentarian at meetings of the FFC and the Executive Board giving necessary advice in parliamentary procedure when requested. Although acting as the Parliamentarian, the Vice-President shall be entitled to all rights and privileges of membership including the right to make motions, debate and vote;
- d) Call the first meeting of the Nominating Committee, give instructions in procedure, and may be contacted for additional information, as needed. Thereafter, the Vice-President/Administrator shall not attend meetings of the Nominating Committee unless selected to serve as a member of the committee;



- e) Sign checks when needed which are drawn on the FFC's checking account;
- f) Oversee the allowable expenditures presented by each committee;
- g) Chair the Bylaws Committee and review the Bylaws every two years
- h) In the absence of the President, perform the duties of President.

Section 5: Two Vice Presidents Of Fundraising. The Vice Presidents of Fundraising shall:

- a) Attend all meetings of the general membership and the Executive Board unless good cause is shown for absence;
- b) Identify potential fundraisers and present them to the Executive Board;
- c) Act as a liaison between existing/potential community fundraising partners and the FFC;
- d) Assist in finding Committee chairpersons and Committee members for each fundraising event;
- e) Supervise all fundraising committee chairpersons and act as a liaison between fundraising Committee chairpersons and the Executive Board;
- f) Ensure that all financial transactions related to fundraising are completed in accordance with FFC Bylaws;
- g) Ensure that all fundraising committee chairs maintain accurate and auditable records, and that a copy of these records are provided to the Secretary for historical purposes;
- h) For all events outside of school hours, ensure that San Diego Unified School District Rental Request forms and related fees are submitted and approved by the San Diego Unified School District Real Estate Department. See exhibit E.
- i) Ensure request for approval of fundraising activity forms (administrative procedure 9325) are submitted. See exhibit C.
- j) Review all fundraising committee guidelines annually; and,
- k) Oversee fundraising committees and be on site at designated events, or a designated person will attend in their place.

Section 6 Secretary. The Secretary shall:

- a) Attend all meetings of the general membership and the Executive Board unless good cause is shown for absence;
- b) Keep an accurate record of the proceedings of all meetings of the FFC and Executive Board on a computer file and electronic storage device, such as a Google Drive, which is legal record of the FFC. These records should be maintained by the FFC and retained for seven years including the current year and, with reasonable advance notice, be available for inspection by any regular member;
- c) Be prepared to refer to minutes of previous meetings;
- d) Prepare a list of all unfinished business for the use of the President;
- e) Keep a current list of the Executive Board members of the FFC;

- f) Keep a current copy of the Bylaws and standing rules;
- g) Conduct all necessary correspondence of the FFC upon the authorization of the President, Executive Board or the FFC membership;
- h) Keep Committee Chairperson's reports; and,
- i) Perform such duties as may be delegated to the Secretary.

Section 7 Treasurer. The Treasurer shall:

- a) Attend all meetings of the general membership and the Executive Board unless good cause is shown;
- b) Keep such books of account and records as shall be sufficient to establish the items of gross income, receipts, disbursements and outstanding financial liabilities of the FFC. These records should be maintained by the FFC, which must be retained for seven years, including the current year and, with reasonable advance notice, be available for inspection by any member;
- c) Receive from the Deposits Secretary and retain the deposit receipt for all deposits made;
- d) Pay all FFC expenses authorized by the Executive Board, unless there is a dispute over the legitimacy of the expense, in which case, the expense shall be reviewed by the Executive Board;
- e) Secure one signature on all checks. Any one of the following to sign: President or Vice-President. The authorized signers shall not be related by blood or marriage or reside at the same address;
- f) Keep an accurate record of receipts and disbursements in a ledger, which is a record of this FFC, and with all other financial records, must be retained for seven years including the current year;
- g) Keep the membership informed of expenditures as they relate to the budget adopted by the FFC. Review all expenditures to assure that they fall within the purposes set forth in these Bylaws;
- h) Present a statement of account at every meeting of the general membership and the Executive Board; and at other times when requested by the membership within a reasonable timeframe
- i) Meet with auditor on a monthly basis to review bank reconciliation for the purpose of monitoring the activities of FFC;
- j) Be responsible for filling out and forwarding all necessary report forms required for insurance and for filing tax returns and other forms required by government agencies;
- k) Prepare the FFC's annual financial report which includes assets and liabilities at the close of the year (and any principal changes thereto), gross receipts, disbursements and outstanding financial liabilities for the year as required by Corporations Code section 6321;
- l) The Treasurer shall preside as chairman of the Budget Committee;
- m) Be familiar with and assure that the FFC carries out the rules for handling financial transactions set forth by its bonding insurance carrier. If there is a conflict between these Bylaws and the rules of the bonding insurance carrier, the rules of the bonding insurance carrier govern;
- n) Respond to inquiries made by the Auditor with respect to the Auditor's written reports; and,
- o) Document and maintain accurate procedures used in fulfilling the position.

Section 8 Auditor. The Auditor shall:

- a) Attend all meetings of the general membership and the Executive Board unless good cause is shown for absence;
- b) Meet with the treasurer on a monthly basis to review and initial bank reconciliation for the purpose of monitoring the activities of FFC;
- c) Audit the books and financial records of the FFC annually with the final audit at the close of the school year. As needed, the audit shall include recommendations for modifications to FFC procedures, policies and/or Bylaws and reflect any discrepancies therein. If the Auditor is not a qualified accountant, the Auditor shall form a committee of not less than the Auditor and two other members to conduct the annual review;
- d) Submit a written report regarding the end of the year audit to the Executive Board which will become a record of the FFC which must be retained for seven years, including the current year;
- e) Audit the books and financial records whenever a new Treasurer takes office, upon resignation of the Treasurer or at any time deemed necessary; and
- f) Audit the books and financial records of the FFC and render a separate written report at the end of the Auditor's term if the end of such a term is different than that the close of the school year. As needed, the audit shall include recommendations for modifications to FFC procedures, policies and/or Bylaws and reflect any discrepancies therein.

Section 9 Deposits Secretary. The Deposits Secretary shall:

- a) Attend all meetings of the general membership and the Executive Board unless good cause for absence is shown;
- b) Be responsible for the proper counting, handling and control of cash or other negotiable funds received by the FFC pending their deposit in the name of the FFC in a bank approved by the Executive Board;
- c) When the FFC receives cash/checks, the Deposits Secretary shall validate that the deposit slip has recorded the accurate counts, and that the form has been signed, reflecting that it has been counted and verified by two separate, authorized and non-related individuals. For purposes of this section, the two authorized persons may be designated by the President. The Treasurer, Auditor and Deposits Secretary may not fulfill any part of the two-person requirement. The Deposits Secretary shall then ensure the safe keeping of the monies by depositing them in the FFC safe until ready for bank deposit;
- d) Upon receipt of a credit card transaction, the Deposits Secretary shall validate that the necessary information has been received to process payment, and there is enough information to contact the credit card holder, should the need arise. The Deposits Secretary shall safeguard the credit card data to protect the privacy of the cardholder.
- e) Deposit all fundraising monies in the FFC's bank account as soon as practical after they are received but no later than five business days after the funds have been deposited into the Deposit Secretary's secured box;
- f) Give all bank deposit receipts, credit card authorization slips, and credit card batch reconciliation slips to the Treasurer; and
- g) Keep such books of FFC funds received and deposited sufficient to establish the items received and deposits made. Such books of account and records shall, with reasonable advance notice, be

available for inspection by any member and shall constitute part of the record of the FFC and must be retained for seven years, including the current year.

## ARTICLE VIII – ELECTION OF OFFICERS

Section 1 Eligibility. Officers must be members of the FFC that have attended at least one meeting prior to becoming an officer. Limitations:

- a) The FFC President shall not be a faculty member, school staff member or school employee.
- b) The President and Vice-President, as authorized co-signers of FFC disbursement checks, shall not be related by blood or marriage or reside at the same address.
- c) The Treasurer, Auditor and Deposits Secretary shall not be related by blood or marriage or reside at the same address.

Section 2 Nominating Procedures.

- a) Nominations for office shall be made by a nominating committee which shall be appointed by the President and approved by a majority vote of the Executive Board no later than March 1<sup>st</sup>. The committee shall nominate one or two members for each elective office.
- b) The nominating committee shall be composed of a minimum of three primary members. The Faculty Representative shall be an ex-officio member of the Nominating Committee. The committee shall elect its own chairperson.
- c) No member shall serve on the Nominating Committee for more than three consecutive years.
- d) The Vice-President, acting in his/her capacity as Parliamentarian, shall meet with the Chairman of the Nominating Committee within ten days of the committee's establishment to set the date of its first meeting.
- e) The report of the nominating committee shall be submitted to the membership at the March Board meeting.
- f) In addition to those persons nominated by the Nominating Committee, any member of the FFC may make nominations from the floor with the nominee's consent.

Section 3 Election Voting. The elected officers shall be elected by secret (written) ballot at a Meeting of the Entire Membership in the month of April each year. A majority of the votes cast at this meeting is sufficient to elect whether or not a quorum of 25 is present.

Section 4 Authority of the Executive Board-Elect. The President-Elect may call meetings of the Executive Board elect to ratify appointments, select committee chairs and to make plans for the coming year's work.

## ARTICLE IX – TERMS FOR OFFICERS

Section 1 New Officers. All new officers shall be installed before the end of the school year. The new officers may train under the supervision of existing officers. All new officers will assume duties July 1<sup>st</sup>.

Section 2 Term. The term of office is for one year, from July 1<sup>st</sup> to June 30<sup>th</sup>.

Section 3 Successive Terms. No officer shall be eligible to serve in the same office for more than three consecutive terms or hold more than one elected office at a time. For purposes of determining eligibility, any person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.

Section 4 Removal During Term: Declaring an Office Vacant.

An officer may be removed from an office by a majority vote of the Executive Board with at least ten days prior notice of such action for any of the following reasons:

- a) Failure To Attend. Failure to attend two consecutive regularly scheduled monthly FFC General Meeting without adequate cause;
- b) Failure To Perform. Failure to fulfill responsibilities of the office as described herein;
- c) Failure To Agree. Failure to agree to abide by the objectives, policies and procedures set forth herein; or
- d) Conduct. Engages in conduct that is injurious to the FFC and/or its members.

Section 5 Filling of a Vacancy. A vacancy occurring in any office shall be filled by a person selected by a majority vote of the Executive Board.

**ARTICLE X- APPOINTED BOARD MEMBERS**  
(Faculty Representatives, Members at Large and FFC Counsel)

Section 1 Selection. The President shall select the four Members at Large and the FFC Counsel position which selections must be approved by a majority vote of the Executive Board. In selecting the Members at Large the President shall take into consideration the person's attendance and participation at prior FFC meetings and commitment to the purposes set forth in Article II. The Principal/Vice-Principal shall select the Faculty Representatives which selections must be approved by a majority vote of the Executive Board.

Section 2 Duties of Members at Large. The four Members at Large shall attend all regularly scheduled FFC General Meetings unless good cause for absence is shown. They should make reasonable efforts to be well informed about the business of the FFC and the needs of the School, its students and faculty and be active participants at FFC General Meetings.

Section 3 Duties of Faculty Representatives. Faculty Representatives shall attend all regularly scheduled monthly FFC General Meetings unless good cause for absence is shown. They shall act as liaisons between the FFC and the School faculty informing the FFC of the needs of the faculty and providing advice regarding proposed expenditures.

Section 4 Duties of FFC Counsel. The FFC Counsel shall advise the Executive Board regarding legal issues that arise during the course of his/her term. FFC Counsel shall also be a member of the Bylaws Committee.

Section 5 Term. The terms of these positions are for one year, from appointment in July to June. No Member At Large shall be eligible to serve as a Member At Large for more than three consecutive terms. This limitation does not apply to the Faculty Representative or the FFC Counsel position.

Section 6 Other Positions During Term. No Member At Large, FFC Counsel or Faculty Representative may hold another position on the Executive Board while serving his/her term as Member At Large, FFC Counsel or Faculty Representative.

Section 7 Removal During Term: Declaring Position Vacant.

A Member At Large, FFC Counsel or Faculty Representative may be removed from the Executive Board by a majority vote of the Executive Board with at least ten days prior notice of such action for any of the following reasons:

- a) Failure To Attend. Failure to attend two consecutive regularly scheduled monthly FFC General Meeting without adequate cause;
- b) Failure To Perform. Failure to fulfill responsibilities of the position as described herein;
- c) Failure To Agree. Failure to agree to abide by the objectives, policies and procedures set forth herein; or
- d) Conduct. Engages in conduct that is injurious to the FFC and/or its members.

Section 8 Filling of a Vacancy. If a vacancy occurs in any of these positions it shall be filled by a person selected by a majority vote of the Executive Board.

## ARTICLE XI – COMMITTEES

Section 1 Standing Committees. The following shall be Standing Committees of the FFC: Budget Committee, the Nominating Committee and the Bylaws Committee.

Section 2 Budget Committee. [See Article XII, section 1 and 2].

Section 3 Nominating Committee. [See Article VIII, section 2].

Section 4 Bylaws Committee. The Vice-President shall chair the Bylaws Committee and the FFC Counsel shall be one of the members on the Committee. The Bylaws Committee shall meet at least every two years to determine whether to propose revised/amended Bylaws.

Section 5 Additional Committees.

Additional Committees may be established by a majority vote of the Executive Board as required to perform the work of the FFC and to achieve the goals set forth in these Bylaws.

Section 6 Committee Chairpersons. The President shall either appoint a member to chair each Committee or fundraiser, or ask for volunteers to chair each Committee or fundraiser. Each Chairperson shall then ask for volunteers to assist him/her with the work of that Committee or fundraiser.

Section 7 Committee Chairpersons' Duties The Chairperson of each Committee or fundraiser shall:

- a) Be responsible for following Committee Chair guidelines, prepared for their Committee by the Executive Board, which is attached in Exhibit A;
- b) Complete the FFC Event Evaluation Form, attached as Exhibit B, at the conclusion of that particular fundraiser, or at the end of the year, as appropriate. This Form and copies of all financial records will be provided to the Secretary, to the Board Member assigned to the Committee, and to next year's Committee Chairperson(s) to consult and use as a reference.

## ARTICLE XII – BUDGET

Section 1 Budget Committee. The Budget Committee shall consist of the current President, Vice-President, Treasurer, Auditor, Deposits Secretary, Principal, and other members as appointed by the Treasurer who will be the Budget Committee Chairperson.

In addition, once the officers for the following school year have been elected (April), the President-Elect, Vice-President-Elect, Treasurer-Elect, Deposits Secretary – Elect and the Auditor-Elect will be appointed to serve on the Budget Committee for the purpose of assisting with the preparation of the proposed budget for the upcoming year for which they were elected.

Section 2 Duties. Annually, prior to June 1<sup>st</sup>, the Budget Committee shall prepare a proposed budget to be approved by a majority of the Executive Board, and to be subsequently approved by a majority of members present at the September Meeting of the Entire Membership of the FFC. [See, Article V section 1].

## ARTICLE XIII – EXPENDITURES OF FUNDS

Section 1 Expenditure Approval. All expenditures must be authorized by the Executive Board at the regularly scheduled FFC General Meeting, except that the President can authorize, as necessary, the expenditure of funds for items under \$50.00 in special circumstances. These expenditures must be reported to the Executive Board at the next regularly scheduled FFC General Meeting and must serve the purposes identified in Article II. A new request for funding (Exhibit C) must be received prior to the April FFC board meeting each year for the item to appear on FFC proposed budget which will be voted on by the Executive Board at the April FFC meeting. New requests or amendments to the existing items can be submitted in writing using Exhibit C at any time throughout the year and are subject to available funds and approval by the board.

Section 2 Funds Not Included In Budget. To the extent the FFC succeeds in obtaining funds in excess of what it anticipated in its budget, then the Executive Board, by majority vote, may authorize the expenditure of such additional funds as long as these expenditures are consistent with the purposes set forth in Article II herein.

Section 3 Reimbursements to District Employees. In accordance with Administrative Procedure 9325 District employees cannot receive funding from the FFC for services/support provided to the school. Staff will submit a written request with receipts for reimbursement of classroom funds, which will be preapproved by the Principal or person designated by Principal before reimbursement is issued. Committee Chairs will authorize all requests for reimbursements within approved budget using Exhibit E.

Section 4 Operating Reserves. A nonprofit is allowed to retain reserves to cover unexpected expenses or shortfalls in funding. The FFC shall have at least six months worth of operating expenses in the savings account.

## ARTICLE XIV – RULES OF ORDER

Section 1 Governing Rules. “Robert’s Rules of Order Revised” (latest edition) shall govern the conduct of business at all meetings of the FFC to the extent the provisions therein are not inconsistent with these Bylaws.



## ARTICLE XV - INSURANCE

Section 1 Insurance. The Executive Board shall obtain and maintain the following insurance policies:

- (1) commercial general liability policy of at least \$2 million protecting the FFC and its members;
- (2) commercial crime and fidelity bond coverage;
- (3) personal property coverage; and,
- (4) directors' and officers' liability coverage with limits of at least \$1 million.

## ARTICLE XVI – AMENDMENTS AND DISSOLUTION

Section 1 Vote Necessary. An approval of 50% of the Executive Board and approval of a majority of members present at a meeting of the entire membership (provided a quorum is present), is required to amend these Bylaws or to dissolve the FFC.

Section 2 Notice Required. Two weeks' notice in writing is required before any motion to amend or dissolve may be voted upon. Written notice must be posted in three prominent places at the School including, but not limited to, the school website and/or weekly e-newsletter. In the case of proposed amendments/revisions to the Bylaws, a copy of the proposed Bylaws shall be located in the School office during the two week notice period.

Section 3 Disbursement of Funds upon Dissolution.

- a) After a majority vote to dissolve the FFC has been made, all outstanding obligations shall be immediately paid by the Treasurer.
- b) A reserve fund shall be set aside by the Treasurer to cover all contingent liabilities, which includes any known or suspected claims against the FFC.
- c) Upon dissolution of this FFC, after paying or adequately providing for the debts and obligations of the FFC, the remaining funds and material assets shall be turned over to the principal of the School to be used for the benefit of the students at the School.
- d) Should the principal decline to accept the FFC funds and assets remaining at dissolution, then upon dissolution of the FFC, and after paying or adequately providing for the debts and obligations of the FFC, the remaining funds and material assets shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational or scientific purposes and which has established its tax-exempt status under Section 501(3) of the Internal Revenue Code, which shall be approved by a majority vote of the FFC Executive Board at the time of dissolution.

ARTICLE XVII – EFFECTIVE DATE OF  
THESE BYLAWS

Section 1 Effective Date. These Bylaws shall become effective immediately upon being ratified as specified in Article XVI, section 1.

Certificate of the Secretary

I certify that I am the duly elected and acting Secretary of the FFC, a California nonprofit organization; that these bylaws are the bylaws of this corporation as adopted by the Executive Board and the general membership and that these Bylaws have not been amended or modified since that date.

Morgan DaVersa, FFC Secretary

Executed on May, 2018 at San Diego, California.

Exhibit C revision:

Form reformatted with addition of projected revenue and expanded categories. Requests are now required at least 5 days prior to published FFC meeting.

Addition of Exhibit D: Rental Request form.

Addition of Exhibit E: District Approval of Fundraising form.

Exhibit A

**Committee Chair Guidelines**

1. Form a committee and/or sub chairs to carry out the work of the committee, if necessary. A volunteer list, if applicable, will be emailed to you.
2. Set up an initial planning meeting with your designated Board contact, establish date of event and obtain approval of date from president before your committee meets.
3. Report your progress monthly with your Board contact, so that he/she can share this information at Board meetings.
4. Do not sign any contracts. Only the President may sign a contract after receiving the Board's approval.
5. Read and understand the budget for your event. Complete a full budget request annually for every event including proposed income and expenditure.
6. Keep financial records of all income and expenses and include in the committee's final report.
7. All publicity, including fliers, signs, emails, newsletter entries, etc. must be approved by the President.
8. Thank all of the people who assisted you, including school staff!
9. Submit an electronic copy of your completed ***event evaluation form*** (Exhibit B) and all financial records within three weeks of the completion of your event/program. For ongoing programs, the report is to be completed immediately following the last session or occurrence. Email reports to the Secretary, to the Board Member assigned to your Committee and to next year's Committee Chairperson(s).

**Exhibit B**

**Dingeman Elementary FFC Event Evaluation Form**

Event: \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning**

Did you hold a planning meeting with your committee volunteers? Yes No

How did you advertise the event? \_\_\_\_\_

What time of day and where was the planning meeting? \_\_\_\_\_

How many people attended the planning meeting? \_\_\_\_\_

**Budget**

Budgeted Expense Amount: \_\_\_\_\_ Actual Expense \_\_\_\_\_

Budgeted Income Amount: \_\_\_\_\_ Actual Income \_\_\_\_\_

Did you need the cash box? Yes No If so how many? \_\_\_\_\_

How much cash on hand to start event: \_\_\_\_\_ Did you have enough: Yes No

Breakdown spending/costs (food, prizes, signage, paper products etc) \_\_\_\_\_

\_\_\_\_\_  
Were you able to get anything donated via the Donations Committee? If yes, what and by whom?

**Volunteers**

Total # of Volunteers used for the event: \_\_\_\_\_

Please describe how you used the volunteers or attach a copy of the volunteer schedule:

\_\_\_\_\_  
Remarks for next year:  
\_\_\_\_\_  
\_\_\_\_\_

**The Event**

Description of the Event:

\_\_\_\_\_  
\_\_\_\_\_

Event Attendance: Expected \_\_\_\_\_ Actual \_\_\_\_\_

What went well?  
\_\_\_\_\_  
\_\_\_\_\_

What could be improved next year?  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend this event for next year? Yes No

Other

**Exhibit C**

Comments: \_\_\_\_\_

**REQUEST FOR FUNDING or REQUEST TO AMEND FFC BUDGET**

To ensure equal consideration for all requests, this form is required for all items that appear on the FFC budget.

Forms are due at least 5 days prior to published FFC meeting and should be placed in *FFC President's folder in the FFC mail crate in the staff workroom* or e-mail to [ffc.president@yahoo.com](mailto:ffc.president@yahoo.com) with additional pages as needed.

**Please circle the category or categories that apply to your request.**

<p align="center"><b>Health &amp; Safety</b></p> <p>Inc. PE, Cardio, Health office, parking and safety patrol etc.</p>	<p align="center"><b>Academics</b></p> <p>Reading, STEAM, licensing fees, Computer lab, etc.</p>	<p align="center"><b>School Supplies</b></p> <p>Supply room, copier paper &amp; maintenance etc.</p>
<p align="center"><b>Teacher support</b></p> <p>Class funds, Tech support, Library, CPR, Education, Scholarships etc.</p>	<p align="center"><b>FFC operating Costs</b></p> <p>Website, hospitality, insurance, PayPal etc.</p>	<p align="center"><b>Enrichment</b></p> <p>Green team, art, music, assemblies, field trips etc.</p>

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Budget request:

Projected Revenue:

Number of Students DIRECTLY benefiting:

Number of Students INDIRECTLY benefiting:

**Details of request** to include purpose/event, expenses/operating costs, timeline, impact on school and students along with any supporting information relevant to request....

Continue on reverse if needed

Date Submitted: \_\_\_\_\_

Accepted/Declined/Modified



Real Estate Management  
619-725-7366

**RENTAL REQUEST FORM**

Date: \_\_\_\_\_

School: \_\_\_\_\_

Facility: \_\_\_\_\_

Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

- |                              |                             |                      |                              |                             |                                                         |
|------------------------------|-----------------------------|----------------------|------------------------------|-----------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Charging for Event   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Non-Profit (if yes, copy of tax exempt letter required) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Security Needed      |                              |                             |                                                         |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Projection Equipment | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Podium                                                  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Microphone           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Light System                                            |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Sound System         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Outside Staging Area                                    |
| Other: _____                 |                             |                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Outside Area for Concessions                            |

Date(s): \_\_\_\_\_

Hours: \_\_\_\_\_

**(Including set up and clean up time)**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

As soon as we receive your request we will contact the school for availability and approval. **Please call this office (not the school) if you do not hear from us after 2 weeks.**

Rates depend on the organization's status (profit or non-profit). To be considered as a non-profit organization, a copy of your 501(c) tax exempt letter from either the Internal Revenue Service or the Franchise Tax Board is required.

**PROPERTY USE INSURANCE LIMITS**

Persons requesting use of District property facilities, or personnel must sign a hold harmless agreement and provide evidence of liability insurance with limits of at least \$2,000,000 per occurrence / \$4,000,000 general aggregate for bodily injury and property damage. An additional insured endorsement must be included naming the San Diego Unified School District 4100 Normal St. San Diego, CA. 92103, its officials, agents, and employees as additional insured. A certificate of insurance, along with the **additional insured endorsement**, must be sent to S.D.U.S.D., 4100 Normal St. Annex 2, San Diego, CA, 92103 Attn: Rental Department. The District reserves the right to modify such limits, at its discretion, based upon a review of the proposed use and/or permitted activity and will consider reductions and/or waivers of the insurance requirements on a case by case basis. Examples of property uses where full insurance waivers may be granted include: civic, community, and club meetings with attendance of fewer than 50 persons; low-risk instructional classes, etc.

A cashier's check or money order may be required for payment if less than 10 working days prior to the event. Make check payable to San Diego Unified School District.

E-MAIL TO [rentals@sandi.net](mailto:rentals@sandi.net)



Exhibit E

**SAN DIEGO UNIFIED SCHOOL DISTRICT REQUEST FOR APPROVAL OF FUNDRAISING ACTIVITY BY A NONDISTRICT ORGANIZATION (No School Proceeds) (Administrative Procedure 9326)**

**To be completed by organization:**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Description of Activity: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**The signature of the organization's representative below confirms compliance with the following criteria as established in Administrative Procedure 9326:**

- Organization is nonpartisan.
- Organization is charitable as defined by Internal Revenue Code Section 501(C)(3).
- Purpose of the activity is nonpartisan and charitable.
- Organization has reviewed Administrative Procedure 9326 and will conduct activity in compliance with the procedure.

Signature of Organization Representative: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by principal:**

Name of school: \_\_\_\_\_

The principal agrees to:

- Notify parents of the specific fundraising groups (memberships, purpose and goals).
- Notify parents well in advance that school will be planning a fundraising event and provide all details of the event.
- Notify parents of their right to "opt" their child out of participating in any fundraising event.
- Notify Area Superintendent of all fundraising events for the school year.
- Provide a signed copy of this form to the requesting organization or individual.
- Maintain official file at the school site for at least one school year, which includes parent notification, a copy of the signed approval form, and any other related documents.
- Ensure any fundraising activity during instructional time has instructional value.

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

