BAY LAUREL ELEMENTARY SCHOOL
Parent Faculty Association

Bylaws

Updated September 8, 2026

ARTICLE I -- Name and General Purpose

A. *Name.* The name of this organization shall be "Bay Laurel Elementary School Parent Faculty Association," hereinafter referred to as the "PFA."

B. *Purpose.* The PFA is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

C. *IRC 501(c)(3).* The PFA is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code to support the educational activities at Bay Laurel Elementary School, a public school in the Las Virgenes Unified School District, Calabasas, California.

D. *Politics/Endorsements.* No substantial part of the activities of the PFA shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the PFA Board shall not participate or intervene in any political campaign (including the publishing or distribution of statements, or fundraising) on behalf of any candidate for public office. Neither the name of the PFA nor the names of its officers in their official PFA capacities shall be used in connection with a commercial concern nor with any partisan interest nor for any purpose other than the regular work of this PFA.

E. *Conflicts.* No Executive Board officer, Board member, or general member shall engage in any act or activity while representing the PFA, which would tend to create an unfavorable impression or unfavorable publicity or in any way be contrary to the general interest of the PFA. PFA funds shall not be used to grant personal loans, and no member of the PFA, other than the President and Treasurer, shall have the power to sign any contract, legally obligate the PFA, or incur any expense in the name of the PFA without prior approval as set forth in the PFA Board Roles and Responsibilities document.

ARTICLE II -- Objectives

A. *Fundraising.* The PFA shall raise funds to provide educational programs, materials and beneficial services for the school.

B. *Information.* The PFA shall keep the membership informed of legislation pertinent to education and our school district and keep the membership informed about district related issues.

C. *Activities.* The PFA shall assist the school staff in youth activities.

D. *Communication*. The PFA shall endeavor to further the educational welfare of students and maintain a line of communication between home and school.

ARTICLE III -- Membership

A. *Members.* All parents and legal guardians of Bay Laurel students are the PFA's general members, hereinafter referred to as "general members." All members are equal and their rights shall be equal, except where otherwise herein specified. Membership is automatic for all such persons.

B. *Dues.* There shall be no dues for membership.

ARTICLE IV -- Structure

A. *Board.* The PFA shall be led by a group of elected members known as the "Board." The officers on the Board shall be as follows:
   - President
   - President Elect (when filled)
   - Executive Vice President
   - Administrative Vice President
   - Treasurer
   - Secretary
   - Director, Volunteer Coordination
   - Director, Fundraising
   - Director, Social Fundraising
   - Director, Spirit Wear
   - Director, Communications
   - Director, Special Programs
   - Director, 5th Grade Student Services
   - Director, Traffic and School Safety

B. *Executive Board*. The Executive Board consists of these Board positions:
   - President
   - President Elect (when filled)
   - Executive Vice President
   - Administrative Vice President
   - Treasurer

   Members holding these positions may be required to attend meetings in addition to the monthly Board meeting. These Board members are responsible for assisting the President (or taking the place of the President in her/his absence) in leading the monthly meetings. If there are Co-Presidents and one Co-President is no longer able to fulfill the duties of President, either due to leave of absence, resignation, removal, or ceasing performance

of duties for any reason, then one of the Executive Board members may from time to time step in to aid the remaining sole President in the Presidential duties at the remaining sole President's request.

C. *Voting.* All Board decisions shall be made by majority vote. Every Board Member shall have one vote, except the President, who shall vote only when necessary to break a tie vote. If there are Co-Presidents in the role of President and they cannot agree with respect to the tie-breaking vote, then the tie-breaking vote will not be cast, and the underlying motion will fail for lack of the necessary affirmative vote. If there are Co-Presidents in the role of President and they disagree on a material exercise of presidential authority, the issue goes to the Board for vote and will be determined by majority vote. If a Board member is on a leave of absence, that Board Member is excluded from voting.

D. *Sharing Positions.* No more than two people may share any one position. If two people share a position, they must work together and report to the Board as a unit, however, each individual will still have one vote, notwithstanding the President who shall not vote except in the case of a tie-breaker. Any position shared by two individuals may continue to be held and fully performed by one of those individuals if the other individual takes an approved leave of absence, resigns, is removed, becomes unable to serve for any reason, or otherwise ceases performing the duties of the position. In such event, the remaining individual in the position shall have all powers, duties, and authority assigned to that office under these Bylaws and the PFA's governing documents. The Board may, but is not required to, appoint or elect an additional qualified person to share the position in place of the individual who is no longer serving in that position, or the remaining individual may serve in that position in a sole capacity. For purposes of these Bylaws, officer titles in the singular form include all individuals acting in that role.

E. *Chairpersons.* Board officers may not serve as PFA committee chairpersons, except in cases where event chairperson positions are unfilled after significant attempts to fill them from outside the Board.

F. *Committees.* The Board shall annually determine the PFA committees, liaisons, and representatives and shall assign these PFA committees, liaisons and representatives to common Interest Groups, headed by a Director or other Board officer. The Board shall fill by appointment any vacancies in these positions during the term of office created by resignation or removal from office.

G. *Governing Documents.* The Board shall annually review PFA policies and revise operating rules and procedures for the PFA, which shall be set forth in the List of Roles and Responsibilities. Such rules and procedures may be more specific than these bylaws but may not conflict with them. In the event of a conflict, these bylaws have precedence.

ARTICLE V -- Term of Office and Fiscal Year

A. *Terms.* Board officers shall be elected to a term of one year, with the understanding that each Board member ideally will serve in the same position for two years.

B. *Timing.* The term of office of all Board officers, committee chairpersons, liaisons and representatives shall commence on the day of Installation, or the first day of July, whichever is first, and end on the last day of June or the date of the next installation, whichever is first. Any Board officers, committee chairpersons, liaisons and representatives appointed between July 1 and June 30 shall assume responsibility for their positions upon appointment.

C. *Fiscal Year.* The fiscal year shall commence on the first day of August and end on the last day of July.

ARTICLE VI -- Meetings, Attendance, Quorum, E-Voting, Telephone Attendance

A. *Regular and Special Meetings.* The Board shall establish the time and place of regular or special meetings, and shall hold meetings for the general membership at least once each month. The meetings shall include opportunities for members to request time on the agenda. Notice of the time, date and location of these meetings must be posted, or electronically distributed at least two weeks prior to the meetings. Special meetings of the Board for any purpose may be called at any time by the President, with electronic or other notice 48 hours prior to the meeting. Although these bylaws provide alternatives to in-person attendance at meetings, all officers should make every effort to attend all meetings in person.

B. *Attendance*. Board members must attend all regularly scheduled and emergency meetings, as determined and ordered by the President. Board members failing to attend two (2) consecutive meetings or a total of three (3) meetings during the PFA year, as described above, shall be subject to review and possible removal from the Board. For exceptions to this rule, excusal must be requested in advance **and approved** by the designated Admin VP in charge of Attendance and/or the President.

C. Budget Meeting. The proposed budget for the succeeding year will be posted electronically on the PFA website at least 7 days prior to the annual budget meeting. The purpose of this is to give all parents/guardians an opportunity to review the proposed budget for the following year and compile questions, if necessary. This budget meeting must take place prior to the last day of school of the preceding school year. The budget meeting is open to all PFA members who may participate in the discussion and give input prior to the vote for final approval. The proposed budget will only be voted on by the current Board at the Budget Meeting. The voting portion of the budget meeting will be closed to Board members only. Only present Board members count towards meeting quorum. Quorum shall be met if a majority of the Board members are present. Absentee Board members may not give their proxy to a present Board member for the budget

meeting. The annual budget must pass by a majority vote. Once the proposed annual budget has been approved by the current Board, it will be posted electronically on the PFA website.

D. *Quorum.* For meetings of the Board, a quorum shall be met if a majority of the Board members are present. If a Board member has taken an approved leave of absence, that person is not counted towards a quorum.

E. *Telephonic Attendance Allowed.* Officers may participate in any meeting through the use of telephone conference or similar communications equipment, as long as all meeting participants can hear one another.

F *Electronic Voting Allowed.* Unless and until disallowed by California or federal law, officers are expressly permitted to vote electronically. However, a quorum cannot be created by anyone e-voting.

G. *Proxy Voting Allowed.* An absent officer may give a written (or electronic) proxy to another officer, allowing that person to vote for him or her. The proxy may list the way the absent officer wishes to vote, or may give the right to vote to the officer holding the proxy. All proxies must be submitted electronically or in writing to the President and Secretary prior to the start of the meeting. All proxies will be made part of the meeting minutes and be kept by the Secretary. A quorum cannot be formed by proxy.

H. *Committee Meetings.* Committee meetings, special interest meetings, and PFA-sponsored activities and events shall be scheduled and publicized by the individual committee chairpersons following consultation with the president as set forth in the List of Roles and Responsibilities.

ARTICLE VII -- Elections, Installation

A. *General Election.* Board officers, except for Administrative Vice President, shall be elected by the parent body. Such elections shall be held annually by April 1st. The candidate with the most votes for a given position shall be elected to that position.

B. *Eligibility.* Only parents and legal guardians of Bay Laurel students may run for election. A person may run for only one office during any given election. Any parent or guardian who is currently serving on the School Site Council for Bay Laurel or who intends to apply for School Site Council for the upcoming school year may not run for a position on the PFA Board.

C. *Qualified Candidates.* A qualified candidate shall consist of one of the following prerequisites: (1) Participated in a leadership role in the operation of a PFA sponsored event ***or*** (2) Consistently attended monthly PFA meetings ***or*** (3) A PFA board member may nominate a candidate for their co chair position

D. *Administrative Vice President Responsibility.* The election shall be conducted by an Election Committee, composed of the following: Administrative Vice President as Chairperson, two parents who are not Board officers, and one staff member. If the Administrative Vice President is running for office, a current Board officer who is not running for office shall serve on the Election Committee, as appointed by the Executive Board. If there is no such Executive Board officer, the Election Committee is reduced by one member and the Election Committee will select one of its members to serve as Chairperson. The members of the Election Committee shall be approved by a majority vote of the Board in February.

E. *Committee Duties.* The Election Committee shall: (1) Publicize available Board positions, communicate the List of Roles and Responsibilities, and request nominations or volunteers from the general members by posting, printed materials, or electronic materials in February; (2) seek additional potential candidates and confirm the interest of candidates; (3) prepare a ballot with instructions for voting and distribute through printed or electronic means no later than April 1st of each year; (4) verify the returned ballots and count the votes; (5) notify the officers of their election and electronically publish a list of the new Executive Board for the general membership.

F. *Installation.* An installation ceremony shall confirm the newly elected Executive Board before the last day of the school year. The term of office shall commence on the first day after installation and end on the day of the next installation. However, the newly-elected Board may meet any time following the election, appoint committee chairpersons, liaisons and representatives for the succeeding school year, commence its own mentoring and goal setting, and make such other decisions which impact the succeeding school year.

G. *Vacancies.* After the annual elections, in the event of a vacancy, the newly elected Board shall consider nominations and elect an officer by majority vote of the newly elected Board officers.

H. *Conflicts of Interest.* Once a Board member has been installed, they may not run for a position on Bay Laurel's School Site Council, or any other group that may have a conflict of interest with the PFA Board. It is understood that once a member has been sworn into a Board position, has been trained in that position and, ideally, has attended the monthly Board meetings, it would cause a hardship to the Board as a whole if that Board member quit their position to pursue a volunteer position on another Bay Laurel council or group. If a Board member quits their position any time after being installed for the current school year, that member must wait until the following school year to run for a position on Bay Laurel's School Site Council, or any other group that may have a conflict of interest with the PFA Board.

ARTICLE VIII -- General Duties of the Executive Board Officers

A. *Specifics in List of Roles and Responsibilities.* These bylaws list only the general duties of the Board officers, and the specific duties are defined in the List of Roles and

Responsibilities. In each of the Executive Board member and Interest Group Director roles there would preferably be a board member that held the position previously that would take on a Senior role and a new trainee in a Junior role. When the Board member in the Senior role moves on to a different role or off the board, ideally the Junior role would move up into the Senior role and train the person in the new Junior position. In the event that a role is vacated completely, the new position would be filled by one or two qualified members with equal roles, ie: neither being Senior or Junior.

B. *President*. The President must have already served two years on the Board before becoming President, and have been Executive Vice President or President Elect, although at least three years are recommended. In the event that there are no current Board members who wish to serve as President, this prior term requirement may be waived. The President serves as the Chief Executive Officer of the PFA, with authority for general supervision, direction and control of the business, officers, committee chairpersons, liaisons and representatives of the PFA. The President is an ex-officio member of all PFA committees, unless otherwise specified. The President is an authorized signatory on PFA checks drawn on PFA accounts.

C. *President Elect.* The President Elect shall act as an aide to the President(s). The President Elect shall serve for one year and then serve for at least the following two years as President. The President Elect will assist the President(s) in any and all necessary duties. To become a nominee for this position, one must first serve a term as an elected or appointed officer in another position. This requirement may be waived by a unanimous vote of the sitting Executive Board. This position is on a year to year assessment based on a qualified candidate or individual that is seeking the role of the president. The President Elect is an authorized signatory on PFA checks drawn on PFA accounts.

D. *Executive Vice President*. The Executive Vice President ("EVP") must have already served one year on the Board before becoming EVP, although at least two years are recommended. In the event that there are no current Board members who wish to serve as Executive Vice President, this prior term requirement may be waived. The EVP shall assist the President in all duties and perform those duties in the event of the President's absence, incapacity or failure to act. The EVP shall succeed the President in the event of the President's resignation or removal from office until such time as the Board appoints a candidate to fill the vacancy left by the President's resignation or removal. The EVP is an authorized signatory on PFA checks drawn on PFA accounts.

E. *Treasurer.* The Executive Board shall include up to two people serving as Treasurer. If only one person runs for the position, then that person (upon election) may appoint and train a Junior Treasurer. The Junior Treasurer shall be approved by the Board via majority vote after the election. The Treasurers shall serve as treasurer for all PFA committees, activities, projects and events; prepare all budget statements; receive and deposit all PFA money in the appropriate PFA bank accounts; dispense all funds as directed by the approved PFA budget, by a majority vote of the Board and/or these bylaws. Only one Treasurer may be an authorized signatory on PFA checks drawn on PFA accounts; the other

Treasurer will oversee reconciling the bank statements. The PFA shall retain the service of a professional bookkeeping firm and the Treasurer(s) and President will work with them directly.

F. *Secretary*. The Secretary shall record, keep and publish the official minutes of all PFA and Executive Board meetings; sort and distribute all PFA mail; conduct all correspondence as requested by the President and maintain all PFA correspondence files; and maintain all PFA non-financial files and records.

G. *Interest Group Directors.* The Interest Group Directors shall oversee the committees, liaisons and representatives and activities, projects and events of their respective Interest Groups; coordinate all necessary information and meetings between committee chairpersons, liaisons and representatives and the Board; ensure that committee chairpersons, liaisons and representatives make presentations to the Board, as needed, and obtain all necessary approvals from the President, Executive Board, and Principal. Interest Groups include: 5th Grade Student Services; Communications; Fundraising; Social; School Spirit; Special Programs; Traffic & Safety; and Volunteer Coordinator. These are elected positions and are considered members of the PFA Board; each of these elected positions may be filled by up to two (2) people.

H. *Administrative Vice President-Selection and Eligibility.* The Administrative Vice President ("AVP") must have served as a member of the preceding Board and be appointed jointly by the newly elected President and EVP(s). In the event that there are no current Board members who wish to serve as Administrative Vice President, this prior term requirement may be waived.

I. *AVP Duties.* The AVP shall assist the Board in all ways needed and fulfill the duties listed in these bylaws regarding elections. The AVP shall also serve as parliamentarian and ensure that all meetings are governed by a basic set of Robert's Rules of Order. The AVP shall also mentor newer Board members.

ARTICLE IX -- Decision-Making and Authority

A. *Parents/Guardians.* All parents and legal guardians shall: (1) have a reasonable opportunity to review and give input (via written communication to the President, or in-person at a regularly scheduled PFA meeting) on the annual PFA budget (distributed electronically) for the succeeding school year ; (2) have the right to review any expenditure that cannot be reasonably associated with a line item already set forth in the approved PFA budget; and (3) have the right to review any additional expenditure within an approved line item which will exceed or reduce the set budget by $5,000.00 or more or by 25% or more, whichever is greater.

B. *Board.* The Board shall: (1) have the ultimate authority to approve an activity, project or event when that activity, project or event is new or significantly different from the preceding year; (2) have the ultimate authority to approve a budget for an activity, project

or event which is new or significantly different from the preceding year; and (3) have sole authority for decision-making not addressed within these bylaws.

C. *Executive Board*. The Executive Board has a specific responsibility in the event that there is an expenditure within an approved line item which will exceed or reduce the set budget by less than $5,000.00. If a Board meeting is imminent, a quorum is met and a vote can be taken, the Executive Board will present the budget change to the Board for a vote. However, if time is of the essence and a meeting cannot be arranged and/or a quorum met, the Executive Board may approve or deny the expenditure without prior approval of the Board. If the expenditure will exceed or reduce the set budget by $5,000.00 or more or by 25% or more, whichever is greater, the Board must vote to approve or deny.

ARTICLE X -- Approved Leave of Absence, Resignation and Removal from Office

A. *Approved Leave of Absence.* Upon the request or agreement of an officer, the Board may approve a temporary, or indefinite, leave of absence from an officer's duties upon such terms and conditions as the Board determines is in the best interests of the PFA. During an approved leave of absence, the Board may suspend the absent officer's exercise of any or all duties, authority, access, voting rights, responsibilities and privileges associated with the officer's position, and may allocate the absent officer's duties as the Board determines appropriate, consistent with these Bylaws. The terms of any leave of absence, including its duration and the conditions, if any, for return to active service, shall be approved by the Board and documented in the PFA's records. Nothing in this provision shall limit the Board's authority to remove an officer pursuant to remaining provisions of these Bylaws. Board members on an approved leave of absence may not vote on matters presented to the Board, should not attend meetings, and should refrain from communicating with other Board members regarding confidential Board activity during the leave of absence. Furthermore, Board members on an approved leave of absence must return all PFA property, including digital property, passwords, login information and shall cease access to PFA property as set forth in ARTICLE XI herein.

B. *Resignation—Board Members.* Any Board member may resign from office if the resignation is presented in writing to the President. The President must immediately advise the Board of the resignation. The officer must turn all records, books, PFA money or other materials over to the President or Treasurers within one week. In the event the President chooses to resign, the President must deliver the written resignation to the Executive Vice President who will immediately advise the Board. In the event of resignation prior to the termination of the Treasurer's term of office, the Treasurer must prepare or assist the co-Treasurer in preparing a final financial report before the resignation may be considered.

C. *Resignation--Committee Chairpersons.* A committee chairperson, liaison or representative may resign from office if the resignation is presented in writing to the respective Interest Group Director along with all records, books, PFA money and other materials pertaining to

the committee, activity, project or event. The Interest Group Director will notify the Board.

D. *Removal.* Any Board member, committee chairperson, liaison or representative may be removed from office when the Board determines by a two-thirds vote at an open meeting, with at least 14 days notice to the person to be removed, that one or more of the following grounds for removal exists:

1. The person fails to fulfill the responsibilities of the position.
2. The person significantly interferes with the operation of the Board or the PFA.
3. The person knowingly violates one or more PFA policies and/or procedures in a significant manner.

ARTICLE XI -- Return of Association Property, and Transfer of Digital Access

A. *Transfer of Property.* Upon the resignation, removal, expiration of term, or other separation of any Board member or committee chairperson, or any other individual authorized to access or manage PFA accounts, records, or digital assets, such individual shall promptly, and in no event later than five (5) business days following the effective date of separation (or immediately upon removal, if earlier), transfer to the President or Treasurers, all PFA property in their possession or control, including both physical and electronic property.

B. *Transfer Obligation.* This obligation includes, without limitation:

1. All usernames, passwords, passkeys, authentication methods, recovery codes, and multi-factor authentication access necessary to access any PFA account or service.
2. Administrative access to all email accounts, websites, domain registrations, cloud storage platforms, shared drives, document creation and collaboration services, fundraising platforms, financial platforms, social media accounts, communication platforms, payment processors, event management systems, design software, and any other digital account or subscription maintained for or on behalf of the PFA.
3. Ownership or administrative rights to all documents, spreadsheets, presentations, forms, graphics, photographs, databases, mailing lists, calendars, files, and other electronic records created or maintained for PFA business.
4. Any devices, storage media, security keys, or other equipment belonging to the PFA.

C. *Cooperation Required.* The departing individual shall cooperate fully in transferring ownership, administrative privileges, and control of all PFA digital assets, and shall take all actions reasonably necessary to ensure uninterrupted access and continuity of operations. Following completion of the transfer, the PFA shall promptly revoke or remove the departing individual's access to all PFA accounts, systems, documents, and digital

resources. The departing individual shall not retain, use, access, copy, distribute, or disclose any confidential or non-public PFA information after separation except as expressly authorized in writing by the Board.

D. *Failure to Comply.* Failure to comply with this Section may result in any remedies available to the PFA under applicable law and any additional action authorized by the Board to protect PFA property and confidential information.

ARTICLE XII -- PFA Bank Accounts

A. *FDIC Accounts.* All monies of the PFA shall be deposited by the Treasurer or designee(s) in one or more federally insured banks or savings and loans approved by the Executive Board. No account of the PFA shall ever exceed FDIC limits. The authorized signatories of the account(s) shall be the President(s), Executive Vice President(s), and only one Treasurer on a joint-account basis. In the event that any of the above-mentioned authorized signatories decline to assume signatory duties, the treasurer may appoint a PFA Board Member as signatory on PFA checks drawn on PFA accounts, to be approved by a majority of the PFA Board. Any two of the authorized signatures shall be required to validate checks drawn on the account(s). The account(s) shall be carried in the name of Bay Laurel Elementary School Parent Faculty Association. Disbursements shall be made in accordance with these bylaws.

B. *Statements and Reconciliations.* Bank statements must be received and opened by the President or Treasurers, and Bank Reconciliations must be approved monthly by the Bookkeepers, President, and Treasurer(s).

C. *Digital Accounts.* All PFA accounts must be created using a PFA-owned email address (never a personal Gmail account). The President and Administrative Vice President shall have administrator access to every digital account. No Board member "owns" any PFA digital asset; all accounts, documents, email addresses, websites, and social media belong exclusively to the PFA.

ARTICLE XIII -- Amendments and Revisions

These bylaws may be amended or revised by a two-thirds vote of PFA members attending a properly convened meeting, after posting or electronic transmission to as many general members as is practicable, at least 7 days before the meeting.

ARTICLE XIV -- Dissolution

Upon the dissolution or winding up of the organization, its assets remaining after payment of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.