

CONSTITUTION

ARTICLE I Name

The legal name of this organization is the **Commodore Sloat School Fund**.

ARTICLE II Purpose

SECTION 1. The object of this organization is:

To promote the care and protection of children in our school and community

To bring into closer relation the home, school and community so that parents and teachers may cooperate intelligently in the education and safeguarding of the child.

To investigate curricular and extracurricular enrichment programs for the school in all areas.

To secure funding for any program or equipment, not provided by the San Francisco Unified School District, as deemed necessary or desirable by the members of this organization.

To support classroom and school wide activities as required by means of an organized volunteer force.

SECTION 2. The purpose of this organization is educational and philanthropic, and is non-sectarian and non-partisan.

ARTICLE III Policy

SECTION 1. This organization shall make no endorsement of any political measure nor shall it endorse any candidate for political office, except as they shall pertain directly to the public education or child welfare. When political measures and/or endorsements of candidates do pertain directly to public education or to child welfare and a vote is sought from the general membership, such vote shall be cast by written ballot only with two-thirds of the vote cast prevailing.

ARTICLE IV Membership

SECTION 1. All parents and/or guardians of children attending Commodore Sloat School, the principal, faculty, staff, and others interested in child welfare are eligible for membership in this organization.

SECTION 2. Membership entitles each family one vote per child.

ARTICLE V Officers

SECTION 1. The officers of this organization shall include: The principal of the school, President, Vice-President/ Volunteers, Vice-President/ On-Going Programs, Vice-President/Special Events, Secretary/Parliamentarian, Treasurer, and two staff representatives, elected annually.

SECTION 2. No person shall hold the same office for more than two consecutive terms of one year each.

SECTION 3. All officer positions may be held simultaneously by two persons.

SECTION 4. The Executive Board shall consist of a minimum of six officers to a maximum of seventeen officers.

ARTICLE VI Meeting and Quorum

SECTION 1. General Assembly meetings shall be held at least three times per academic year,. Exceptions may be made by the unanimous approval of the Principal and Executive Board.

SECTION 2. Fifteen members shall constitute a quorum, which shall be necessary for transaction of business at a General Assembly meeting. In the absence of a quorum, a matter requiring a vote of the members shall be submitted to the membership via written ballot in the Newsletter or separate notice and written vote shall be cast in that way, provided that at least fifteen members return their written ballots.

SECTION 3. Executive Board meeting shall be held once each month, with a minimum of seven meetings per academic year. Additional meetings and meetings during the summer months may be called as necessary by the President, or any five officers.

SECTION 4. A quorum (One half of the total number of board members during a given year plus one) shall be necessary for transaction of business at an Executive Board meeting.

ARTICLE VII Nomination of Officers

SECTION 1. Nomination of officers shall be made by the Nominating Committee in April each year.

SECTION 2. This nominating committee shall consist of one Executive Board officer and at least one other member. , Before commencing their duties, the committee members must be approved by the Executive Board at the March meeting.

SECTION 3. The nominating committee shall prepare the slate of officers, and attempt to fill all standing board positions, to be presented to the Executive Board for approval in April. The ballot shall then be presented in the May Newsletter for written vote by the general membership. Additional nominations may be written in at this time provided consent has been obtained from the nominee.

ARTICLE VIII
Election of Officers

SECTION 1. The election of officers shall be by written ballot in the Newsletter in May. The ballot shall allow adequate space for write-in nominees. The nominee or two nominees for each office receiving the highest vote cast shall be declared elected. If subsequent ballot is necessary, a plurality vote shall elect.

SECTION 2. The officers shall be installed at the last meeting prior to the summer closing of school.

OATH OF OFFICE: *I promise to promote the welfare of children in our school and community, and to carry out the duties of my office.*

ARTICLE IX
Amendments

SECTION 1. The Constitution and By-Laws may be amended by a two-thirds vote of the members present at a General meeting, provided a quorum is present and written notice of the amendment has been provided to the General membership. All amendments shall go into effect immediately upon adoption unless otherwise stipulated.

SECTION 2. All amendments shall be properly recorded by the Secretary with the date of the meeting at which they were adopted, and copies given to Board members.

SECTION 3. All members of the Executive Board shall have a copy of the Constitution and By-Laws of the Organization; and any member may have a copy on request.

ARTICLE X
Corporate Status

SECTION 1. The Commodore Sloat School Fund is a registered corporation in the State of California (Registration number D-0555207), granted October 17, 1968, and is exempt from income tax under Franchise Tax Board section 23701 -D and Internal Revenue Service section 501C(3)

BY-LAWS

ARTICLE I EXECUTIVE BOARD

The Executive Board shall consist of the officers of the organization as listed in the Constitution. They shall be authorized to transact the business of the organization in a manner they believe to be representative of the majority of the membership. A quorum shall be necessary for transaction of business at Executive Board meetings.

GENERAL DUTIES, RESPONSIBILITIES AND CODE OF ETHICS

1. Attend all meetings (Executive Board. General and Special.)
2. Keep the President informed of all committee activities.
3. Coordinate requests for monetary reimbursement with the Treasurer. (All committee expenditures must be submitted through committee chairs)
4. Submit a report (summary of year's activities) to the President at the May meeting.
5. Establish a monetary goal to be raised during the year and approve the annual budget.
6. Act as an active support for all organization activities and act as the primary volunteer force.

7. Serve on committees and accept special assignments as necessary.
8. Make decisions based on issues, policies, goals and objectives, after careful consideration of the facts and all relevant data.
9. Accept and support democratically made decisions.
10. Be an enthusiastic representative of Commodore Sloat School.
11. Be an advocate for children and children's issues

SECTION 1. PRESIDENT

The President shall be the chief executive officer of the organization and shall, subject to control of the Board, have general supervision, direction, and control of the Board, and affairs of the organization.

DUTIES AND RESPONSIBILITIES

1. To preside at all meetings of the Executive Board and of the General Assembly.
2. To appoint all chairpersons of standing committees
3. To call an Executive Board and General Assembly meetings.,
4. To set the agendas for both Executive Board and General Assembly meetings.
5. To call special meetings as necessary or by written demand of five members

6. To appoint special committees at any time necessary.
7. To be the co-signer with the Treasurer for all financial matters relative to the organization.
8. To Keep all records of activities of the organization and present an annual report at the last meeting of the term of office.
9. To Attend to all correspondence relative to organization activities
10. To Recruit unfilled committee chair positions in direct report categories.
11. To Obtain year end reports from committee chairs in the direct report categories.
12. The following committees report directly to the President: Grants, Historian, Library, Newsletter, Cash Appeal, corporate cash for schools, and School Site Council.

SECTION 2. VICE-PRESIDENT/VOLUNTEERS

DUTIES AND RESPONSIBILITIES

1. Recruit at least one Room Parent for each class, that parent to act as the link between the classroom and the organization.
2. Coordinate volunteers with special events and activities as needed.
3. Recruit unfilled committee chair positions in direct report categories.
4. Obtain year end reports from committee chairs in the direct report categories and submit to the president at the May meeting.

The following committees report directly to the Vice-President/Volunteers: Hospitality, Room Parent Coordinator, Beautification, 5th Grade Promotion, Scholastic Books/ Book Fairs, Wednesday Envelopes, Lunar New Year, Cinco de mayo, African American Heritage, Special Education and Translation.

SECTION 3. VICE-PRESIDENT/ON-GOING PROGRAMS

DUTIES AND RESPONSIBILITIES

Coordinate and act as general chairperson for the following: (These committees report directly to Vice-President/On-going Programs)

- a) Artist in Residence
- b) Computers
- c) Perceptual Motor Program
- d) Science Fair
- e) Learning Garden
- f) Student Council
- g) MARE

SECTION 4. VICE-PRESIDENT/SPECIAL EVENTS

DUTIES AND RESPONSIBILITIES

1. Coordinate all fund raising activities for the year.
2. Responsible for recruiting and filling chairperson positions for established events including Sloat Stride and Rainbow-a-Fair.
3. Coordinate Special Events as follows: (These committees report directly to Vice-President/Special Events)
 - a) Sloat Stride
 - b) Pumpkin Patch/Haunted House
 - c) School Photos
 - d) Silent Auction
 - e) Rainbow-A-Fair

SECTION 5. TREASURER

DUTIES AND RESPONSIBILITIES

1. Receive all monies and deposit same in the name of the organization in a bank selected by the Board.
2. Arrange for bank signature cards for the new President and new Treasurer when the term begins.
3. Pay all bills authorized by-the Executive Board.
4. Keep accurate records of all debits and credits of the organization.
5. Set up an annual budget to be approved by the Executive Board
6. Prepare a monthly report for the Executive Board meetings and a yearly financial statement.
7. Communicate with the Commodore Sloat School staff to ensure understanding of procedures, appropriateness and deadlines for the Teacher's Fund.
8. Prepare all necessary tax documentation and file with the Internal Revenue Service and the Franchise Tax Board.
9. To keep monthly reports, tax returns, paid receipts, bank statements, etc. on file in the organization file cabinet.

SECTION 6. SECRETARY/PARLIAMENTARIAN

DUTIES AND RESPONSIBILITIES

1. Keep an accurate record of all meetings, General, Executive Board and Special,
2. Post notification of General and Special meetings.

3. Keep attendance records of all meetings.
4. Issue copies of the minutes to the President and the Newsletter chairperson within one week of the meeting,
5. Attend to appropriate correspondence and communication for the organization as necessary, and to file copies of all such letters.
6. Copy and distribute General meeting agendas to the school community.
7. Purchase/stock paper for organization use.
8. Maintain office supplies for organization use.
10. Be prepared to give necessary advise on all parliamentary procedure. (Robert's Rules of Order shall govern)
11. Act as, or appoint, an official time keeper for all meetings

ARTICLE II COMMITTEES

SECTION 1. A chairperson or co-chairs for each standing committee shall be approved by the President

SECTION 2. All work initiated by the committees must have the sanction of the President and the Principal.

SECTION 3. The chairperson or co-chairs of the standing committees shall keep record of their activities and be prepared to report same at a General Assembly meeting.

SECTION 4. The standing committees may include, but are not limited to, those listed, as new committees may be formed or deleted as necessary.

Sloat Stride
 Rainbow-A-Fair
 Silent Auction
 Cash Appeal
 Fifth Grade Promotion
 Pumpkin Patch/Haunted House
 School Photos
 Lunar New Year
 Cinco de Mayo
 African American Assembly & Luncheon
 Hospitality
 Historian
 Room Parent Coordinator
 Translation
 Scholastic Books
 Book Fairs
 Computers
 Artist in Residence
 Science Fair

Learning Garden
School Beautification
Newsletter
Library
Corporate Cash-For-Schools Program
Grants
Special Education
Copier Maintenance
MARE
School Site Council
Wednesday envelopes
Perceptual motor program
Student council
Safety
After school enrichment