



Suisun Valley School Parent Club By-Laws

Article I-Name

The name of the organization shall be the **Suisun Valley Parent Club(SVPC)**. The SVPC is located at Suisun Valley school at 4985 Lambert Road, Fairfield, CA 94534.

Article II-Purpose

The purpose of the SVPC is to support and enrich the educational experience of students at Suisun Valley School. Build relationships among parents, staff, and the school community. Raise funds to provide programs, events, and resources not funded by the district, or state.

Article III-Members

Section 1. Membership is open to all parents, guardians, and staff of Suisun Valley School. One household equals one membership, both parents/guardians may vote.

Section 2. Membership dues, if any, will be set annually by the Executive Board. A member must be in good standing(paid dues if applicable) to vote.

Article IV-Officers

Section 1. The officers shall be a president, vice president, secretary and treasurer. All officers will serve a two year term and may serve no more than two (2) consecutive terms. Exception: An officer may continue to serve additional terms if either no other candidates are nominated or the membership determines that retaining the officer's experience is in the best interest of the organization.

a. President. The president will preside over meetings, serve as primary contact for the principal, represent the SVPC, coordinate officers and committees so that the purpose of the organization is met.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

c. Secretary. The secretary will take and record minutes, maintain records, manage communications and send notices.

d. **Treasurer.** The Treasurer will manage the finances of the SVPC and oversee accounts. Will prepare the budget and present reports to the executive board and membership.

e. Additional offices may be established by the Executive board, to be approved by the membership, as needs are identified.

Article V - Elections

Section 1. Nominations Nominations will be submitted at the March meeting. At that meeting, nominations may also be made from the floor.

Section 2. Elections. Elections will be held at the April meeting by ballot (including electronic if approved by the board). Officers assume office at the beginning of the next fiscal year, July 1st.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 days before the nominations occur.

Section 4. Terms of office. Officers are elected for two years and may serve no more than two (2) consecutive terms in the same office. Exception: An officer may continue to serve additional terms if either no other candidates are nominated or the membership determines that retaining the officer's experience is in the best interest of the organization. Each person elected shall hold only one office at a time, and each office shall be held by only one person. All officers shall be elected in the same year.

Section 5. 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.

Section 6. Removal from office. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting with prior notice.

Article VI - Meetings

Section 1. Regular meetings. The regular meeting of the SVPC shall be held monthly during the school year, with dates set by the Executive Board. Members will be notified and provided an agenda at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members with written request. Notice of the special meeting shall be sent to the members at least 10 days prior to the meeting via email and public posting.

Section 3. Quorum. Five members, including at least two officers, shall constitute a quorum for the transaction of business.

Article VII-Executive Board

Section 1. The executive Board shall consist of the elected officers and the principal (or designee, non-voting).

Section 2. The Executive Board shall prepare a budget for membership approval, approve routine expenses between meetings, make recommendations to membership, and oversee committees and events.

Article VIII - Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of receipts and expenditures. The treasurer will maintain all bank accounts for the SVPC.

Section 3. All expenses must be approved in advance by the membership, except:

- a. The Executive Board may approve expenses up to \$250 between meetings.

b. The President may authorize up to \$100 in emergency expenses (reported at the next meeting).

Section 4. Two authorized signatures shall be required on each check. Authorized signers shall be the president, vice-president, secretary, and Treasurer.

Section 5. An annual financial review will be conducted by a committee of at least two members and no more than four members in good standing not serving as officers. The committee will be established at the May meeting.

Section 6. The fiscal year shall run July 1 - June 30.

Article IX - Committees

Section 1. Committees may be created as needed by the Executive Board or membership.

Section 2. Each committee will have a chairperson responsible for reporting to the board and membership.

Article X- Parliamentary Authority

Meetings shall be conducted in a fair and orderly manner. Robert's Rules of Order, Newly Revised shall serve as the authority where not inconsistent with these bylaws.

Article XI-Dissolution

The organization may be dissolved with previous notice (minimum 14 calendar days) and a two-thirds vote of those present at the meeting. Upon dissolution of the SVPC, any remaining funds shall first pay outstanding debts and then be used for the benefit of Suisun Valley School students, as approved by membership.

Article XII - Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting. Amendments will be approved by a two-thirds vote of members present.

Revised May 2016

Adopted by membership October 29th, 2025