

CHABOT SCHOOL PARENTS CLUB
BY-LAWS

Amended 03/31/13 / Approved 05/07/13

REVISION HISTORY

1. October 1, 2001 Initial Adoption
2. April 7, 2003 Amended and Approved
3. September 4, 2007 Amended, October 2, 2007 Approved
4. April 8, 2009 Amended, May 5, 2009 Approved
5. February 26, 2013 Amended, March 6, 2013 Approved
6. March 31, 2013 Amended, May 7, 2013 Approved

ARTICLE I **NAME**

1. The organization shall be known as:

CHABOT SCHOOL PARENTS CLUB.

The Chabot School Parents Club is a non-profit organization 501(C)(3).
The organization's Federal EIN # is 68-0026377.

ARTICLE II **PURPOSE OF THE ORGANIZATION**

1. To support the vision of Chabot Elementary School of Castro Valley as developed by the school's administration, faculty, and School Site Council, and in concert with the objectives of the Castro Valley Unified School District (CVUSD).
2. To enhance programs and opportunities for Chabot Elementary School students.
3. To foster communication among students, parents and guardians, teachers, staff, administration and the community.
4. To promote activities and parental participation at Chabot Elementary School.
5. To raise funds for the benefit of the students' experience at the school.

ARTICLE III **MEMBERSHIP AND DUES**

1. Parents, grandparents, and guardians of currently enrolled Chabot students, as well as teachers, staff and school administrators of Chabot School may become members of the Chabot Elementary School Parents Club by making a donation in any amount during the current academic year. Exceptions to allow other student caregivers (e.g., aunts, uncles, family friends, etc...) can be made by the Executive Board on a case by case basis. Such exceptions shall require the approval of the majority of the Executive Board. Currently, a tax deductible donation of \$25.00 or more per year is suggested for membership in the Chabot School Parents Club.
2. All members present at general Parents Club meetings shall have full voting rights. This includes any teachers, staff and school administrators of Chabot School who have become members as outlined in Article III, Section 1, with the exception of the school Principal (see Article VI, Section 4 regarding voting rights of the school Principal).

ARTICLE IV REVIEW OF BY-LAWS

1. Parents Club by-laws shall be reviewed at least every five years, but may be reviewed more frequently as deemed appropriate by the Executive Board, but not more frequently than annually.
2. The process for review of by-laws shall be as follows:
 - a. A By-laws committee consisting of at least half of the members of the current Executive Board and not more than an equal number of non-Executive Board Parents Club members will be formed in November of each academic year. The presiding President of the Parents Club must be one of the Executive Board members participating in the review.
 - b. Any member may submit requests or suggestions for amendments to the by-laws. Such requests or suggestions submitted in writing to the By-laws committee by December 15 will be considered by the committee.
 - c. The text of proposed amendments to the by-laws that have been prepared by the By-laws committee for consideration by the Parents Club will be available for review two weeks prior to the February Parents Club meeting.
 - d. Text of proposed amendments to by-laws will be presented for discussion at the February Parents Club meeting.
 - e. Voting will be done at the March Parents Club meeting by paper ballot with each new or changed article listed separately on the same ballot. Voting will be done on an article by article basis. A two-thirds majority vote of the membership present at the March meeting will be required for the adoption thereof of each article voted upon.
3. Amendments to the by-laws shall be effective immediately following approval of the membership as outlined in Section 2.e above.
4. If a need arises to make a change to the by-laws outside of the normal review cycle, the procedure for making such a change will be to make a proposal to the membership at a regularly scheduled meeting of the Parents Club and then vote on that proposal at the next regularly scheduled meeting. The change will then become effective immediately and will be incorporated into the by-laws during the new review cycle. It will be the responsibility of the Secretary to keep a record of such changes until the next by-laws review cycle.

ARTICLE V PARENTS CLUB BOARD POSITIONS

SECTION 1. Board Members

Executive Board

1. President
2. Vice President
3. Treasurer
4. Vice Treasurer
5. Secretary

General Board

6. Auction Coordinator
7. Book Faire Coordinator
8. Box Tops/Labels Coordinator
9. Community Outreach Coordinator
10. Directory Coordinator
11. Earth Day Coordinator
12. FAME Coordinator

13. Garden Coordinator
14. Health and Safety Coordinator
15. Holiday Gift Shop Coordinator
16. Hospitality Coordinator
17. Information Technology (IT) Coordinator
18. Marquee Coordinator
19. Membership Coordinator
20. Parliamentarians (2)
21. Registration Coordinator
22. Room Parent Coordinators
23. eScrip Coordinator
24. Shriek-A-Rama Coordinator
25. Dance Coordinator
26. Tiger-Thon Coordinator

SECTION 2. Executive Board Member Positions and Responsibilities

General

1. In the case where a single individual cannot be found to fill an Executive Board position, it is acceptable to have two people share the responsibilities of that position.
2. Members of the Executive Board must be members of the Parents Club as outlined in Article III.

President and Vice President

1. President and Vice President perform those duties as are customarily required of presiding officers.
2. Schedule all meetings, produce the agenda and preside over all Parents Club meetings; maintain a good working relationship with the school Principal and serve as a liaison between parents, teachers, and staff in matters of community interest; assist in problem-solving when incidents arise.
3. President, Vice President or their designated Parents Club representative attend a monthly meeting with the superintendent of schools and all district school PTA/Parents Club Presidents or representatives.
4. President shall schedule a budget meeting with the board annually prior to the start of each school year where anticipated operating expenses, program service expenses, and income/expenses for recurring events will be decided.
5. President is the only person who can sign contracts on behalf of the Parents Club. This can be delegated to the Vice President in cases where the President is to be unavailable (e.g., travelling out of the country, etc...) for an extended period of time.
6. Vice President does an audit of the finances every six months as detailed in Article XIV. Because of this audit responsibility, the Vice President may not be a signer on the financial accounts. If the Vice President served as the Treasurer in the year immediately preceding the year they are serving as Vice President, the Executive Board will appoint another Executive Board member who is not a signer on the financial accounts to perform these audits for that year.

Treasurer

1. The Treasurer has care and custody of all the monies of the Parents Club, deposits funds, pays bills, records all receipts and disbursements, and presents the books of record for inspection or audit.
2. The Treasurer also has care and custody of any cash registers, computers, or computer equipment owned by the Parents Club. Such items may be checked out from the Treasurer for use related to Parents Club activities. The Treasurer will keep a log of equipment that has been checked out.
3. Submits monthly consolidated financial report against the annual budget at Parents Club general meetings.
4. Prepares the annual budget and files all necessary tax returns.
5. Assists in the internal audit of accounts every six months and the outside audit of accounts every two years.

Vice Treasurer

1. The Vice Treasurer assists the Treasurer in his/her duties as requested and will be trained by the Treasurer in the above responsibilities.
2. Assists in the internal audit of accounts every six months and the outside audit of accounts every two years.
3. The Vice Treasurer must be willing to make a good faith commitment to stand for election to the position of Treasurer upon the expiration of the term of office of the current Treasurer to ensure continuity in this position. However, if no candidate is willing to make such a commitment in a given election, then, for that particular election, eligibility for this office shall be expanded to include candidates not willing to make such a commitment.

Secretary

1. Prepares the minutes of all Parents Club meetings as well as board meetings.
2. Distributes those minutes for each meeting to Board members at least one week before the next regularly scheduled meeting of the Parents Club. All minutes are approved during the following Parents Club meeting and filed by the Secretary.
3. Posts the Agenda for upcoming Parents Club meetings on Parents Club bulletin board.
4. Provides an electronic copy of all minutes and agendas to the IT Coordinator for inclusion on the CPC Yahoo Group site and the Parents Club website.
5. Keeps a listing of the current membership and cross references it against meeting attendees to determine eligibility for voting and making motions at all regularly scheduled Parents Club meetings.
6. Retains copies of current and historical documents as required by California State law governing non-profit 501(C)(3) organizations.
7. Keeps a record of any changes to the by-laws which are voted in by the membership outside of a regular by-laws review cycle as outlined in Article IV, item 4.

SECTION 3. General Board Members

1. A description of the General Board member positions and their position specific responsibilities is attached as Addendum A.
2. In the case where a single individual cannot be found to fill a General Board position, it is acceptable to have co-chairs split the responsibilities of that position.
3. For those General Board positions that are tied to the coordination of an event, that position will require reporting back to the membership at the two Parents Club meetings prior to the event and the Parents Club meeting following the event. The report at the meeting following the event should include expenses/income for the event as key observations and

recommendations from the event. This responsibility may be delegated to another member of the Parents Club in cases where the General Board member is not available for a meeting.

ARTICLE VI THE PARENTS CLUB BOARD

SECTION 1. Responsibilities

1. The Parents Club Board shall be responsible for conducting the day-to-day business of the Club, and fulfilling other duties of specific Board members as set forth in Article V.

SECTION 2. Fiscal Year

1. The fiscal year shall be July 1-June 30.

SECTION 3. Authorization of Purchases

1. The Executive Board may authorize expenditures for administrative expenses of the Parents Club Board with a simple majority vote of the Executive Board.
2. The expenditures may not exceed \$500 and must be reported at the next Parents Club meeting as part of the Treasurer's report. The membership will be given an opportunity to ask questions or make comments on such expenditures. If a serious disagreement arises on such expenditures, a member present at the meeting may move for a no confidence vote indicating disapproval, but not disallowance, of the expenditure.

SECTION 4. Membership and Voting Rights

1. Each member of the Parents Club Board shall have one vote.
2. The Principal of Chabot School shall be an ex-officio member of the Parents Club Board, but shall have no voting rights.

SECTION 5. Term of Office—Executive Board

1. All positions shall be for a one (1) year term.
2. Officers shall not be eligible for the same office more than three (3) consecutive terms. Officers serving in the same position for two (2) consecutive terms will only become eligible for a third term if by one week before voting, no candidate has submitted his/her name for that position. The standing Executive Board member will only then become eligible to be a candidate for the same position when the term limit has been met. Any individual serving in the same office for three (3) consecutive terms will not be eligible to hold that same position again for a period of one (1) year after the end of their third consecutive term. Once that one year has passed, that individual will again be eligible to serve in the same position.

SECTION 6. Assumption of Duties

1. Officers-elect shall assume their duties upon the adjournment of the last Parents Club meeting of the academic year.
2. The outgoing Board members shall be responsible for orienting their replacements.

SECTION 7. Vacancies in Board Positions

1. Vacancies on the Parents Club Executive Board may be filled by a volunteer from the Parents Club membership and approved by a simple majority vote of the membership present at the next Parents Club meeting.

SECTION 8. New Committee Formation

1. The Parents Club Executive Board may authorize the formation or disbanding of committees to assist with the performance of a Board member's specific duties. A majority vote of the Executive Board will be required to form or disband a committee.
2. Committees shall comprise a minimum of three (3) Parents Club members.
3. It is the Executive Board's responsibility to establish for the Committee the goals, focus, accountability and timeline for reporting back to the Board and/or Parents Club membership.

ARTICLE VII ELECTION OF PARENTS CLUB BOARD MEMBERS

SECTION 1. Election Procedure

1. Parents Club Executive Board elections shall be held annually.
2. Nominations for Executive Board positions will be announced at the March Parents Club meeting.
3. Nominations will be solicited from Parents Club members throughout the month of March by members of the Board.
4. Notice of Elections will be distributed through school communications and posted on both the Parents Club website and the CPC Yahoo Group site.
5. Nominations will be taken from the floor of the April Parents Club meeting.
6. Voting will occur no later than the May meeting with one month's notice to be given at the meeting the month prior to the month in which the vote will occur.
7. A simple majority of the membership present at the meeting shall be sufficient to win the election.
8. Election results will be distributed through school communications and posted on both the Parents Club website and the CPC Yahoo Group site within 48 hours of the election.
9. Non-Executive Board members will be appointed by the Executive Board.

ARTICLE VIII REMOVAL FROM OFFICE

SECTION 1. Grounds for Removal. Removal Process

1. Any Parents Club Board member may be removed from office by the Parents Club Executive Board for failure to perform his or her duties.
2. The Parents Club Board will first discuss the problem with the Board member in question before taking Board action to remove the person from his/her position.
3. A majority vote of the Executive Board will be required to remove a Board member from their position.
4. The Parents Club Board shall give written notice one week prior to the next Parents Club meeting that such action will be taken.
5. The Board member in question may appeal his/her removal at a general meeting of the Parents Club and may be reinstated by a simple majority vote of the membership present. This vote shall not require that a quorum be present at the meeting.

ARTICLE IX MEETINGS

SECTION 1. Meeting Date and Agenda

1. General meetings of the Parents Club shall be held the first Tuesday of each month, unless otherwise noted.
2. The Agenda will be posted on the Parents Club bulletin board 5 calendar days prior to the next Parents Club meeting.

SECTION 2. Agenda Items

1. Agenda items must be made in writing and submitted to the President or Vice President.
2. Agenda items must be submitted no later than the Wednesday prior to a Parents Club meeting in order to appear on the Agenda.
3. The Parents Club Executive Board has the right to add items to the Agenda.
4. The Parents Club Executive Board reserves the right to add informational items to the Agenda subsequent to the deadline stated in item 2 above. Those Agenda items may not include proposals that require a vote of the membership or an allocation of funds. The Agenda will be posted on the Thursday preceding a regularly scheduled Parents Club meeting.
5. The President or Vice President must be present for voting on Agenda items.
6. The Parents Club Board reserves the right to defer a vote on any new business for up to two regular Parents Club meetings. This will allow time for discovery on the issue and to inform the remainder of the membership.

SECTION 3. Committee Meetings

1. The Parents Club Board or members of the Parents Club Board and their committees may call meetings at any time to discuss specific business of the Club.
2. A report of such meetings will be placed on the Agenda of the next general Parents Club meeting.

ARTICLE X DISCRETIONARY FUNDS

1. In the event that the Parents Club has funds available beyond those required to meet the day-to-day operating requirements and established budget of the Parents Club, the Parents Club will solicit a Prioritized List from Chabot's faculty and staff related to the purchase of items intended to enhance or augment the academic and educational objectives of Chabot Elementary School.
2. At that time, a Discretionary Funds Committee will also be formed.
3. The Committee will act in a fact-finding capacity, and will be responsible for working with School Site Council, Student Council, CVUSD technology and/or purchasing personnel and corporate donors to determine competitive pricing, coordinate funding/donation sources and ensure the compatibility of technology/equipment as appropriate.
4. The Committee will present its findings to the Parents Club Board for review and discussion.
5. The findings will be presented to the Parents Club membership at a regularly scheduled Parents Club meeting.
6. The Prioritized List, including the detail information as noted in Item 3 above, will be discussed and voted upon on an item-by-item basis by the general Parents Club body at a Parents Club meeting. A simple majority of the membership present at the meeting will be required to pass the request to allocate spending of discretionary funds.
7. Faculty/staff and Parents Club members may present additional funding requests to the Parents Club at any time during the academic year. These requests may not supersede the approved list of items developed by the Discretionary Funds committee and approved by Parents Club membership, and must be submitted as an Agenda item as noted in Article IX, Section 2.
8. Items requiring the expenditure of discretionary funds must be proposed at a regularly scheduled meeting of the Parents Club and then voted on at the next regularly scheduled meeting with the following exceptions:
9. Items that are under \$1,000.00 may be proposed and voted on at the same meeting if they are posted 14 days prior to the meeting on the Parents Club Yahoo Group.

10. Items that are \$1,000.00 or more may be proposed and voted on at the same meeting at the discretion of the Executive Board of the Parents Club by unanimous agreement by all Executive Board members present at that meeting. Such items must have been posted 14 days prior to the meeting on the Parents Club Yahoo Group to be eligible for voting consideration at the same meeting in which they are presented.
11. When all of the monies allocated for a membership approved expenditure are not spent and will not be spent, those monies are immediately returned to Discretionary Funds and are then eligible to be approved for other items.
12. Monies that are to be spent over the summer when school is not in session may be approved the prior school year for the upcoming fiscal year.

ARTICLE XI QUORUM

SECTION 1. Number Required

1. A quorum to conduct business at the Parents Club meeting shall be not less than 10 members of the Parents Club in addition to any attending Executive Board members.
2. A sub-quorum for voting on time sensitive items shall be not less than 5 members of the Parents Club in addition to any attending Executive Board members.

SECTION 2. Absence of Quorum

1. If after 15 minutes a quorum is not present the meeting will still be held, but any items requiring a vote will be postponed until the next regularly scheduled meeting of the Parents Club with the following exceptions:
2. Time sensitive items that cannot wait until the next meeting may be voted on if a sub-quorum is present. Time sensitive items are defined as those items which have a date constraint which will pass before the next regularly scheduled meeting. The Executive Board members in attendance at the meeting will have the final decision as to whether an item qualifies as time sensitive and may be voted on with a sub-quorum. Any absentee votes received in accordance with Article XVIII will also be counted.
3. Any item explicitly mentioned elsewhere in these by-laws as not requiring a quorum for a vote.

ARTICLE XII CONDUCT OF MEETINGS

SECTION 1. Robert's Rules of Order

1. Robert's Rules of Order shall be recognized as the authority governing all meetings of the Parents Club, when not in conflict with these by-laws.
2. One Parliamentarian shall be present at each Parents Club general meeting to clarify the Rules of Order as necessary.
3. The presiding Parliamentarian shall not participate in the discussion beyond clarifying Rules of Order.

ARTICLE XIII OPERATING EXPENSES AND PROGRAM SERVICES

1. There are two types of recurring expenses for the Parents Club. Operating expenses are the costs associated with the organization such as tax preparation fees, bank fees, etc... Program Services are those items that are typically funded every year by the Parents Club. A list of all Program Services is below. A proposed budget with anticipated costs for items in these two categories shall be put together by the Treasurer, then discussed at a meeting of the board to be held prior to the start of each school year.
 - a. 5th Grade Swim Party
 - b. Bingo Night
 - c. Chabot Directory Printing

- d. Earth Day
 - e. FAME Supplies
 - f. Garden Project
 - g. Membership Drive Expenses
 - h. Musical Stipends (see Article XIII, item 2 below)
 - i. Room Parent/Classroom Parties
 - j. Special Instructional Programs
 - k. Staff/Community Gifts
 - l. Skate Night Net of Expenses
2. Musical Stipends for up to three (3) Chabot Staff leading the Spring Musical will be funded from the profit made by the Spring Musical the previous school year. These stipends are not to exceed \$4,815.00 which equals the maximum stipend amount that was previously paid by the CVUSD for 3 staff members (a maximum of \$1,605.00 per person). The stipends may be split or otherwise divided to include additional people working on the Spring Musical at the direction of those Chabot Staff who would otherwise receive the entire stipend amount. If the amount of Spring Musical profit is not sufficient to cover the stipends, the shortfall may be taken from the Musical Auction Proceeds budget. Any additional shortfall beyond the available monies in the Musical Auction Proceeds budget will require that a separate discretionary funds budget request be submitted to the Parents Club. Any Musical profit beyond the amount needed to cover the Musical Stipends will go back into the Parents Club general fund. Should the Spring Musical not take place in a given school year, the monies held for the Musical Stipends from the previous school year shall be returned to Discretionary Funds and are then eligible to be approved for other items.
 3. Items which are recurring in nature may be proposed to be added to Program Services. In addition, it may also be proposed to remove an item from Program Services which would return it to a Discretionary Funds item. A majority vote of the membership present at a regularly scheduled Parents Club meeting will be required to move an item in or out of Program Services. Voting will occur as outlined in Article XVIII. Any items added or removed from Program Services will be reflected in the by-laws as a part of the next review period as outlined in Article IV.
 4. Any changes resulting from the budget meeting shall be made to the proposed budget by the Treasurer.
 5. The proposed budget will be presented to the membership at the first Parents Club meeting of the school year and will be voted on at that same meeting. A simple majority of the membership present is required for approval of the budget.
 6. The Staff/Community Gifts Program Services budget will be limited to expenditures for the following items:
 - a. Gifts and event expenses for retiring teachers and classified staff of Chabot Elementary School. Event expenses shall be limited to those associated with the school's retirement celebration for the teacher/staff member.
 - b. Gifts for Administrative Professional's Day for the Chabot Elementary School Office staff.
 - c. Annual gifts for the Chabot Elementary School Janitorial staff.
 - d. Annual gifts for graduating parents that have been frequent volunteers for the Parents Club. The listing of parents to receive these gifts will be determined by the Executive Board of the Parents Club in conjunction with input from Chabot's faculty and staff.

ARTICLE XIV INTERNAL AUDIT

1. An internal audit of the Parents Club finances will be done every six months (twice per fiscal year) by the Vice President with the assistance of the Treasurer and Vice Treasurer. Such audit will include tracking of checks paid out back to their check requests to ensure all documentation for the expense is clearly and appropriately documented. This will be done via a random sample of at least 5 checks for each internal audit performed. In the event that there is not a Vice President for the Parents Club in a given fiscal year, the Executive Board will appoint another Executive Board member who is not a signer on the financial accounts to perform these audits for that year.
2. An internal audit of the Parents Club finances as described in Item 1 above will be done any time the Treasurer changes from one person to another.

ARTICLE XV EVENT BUDGETING AND REPORTING

SECTION 1. Budgeting

1. The budgeting for recurring Parents Club events that are held every year is done by the coordinator for each event.
2. Expenses for a given event are not to exceed the amount that was spent the last time that event was held plus ten percent (10%) without prior approval from the Executive Board at a minimum.
3. Should a coordinator wish to spend more than ten percent over what was spent the previous time the event was held, a vote of the membership shall be required during a regular meeting of the Parents Club if time permits. If time does not permit and the amount does not exceed \$500.00, a vote of the Executive Board is required, with a simple majority of the Executive Board being enough to approve the request.

SECTION 2. Income/Expense Tracking and Reporting

1. The coordinator for each Parents Club event is responsible for the tracking of expenses and income associated with the event.
2. Original receipts must be kept for all expenses and submitted with appropriate check requests to the Treasurer for reimbursement.
3. After each event, the coordinator must prepare a report detailing income and expenses. To the extent it is reasonable, the report should also include a short description of key observations and recommendations that would guide the following year's coordinator (e.g., attendance, problems that arose, things that worked particularly well). This report will be presented to the membership at the next regular Parents Club meeting.

ARTICLE XVI CASH MANAGEMENT

1. Many Parents Club events require that people attending pay for various items or services with cash. Anytime cash is being collected, two people should be present if at all possible.
2. Cash should not be left unattended or counted in a public venue if at all possible.
3. When cash is being counted for turnover to the Treasurer, two people should count the cash and prepare a record of how much of each denomination was collected.
4. Once the cash record has been completed and the two people have agreed on the amount of cash that was collected, each person should sign the cash record.
5. The cash record is to be given to the Treasurer along with the cash for deposit and each person who counted should receive a copy.

ARTICLE XVII TEACHER REIMBURSEMENTS

1. The Parents Club membership typically approves the granting of reimbursements to Chabot teachers and staff members each year to help offset their personal expenditures on supplies for their classroom. This is done through the normal discretionary funds process as detailed in Article X. When such reimbursements are granted, each teacher or staff member must submit original receipts in order to claim their reimbursement.
2. Each teacher or staff member must complete a check request, attach their original receipts, and give it to the Treasurer in order to claim their reimbursement. Reimbursement requests must be submitted to the Treasurer by June 30th of the school year for which they were approved.
3. Any monies set aside for reimbursements which are not requested by June 30th of the school year for which they were approved shall be returned to Discretionary Funds on July 1st of that year.

ARTICLE XVIII VOTING

1. Voting on all items at regular Parents Club meetings will be done by secret ballot, with the exception of absentee votes as indicated in Article XVIII, Section 4. A single ballot slip will be prepared ahead of time by the President with all items to be voted on at that meeting (this can be delegated per the President's discretion) and will be collected and counted by the Secretary with the assistance of one additional Parents Club member at the meeting. Results will be announced at the same meeting as soon as the ballots are counted.
2. Voting will take place at the same time for all items at the meeting. This will occur once all voting items have been discussed in turn per the agenda. Voting will be limited to those items where a motion to vote on that item has been made by a member of the Parents Club and seconded by another member. Executive Board members may not make or second any such motions. Items not meeting these criteria will be excluded from the vote for that meeting. Any absentee ballots received as outlined in Article XVIII, Sections 3 and 4 will be counted.
3. Absentee voting shall be allowed for items which are proposed at one meeting and are to be voted on at the next meeting. This will allow those Parents Club members who cannot attend a meeting to vote ahead of time on an item previously proposed. Should any absentee ballots be received for an item which is held over due to lack of a motion to vote, those absentee votes received will be kept and counted at which time the vote is held for that item, unless otherwise instructed by the person(s) submitting the votes. A person may withdraw their absentee vote anytime before the next vote by contacting an Executive Board member.
4. Absentee voting forms shall be made available by the President at least three (3) days prior to each applicable Parents Club meeting on the Parents Club Yahoo Group and in the school office. This task may be delegated by the President to another Executive Board member. Absentee voting forms must be completed and provided to an Executive Board member in hard copy or via e-mail prior to the meeting where the vote will take place. Absentee voting will not be done by secret vote, since the vote will be known by one or more members of the Executive Board. However, the disposition of absentee votes will not be announced to the general membership in order to retain as much secrecy as is possible.

ARTICLE XIX PURCHASES

1. Any items purchased for the school are donated to the school and become the property and liability of the school. This includes repairs and maintenance for such items although specific repairs and maintenance can be paid for with Discretionary Funds if proposed and approved by the membership as outlined Article X.

ADDENDUM A

Executive Board:

1. President
2. Vice President
3. Treasurer
4. Vice Treasurer
5. Secretary

See Article V, Section 1 for Executive Board position descriptions.

GENERAL BOARD MEMBERS

6. Auction Coordinator

The Auction is a major fund-raiser for Chabot Parents Club. The Auction coordinator creates a committee to solicit donations, arrange for volunteers, print tickets, establish a catalog of items for bid, arrange food/entertainment, etc. for the event.

7. Book Fair Coordinator

The Book Fair coordinator organizes two Book Fairs each school year. This includes working with the Book Fair company (e.g., Scholastic) to get the materials, setting up the book fair, recruiting volunteers to assist with running it, and working with the Book Fair company to return the unsold materials after the fair is over. Any profit from the book fair (when applicable) may be taken in the form of cash, books, or Book Fair company catalog credits as decided by the membership for each fair.

8. Box Tops/Labels Coordinator

The Box Tops/Labels coordinator collects the Box Tops for Education and Campbell's Soup Labels that are turned into the office and works with the two companies that sponsor the programs to redeem them for credits.

9. Community Outreach Coordinator

The Community Outreach coordinator organizes events or other services as requested by the Community Outreach organization. Typical events include a school-wide Thanksgiving food drive, a Holiday Adopt-a-Family gift drive, and assistance with delivery of Holiday trees.

10. Earth Day Coordinator

The Earth Day coordinator organizes a campus clean up event to coincide with the Earth Day clean up events sponsored by the Castro Valley Sanitary District. This includes working with the sanitary district to obtain supplies and have green waste picked up after the event as well as recruiting volunteers to participate on the day of the event.

11. FAME Coordinator

The (Fine Arts Mini-Experience) FAME coordinator organizes the FAME volunteers, holds regular parent volunteer teaching meetings, purchases materials, and facilitates the presentation of the FAME program within the classroom.

12. Garden Coordinator

The Garden coordinator maintains the outdoor garden located next to the Science Building on the Chabot campus.

13. Health and Safety Coordinator

The Health and Safety coordinator works with the school Principal to take yearly inventory of the school's earthquake and emergency preparedness equipment and replenishes as necessary. The Health and Safety coordinator also coordinates the collection of a requested donation per child at registration to be used to replenish the supplies as necessary.

14. Holiday Gift Shop Coordinator

The Holiday Gift Shop coordinator organizes the annual December Holiday Gift Shop. This includes working with the Gift Shop company to purchase the items to be sold, setting up the gift shop, recruiting volunteers to assist with running it, and working with the Gift Shop company to return the unsold materials after the gift shop is over.

15. Hospitality Coordinator

The Hospitality coordinator organizes the back-to-school teacher luncheon, first day of school coffee and donuts, the teacher appreciation week luncheon, end of school activities for the teachers, refreshments for the Open House night and coordinates refreshments at any meetings being hosted by Chabot parents.

16. Information Technology (IT) Coordinator

The IT coordinator maintains the Parents Club website including posting materials as requested by the President and working with other volunteers to make design changes to the website. The IT coordinator is also responsible for moderation of the Chabot Parents Club (CPC) Yahoo Group and enforcement of CPC Yahoo Group guidelines in conjunction with the Executive Board.

17. Marquee Coordinator

The Marquee coordinator is responsible for changing the letters on the Chabot sign located on the Chabot campus lawn near the corner of Lake Chabot Road and Christensen Lane as requested by the President and/or the school Principal. All lettering which goes onto the sign must be approved by the school Principal prior to posting.

18. Membership Coordinator

The Membership coordinator collects membership monies, promotes the Parents Club and encourages membership, and may coordinate incentive programs as desired to promote membership in the Parents Club. The Membership coordinator also creates a list of the membership to be used by the Secretary to determine eligibility for voting and making motions at Parents Club meetings.

19. Parliamentarians

Parliamentarians are responsible for attending all Parents Club monthly meetings, being knowledgeable of the by-laws and of procedures as outlined in Robert's Rules of Order, and assisting in clarification of the by-laws and those Points of Order as necessary in Parents Club meetings.

20. Registration Coordinator

The Registration coordinator organizes the school registration fair which is held the week prior to the start of each school year. This includes compiling all the various flyers and forms that go into the Registration packet that is given out to parents and/or guardians of the incoming Chabot students each year. This person also coordinates the making of all necessary copies and collating the packets as well as setting up the event and assisting the school staff with running it.

21. Room Parent Coordinators

Room parent coordinators regularly hold meetings to inform room parents of upcoming events, and distribute monies for use by classrooms for their parties.

22. Directory Coordinator

The Directory coordinator organizes the printing of the Parent Club Directory which contains the names of participating students and their parents and/or guardians contact information. This information is only printed with the approval of a student's parent and/or guardian. This includes doing the layout work, requesting advertisers, and facilitating the printing.

23. eScrip Coordinator

The eScrip coordinator promotes the various eScrip programs (e.g., Safeway, Lucky Shares, etc...) to encourage participation amongst parents/guardians of Chabot students and assists with the annual renewal process required for some eScrip programs.

24. Shriek-A-Rama Coordinator

The Shriek-A-Rama coordinator is responsible for forming a committee of volunteers to organize, staff, publicize and run this social event.

25. Dance Coordinator

The Dance Coordinator is responsible for forming a committee of volunteers to organize, staff, publicize and run this social event.

26. Tiger-Thon Coordinator

The Tiger-Thon is Chabot's Spring fundraiser. The Tiger-Thon coordinator gathers a committee to handle the various aspects of Tiger-Thon, including ordering T-shirts, disseminating sponsor sheets, organizing event-day volunteers and soliciting prizes.