

BYLAWS of Parents of Woodland Hills Private School

EIN: 47-1848981

ARTICLE I – NAME, PURPOSE

Section 1: The name of the organization shall be Parents at Woodland Hills Private School.

Section 2: The Organization is organized exclusively for charitable and educational purposes.

ARTICLE II – MEMBERS

Membership shall only consist of the Officers, Board of Directors & interested parents of enrolled students at Woodland Hills Private School.

ARTICLE III - ANNUAL MEETING

Section 1: Monthly Meeting. The date of the regular monthly meeting during the academic school year shall be set by the Board of Directors who shall also set the time and place.

Section 2: Special Meetings. Special meetings may be called by any officers.

Section 3: Notice. Notice of each meeting shall be given to each board member, by e-mail, not less than ten days before the meeting.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the Organization, and delegates responsibility for day-to-day operations to the Officers and committee members. The Board shall have up to 12 and not fewer than 3 members. The board will receive no compensation.

Section 2: Meetings. The Board shall meet at least quarterly, at an agreed upon time and place.

Section 3: Board Elections. Election of new directors or election of current directors to a second term will occur as the first item of business no later than the 2nd meeting of the academic school year. Directors will be elected by a majority vote members.

Section 4: Terms. All Board members shall serve 1 year terms, but are eligible for re-election.

Section 5: Quorum. A quorum must be attended by at least 75% percent of the Officers or 51% of the Board members before business can be transacted or motions made or passed.

Section 6: Notice. An official Board meeting requires that each Board member be notified via email or other communication (phone, text, etc) no less than 1 week in advance.

Section 7. Officers and Duties. There shall be at least three officers of the Board consisting of a President/Chairperson or Co-Presidents/Co-Chairperson, Treasurer, and Secretary. Their duties are as follows:

The President shall convene regularly scheduled meetings, shall preside or arrange for other members to preside at each meeting as needed.

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board members, and assuring that records are maintained.

The Treasurer shall make a report at each meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

Section 8: Vacancies. When a vacancy on the Board exists, vacancies may be filled by a quorum at the next scheduled meeting. A special meeting may be called if replacement needs to occur sooner than the next scheduled meeting.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by an Officer. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10: Special Meetings. Special meetings of the Board shall be called upon the request of the President/Chairperson or one-third of the Board. Notices of special meetings shall be sent out no less than 1 week in advance.

ARTICLE V - COMMITTEES

Section 1: The Board may create committees as needed.

Section 2: The officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

ARTICLE VI – AMENDMENTS

These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments or changes must be submitted to the Secretary to be sent out via email to the Board of Directors & Officers for further action.

ARTICLE VII – ADOPTION

These bylaws were approved and adopted at a meeting of the Executive Officers on

1 November 2014