

**CLOVIS UNIFIED SCHOOL DISTRICT  
FORT WASHINGTON ELEMENTARY SCHOOL  
960 East Teague  
Fresno, California 93720**

**PARENT ASSOCIATION BYLAWS**

**ARTICLE I – NAME**

Section 1      The name of this organization shall be Fort Washington Parent Association (FWPA), located in the Clovis Unified School District (CUSD), City of Fresno, County of Fresno, State of California.

**ARTICLE II – OBJECTIVES**

Section 1      The objectives of this organization shall be:

- a. To work together to provide opportunity for all students to reach their potential in mind, body, and spirit.
- b. To seek ways to support teachers, while making sure the needs of students are the number one priority for every Fort Washington student.
- c. To promote the welfare of children in home, school, and community.
- d. To cooperate with the school to support the improvement of education, to aid with input from the Fort Washington community, and to establish open communication between parents and faculty-administration.
- e. To support and raise funds through programs and projects benefiting all students and Fort Washington Elementary School.

**ARTICLE III – POLICIES**

Section 1      The following are basic policies of this organization:

- a. This organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The names of this organization or the names of any members in their official capacities shall not be used in connection with any commercial concern, partisan interest or purpose which does not promote the objectives of this organization.
- c. The organization shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- d. The organization shall seek neither to direct the administration activities of the school nor to control its policies.
- e. The organization shall not enter into membership with any other organization but shall cooperate with organizations concerned with child welfare. The FWPA representative shall make no commitments that bind the group he/she represents.

## **ARTICLE IV – MEMBERSHIP AND DUES**

- Section 1 Membership into the FWPA shall be made available to any parent or legal guardian of a student enrolled in the current school term at Fort Washington Elementary School, or any employee of Fort Washington Elementary School who subscribes to the Objectives and Basic Policies of this organization.
- Section 2 FWPA shall conduct an annual enrollment of members but shall admit persons to membership at any time.
- Section 3 Each member of the organization shall pay minimum annual dues of ten dollars. All other categories and amounts of membership dues shall be set by the Executive Board.
- Section 4 The fiscal year shall begin July 1 and end June 30.

## **ARTICLE V – EXECUTIVE BOARD**

- Section 1 The Executive Board shall consist of officers of the organization.
- Section 2 The Executive Board shall:
- a. Transact necessary business of the organization and such other business as shall be referred to it by the organization.
  - b. Authorize the payment of all bills.
  - c. Create such standing committees as are deemed necessary to carry on the work of the organization.
  - d. Fill all vacancies in office excluding that of the President.
  - e. Be responsible to act in compliance to the bylaws as written.
  - f. Hold no more than one position on the Executive Board.
- Section 3 Four members of the Executive Board constitute a quorum.
- Section 4 The Executive Board shall meet at least five times a year during the school year, unless otherwise ordered by the Executive Board. Special meetings of the Executive Board may be called by the President.
- Section 5 No Board can obligate future Boards for more than one school year with the purchase of any item voted on by the general membership.
- Section 6 The Executive Board shall prepare a proposed budget at the end of the school year which will include a complete financial statement for the school year.

Section 7 All Executive Board members must have a current child enrolled in Fort Washington Elementary.

## **ARTICLE VI – OFFICERS AND THEIR DUTIES**

Section 1 Each officer of this organization shall be a member of the FWPA and shall pay his/her dues by the membership drive due date, as designated each year.

Section 2 The officers of this organization shall be President, Vice President, Secretary, Treasurer, and Historian. These officers shall be elected annually. Each office consists of one vote. The Principal or his/her Representative shall be an ex officio member of the Executive Board.

Section 3 Officers shall:

- a. Serve for a term of one year and shall not be eligible for the same office for more than three consecutive terms.
- b. Assume their duties on July 1.
- c. Be asked to resign upon failure to attend three consecutive meetings without an acceptable excuse. In this event, the Executive Board may declare the office vacant.
- d. A vacancy occurring during the term in any office shall be filled for the unexpired term by a person elected by the Executive Board. In case a vacancy occurs in the office of President, the Vice President shall fill that office and the Executive Board shall elect a new Vice President.

Section 4 Written annual reports shall be compiled by all officers with a copy given to the President at the end of the school year.

Section 5 Each officer, upon expiration of his/her term, or in case of resignation or expulsion shall turn over to the President without delay all books, funds, and other materials pertaining to the office.

Section 6 The President shall:

- a. Preside at all meetings of the organization and Executive Board.
- b. Be a member ex officio of all committees except the nominating committee.
- c. Appoint chairpersons of all standing committees.
- d. Conduct a phone, text, or email vote for emergency business between Executive Board meetings. Four Executive Board members from different board positions shall constitute a phone/text/email quorum. In the event of a tie vote, all executive board members must cast a vote.
- e. By the Annual End of Year Meeting, collect reports, records, and other materials pertaining to retiring officers and committee chairpersons and give them to the President-elect for distribution.

- f. Designate a Clovis West Scholarship committee to determine which applicants are awarded the FWPA CW scholarship.
- g. Shall *oversee* the planning and execution of all non-profit events to include but not limited to: Back to School Night, Coffee on the Green, 100th day of school celebration, Teacher Appreciation including but not limited to Teacher Appreciation Week and throughout the year, Slurp & Sign, Pastries with Parents, Goodies with Grands(parents), Welcome Wagon, Community Outreach, and SART Liaison with the appropriate Chairperson(s).

#### Section 7

The Vice President shall:

- a. Act as an aide to the President.
- b. In the absence of the President, shall perform the duties of the President.
- c. Shall *oversee* the planning and execution of all for profit events, to include but not limited to: Membership Drive, Toys for Tots, Trunk or Treat, Carnival, Holiday Grams, Cinnamon Rolls, Cookie Dough, Snack Bar, Dancing with Daughters, & Skating with Sons with the Fundraising Chairperson(s).
- d. Prepare back to school packets for distribution to all Fort Washington families.

#### Section 8

The Recording Secretary shall:

- a. Keep accurate records of the proceedings of all meetings of the general membership and the Executive Board.
- b. Notify all Board members of all meetings at least five days prior to the meeting date.
- c. Be prepared to refer to the minutes of previous meetings.
- d. Coordinate with school personnel to publish FWPA meeting dates in the weekly FW Town Crier, and set up dates and locations on the school calendar for general and executive board meetings.
- e. Provide information regarding FWPA meetings, events, and other necessary information to website coordinator.
- f. Shall *oversee* the planning and coordination of the Room Parent responsibilities with the Chairperson(s).

#### Section 9

The Treasurer shall:

- a. Receive all monies for the organization and shall deposit them in the name of the organization into a bank approved by the Executive Board.
- b. Keep permanent and accurate records of receipts and disbursements of the organization. All receipts must be signed by both the procurer and responsible committee chairperson.
- c. Present a statement of account at all Executive Board meetings, and at other times when requested by the Executive Board.
- d. Be responsible for filling out and forwarding all necessary report forms required for insurance, the Internal Revenue Service, and the State Franchise Tax Board.

- e. Ensure all checks and bank documents have dual signatures one by the President the other by the Treasurer. If both President and Treasurer are in the same family/household the other signature must be from another appointed Executive Board Member.
- f. Submit a proposed budget at the August Executive Board meeting.
- g. Work with CUSD to reconcile all District invoices.
- h. Coordinate with Fort Washington Elementary’s sports department to determine the current year’s budget; and place those orders accordingly.
- i. Be responsible for misc. donation deposits to include but not limited to: Box Tops for Education, Amazon Smile, and Ready Set Fund.

- Section 11 The Historian shall:
- a. Document all FWPA events by photograph or other means
  - b. Record best practice & opportunities after all FWPA events
  - c. Manage and update the FWPA website and social media accounts.
  - d. Shall *oversee* the planning and execution of all Boutiques including but not limited to the Winter and Mother’s Day Boutiques in partnership with the Chairperson(s).

**ARTICLE VII – NOMINATIONS AND ELECTIONS**

- Section 1 Nominations for office shall be made by a nominating committee, which shall be formed at least two months prior to the Annual End of Year Meeting. The committee shall serve until the Annual End of Year Meeting.
- Section 2 The Nominating Committee shall be composed of five members. Three members shall be elected from the Elected Officers and two members shall be appointed by the President from the Standing Committee Chairpersons. The President shall designate a member of the committee as chairperson. The Principal or his/her representative shall be an ex officio member.
- Section 3 The Nominating Committee shall submit the nomination slate in writing to the Executive Board at least fifteen days prior to the Annual End of Year Meeting. The Nominating Committee shall present the nominations at the Annual End of Year Meeting, at which time additional nominations may be made from the floor.
- Section 4 Nomination candidates shall:
- a. Consent to nominated position before his/her name is placed as a nominee.
  - b. Be a current FWPA member.
- Section 5 The election shall be held by ballot at the Annual End of Year Meeting. If there is but one candidate for any office, the ballot for that office shall be dispensed with and the election held by voice vote.

## **ARTICLE VIII – MEETINGS**

- Section 1 At least one general membership meeting per month shall be held unless otherwise stipulated by the Executive Board. Officers shall be elected at the Annual End of Year Meeting.
- Section 2 The last general membership meeting of the year shall be designated as the Annual End of Year Meeting, at which time officers shall be elected.
- Section 3 The President-elect may call a special meeting of the Executive Board to ratify chairpersons, fill vacancies, and make plans for the coming year.
- Section 4 The privilege of holding office, making motions, debating and voting shall be limited to members of the organization whose dues are paid.
- Section 5 Those members present shall constitute a quorum.

## **ARTICLE IX – STANDING COMMITTEES**

- Section 1 The standing committees shall be as follows: Hospitality, Snack Bar, Volunteers', Art Docent, Holiday Grams', Holiday Boutiques', Parliamentarian, Silent Auction, Carnival, Fundraising, Spirit Sales, Library Media Center. Career Day (carried out in spring time, even years only) and such committees created by the Executive Board as deemed necessary to carry out the work of the organization.
- Section 2 Standing committee chairs shall serve for a term of one year and shall be eligible for the same position for more than three years only in the event that no other member volunteers for that committee position.
- Section 3 Annual reports shall be compiled by the chairpersons of the standing committees and a copy filed with the President by the Annual End of Year Meeting.
- Section 4 All chairpersons are required to attend general membership meetings or shall submit a written report in absentia. When a chairperson fails to attend three consecutive meetings without an acceptable excuse, the Executive Board may declare that position vacant and choose to appoint a replacement.
- Section 4.1 All chairpersons shall provide general accounting of all spending as specified by the approved calendar year budget. Additional monies outside of the committee's budget must be submitted and approved by the FWPA prior to apportionment of funds.

- Section 5 The Parliamentarian Chairperson(s) shall:
- a. Attend all meetings of the organization and the Executive Board.
  - b. Give necessary advice in parliamentary procedure when requested.
  - c. Review and propose revisions, as necessary, of these bylaws at least every three years, with the assistance of a committee.
  - d. In the spring, begin the nomination slate in coordination with the nominating committee for the next school year.
  - e. Prepare information packets for new officers and standing committee chairs to distribute at the Annual End of Year Meeting. FWPA by-laws, proposed budget, and other material/information pertaining to FWPA for upcoming school year.
- Section 6 The Hospitality Chairperson(s) shall:
- a. Arrange refreshments for the monthly general membership meetings.
  - b. Coordinate and facilitate the following FWPA events including but not limited to: Open House, Back to School Night, Coffee on the Green (Tears and Cheers), 100th Day of School Celebration, Teacher Appreciation throughout the year, Slurp & Sign, Pastries with Parents, Goodies with Grand(parents).
  - c. Organize the date, location, and invitations for the Annual End of Year Meeting. The FW staff and FWPA members are recognized for their contributions to the FWPA.
  - d. Account for all spending within the approved budget.
- Section 7 The Snack Bar Chairperson(s) shall:
- a. Complete the state required training pertaining to food handling.
  - b. See to the ordering, stocking, inventory maintenance, and all other necessary operations of the snack bar.
  - c. Organize volunteer staffing during the hours of operation including but not limited to: after school, and during sports events.
  - d. Prepare financial reporting including all receipts for all items sold in the snack bar; to be stored in the "Snack Bar Binder"
  - e. Prepare the deposit with the Snack Bar volunteer. Deposit slip and deposit bag must have both signatures. Deposits to be completed after the Snack Bar closes and turn into front office staff or any Executive Board Member.
  - f. Account for all spending within the approved budget.
- Section 8 The Volunteer Chairperson(s) shall:
- a. Establish, compile and maintain a current list of those parents willing to help in various capacities throughout the year.
  - b. Distribute the list of volunteers to the various committee chairpersons by the second week of the new school year.
  - c. Assist committee chairpersons with telephone, email, or text reminders and recruitment of volunteers.
  - d. Account for all spending within the approved budget.

- Section 9 The Art Docent Chairperson(s) shall:
- a. Conduct and organize a quarterly art project for all grade levels.
  - b. Be available to facilitate the art project when needed.
  - c. Be responsible for restocking supplies and project binders.
  - d. Coordinate art prints in portfolios as well as display student art in the Multipurpose Room.
  - e. Account for all spending within the approved budget.
- Section 10 The Carnival Chairperson(s) shall:
- a. Oversee the various committees and organize the execution of the fall carnival.
  - b. Schedule regular carnival meetings and provide the binders with guidelines for each committee.
  - c. Conduct a post evaluation meeting and collect binders which will include recommendations and a final report from each committee. A comprehensive report will be kept on file at the school site.
  - d. Account for all spending within the approved budget.
- Section 11 The Silent Auction Chairperson(s) shall:
- a. Plan and execute the necessary duties to facilitate a profitable Silent Auction including but not limited to: sponsorship, community donations, teacher auction items, and room baskets.
  - b. Execute the actual event including set up, tagging items, bid sheets, processing payment, tear down, and coordinating pick up of items.
  - c. Account for all spending within the approved budget.
- Section 12 The Holiday Gram Chairperson(s) shall:
- a. Plan and execute the necessary duties to facilitate a profitable fundraiser including but not limited to: Boo Grams, Summer Grams, and Valentines Grams.
  - b. Please refer to the Holiday Gram binder for further details and checklists.
  - c. Account for all spending within the approved budget.
- Section 13 The Holiday Boutique Chairperson(s) shall:
- a. Plan and execute the necessary duties to facilitate a profitable fundraiser included but not limited to: Holiday Boutique (December) and Mother's Day Boutique.
  - b. Please refer to the Holiday Boutique binder for further details and checklists.
  - c. Account for all spending within the approved budget.
- Section 14 The Trunk or Treat Chairperson(s) shall:
- a. Plan and execute the necessary duties to facilitate a profitable event.
  - b. Please refer to the Trunk or Treat binder for further details and checklists.
  - c. Account for all spending within the approved budget.



- Section 15 The Fundraising Chairperson(s) shall:
- a. Evaluate possible fundraising projects and select suitable events with the guidance and approval of the FWPA Board. These will include but not limited to: Restaurant Night, Membership Drive, Toys for Tots, Dancing with Daughters, Skating with Sons, Trunk or Treat, Cinnamon Rolls, and Cookie Dough.
  - b. Coordinate with the fundraiser vendor representative to prepare promotional materials and establish dates for assemblies and incentives.
  - c. Oversee the volunteers and is responsible for the distribution of the item(s) sold, collection of money and accounting reports.
  - d. Account for all spending within the approved budget.
- Section 16 The Spirit Sales Chairperson(s) shall:
- a. With the approval and guidance of the FWPA Executive Board, select and order school spirit items for sale (e.g. t-shirts, sweatshirts, shorts, caps and accessories).
  - b. Advertise via the weekly FW Town Crier and FWPA website.
  - c. Organize volunteers for in person sale days to include but not limited to: Back to School Night, Carnival, Coffee on the Green, Trunk or Treat, Snack Bar, and game days.
  - d. Manage and stock on hand inventory to be sold yearlong via the school office staff.
  - e. Account for all spending within the approved budget.
- Section 17 The Library Media Center Chairperson(s) shall:
- a. Coordinate and staff volunteers at the start of the school year to work in the library throughout the school year.
  - b. Be responsible for working with the librarian on the annual library fundraiser, which has traditionally been the "Book Fair."
  - c. Stock and collect funds raised from library sales including but not limited to: pencils, erasers, notebooks and sharpeners.
  - d. Account for all spending within the approved budget.
- Section 19 The Career Day Chairperson(s) shall:
- a. Organize and coordinate with FWPA and FW staff the date and composition of the event which occurs every other school year. This historically takes place in April on even years.
  - b. Account for all spending within the approved budget for the committee.
- Section 20 All standing committee chairpersons shall perform such duties as shall be delegated by the Executive Board. Upon the expiration of the term of office or in case of resignation, each chairperson shall turn over to the President, without delay, all records, books, and other material pertaining to the chairmanship, and shall return to the Treasurer all funds pertaining to the chairmanship.

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the FWPA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the FWPA may adopt.

## **ARTICLE XI – AMENDMENT OF THE BYLAWS**

- Section 1      These bylaws:
- a. Can be amended by a two-thirds majority of the Executive Board.
  - b. Are to be reviewed every three years.

## **ARTICLE XII – DISSOLUTION**

In the event of dissolution of the organization, the assets shall be turned over to Fort Washington Elementary School to be used for educational purposes at the discretion of the Principal and a committee of five selected by the dissolving group

Bylaws revised May 2022  
Adopted

Susana Billman  
Tara Placencia  
FWPA Co-Presidents

Melissa Robles  
FWPA Parliamentarian