

**CONSTITUTION AND BY-LAWS  
CASTLEBAY LANE ELEMENTARY SCHOOL  
PARENTS AND TEACHERS HELPING (PATH)**

**ARTICLE I: NAME**

The name of this organization shall be: Castlebay Lane Elementary School Parents and Teachers Helping (PATH) for Castlebay Lane Elementary School shall be: Parents and Teachers Helping or PATH.

**ARTICLE II: PURPOSE AND POLICY**

- A. The purpose of this organization is to coordinate school activities and develop better understanding between home and school.
- B. The group shall be non-partisan, non-sectarian, and non-commercial, in membership and purpose. The organization shall not seek to direct the administrative activities of the school or its policies. It shall support the school staff in all areas.
- C. The group shall raise funds for the betterment of the school, its students and its parents.
- D. The group may choose to purchase supplies or equipment for the school or students and may provide funding for personnel resources by hiring employees or contributing to the school's account allowing the school to pay for personnel resources.

**ARTICLE III: MEMBERSHIP**

- A. Every family with a child attending Castlebay Lane Elementary School is a member of this organization, as well as the faculty, administrators and other school personnel.
- B. Dues will not be mandatory to membership in this organization; however, an annual donation will be requested.

**ARTICLE IV: EXECUTIVE BOARD OFFICERS**

- A. Executive officers of this organization shall consist of a President, Vice-President, First, ~~Second~~ and ~~Third~~ Vice-President (Per minutes dated January 29, 2018, executive board voted to remove 2<sup>nd</sup> and 3<sup>rd</sup> Vice President positions. Motion was approved), Room Parent Coordinator, 5th Grade Coordinator, ~~Enrichment Coordinator~~ (Enrichment Coordinator position was removed by Executive Board with email majority vote on April 7, 2018), Safety Coordinator, Hospitality Coordinator, Secretary, Marketing Coordinator, ~~HR Coordinator~~ (HR Coordinator position was removed by Executive Board with email majority vote on April 7, 2018), Digital Communications Coordinator, Parliamentarian and Treasurer. The executive officers may vote to add and remove voting positions to their ranks as are necessary to sustain their efforts.

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- B. The immediate past President shall sit as an honorary member of the Executive Board or may run for another office.
  
- C. Officers shall serve a term of one year beginning June 1 st and may be re-elected to the same office. The Treasurer will serve beginning July 1 st, to coincide with the organization's fiscal year.
  
- D. Limit of two (2) persons shall serve all positions with the exception of Treasurer which will be limited to one (1) person.

**ARTICLE V: FACULTY REPRESENTATION**

- A. The Principal of the school shall be a member of the Executive Board.
  
- B. There shall be up to two (2) representatives from the school staff serving as voting (pursuant to LAUSD Bulletin 1633.1 LAUSD employees may not hold voting positions) members and they are encouraged to bring any staff concerns/information to PATH meetings.

**ARTICLE VI: DUTIES OF OFFICERS**

- A. The President shall preside at all meetings of the organization and all Executive Board meetings. He/She shall sign checks and be an ex-officio member of all standing committees with the exception of the Election Committee. He/She will work with the school to observe district and general school policies. He/She must have served on the Executive Board in at least one previous position within the school year immediately prior to the school year he/she serves as President. He/She will be responsible for the approval of a monthly newsletter. The President has the responsibility to approve the calendar including all fundraising activities deferring final approval to the Principal.
  
- B. President Elect shall have held a position on the Executive Board the year prior to being elected. President Elect shall shadow the current PATH President for the term of the current Executive PATH Board year. At the end of the President Elects term, they may run for the Presidential position, along with any other current Executive Board member interested in becoming PATH President.
  
- C. Vice-President(s) shall act for and in the absence of the President, or in the case of a vacancy in the office of the President, he/she shall assume the duties of the President temporarily. The elected officers shall recruit and elect from among themselves a President or Co-Presidents. He/She shall oversee the annual fundraising campaign and shall serve as the Coordinator of all special events for fundraising or to promote school spirit.
  
- D. First Vice-President shall chair the corporate sponsorship program.
  
- E. At each meeting the Secretary shall provide the minutes from the previous

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voting members - checking that roll when necessary, and be a co-signer on checks. They shall bring to general PATH meetings progress reports/minutes from the local School Site Council and Leadership Council.

G. Parliamentarian shall bring to this organization specific information in the field of parliamentary procedures to ensure proper meeting management. They shall be the authority on the Constitution and By-Laws adopted by the organization. They shall advise the President in matters pertaining to operational procedures, meetings, and elections. They shall head the nominating committee in April.

H. Treasurer shall receive all organization funds and deposit them in the name of the organization in a bank(s) approved by the Executive Board. He/She shall keep accurate records, payout sums on the instruction of the Executive Board and shall present a Statement of Account, Revenue and Expense Statement with comparison to the budget at every general membership meeting and when requested by the Executive Board. He/She shall prepare Year End Financial Statements consisting of Statement of Account, Revenue and Expense Statement submitted for approval by the September Executive Board/ General Meeting. He/She shall prepare annual tax returns with an accountant approved by the Executive Board.

I. ~~After School Enrichment Coordinator shall assist the school Curriculum Coordinator with special programs and assemblies as well as coordinate the after school enrichment program~~ (position eliminated with majority email vote on April 7, 2018.)

J. Room Parent Coordinator shall work closely with the room parents and grade level coordinators for their grade level and report any concerns/problems to the Executive Board. He/She will serve as the first line of the networking system (e-mail and phone tree) for the parents.

K. 5<sup>th</sup> Grade Coordinator shall work with the 5<sup>th</sup> grade faculty, principal, and 5<sup>th</sup> grade committees to raise funds for various 5<sup>th</sup> grade expenses, and to oversee the calendar of all events relating to the 5<sup>th</sup> grade. The 5<sup>th</sup> grade coordinators will now ~~not~~ be part of PATH ~~but~~ and parents from the school who will work with 5<sup>th</sup> grade teachers and the Principal on all 5<sup>th</sup> grade activities and fundraising. They will coordinate the activities and ask for funds from 5<sup>th</sup> grade parents only. (position was reinstated Zoom meeting majority vote on May 3, 2020)

L. Safety Coordinator shall oversee the traffic safety and emergency preparedness. He/She shall serve on the school Safety Committee comprised of the Principal and faculty/classified representatives.

M. Hospitality Coordinator shall oversee the restaurant nights, teacher appreciation luncheon and parent orientation/volunteer tea. He/She shall be responsible for refreshments for other meetings as deemed necessary by the President(s). He/She may also help coordinate food vendors for Family Fun Day and Open House.

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- N. Digital Communications Coordinator shall manage PATH's website, mass email communications and any supporting digital communications.
- O. Current officers shall maintain a file including correspondence, budgets, receipts, communications, schedules, duties and responsibilities for the incoming officers as well as transfer their files to the next officer digitally or in hard copy.
- P. It is the responsibility of all outgoing officers to acquaint all incoming officers of their duties and provisions of PATH By-Laws.
- Q. Newly elected officers shall attend the May PATH meeting with the outgoing officers to observe the meeting and prepare for a smooth transition in June.
- R. Bank reconciliations shall be performed by a PATH member, not the treasurer or officers with signing authority.

**ARTICLE VII: COMMITTEES**

- A. There shall be such committees as will promote the best interests of the organization, appointed by the President with approval of the Executive Board. Committees will consult with the Executive Board for assignments.
- B. The following committees are under the direction of the:

**PRESIDENT**

Directory Historian  
Yearbook Art, Computer,  
Library, Music, Work Room

**VICE-PRESIDENT**

All Fundraisers except  
Corporate Sponsorship  
including Funds 4R Future

**1<sup>st</sup> VICE-PRESIDENT**

Corporate Sponsorship

**ROOM PARENENT COORDINATOR**

Liaison between the Board and parents Networking

**HOSPITALITY COORDINATOR**

Teacher Welcome Back Breakfast, Teacher Holiday Lunch, Teacher Appreciation Lunch  
Parent Orientation/Volunteer Tea

**SAFETY COORDINATOR**

Traffic Emergency Preparation

**5TH GRADE COORDINATOR**

5<sup>th</sup> grade Activities, Fundraising, Culmination Committee, Gift Committee

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C. The Executive Board may appoint or delete committees as needed. The organization is not responsible for debts of committees without consent of the Executive Board. Each committee will have a chairperson who may or may not be a member of the Executive Board but who reports to the members as indicated above. Executive Board members will fill vacancies on committees.

D. Because it is important to coordinate the scheduling of fundraising activities and spirit events, these items must be presented to the President for approval.

**ARTICLE VIII: NOMINATIONS AND ELECTIONS**

A. At a regular meeting in the spring a Nominating Committee shall be appointed to nominate officers for the ensuing year. The Secretary or Parliamentarian shall head this committee.

B. Nomination forms shall be sent to all persons who are eligible to be candidates during the month of March to the extent practicable. Completed nomination forms shall be due by the deadline established by the Election Committee. The information derived from the completed nomination forms shall be made publicly available at least 7 days prior to the commencement of the election

C. Any member running for an office in April must have a child enrolled in Castlebay Lane Elementary School the following September.

D. The Nominating Committee shall report at the meeting in April.

E. Election shall be by ballot. Winners shall be determined by a simple majority of general membership voting. In the event of a tie, a winner shall be determined by a run-off election.

F. In the event that a slate of officers is nominated and is to run for election unopposed, no formal election shall be held. That slate of officers shall be accepted as having been elected.

G. Vacancies in office shall be filled by either an Executive Board Officer(s) or a PATH member by a majority vote of the Executive Board.  
In the event a position cannot be filled, the board may, at its discretion, waive Article VIII, Section C, provided that the person being considered is a current member of the Executive Board and the person is approved by a majority vote of the Executive Board Officers.

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**ARTICLE IX: MEETINGS**

- A. All general meetings, Executive Board meetings and Committee meetings shall be held at the school or within the 91326 zip code at the discretion of the President. The Executive Board may call additional meetings.
- B. The Executive Board shall meet once each month during the school year on a date designated by the Executive Board. These meetings are also considered General Meetings and are open to all members. The Executive Board may hold closed meetings and accept absentee votes at the discretion of the President as long as executive board members are given three days notice or 24 hour notice in emergency situations.
- C. Ten (10) members shall constitute a quorum for a general meeting. A majority of the Executive Board Officers shall constitute a quorum for the Executive Board meetings.

**ARTICLE X: ORGANIZATIONS FUNDS AND MONEYS**

- A. The budget for the upcoming year is prepared by the Treasurer in coordination with the President with all estimated projected revenues and expenses given to him/her by the Board members. It will be voted on at the September Executive Board Meeting and presented at the first General Meeting. In the same way, any committee that manages designated funds will present a plan for fundraising and expenses for the coming year for approval.
- B. There shall be an operating fund and petty cash reserve. All proceeds from the annual Membership Drive (Funds 4R Future) and all fundraising and donations shall be deposited into the operating fund.
- C. Proceeds from fundraising activities shall be allocated to the PATH Operating Fund and/or Castlebay Lane Elementary School Student Body account. The disposition of funds shall be determined prior to each fundraising activity.
- D. Operating funds shall be used to cover all the operating expenses of the organization, including recreational and welfare activities.
- E. All non-operating and non-budgeted expenditures over \$200 must be approved by a majority vote of those present at an Executive Board Meeting.
- F. All funds shall be expended in accordance with the policies of the school district.
- G. Checks can be signed by the Treasurer, President and Secretary.
- H. Books and accounts shall be open to audit at any time. The out-going Treasurer's books and accounts shall be open to audit by a committee of members, one of which shall be the Principal of Castlebay Lane Elementary School. The Principal shall retain charge

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of this organization's financial records until such time as they are audited and closed to coincide with the school financial records. The new Treasurer shall work with the Principal and President.

I. The property of this organization is irrevocably dedicated to educational purpose and no part of the net income or assets of this organization shall ever inure to the benefit of an officer, director, or member thereof or to the benefit of any private individual. Upon the dissolution or winding up of this organization, its assets remaining after the payment of provision of the payment of all debts and liabilities of this organization shall be distributed to Castlebay Lane Elementary School if it is then in existence and exempt under Section 501(c)(3) of the Internal Revenue Code but if not then in existence or exempt, to another organization which is organized and operated exclusively for educational purposes and which has established its tax exempt status under Section (c)(3) of the Internal Revenue Code.

**ARTICLE XI: AMENDMENTS**

A. These bylaws may be amended at any meeting by 60% of the Executive Officers, provided that specific proposed amendments have been included with the agenda emailed to each Executive Officer no less than three days in advance of such meeting.

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