

## **BYLAWS OF DEER CANYON ELEMENTARY - Deer Canyon Parent Staff Organization (DCPSO)**

### **Revision 1.2**

A California Nonprofit Public Benefit Corporation  
In Support of Deer Canyon Elementary, Poway Unified School District

#### **ARTICLE 1 NAME AND OFFICES**

##### **Section 1.1 Name**

The name of the organization is Deer Canyon Parent Staff Organization, hereinafter referred to as “DCPSO” or the “Corporation”.

##### **Section 1.2 Principal Office**

The primary office of the Corporation for the transaction of its business shall be located at 13455 Russet Leaf Lane, in San Diego County, California.

##### **Section 1.3 Not For Profit Status**

All of the assets and earnings of the Corporation shall be used exclusively for purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended and any successor Internal Revenue laws of the United States of America.

#### **ARTICLE 2 PURPOSE**

##### **Section 2.1 General Purpose**

The Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Corporation Law of California (“California Nonprofit Corporation Law”) for public and charitable purposes.

In addition to the specific and primary purposes for which it is formed, this nonprofit public benefit corporation is formed for and shall have all the other purposes allowed to nonprofit public benefit corporations. This nonprofit public benefit corporation shall have and may exercise, subject to the provision of the Bylaws, all powers now and hereafter conferred upon or permitted to nonprofit public benefit corporations by the laws of the State of California.

##### **Section 2.2 Mission Statement**

The primary purpose and objectives of the Corporation: The Deer Canyon Elementary Parent Staff Organization was founded in 2023 to cultivate financial support to enhance the learning experience for students at Deer Canyon. We continue the mission of the previous Deer Canyon PTA and Foundation organizations, with a look toward the future by striving to provide the types of enriched learning opportunities for all students as they prepare for a diverse society and ever-changing world. The DCPSO is committed to being good stewards of donations and making decisions for financial support on what is best for the Deer Canyon students/staff.

#### **ARTICLE 3 LIMITATIONS & BASIC POLICIES**

**Section 3.1** The Corporation shall be noncommercial, nonsectarian and nonpartisan. No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

**Section 3.2** The Corporation shall work with the school and community to provide a quality education for all children and youth, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

**Section 3.3** Executive Board, Chairs, and Committee volunteers for or with the Corporation shall receive no compensation for services. All Members will be provided reasonable advancement or reimbursement of expenses incurred in the performance of Corporation supporting duties.

**Section 3.4** The Corporation shall not, except in any insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described in Article 2. The Corporation may not carry on any activity for the profit of its Officers, or other private persons or distribute any gains, profits or dividends to its Officers, Directors or other persons as such. Furthermore, nothing in Article 2 shall be construed as allowing the Corporation to engage in any activity not permitted to be carried on (i) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") or (ii) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code.

## ARTICLE 4 MEMBERS

### Section 4.1 Qualifications

Members of the Corporation shall have the following qualifications:

- A. Reside in San Diego County.
- B. Not be a member of the Board of Education of the Poway Unified School District.
- C. Have a vested interest in the Deer Canyon Elementary School community.

### Section 4.2 Classes of Members

- A. **Members:** Those who meet the above mentioned member qualifications are considered a member within the Corporation. Members may serve on committees and participate in meeting discussions. Members have consensus voting rights that the Board members that will be considered at the time of formal Board/Staff voting.
  - a. Consensus voting allows for the following:
    - i. Every member is allowed to put forward a motion/proposal to have their voices heard.
    - ii. Consensus votes are documented by the Secretary for the Board to review.
    - iii. The PSO Voting Members: **Executive Board, Chair Leads and Staff Representatives** formally vote on the motion/proposal put forward.
- B. **Ex-Officio Representative:** Principal of Deer Canyon Elementary. Ex-Officio Members may attend meetings and participate in the Consensus voting procedure. Ex-officio members are part of the Corporation by virtue of their position and do not have Board voting privileges.
- C. **Staff Representatives:** include two(2) Teachers at Deer Canyon Elementary School and one (1) Classified Staff Member at Deer Canyon Elementary School appointed by vote of the new Executive Board.
  - a. The Teacher representing grades TK-2 will have voting privileges if present at the meetings when voting occurs.
  - b. The Teacher representing grades 3-5 will have voting privileges if present at the meetings when voting occurs.
  - c. The Classified Staff member will have voting privileges if present at the meeting when voting occurs.
    - i. If there is no Teacher representation from both grade level tiers, the voting members can allow for 2 Teachers in a single grade level tier.

- D. **Chairs:** Members who are elected to Chair positions who volunteer to lead a Corporation fundraiser, event, or program/service. Chairs may elect to organize a committee of volunteers to support the fundraiser, event or program/service. Chairs shall operate and manage the affairs of the Corporation according to the bylaws. Chairs attend meetings (as described in Section 8) and have voting privileges if present at the meetings when voting occurs.
- E. **Executive Board:** The Executive Board are members who are the elected officers of the Corporation. Officers include: President, Vice President of Fundraising, VP of Programs, Treasurer, Secretary, Financial Secretary and Compliance Coordinator. The Executive Board shall have the right to vote on all matters before the Corporation if present at the meetings when voting occurs. The Executive Board is responsible for upholding the Corporation's mission statement, following the bylaws, and establishing and maintaining good governance practices.
- F. **Code of Conduct** for all members to abide by:
- a. I will follow all of the bylaws written for the organization.
  - b. I will remember that my service here is for the benefit of the students and families of the DC community.
  - c. I agree to be respectful of the ideas and opinions of the members of the org whether I agree with them or not.
  - d. I shall remember that I am part of a team of members and that we are all volunteers.
  - e. I will do my best to practice positivity, flexibility, objectivity, inclusion and support for my DCPSO team and community.

#### **Section 4.3 Release Of Personal Liability**

No Member shall be personally liable for the debts, liabilities or obligations of the Corporation, unless there is evidence of reckless, wanton, intentional, or grossly negligent acts or omissions.

### **ARTICLE 5 ELECTIONS**

#### **Section 5.1 Number Of Executive Board and Chairs**

The Executive Board for the Corporation shall consist of six (7) positions: President, VP of Fundraising, VP of Programs, Secretary, Treasurer, Financial Secretary and Compliance Coordinator. No person may hold more than one of these offices at one time.

There shall be a defined # of Chairs of the Corporation, all of whom shall be Members and elected to the Chair position. If unable to secure a Chair position for any activity, an Executive Board member may Chair the activity. If there is no one to Chair an event/activity after active recruitment, the PSO Voting Members must vote to dissolve the position for the school year. Depending on the event this may need to be voted on several weeks/months in advance if no one volunteers to lead.

The Executive Board, Chair Lead and three (3) Staff members are the elected officers of the DCPSO Board that occur during the April Board meeting each year, hereinafter will be referred to as the 'PSO Voting Members'.

#### **Section 5.2 Powers**

The PSO Voting Members: Executive Board, Chairs and elected Staff Representatives of this DCPSO shall be the persons who shall operate and manage the affairs of the nonprofit public benefit corporation according to these bylaws and shall have sole voting powers.

### **Section 5.3. Voting.**

**PSO Voting Members: Each Executive Board, Chair and elected Staff representative(s) of the DCPSO shall be entitled to one vote.** If a Board member is also a Chair, they can only represent 1 vote in total. No voting by proxy shall be permitted. From time to time, votes may be conducted through electronic media (Zoom Meeting). Whenever a vote is conducted through electronic means between regular meetings, the results of such a vote shall be entered into the record at the next regularly scheduled meeting. **For a vote to pass, the Corporation needs a majority of Quorum (set at 15) of those present at the Board/Special Meeting, This equates to a minimum of 8 votes to pass any motion.**

#### **Items requiring a PSO Voting Member Vote:**

- 1. Any increase to a pre-approved Budget line item.**
- 2. Any financial decisions that fall outside of the approved Annual Budget amount.**
- 3. Dissolution/Creation of a Board/Chair or Event.**
- 4. Removal/Replacement of an active Board/Chair Member.**
- 5. Any amended or repealed bylaws and/or new bylaw additions.**

### **Section 5.4 Terms of Office**

Executive Board, Chair Lead and Staff Representatives shall hold office for a two-year term, ending June 30 or until a successor is selected. A member may be re-elected to serve the same position for multiple consecutive terms.

### **Section 5.5. Election & Transition Procedures**

Each February, parents will be informed of up-coming vacancies for the following school year via a school bulletin. This bulletin will allow for self-nomination. PSO Voting Members shall determine the maximum number of new and available seats. An election will be held during the April Board Meeting. The vote will occur by the current PSO Voting Member. Board transition and planning efforts can begin prior to election and no later than immediately after election.

### **Section 5.6 Resignation**

Any Executive Board, Chair Leads and Staff Representative may resign at any time upon written notice to the President. The President may resign at any time upon written notice to the VP of Operations. Upon resignation, the officer shall turn over to the VP of Operations, without delay, all records, books and other material pertaining to the office and shall be returned to the Treasurer, without delay, all funds belonging to the Corporation.

### **Section 5.7 Removal**

Any Executive Board, Chair Leads and Staff Representative may be removed by a majority vote of the PSO Voting Members at any regular or special meeting of the Board. A call for removal shall be made during an open session meeting of the Corporation. Discussion pertaining to removal will be permitted prior to a vote for removal. Upon removal, the Executive Board or Staff shall turn over to the President, without delay, all records, books and other material pertaining to the office and shall be returned to the Treasurer, without delay, all funds belonging to the Corporation.

### **Section 5.8 Vacancy**

Upon resignation or removal, parents will be informed via a school bulletin of vacancies determined by the PSO Voting Members. This bulletin will allow for self-nomination. If the number of self-nominations exceeds the number of vacancies, the PSO Voting Members will hold an election. The candidate(s) receiving the greatest number of votes shall be elected. In the instance of a tie, a run-off election will be held. A person elected to fill a vacancy on the Board shall hold office until the next annual election of the PSO Voting Members.

### **Section 5.9 Conflict of Interest**

An Executive Board, Chair Lead or Staff Representative shall recuse themselves from any vote which that officer has a financial conflict of interest. The foregoing, however, shall not affect the right of any Executive Board, Chair or Staff member to make donations to the Corporation. In the event of a dispute regarding the existence of a conflict, such dispute will be resolved by a majority of the PSO Voting Members present at a meeting at which there is a quorum.

## **ARTICLE 6 EXECUTIVE BOARD RESPONSIBILITIES**

### **Section 6.0 President of the Board**

The duties of the President of the Board are as follows:

- A. General manager of the corporation and shall supervise, direct, and control the corporation's activities, affairs, and officers.
- B. Work in conjunction with school administration to uphold the mission of the Corporation.
- C. Create board meeting agendas and lead board meetings.
- D. In case of a tie, vote on revised proposed motions without a [majority vote](#).
- E. Approve all communication from the Corporation to the school community.
- F. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the association's financial accounts.
- G. Make purchase decisions on approved budget line items that do not have a Chairs and document the purchased items/amounts on shared Google Drive (i.e. PE Supplies)
- H. Perform such other duties as may be prescribed in these bylaws or assigned by the association.

### **Section 6.1 Vice Presidents**

The duties of the **Vice President of Fundraising**:

- A. In partnership with the Treasurer, design and execute an annual solicitation/direct ask campaign.
- B. Present campaign plans for Board review and approval.
- C. In partnership with the Treasurer, oversee supplementary fundraising programs (i.e. eScrip, Farm Fresh, etc.).
- D. Granted Autonomy for making Event decisions that fall within the approved Budgeted amount.

The duties of the **Vice President of Programs**:

- A. Organize Back to School Night in collaboration with the school.
- B. Organize Welcome Back events.
- C. Organize assemblies for the school and liaison to school leading assemblies.
- D. Organize special events for teachers (ie- welcome back staff luncheon, staff appreciation week, as well as other staff appreciation events).
- E. Granted Autonomy for making Event decisions that fall within the approved Budgeted amount.

### **Section 6.2 Treasurer**

The duties of the Treasurer are as follows:

- A. Shall receive, safeguard, disburse and account for all funds, and deposit and invest them in such banks, other depositories or investments as may be designated by the Board.
- B. In partnership with the VP of Fundraising, design and execute an annual solicitation/direct ask campaign. Present campaign plans for Board review and approval. Responsible for collecting and counting all funds or for prescribing and supervising a system to solicit help from the Board.
- C. In partnership with VP of Fundraising, oversee supplementary fundraising programs (i.e. eScrip,

Farm Fresh, etc.).

- D. Keep track of budgets and co-sign reimbursement forms.
- E. Attend board meetings, present monthly financial reports, and vote on proposed motions.
- F. Work with Corporation hired accountant to complete annual tax filings, charity renewal process, and any tax forms required by local, state, and federal law
- G. On request, the Treasurer shall make available at all reasonable times the books of account and financial records of the Corporation to any officer of the Corporation.
- H. Perform such other duties as may be prescribed in these bylaws or assigned by the Corporation.
- I. In the absence of the Treasurer, their duties shall be performed by designee by the Board, or by some other officer designated by the President of the Board.

### **Section 6.3 Secretary**

The duties of the Secretary are as follows:

- A. Serve notice of and act as Secretary at all meetings of the Corporation.
- B. Provide accurate written meeting minutes of each meeting for distribution and website publication.
- C. Support crafting articles for Echoes articles and publicity
- D. Provide updates in the agenda for monthly meetings
- E. Responsible for various correspondence and the organization and safekeeping of all corporate records and documents, including electronic files.
- F. Attend board meetings and vote on proposed motions.
- G. Perform such other duties as may be prescribed in these bylaws or assigned by the Corporation.
- H. In the absence of the Secretary, their duties shall be performed by designee by the Board, or by some other officer designated by the President of the Board.
- I. Responsible for Facilitron updates for all PSO before/after school events.

### **Section 6.4 Financial Secretary**

The duties of the Financial Secretary are as follows:

- A. Attend board meetings and vote on proposed motions.
- B. Assist Treasurer with Check/Cash deposits for the school year.
- C. Assist Treasurer with any Cash withdrawal required for events that need Petty Cash.
- D. Provide the Treasurer with bank deposit receipts and back-up documentation to support deposits (i.e PSO Deposit Form) to help with monthly reconciliation.
- E. Perform such other duties as may be prescribed in these bylaws or assigned by the Corporation.

### **Section 6.5 Compliance Coordinator**

The duties of the Compliance Coordinator are as follows:

- A. Attend board meetings and vote on proposed motions.
- B. Perform Parliamentary duties that include but not limited to:
  - a. Create community communications regarding open positions for the next school year.
  - b. Facilitate annual election portion of PSO Board meetings for the coming year.
  - c. Referencing Bylaws as required during meeting discussions.
  - d. Revise/Edit Bylaws and facilitate voting around adoption of revisions.
  - e. Facilitate any voting needs during PSO Board meetings.
- C. Perform such other duties as may be prescribed in these bylaws or assigned by the Corporation.

### **Section 6.6 Ex-Officio Representative/Elected Staff Representatives**

The duties of the Ex-Officio Representatives are as follows:

- A. Communicate with the Deer Canyon staff on behalf of the Corporation.
- B. Communicate with the Corporation on behalf of the Deer Canyon staff.
- C. Attend board meetings.
- D. Perform such other duties as may be prescribed in these bylaws or assigned by the Corporation.

## **ARTICLE 7 CHAIRS AND COMMITTEES**

### **Section 7.1 Corporation Activities**

The activities of the Corporation are categorized as fundraisers, events, programs or services, and communications based on key details and purposes. These activities need a lead volunteer who will serve as a Chair. Chair can lead a committee of support volunteers that organizes and runs the activity from start to finish. Specific activities are subject to change based on alignment to Corporation mission, volunteer involvement, budget, and require PSO Voting Member review and approval.

- A. The primary function of a “Fundraiser” is to raise money for the benefit of the Deer Canyon student community (Ex. Direct Donation Campaign, Deer Dash Fun Run, Read A Thon, DC Dining, etc.).
- B. The primary function of an “Event” is to bring Deer Canyon’s community of students, teachers, parents and families together to have fun and celebrate the core values, often in collaboration with DCPSO (Ex. STEAM night, Book Fair, Welcome Back, Family Art Nights, etc.).
- C. The primary function of a “Program or Service” is to provide or facilitate academic/enrichment programming for Deer Canyon students over the course of the school year (Ex. Art Adventures, Assemblies, Campus Beautification, etc.).
- D. “Communication” activities serve to strengthen the communication among the Corporation, School, and Community of Deer Canyon families (Ex. Room Parents, Social Media, Website, Welcome Back Handbook, Echoes etc.).

### **Section 7.2 Chair Duties**

The duties of activity Chairs are as follows:

- E. Report to the President and other board officers about upcoming events in advance of each meeting via email and/or on the agenda at least 2 days in advance of the monthly session.
- F. Present plans of work, including dates, to the Board for review and approval. No work shall be undertaken without the consent of the Board.
- G. Organize and facilitate the activity from start to finish. Maintain records in electronic drive.
- H. Chairs may choose to create a committee of support volunteers to help with the planning and facilitation of the activity. Chairs are responsible for the communication and management of their committees. Committee meetings are open to all Members and held in an accessible location or by video or phone.
- I. Facilitate communication with the President and Communications Chair for marketing prior to community outreach.
- J. Collect, count, record, and keep safe money raised from the activity. Follow the financial collection system prescribed by the standing rules.
- K. Update Board on expenditures and income. Manage budget allocation and stay within budget.
- L. Sends thank you communications to volunteers, donors, etc. post event

### **Section 7.3 Chair Positions & Responsibilities**

Executive Board, Chair Leads and Staff voting members can add or remove Chair positions through the normal voting procedures if a community member requests a new Chair position to be formed during the school year.

Chair positions for 2024/2025:

1. Art Adventures
2. Book Fair Chair
3. **Clubs Chair**
4. Communications Chair/Echoes
5. DC Dining
6. Deer Dash
7. Family Fun Night Chair
8. Family Heritage Night Chair
9. **Holiday Bazaar Chair**

10. Holiday Shop Chair
- 11. Marketing Chair**
12. Monster Mash Chair
13. Promotion Chair
14. Read a Thon
15. STEAM Night Chair
16. Talent Show Chair
17. Volunteer Engagement Chair
18. Winter Recital Chair
19. Yearbook Chair

#### **Section 7.4 Board Appointed Committees**

The Executive Board has the power to create special committees in order to carry out specific programs and projects. The members of special committees shall serve until their assignments have been completed. Some examples outlined in these bylaws include:

- A. Audit Review Committee: The Corporation shall bi-annually (February and August) appoint a committee for the purpose of reviewing the financial records.
  
- B. Bylaw Review Committee: The Corporation's Bylaws shall be reviewed at a minimum of every three (3) years to ensure accuracy. Upon triennial review, the Corporation shall appoint a committee of at least two (2) Members, for this purpose.

### **ARTICLE 8 MEETINGS**

#### **Section 8.1 Place of Meetings**

Meeting location for Board meetings should be accessible to all Members and established by the Executive Board.

#### **Section 8.2 Phone or Video Meetings**

Board meetings can occur by phone or video or hybrid, so long as all Members participating in such meetings can hear one another. Participation in a meeting pursuant to this section 8.2 constitutes presence in person at such meeting.

#### **Section 8.3 Open Session Board Meetings**

The Board shall meet monthly (August, September, October, November, December, January, February, March, April, and May) in open session for regular business and voting purposes. Majority of the voting members must be present to conduct an open session. Notice of monthly meeting shall be sent to all Members at least two weeks prior to the meeting by email or school bulletin.

#### **Section 8.4. Closed Session Meetings**

Closed sessions for the Executive Board may occur for the purpose of informing PSO Voting Members prior to open session and voting. **Executive Board** members **do not vote** during closed sessions. Majority of the Executive Board voting members must be present to conduct a closed session.

#### **Section 8.5 Special Meetings**

A special meeting may be called by any PSO Voting Members. Quorum of the PSO Voting Members must be present. Notice of a special meeting shall be sent to all PSO Members (Non-Voting and Voting) at least two days prior to the meeting by electronic notice.

#### **Section 8.6 Meeting Procedures**

All Corporation meetings shall be guided by ROBERT'S RULES OF ORDER (Quick Study Business) in addition to those guidelines outlined in these bylaws.



### **Section 8.7 Quorum For Open Session Meeting**

For Executive Board, Chair Leads and Staff Representative Voting Items - A quorum, defines a majority of the 29 voting eligible officers and staff: 7 Board Officers, 19 Chair Leads and 3 Staff Representatives. Quorum for the Corporation is 15. Those must be in attendance before business can be transacted or motions made. All meetings must be conducted synchronously and a quorum is needed to pass any motion. Each Board officer and Staff Representative shall be entitled to one vote. As needed, Board officers and Staff may be present via video or teleconference.

### **Section 8.8 Action Without Meeting**

Any action required or permitted to be taken by the Executive Board may be taken without a meeting, if all members of the Executive Board/Chairs/Staff Reps, individually or collectively, consent in writing to the action. Such written consent shall have the same force and effect as a unanimous vote of the Board taken at a meeting. Such written consent or consents shall be filed with the minutes of the proceedings of the Board meeting. Written consent may be transmitted by first-class mail or e-mail or any other reasonable method satisfactory to the President.

## **ARTICLE 9 FINANCES AND ANNUAL AUDIT**

### **Section 9.1 Fiscal Year**

The fiscal year of the Corporation shall begin on July 1 and end on June 30 of each year.

### **Section 9.2 Budget**

A tentative budget shall be drafted by the Board as its first order of business prior to the operational school year and presented for approval at the first open session in August/September. Once approved, the Corporation budget will be listed on the Corporation website.

### **Section 9.3 Financial Records**

Treasurer shall keep accurate financial records of any disbursements, income and bank account information, which shall be available for review upon request. Monthly financial reports shall be presented to the Corporation, and a full report shall be presented at each meeting and publicly listed on the Corporation website.

### **Section 9.4 Financial Processes**

The Corporation shall follow the DC PSO financial processes standing rules and regularly review standing rules. The Corporation shall render the services of an accountant to complete the annual tax filings and charity renewal forms and fees to maintain charitable status.

### **Section 9.5 Authorized Signatures**

Primary signatories shall be President and Treasurer. Corporation checks shall be signed by two signers authorized by the Executive Board.

### **Section 9.6 Expenses and Reimbursements**

PSO Voting Member approval of individual expenses is not required for any and all expenses and payments that fall within the approved budget. Unbudgeted amounts must be approved by a majority of the PSO Voting Members present at a meeting.

### **9.7 Contracts**

The Executive Board may authorize any officer, in the name of the Corporation, to enter any contract that meets the mission of the Corporation and funds are designated within the approved budget. Contracts are reviewed during open session Board meetings.. Vendors follow all PUSD rules and policies.

### **Section 9.8 Audit**

The Corporation shall bi-annually (January and May) appoint an independent auditor or committee of at least two (2) Members other than the Treasurer, for the purpose of reviewing the financial records. They will present their report to the Corporation on an annual basis.

## **ARTICLE 10 PARTNERSHIP WITH DEER CANYON ELEMENTARY**

### **Section 10.1 Partnership with Deer Canyon Elementary**

Corporation agrees the goal of the DCPSO is to support the student enrichment opportunities for all Deer Canyon students. Staff and teachers are responsible for communicating to the DCPSO how funding is utilized and the impact to Deer Canyon students. Partnership aspects include the development of the school calendar, reviewing staff and teacher monetary requests, tracking spending of DCPSO funds, joint communication strategy, and annual teacher and staff feedback.

## **ARTICLE 11 RECORD, REPORT, AND SEAL**

### **Section 11.1 Maintenance Of Corporate Records**

The Corporation shall keep adequate and correct books and records of accounts and minutes in written or electronic form on the proceedings of its operations.

### **Section 11.2 Inspection Of Records**

The Articles, Bylaws, and the books of account shall at all reasonable times be open to inspection by any Member. Such inspection shall be made in person or by agent or attorney, and the right of inspection includes the right to make copies.

### **Section 11.3 Annual Report and Financial Statement**

The Treasurer shall prepare and submit to the Members annually a report including a financial statement within 90 days after close of fiscal year. Such report shall summarize the Corporation's activities from the preceding year and activities projected for the forthcoming year. The financial statements shall consist of a balance sheet as of the close of business of the Corporation's fiscal year, a profit and loss statement for the fiscal year by budgeted line item, a budget vs. actual profit and loss statement for the fiscal year and a bank reconciliation for the year. These statements will be prepared in such a manner and form as sanctioned by sound accounting practices, and be certified by the Executive Board and listed on Corporation website after Board review and approval.

### **Section 11.4 Sharing of Information**

Members of the Board and all other members of the Corporation shall not share information such as membership lists, donation lists, or information contained on databases of the Corporation.

### **Section 11.5 Seal and Logo**

The Board may adopt a corporate seal or logo which can include the full name of the Corporation and school.

## **ARTICLE 12 INDEMNIFICATION AND INSURANCE**

### **Section 12.1 Right of Indemnity.**

The Executive Board and Chairs shall be indemnified and held harmless to the extent and in the manner permitted in California Nonprofit Corporation Law.

### **Section 12.2 Insurance.**

The Corporation shall be required to purchase and maintain insurance in accordance to PUSD requirements, to the fullest extent permitted by the law on behalf of its officers and other agents, against any liability asserted against or incurred by any officer, or agent in such capacity or arising out of the officer's, or agent's

status as such; provided, however, that the Corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the Nonprofit Corporation Law (relating to self-dealing transactions).

**ARTICLE 13 AMENDMENT OF BYLAWS**

**Section 13.1 Amendment**

These bylaws may be amended or repealed and new bylaws may be adopted by a quorum of the PSO Voting Members at any regular or special meeting.

**Section 13.2 Review**

The Corporation’s Bylaws shall be reviewed at a minimum of every three (3) years to ensure accuracy. Upon triennial review, the Corporation shall appoint a committee of at least two (2) Members for this purpose. They will present their review findings and recommendations at the April meeting.

**ARTICLE 14 DISSOLUTION**

**Section 14.1 Dissolution**

This Corporation may be dissolved in accordance with the applicable provisions of the California Nonprofit Corporation Law, the Articles of Incorporation and these Bylaws with prior notice (30 calendar days) and a majority vote of the PSO Voting Members. Upon dissolution, any property and assets, of any nature, shall be transferred to one or more non-profit funds, foundations, or organizations with a similar mission and vision.

**Written Consent of Board, Ratifying Adoption and Approval of Bylaws**

We, the undersigned Board of Deer Canyon Parent Staff Organization do hereby ratify and approve the foregoing Amended Bylaws of Deer Canyon Elementary Foundation, as of September 5/15/2024.

Dated: _____	_____	_____
	(sign name)	(President, print name)
Dated: _____	_____	_____
	(sign name)	(VP of Operations, print name)
Dated: _____	_____	_____
	(sign name)	(VP of Programs, print name)
Dated: _____	_____	_____
	(sign name)	(VP of Fundraising, print name)
Dated: _____	_____	_____
	(sign name)	(Treasurer, print name)
Dated: _____	_____	_____
	(sign name)	(Secretary, print name)
Dated: _____	_____	_____
	(sign name)	(Financial Secretary, print name)
Dated: _____	_____	_____
	(sign name)	(Compliance Coordinator, print name)