

## **By-Laws for the Families Supporting OCEAA Organization**

1. The name of this organization is Families Supporting OCEAA (FSO) located at 825 N. Broadway, Santa Ana, CA 92701
2. The purposes of this organization are
  - a. Fundraising
  - b. Helping OCEAA families in need with our time, talents, funds
  - c. Help support in improving facility and programs: paint/repair/build/upgrade
  - d. Family involvement by all families with 9 required volunteer hours per year, 3 hours per trimester, per student
  - e. Organize and coordinate room parents
  - f. Disseminate information
  - g. Community building
3. Basic Policies
  - a. No part of earnings of the organization shall be used to directly benefit or be distributed to any member of the organization, with the exception of reasonable compensation for services rendered
  - b. The organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code
  - c. The organization or its members shall not in their official capacities participate or intervene in any political campaign
  - d. Following FERPA guidelines, all FSO Leadership Team members will keep student information confidential to be used only by FSO LT members in their capacity of FSO LT. No information will be given to any person not on the Leadership Team without the express permission of the Principal. If student information is compromised in any way, the Principal and the FSO President will be notified immediately. The proper steps will be taken with OCEAA's legal counsel to notify all families involved.
  - e. Financial records and minutes of all meetings shall be maintained at the school site for a minimum of seven years
  - f. General meetings of Families Supporting OCEAA (FSO) shall be scheduled at least 3 times per school year
  - g. Agendas to both Leadership Team and Families Supporting OCEAA (FSO) meetings shall be posted on OCEAA's front and back doors at least 48 hours prior to meeting.
  - h. For all votes of FSO General Membership Meetings requires a quorum of 25 and a majority vote to pass
  - i. Dissolution of Families Supporting OCEAA (FSO) shall be accomplished by vote of a majority of general membership at an announced voting meeting, with announcement proceeding the meeting by 7 calendar days
  - j. Dissolution of Families Supporting OCEAA (FSO) will result in any assets becoming a part of OCEAA school, after all obligations have been met
  - k. The bylaws and subsequent revisions of the organization must be approved by the OCEAA Board of Directors as well as the general Families Supporting OCEAA (FSO) membership as a whole
4. Membership
  - a. Membership shall be obtained by payment of membership dues, subject to the membership guidelines
  - b. Membership dues are set at \$8 per member per year
  - c. Memberships shall be by family, staff, or community partnership
  - d. Voting memberships will be limited to two per family
  - e. With exception of the first month of school, there is a 30 day wait period for voting privileges
  - f. School year as defined by August 1 – June 30
5. Leadership Team
  - a. Leaders elected serve from July 1 through June 30
  - b. Leaders may serve in same position for full two years, provided they are voted in each year, then a minimum of two years must be served in another capacity before running for previous office again

- c. All members of Leadership Team must be members of Families Supporting OCEAA (FSO)
- d. Quorum for Leadership Team meetings shall be 5 Leadership Team members
- e. Members of Leadership Team shall attend the Leadership Team meetings
- f. Officers of the Leadership Team may be terminated from their position due to non-attendance at two consecutive or four total per year, failure to perform duties, failure to follow the established by-laws, or through dishonest dealings
- g. Termination of an officer requires a 2/3 vote of the Leadership Team
- h. Authorized signers of checks (president, vice president and treasurer) and the secretary who maintains the minutes of the financial approvals shall not be related by blood, marriage or reside in same household
- i. Upon completion of term, resignation, or termination each officer shall return, without delay, to the president or president elect, their official records and materials related to their position
- j. Leadership Team shall consist of the following voting members:
  - President – Runs Leadership Team & Families Supporting OCEAA (FSO) general meetings, Prepares and Posts Agendas, Signs checks, Represents Leadership Team at OCEAA Board Meetings
  - Vice President – Supports President, Acts in President’s place when President is unable to attend, Signs checks. Also serves as Parliamentarian/Timekeeper – Keeping meeting on agenda, Maintains Roberts Rules of Order and Bylaws for all events and meeting of Leadership Team and Families Supporting OCEAA (FSO)
  - Treasurer – Writes checks, Balances statements, Provides written report at each Leadership Team and Families Supporting OCEAA (FSO) general meeting, Develops budget for adoption by Leadership Team and Families Supporting OCEAA (FSO)
  - Secretary – Keeps minutes of Leadership Team and Families Supporting OCEAA (FSO) general meetings, Records all financial approvals in minutes, Provides written minutes for each Leadership Team and Families Supporting OCEAA (FSO) general meeting, Writes letters for Leadership Team, Maintains Leadership Team roster
  - Membership Coordinator – Plans and executes membership drive near beginning of each school year, Maintains membership list, Brings current membership list to each Families Supporting OCEAA (FSO) general meeting to confirm membership in event of written vote
  - Administration Representative – Principal or designee, Represents administration and staff members at Leadership Team meetings, Gives final approval of all events planned by Families Supporting OCEAA (FSO)
  - Fundraising Coordinator – Coordinates all school fundraisers to ensure overlap and competing events do not occur, Presents fundraiser ideas to Leadership Team prior to implementing
  - Staff Representative- Represents staff members at Leadership Team meetings, must include one teacher *Selected by staff*
  - Volunteer Coordinator – Coordinates school wide volunteers
  - Auditor – Prepares audit of all financial records of Families Supporting OCEAA (FSO) in Dec/Jan and June of each year. Provides written report of audit to Leadership Team and Families Supporting OCEAA (FSO) general membership
  - Room Parent Coordinator- Coordinates room parents, Coordinates families in need

- Participation Tracking Coordinator- Keeps track of the 9 volunteer hours required every year for each student, Kindly reminds families to volunteer
- Event Coordinator - Coordinates all events to ensure that there is no overlap and that the event / school calendar is not too full, supports individual event coordinators, ensures all procedures (such as parking, set up and clean up) are followed for events
- Newsletter Coordinator – Gathers information for newsletter, Prepares newsletter, Coordinates distribution of newsletters *Appointed position*
- Translation Coordinator – provides written translation support for Families Supporting OCEAA (FSO) for flyers, minutes, and other needed items *Appointed position*
- In-Kind Donation Coordinator- Resource for information about donations, works with others to secure donations
- Arts Committee Representative – Represents FSO at Arts Committee Meetings and represents Arts Committee at FSO LT meetings *Appointed Position*
- Student Leadership Representative – Represents OCEAA student body at Leadership Team and general Families Supporting OCEAA meetings *Appointed position*
- Other Coordinators as appointed by President and confirmed by Leadership Team, become voting members of Leadership Team after confirmation by Leadership Team

#### 6. Financial

- a. Bank account will be maintained at a state licensed bank/credit union/savings & loan
- b. Budget developed by treasurer, adopted by the Leadership Team, then presented to Families Supporting OCEAA (FSO) for final adoption, prior to end of school year
- c. With the exception of budgeted items, all expenditures must have approval of the Leadership Team. Expenditures over \$2000 outside of budget require approval of Families Supporting OCEAA (FSO) general members prior to encountering expense
- d. Two signatures will be required on all checks (Authorized signers of checks (president, vice president and treasurer) and the secretary who maintains the minutes of the financial approvals shall not be related by blood, marriage or reside in same household)
- e. Checks must include payee and amount, no blank checks are allowed
- f. Financial records must be balanced with bank statement each month
- g. Written financial report must be given at all Leadership Team and Families Supporting OCEAA (FSO) general meetings. Such report shall include balance as of previous report, detail of expenditures since previous report, current balance, any upcoming financial expenditures anticipated and update to budget
- h. Monies are to be counted by a minimum of two persons who are not related by blood, marriage or reside in the same household
- i. Monies must be verified and signed by those counting on the verification or similar form
- j. Requests for payment must be received on payment request form, with receipts attached
- k. Payment shall be made as soon as possible after receipt of request form and approval by the Leadership Team of the expenditure