

PARENT ORGANIZATION FOR POLAHS(PORT OF LOS ANGELES HIGH SCHOOL) BYLAWS

NAME and PURPOSE

The name of the organization is *Parent Organization for POLAHS (hereinafter referred to as POPS)*.

The purpose of the organization is to support and encourage the education of Port Los Angeles High School students through raising funds and providing volunteers for school programs and activities. The *POPS* shall be an unincorporated association.

MEMBERSHIP

Membership shall be available to individuals and organizations supporting the mission of the *POPS*. Annual membership dues shall be determined by a two-thirds vote of the *POPS* board of directors. The membership year shall begin on September 1 and end on August 31. The board shall determine the annual dues.

GOVERNANCE

The *POPS* shall be governed by a board of directors consisting of seven members and up to five alternate members-at-large. The Board shall meet at least three times during the school year. A quorum of the board shall be a majority of sitting board members (vacant seats shall not be counted). Unless otherwise noted in these bylaws, decisions shall be determined by a majority of those present and voting. There shall be no votes by proxy.

Officers shall be a president, vice president, secretary, and treasurer.

The president shall serve as chairperson of board meetings, liaison with school officials, and ensure that members are adequately informed of *POPS* activities.

The vice president shall serve as chairperson when the president is absent.

The secretary shall be responsible for taking minutes of meetings and maintaining written and electronic records of the *POPS*.

The treasurer shall be responsible for maintaining financial records of the organization and be the liaison with the school administration in all *POPS* financial matters. The treasurer shall make an annual financial report to the members.

Officers shall also perform any additional duties as directed by the *POPS* board.

Three additional board members shall be members-at-large and up to five alternate members. The members-at-large shall assist the Board with input at the Board meetings, shall have voting privileges, shall assist the Board with duties as assigned, and support the *POPS*.

The board shall attempt to include at least one parent or guardian of a student from each class year.

The board shall have the power to establish committees as necessary and determine the membership thereof.

ANNUAL ELECTION

Board members shall be elected at a general meeting of the *POPS* to be held in September of each year. The quorum shall be five percent of the total membership. Only members in good standing (those who are current with dues) shall be allowed to vote for, or serve as, board members. Election shall be by a majority of those members present and voting. There shall be no votes by proxy.

Officers shall serve a term of office of two years beginning with a school year starting in an even year.

The remaining three board members and the alternate board members shall serve a term of office of two years beginning with a school year starting in an odd year.

VACANCIES

In the event board members shall be absent from two consecutive board meetings, unless by permission of the President of the Board and expressed in the minutes of the Board, their position shall become vacant and shall be so declared by the President of the Board. Vacancies may be filled once the vacancy is declared by the Board. The Board of *POPS* with four affirmative votes may approve the appointment of a board member for the remainder of the term. Members filling vacant positions, by appointment or vote, shall only serve the

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remaining length of term of office. Vacancies shall not be appointed by the board within 45 calendar days previous of the June general meeting of the-*POPS*. The June general meeting will provide information on nominations for the September general membership election.

An alternate board member, when attending a board meeting, shall vote in place of any member-at-large absent at a board meeting. Alternate board members shall have no other voting privileges.

FINANCE

Any funds collected by the *POPS* will be deposited with the Port of Los Angeles High School, which will be responsible for their accounting and expenditure. All *POPS* funds collected and disbursed will be deposited, issued, and posted through Port of Los Angeles High School sub-accounts specifically created for tracking *POPS* financial activity. The *POPS* Treasurer will be responsible for tracking *POPS* financial activity and ensuring that the *POPS*' and school's books reconcile.

AMENDMENTS

These bylaws may be amended by a vote of two-thirds of the sitting board members. The proposed amendment must be communicated in writing to all board members at least one week prior to the meeting where amendments will be considered.