

**DIXIE HOME & SCHOOL CLUB**  
**Constitution & Bylaws**  
**Amended August 31, 2015**

**Article I. NAME**

The name of this organization is the Dixie Home & School Club (DHSC).

**Article II. PURPOSE**

The purpose of this club is:

- a. To promote the development of Dixie students in both the school and in the community.
- b. To support the principal and staff by identifying and promoting mutual goals to benefit the student body of Dixie school.
- c. DHSC is non-sectarian, non-partisan, and non-commercial. Enterprises or ballot proposals may only be endorsed when such enterprises or ballot proposals directly benefit the educational programs or opportunities for the students of Dixie School.

**Article III. MEMBERSHIP**

- a. All currently enrolled Dixie Elementary School parents and Dixie Elementary School Staff members are voting members of the DHSC.
- b. There are no dues for members of the DHSC.

**Article IV. OFFICERS & ELECTIONS**

- a. Officers of the DHSC include:
  1. Executive Board. An office may be shared equally by two (2) or more DHSC members, each entitled to one vote:

Principal  
President  
Vice-President  
Treasurer  
Financial Secretary  
Secretary

2. Representatives/Liaisons/Committee Chairs

Site Council Liaison  
CAN DO! Liaison  
Staff Liaison

Green Team Liaison  
Dixie Diner Liaison  
K-5 Grade Level Representatives

The liaisons are appointed by the committees they are representing.

- b. Nominations: At the February meeting of the DHSC, the Executive Board will serve as a nominating committee to determine the open Executive Board positions for the following school year. The Executive Board openings will be posted to the entire membership following the February meeting.
- c. The nominating committee shall review all interested candidates and report the names of its nominees for the Executive Board to the membership at the April meeting.
- d. The consent of each nominee must be obtained before the name of each candidate name is placed on the ballot.
- e. Elections: Election of new Executive Board members shall take place at the April or May general meeting. If there is only one (1) candidate for an office, no election is necessary. If there is more than one (1) candidate for an office, a paper ballot will be prepared and issued for vote at the general meeting.
- f. Executive Officers serve for a term of two (2) years. No officer is eligible for the same office for more than one (1) term, with the exception of the Treasurer. Treasurers may serve a two (2) terms to ensure accounting continuity and record keeping accuracy. In the event a successor cannot be found for a specific office, the incumbent may serve an additional term, either one year or two years. Vacancies in any office may be filled by the Executive Board.

Article V. DUTIES OF THE OFFICERS

- a. President - The President presides at all meetings of the DHSC and Executive Board. They perform additional duties as prescribed in the Bylaws or assigned by the Executive Board or Principal. The President coordinates the work of the officers and committees of the DHSC to promote its objectives, as well as having the authority to call for majority vote of the Executive Board as necessary to conduct the business of the club. The President serves on the Dixie District's Coordinating Council.
- b. Vice President - The Vice President assists the President with particular emphasis on fundraising and other duties as necessary.
- c. Treasurer - The DHSC Treasurer keeps an accurate record of receipts and expenditures; pays invoices in accordance with the approved budget as authorized by DHSC and is responsible, along with the Executive Board, for the preparation and publication of an annual budget. The Treasurer is responsible for the maintenance of all books, bank accounts and records as needed by DHSC. A financial report is provided at each

meeting, with a detailed report provided at the beginning and end of each school year. The Treasurer, Principal and President determine check payment procedures. Given considerations to the accounting system used, the Treasurer and President arrange for periodic audits by an independent source as necessary. As necessary, the Treasurer assists the outside CPA with preparation of the DHSC tax return, currently due November 15 of the tax year. The financial accounts' signature documents are changed with necessary resolutions and paperwork required by the financial institution where accounts are in custody every two years or when a new Treasurer is elected, by June of the year of new officers.

- d. Financial Secretary - The Financial Secretary assists the Treasurer with routine banking, correspondence and collection of funds during fundraising and other financial needs, including check and cash deposits. The Financial Secretary may also write checks to vendors for Diner expenses; provided that proper invoices & paperwork are maintained, and timely correspondence is made with the Treasurer.
- e. Secretary - The Secretary is responsible for taking notes at all DHSC meetings and providing the minutes to the Board for approval within 10 days of the meeting. After the minutes are approved, either by e-mail vote or at the next meeting, the minutes are made available to the general membership via email and are be posted on the Dixie School website.

## VI. GENERAL MEETINGS

- a. All DHSC meetings are open to the general membership and are held a minimum of four times during the school year at a time agreed upon by the Executive Board.
- b. All meetings are held at Dixie School unless otherwise designated by the general membership.
- c. The privileges of holding office, making motions and voting is limited to the members of DHSC only.
- d. Two (2) members of the general DHSC membership, four (4) elected officers, and the Principal constitute a quorum for the transaction of business in any meeting of the association.
- e. Members who wish to add an item to the agenda of a general meeting must contact an Executive Board member at least two (2) weeks prior to the monthly meeting.
- f. All DHSC Board meetings and DHSC public meetings must follow the rules of parliamentary procedure and are conducted with adherence to a set of agreed upon guidelines and group "norms" (See Appendix I).

## Article VII. EXECUTIVE BOARD

- a. The Executive Board consists of the President, Vice-President, Treasurer, Financial Secretary, Secretary, and the Dixie Elementary School Principal. The members of the Executive Board serve until their successors take office.
- b. Duties of the Executive Board
  - 1. To transact necessary business in the time periods between general meetings and other such business as it may be referred to by the DHSC. All board members are required to attend an Executive Board meeting once per month, or as needed, prior to the public DHSC meeting.
  - 2. To recommend the creation and dissolution of standing committees.
  - 3. To oversee the activity of standing committees.
  - 4. To present the agenda for each general meetings of DHSC.
  - 5. To fill any vacancy in any office including the Presidency by appointment.
  - 6. To accept and submit to DHSC an annual budget for the school year.
  - 7. To approve bills and invoices within the limits of the budget.
- c. A majority of the Executive Board constitutes a quorum. Any board member who misses three (3) meetings (Executive Board or General DHSC meetings) in a school year will be asked to consult with the Principal about finding a replacement board member.
- d. The Board shall ensure all fundraisers at Dixie school benefit the whole school and not an individual.
- e. The Board is responsible to the DHSC and shall not act in conflict with the board's purpose.

#### Article VIII. FINANCE

- a. DHSC raises funds as necessary to carry out its objectives, with all such money being deposited in a general fund.
- b. A budget of proposed expenditures, including estimated normal operating expenses, are submitted in writing by the Executive Board to the general membership and are approved or amended at a general meeting by a simple majority of members present. In preparing a budget, the Executive Board requests recommendations from administrators, teachers, committees and parents.
- c. Budgeted money may be expended with the authorization of the Executive Board.
- d. Any amendments or deviations from the budget exceeding \$1,000 must be approved at a general membership meeting.
- e. Upon the dissolution of the DHSC, after paying or adequately providing for the debts and obligations of the DHSC, the remaining assets are

distributed to a non-profit fund, which has established its tax exempt status under section 501 (c) (3) of the IRS Code.

#### Article X AMENDMENTS

These Bylaws may be amended by a simple majority at any general membership meeting. Notice of the proposed change(s) must be given to the membership at least two (2) weeks prior to being placed on the agenda for discussion. The proposed amendment(s) will then be voted on at the following general membership meeting.

#### Article XI. COMMITTEES

- a. The purpose of any committee must be consistent with the purpose of the DHSC as outlined in Article II.
- b. General members wishing to form a committee must submit a written proposal of intent, including a detailed budget request (if applicable) to the Executive Board for approval. General members wishing to dissolve a committee are required to submit a written proposal to the Executive Board.
- c. Upon approval, the Executive Board requires the proposed committee to present its proposal at the next membership meeting.
- d. A motion to approve the committee is then made at the next consecutive membership meeting.
- e. All committee chairs are required to submit a verbal or written monthly update of any activity of their committee to the President prior to each general meeting for discussion at the meeting as needed.
- f. All funded committees are required to submit a budget request for the following year on or before March 1st. This budget figure will be used to form the DHSC budget for the following school year.
- g. No individual committee shall raise funds without the approval of the Executive Board, following a submission of a written proposal to raise such funds. Any excess funds not used revert to the general fund at the end of the fiscal year. The Executive Board will make recommendations regarding any unused carryover funds.
- h. All committee chairs are required to submit any changes to the current work plan of their committee to the Executive Board for approval. Any substantial changes to this plan during the year are submitted to the board for its approval.

#### Article XII. STANDING RULES

- a. A copy of the Bylaws shall be given to all Executive Board members at the beginning of their term in office. A copy of the Bylaws are made

available to each member of the DHSC. A copy of the Bylaws are posted on the Dixie School website.

- b. A meeting of the officers-elect is called by the President-elect in order to make plans for the upcoming program and budget.
- c. The budget year is concurrent with the membership year, July 1st - June 30th. On June 30, all money allocated but not expended, including monies allocated to the classroom accounts, revert to the general fund with the exception of money authorized for normal operating expenses.
- d. Should a motion be made affecting school policy, the President must table the motion. Should a simple majority of the membership present favor a review, the President will appoint a three (3) member committee to review the merits of the motion and report its findings at the next general meeting.

#### Article XIV. LIABILITY & INDEMNITY

a. No Personal Liability. No officer or agent of the DHSC shall be personally liable for the debt, liabilities or obligations of the DHSC.

b. Covered Persons Not Liable. No officer or agent of the DHSC (collectively, the "Covered Persons"), shall be liable to the DHSC or any other person who has an interest or claim against the DHSC for any loss, damage, or claim incurred by reason or any act or omission performed or omitted by such Covered Person in good faith on behalf of the DHSC and in a manner reasonably believed to be within the scope of authority conferred on such Covered Person by these Bylaws, the DHSC's Articles of Incorporation, or applicable law.

c. Indemnity. To the fullest extent permitted by law, the DHSC shall indemnify its officers and other persons as described in California Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by such persons in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the DHSC, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this Section (XIV(a)) shall have the same meaning as in the above referenced section of the California Corporations Code.

d. Insurance. The DHSC has the right to purchase and maintain insurance to the full extent permitted by these Bylaws on behalf of its officers and agents to cover any liability asserted against or incurred by any officer or agent in such capacity arising from the officer's or agent's status as such.