

BYLAWS

Fresno High School
Tribal Council Parent Club
A nonprofit, tax-exempt organization

I. NAME

- 1.1 The name of this organization shall be the Fresno High School (FHS) Tribal Council Parent Club.

II. PURPOSE

- 2.1 The purpose of the Tribal Council Parent Club is to support and promote Fresno High School, its student body, administration, staff, parents, as well as the surrounding community.

III. PRINCIPLE OFFICE

- 3.1 The principle office of the Tribal Council Parent Club for the transaction of its business is located at 1839 N. Echo, Fresno, California 93704.

IV. MEMBERS

- 4.1 Qualifications. Members of the Tribal Council Parent Club shall consist of any persons who wish to support Fresno High School, its student body, administration and staff, as well as the surrounding community and attend at least four (4) regularly scheduled meetings per school year.

4.1(a) By agreement with Fresno High Administration, parents/guardians involved in Tribal Council Parent Club by: [1] attending at least four (4) regularly scheduled Tribal Council meetings per year during the time their student attends Fresno High School; **and** [2] who have volunteered in at least one (1) Tribal Council event per year during the time their student attends Fresno High School, will receive two (2) reserved seats in the front row on the floor at the Fresno High School graduation ceremonies.

- 4.2 Assessment. Members of the Tribal Council shall not be assessed dues.
- 4.3 Membership List. The Tribal Council Parent Club shall keep a membership list containing the names, email addresses and/or phone numbers of each member. Such list shall be kept at the Tribal Council Parent Club's principle office.
- 4.4 Right to Inspect Records. All records of the Tribal Council Parent Club shall be open to inspection at the request of any member for a purpose related to the stated purpose of the Tribal Council Parent Club.

V. OFFICERS

5.1 The officers of the FHS Tribal Council Parent Club shall be the President, Vice President, Secretary, and Treasurer.

5.1(a) Duties of the PRESIDENT shall be to:

- i. Serve as the primary contact for the principal, represent the organization, serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- ii. Chair the meetings of the membership.
- iii. Modify or add to the addenda if it is determined to be in the best interest of the organization.
- iv. Provide agenda at all regularly scheduled meetings.

5.1(b) Duties of the VICE PRESIDENT shall be to:

- i. Assist the President and carry out the president's duties in his/her absence or inability to serve.

5.1(c) Duties of the SECRETARY shall be to:

- i. Clarify and keep at the principle office of the Tribal Council a copy of the bylaws, as amended or otherwise altered to date.
- ii. Keep at the principle office of the Tribal Council a membership list that includes the names, email addresses and/or phone numbers of each member.
- iii. Attend and take minutes at every meeting and provide copies of previous meeting minutes.
- iv. Maintain social media on behalf of the Tribal Council Parent Club.

5.1(d) Duties of the TREASURER shall be to:

- i. Have dual charge and custody of all funds of the Tribal Council Parent Club.
- ii. Deposit all such funds in the name of the Tribal Council Parent Club in a bank approved by the Tribal Council officers.
- iii. Obtain bank card signatures from two (2) Tribal Council officers for disbursement of bank funds.
- iv. Disburse or cause to be disbursed the funds of the Tribal Council Parent Club as may be directed by the President, a special committee, and/or the majority of the membership, taking proper vouchers for such disbursements.
- v. Receive and give receipt for money due and payable to Tribal Council Parent Club from any source.
- vi. Present a monthly report to the Tribal Council Parent Club at every regularly scheduled meeting.
- vii. Comply with federal requirements to maintain the organizations nonprofit tax-exempt status by submitting the appropriate tax documents (i.e. IRS form 1023 and IRS form 990).

- 5.2 Terms of office . One term shall coincide with the school year.
- 5.2(a) Officers are elected for office for a two (2) year term.
 - 5.2(b) Officers shall serve no more than two (2) consecutive terms in the same office.
 - 5.2(c) Officers shall hold only one office at a time.
 - 5.2(d) Officers shall have a current or incoming student at FHS.
- 5.3 Vacancies. If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

VI. MEETINGS OF THE MEMBERS

- 6.1 Meetings of the members shall be held in the Fresno High School Parent Center or at such other place as may be designated from time to time.
- 6.2 Regular Meetings of the membership shall be scheduled a minimum of four (4) times during the school year.
- 6.3 Special Meetings shall be called by the president or any two (2) officers and held at such times as deemed necessary to conduct the business of the Tribal Council Parent Club.
- 6.4 Notices of meetings shall specify the place, the day and the hour of the meetings and in the case of special meetings, the general nature of the business to be transacted.
- 6.5 A QUORUM shall consist of either three-fourths (3 / 4) of the Tribal Council Parent Club officers or two-thirds (2/3) voting members, two (2) of which must be the Tribal Council officers.
- 6.6 Conduct of Meetings. Meetings of members shall be presided over by the President of the Tribal Council Parent Club or, in his/her absence, by the Vice President, or in the absence of both, by a member chosen by a majority of the members present.
- 6.7 Voting and Elections.
- 6.7(a) Voting privileges shall be granted to any member who has attended a minimum of four (4) regularly scheduled meetings in the current or previous school year.
 - 6.7(b) Members shall not be permitted to vote on behalf of others.
 - 6.7(c) Voting shall be in person.
 - 6.7(d) Elections will be held at the last regularly scheduled meeting of the school year.
 - 6.7(e) Voting shall be by voice vote if a slate is presented.
 - 6.7(f) Voting shall be by secret ballot if more than one person is running for office.

VII. COMMITTEES

- 7.1 Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and school staff administrator or liaison.
- 7.2 Special Activities Committee(s) shall be established as needed and shall be chaired by a voting member selected by the voting membership. Special Activities Committees shall be responsible for planning and implementing the special activities of the Tribal Council Parent Club.

VIII. BYLAWS

- 8.1 The bylaws shall become effective upon approval by the 2/3 vote of the voting membership of the Tribal Council Parent Club, assuming a quorum, and they may be amended or repealed, in whole or in part, and new bylaws adopted by vote of the voting membership of the Tribal Council Parent Club.
- 8.2 The original or copy of the bylaws, as amended or otherwise altered to date, certified by the Secretary of the Tribal Council Parent Club, shall be kept in the principle office of the Tribal Council Parent Club, and shall be open to inspection by the members at all reasonable times during office hours.

IX. ANNUAL REPORT AND MONTHLY STATEMENTS

- 9.1 A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.
- 9.2 The Treasurer's report will be presented to the Tribal Council Parent Club at every regularly scheduled meeting.
- 9.3 An annual financial report will be made available at the end of the school year.

X. LIMITATION ON POLITICAL ACTIVITIES

- 10.1 None of the activities of this organization shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, nor shall the organization participate in or intervene in (including the publishing of statements) any political campaign on behalf of any candidate for public office.

XI. MAJOR EVENTS SPONSORED

- 11.1 The major events sponsored by this organization are to be determined by the voting membership.

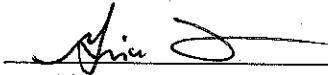
XII. DISTRIBUTION OF INCOME AND PROHIBITED ACTIVITIES

- 12.1 The Tribal Council Parent Club shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on distributed income by Section 4942 of the Internal Revenue code of 1954 or corresponding provisions of any subsequent federal tax laws.
- 12.2 The organization shall not engage in any act of self-dealing as defined in Section 4943(d) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws.
- 12.3 The organization shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws.
- 12.4 The organization shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws.
- 12.5 The organization shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws.

XIII. DISSOLUTION OF ORGANIZATION

- 13.1 Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of our organization.

Certified by:



President

5/25/16
Date



Vice President

5/25/16
Date