Friends of Richland
ByLaws

Article I: Name:
This organization shall be called "Friends of Richland". For publicity purposes, it may be abbreviated to FOR Club. This abbreviation also refers to the motto; FOR SCHOOL, FOR CHILDREN, and FOR COMMUNITY.

Article II: Purpose:
The purpose of this club shall be: (1) To provide financial support through fund-raising efforts. (2) To generate awareness, interest, and support in Richland Elementary from the community. (3) To facilitate communication between administrators, faculty, and families.

Article III: Membership:
All parents, teachers, and community partisans may become members. There shall be no membership fee required or collected.

Article IV: Meetings:
a. All meetings shall be called by the President with the approval of the Executive Board. Any meeting may be cancelled by the President with the approval of the Executive Board.

b. General FOR Club meetings shall be held once a month based on the availability and discretion of the board.

b. Special meetings of the General Board may be called upon request of the Board or by the President.

b. Special meetings of the Executive Board may be called upon request of the Board or by the President.

Article V: Executive Officers and Duties
a. The President, or in his/her absence a member of the Executive Board, shall preside at all meetings and shall be ex officio member of all committees, except the Nominating Committee and the Bylaw Committee, should one be chosen. (S)He shall, with the approval of the Executive Board, appoint chairpersons of committees.

b. The First Vice-President shall take leadership in arranging the major fundraisers each school year. (S)He is first in the line of succession to the office of the President, both in temporary and permanent standing.

c. The Second Vice-President shall take leadership in arranging the major fundraisers each school year. (S)He is second in the line of succession to the office of the President, both in temporary and permanent standing.

d. The Recording Secretary shall keep an accurate record of the proceedings of each meeting and shall be prepared to read, on call, the record of any previous meeting. (S)he shall prepare FOR Club newsletters. (S)he shall prepare the agenda with the President's direction and approval. The Secretary shall, upon request, serve as Parliamentarian and provide advice in parliamentary procedure when requested. (S)He shall call the first meeting of the Nominating Committee (should one be created) to give instructions in procedure. If requested by the Executive Board, (s)he shall serve as historian and maintain physical records of club activities and events.

e. Corresponding Secretary shall read and answer all correspondence, including but not limited to letters, email, and social media. (S)he shall prepare paper communication, oversee Pony-pals and shall serve as the Coordinator of the gratitude committee.

f. The Treasurer shall receive, collect, deposit, and pay out all money subject to the order of the organization. (S)He shall keep an accurate account of all money received and expended, and shall render a report in writing at monthly meetings. (S)He shall serve as the coordinator of the Budget Committee. The Budget Committee shall be responsible for setting annual goals for money allocation for the fiscal year. The Treasurer shall close the books on the last day of June. (S)He shall deliver information to and assist the auditor if, upon direction by the Executive Board, an audit is ordered. (S)he and the President shall be responsible to sign all checks.

Article VI: Election of Officers:

a. Each officer of the organization shall be an existing member of the club.

b. The officers of the FOR Club shall be : President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. These officers shall be elected annually.

c. The Teacher Representative shall be elected biannually by the teachers.

d. Coordinators and Chairpersons on the general board shall be appointed annually by the Executive Board.

e. The following specific requirement must be met by the individual nominated for President: (S)He must be an existing, active member of the club for at least one year at the time of nomination. Fundraising experience with the club is strongly preferred.

f. The potential slate of officers shall be presented to the Board no later than the April meeting for General Board approval. The President shall contact qualified individuals with the purpose of service in requested board positions. The slate shall be provided to the existing board members with the opportunity for the Board to make nominations from the floor. If nominated, candidates may be listed and voted on. (Note: The President may appoint a Nominating Committee of two members from the Executive Board and two members from the general membership, with the Principal or his/her representative as an advisor, three meetings preceding the Annual Meeting).

g. In the June general FOR Club meeting of each school year the Board-approved slate of officers for the following school year shall be presented to the general membership and approved. The officers-elect shall assume their duties thereafter.

h. Any vacancy which occurs during the school year shall be filled as soon as possible by Presidential appointment with the approval of the Executive Board.

i. Officers shall be eligible to the same office for as many years as elected and approved by the General Board and general membership.

Article VII: Executive Board:
The Executive Board shall consist of the President, First Vice President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Article VIII: General Board:
The General Board shall consist of the Executive Board, the Teacher Representative and all Coordinators and Chairpersons and they shall: (1) Plan and organize fundraisers and service activities. (2) Determine expenditures of club funds.

Article IX: Committees:
a. Any member of the Executive Board may nominate the formation of a committee as needed to carry on the work of the club. The committee will be created upon approval of the Executive Board by popular vote. The committees and their representatives are subject to change each year and may include: Room Parent Coordinator, Volunteer Coordinator, Halloween Carnival, STEAM Coordinator, Year Book and Student Store.

b. Coordinators shall head committees which last the length of the school year. They shall be voting members of the general board throughout the length of the school year. They can request items to be added to the agenda for general FOR Club meeting and general board meetings.

c. Chairpersons shall head committees which are event specific. They shall vote only on matters specific to the event they head. They can request items to be added to the agenda and for meetings called during the course of the event they head.

d. Coordinators and Chairpersons can either volunteer or be nominated by any member of the board and will be elected by popular vote of the Executive Board.

e. The President shall determine the overseeing board member of each committee.

f. Committees, Coordinators, and Chairpersons are subject to change each year.

g. The Coordinator and Chairpersons of committees shall serve at the pleasure of the President and the Executive Board.

h. Committee Coordinators and Chairpersons shall be eligible to as many terms of office as deemed appropriate with approval of the President and the Executive Board.

i. Annual reports and guidelines shall be filed by all chairpersons with the President and overseeing board member. The overseeing board member will distribute such reports and guidelines to new chairpersons.

j. The Principal or his/her representative shall be ex officio member of all committees and shall be informed of all committee meetings.

Article X: Amendments:
Bylaws may be amended at any regular general membership meeting of the club by a majority vote of those present, provided that notice of the proposed amendments shall have been given in the previous monthly regular meeting.

Amendment I. Removal From Office: Any officer can be removed from office, with or without cause, by a two-thirds vote at a general FOR Club meeting. Advance notice of the vote shall be given to the officer at least one week prior to the meeting. The officer shall have a chance to be heard before the vote.

Amendment II. Any cash receivables is to be counted by no less than two members of the board.

Amendment III. At least one board member must be present at each event organized by the FOR Club.

Article XI: Parliamentary Authority:
The Parliamentary authority of this club shall be "Robert's Rules of Order". Please note the following:

a. When a quorum is present, a simple majority vote is sufficient for the adoption of any motion.

b. Should an office be shared, the office shall only hold one vote.

c. In the event of a tie vote an invested member of the Club, whom shall be agreed on by popular vote of the executive board, may be recruited to vote as a tie-breaking vote.

d. The President shall be the last officer to vote.

e. The President can vote with the minority when it will produce a tie and thus cause the motion to fall.

f. The President cannot vote twice, first to make a tie and then give a casting vote to carry a motion.

g. While it is the duty of every member who has an opinion to express it by voting, (s)he cannot be compelled to do so. (S)he may abstain from voting though (s)he knows the effect is the same as if (s)he voted on the majority side.

h. Where votes are not required to be by ballot, it can be so ordered by a majority vote.

i. Electronic votes in the form of video conference or live phone call will be allowed in the case of a member not physically available to attend a meeting. If a vote is via phone call, the call must be on speaker.

Article XII: Dissolution:
If the Friends of Richland should dissolve, all assets are to be donated to the Richland Elementary School of San Marcos, California to be used for educational purposes. However, if Richland Elementary School should dissolve or is no longer a qualified distributee, or is unwilling or unable to accept the distribution, the assets of the club shall be distributed to the San Marcos Education Foundation or to a fund, foundation, or corporation organized and operated exclusively for the purpose specified in Section 501 (c)(3) of the Internal Revenue Code. The property of the organization is irrevocably dedicated to charitable purposes. No part of the income or assets of the club shall ever inure to benefit any director, officer, or member thereof to the benefit of any person.

Article XIII: Standing Rules:

a. At the June meeting the incoming President shall give each member a copy of ByLaws and their guidelines. Each member shall be responsible for making a thorough study of them. A copy of the ByLaws shall be made available to any member of the club upon request.

b. A meeting of the Executive Board-elect may be called by the President-elect to ratify chairpersons, fill vacancies on the Board-elect and make plans for the coming year's work. The Principal or his/her representative shall be a member of the Board-elect and shall be informed of all meetings and plans.

c. The Secretary shall chair a committee appointed by the Principal with the approval of the Executive Board who shall review and recommend any necessary revisions of ByLaws, at least once every three years.

d. These standing rules may be amended at any regular meeting of the Executive Board provided that notice of the proposed amendment(s) have been given the previous monthly meeting, or to each Executive Board member prior to the meeting.

Respectfully submitted for Board approval, revision 02/08/95. M. Ellis, revision _____. _____.