



The Friends of Walgrove Elementary School By-Laws

Article I. NAME.

The name of the organization shall be The Friends of Walgrove Elementary School ("Friends of Walgrove" or "FOW").

Article II. EFFECTIVENESS & ENFORCEMENT.

These by-laws shall supersede any and all previous versions and be the current and definitive version under which FOW shall be governed.

Article III. PURPOSE & MISSION.

The purpose and mission of FOW shall be as follows:

- a) To actively raise funds and stimulate community support in order to:
 1. Provide quality school programs, enrichments, and other assistance for Walgrove Avenue Elementary School ("Walgrove") students, including those programs that are beyond the Los Angeles Unified School District ("LAUSD") allocated budget.
 2. Help Walgrove become a truly outstanding public school.
- b) To present a positive image of Walgrove in the community and raise the profile of the school through outreach, publicity, events, and personal interaction.

Article IV. MEMBERSHIP.

Eligibility for membership and voting:

- a) There shall be two classes of members of FOW, (i) Voting Members and (ii) General Members, each defined

below.

b) Voting Members.

- i. The voting members (the "Voting Members") shall be the persons who are, at such time, pursuant to Article VI are Executive Officers or Additional Board Members (as defined in Article VI).
- ii. Death, resignation, or removal of any Board Member as provided in these Bylaws automatically terminates such Board Member's status as a Voting Member. Election of a successor Board Member as provided in Article VI shall result in such successor Board Member becoming a Voting Member upon such election.
- iii. Each Voting Member shall be entitled to one vote. No member other than a Voting Member shall be entitled to vote.

c) General Members.

- i. The following persons shall have the right to be a member (a "General Member") of FOW:
 - a. All parents or guardians who have a child currently enrolled at Walgrove;
 - b. All parents or guardians with children eligible to be enrolled in Walgrove who are considering enrolling their children in Walgrove; and
 - c. Those individuals who are sympathetic and in agreement with the purpose and mission listed in Article III.
 - ii. Notwithstanding paragraph (b)(i), above, a Voting Member may not also be a General Member
- d) Subject to paragraph (e) of this Article IV, membership of any kind may be revoked or denied at the sole reasonable discretion of the board of directors.
- e) Membership shall not be based on age, race, color, ethnicity, national origin, culture, language, gender,

sexual orientation, gender identity or expression, physical or mental disability, religious belief, socioeconomic status, marital status, political affiliation or any other status protected by California or federal law.

- f) Only Voting Members shall be entitled to vote in any action of or related to FOW, and no notice of any meeting of the membership of FOW need be given to any General Member.

Article V. FOW STRUCTURE - Executive Officers.

- a) FOW shall be comprised of the following elected Executive Officers (the "Executive Officers").
 - i. One (1) President or Two (2) Co-Presidents
 - ii. One (1) Executive Vice-President
 - iii. One (1) or Two (2) Vice-President(s) - Communications
 - iv. One (1) or Two (2) Vice-President(s) - Fundraising
 - v. One (1) or Two (2) Vice-President(s) - Hospitality
 - vi. One (1) or Two (2) Vice-President(s) - Technology
 - vii. One (1) to (3) Three Vice-President(s) - Community Relations
 - viii. One (1) or Two (2) Vice-President(s) - Green Team
 - ix. One (1) Secretary or Two (2) Co-Secretaries
 - x. One (1) Controller
 - xi. One (1) Treasurer
- b) Upon the death, resignation, or removal of any Executive Officer (including but not limited to, because such Executive Officer no longer has a student

enrolled in Walgrove), the Board shall

- i. Consider whether a successor Officer is necessary,
 - ii. Solicit suggestions for replacements from and among the Additional Board Members, General Members and/or room parents, and
 - iii. Appoint or elect a successor Officer if the Board determines, in its discretion, that a successor Officer should be appointed or elected
- c) DUTIES OF EXECUTIVE OFFICERS. The elected Executive Officers shall be required to perform the following duties:
- i. President/Co-Presidents
 - a. Oversees all operations of FOW and accepts ultimate responsibility for its successful operation.
 - b. Actively recruits volunteers and FOW committee members.
 - c. Responds to requests from Walgrove staff and administration for help in supporting school programs and needs.
 - d. Acts as liaison between FOW and the Walgrove administration.
 - e. Fields parent questions/concerns and helps find resources to resolve individual and shared community issues.
 - f. Provides input to school Principal on FOW's ongoing evaluation of FOW paid staff (e.g. Studio teachers, teacher aids) with regard to performance and community feedback.
 - g. Coordinates with the Secretary or Co-Secretaries on the creation and distribution of the FOW meeting agenda, and conducts FOW meetings in an efficient and

timely manner.

- h. Coordinates with the Secretary or Co-Secretaries on the creation and distribution of ballots for voting on agenda items.
- ii. Executive Vice-President
 - a. Stay abreast of all current FOW business and substitute for President or Co-President(s) as needed based on the above duties.
 - b. Assist the President or Co-Presidents with the performance of the above duties.
 - c. Perform the duties of President or Co-President(s) upon a temporary or permanent vacancy until a new President is elected.
 - d. Oversee and support the performance of official duties and responsibilities by other Executive Officers.
- iii. Vice-President(s) - Communication
 - a. Recruit for and oversee one or more communications committees tasked with activities including but not limited to the following:
 - b. Producing and disseminating the weekly newsletter and any other regular communications to the FOW and Walgrove community in a timely fashion.
 - c. Keeping the FOW bulletin board in the Walgrove Main Office up to date.
 - d. Keeping the marquee in front of the school up to date.
 - e. Producing and distributing flyers and announcements in both electronic and hard copy.

- f. Keeping the School Loop calendar up to date.
 - g. Keeping the FOW website up to date.
 - h. Producing and publishing FOW and Walgrove information via social media, including but not limited to the FOW Facebook Group.
 - i. Producing and disseminating information to Room Parents in a timely fashion.
 - j. Maintaining an electronic directory management system.
- iv. Vice-President(s) - Fundraising
- a. Recruit for and oversee one or more fundraising committees to assure that adequate leadership and teams are in place to run all of the FOW fundraising programs, including but not limited to the Annual Fund, Business Partner Outreach, Yard Sale, Raffle, and Auction.
 - b. Work with Treasurer and Controller to make sure that FOW is on target with financial goals.
 - c. Consistently evaluates FOW fundraising programs in an effort to improve and exceed FOW fundraising goals.
 - d. Work in conjunction with the Grants Committee to provide information and support in an effort to be awarded grants.
- v. Vice-President(s) - Hospitality
- a. Recruit for and oversee one or more hospitality committees tasked with activities including but not limited to the following:
 - b. Weekly and monthly events including but not limited to:

1. Monthly Coffees with the Principal
 2. Monthly FOW Meetings
 3. Prospective Parent Tours
 4. Friday Assemblies (Coffee Cart)
- c. Annual events including but not limited to:
1. Dads and Donuts and Moms and Muffins
 2. Staff Appreciation
 3. Bake Sales
 4. Live Auction
- vi. Vice-President(s) - Technology
- a. Oversee all technical aspects of FOW and coordinate with Executive Officers to grow FOW's fundraising and community-building efforts through the use of technological resources.
 - b. Work in concert with Walgrove Administration and school committees to support Walgrove's overall technology vision and plan, including, but not limited to, the following:
 - c. Use of technology during student instruction
 - d. Inclusion of technology-related curriculum across grade levels
 - e. Use of technology to improve and update the Walgrove campus
 - f. Recruit and oversee a Technology Committee comprised of parent and/or community volunteers and tasked with helping to achieve the above objectives.
- vii. Vice-President(s) - Community Relations
- a. To provide outreach to underserved

communities at Walgrove, including, but not limited to, the following:

1. Spanish-speaking Community
 2. Community Members with Bus/Transportation Services
 3. IEP and 504 Community
- b. Coordinate and oversee outreach and recruitment of targeted stakeholders for the purpose of building a committee to effectively communicate, enhance relationships, and ensure full inclusion and equal access to all FOW sponsored activities for all students and their families.
 - c. Advise and collaborate with Executive Officers and Walgrove staff and Administration to effectively communicate and address the needs and interests of targeted stakeholders in the Walgrove Community.
 - d. Develop, plan and coordinates various school-wide activities designed to enhance and build relationships with the targeted stakeholders in the Walgrove Community
- viii. Vice-President(s) - Green Team
- a. Attend recurring meetings with administration and FOW Executive Officers on an agreed basis to coordinate upcoming plans, events and expenditures.
 - b. Manage and report on Outdoor Education (Green Team and Wildlands) budget.
 - c. Liaise with administration, FOW Executive Officers, teachers, volunteers, outside agencies and community to build awareness and academic and financial interest in the Green Team program and offerings.

ix. Secretary/Co-Secretary

- d. Creates and distributes FOW meeting agenda, comprised of items received from FOW Board and members and other ongoing FOW business.
- e. Attend and take minutes of all FOW meetings, and make minutes available for posting to the FOW website within 3 business days of any FOW meeting.
- f. Make available the results of any FOW general surveys or board member votes on the FOW website within 1 business day of any vote and 3 business days following the close of survey response collection.
- g. Set up and manage access for designated FOW Executive Officers to the FOW bank accounts, including the provisioning of debit cards.
- h. Assist and/or facilitate access for any FOW Executive Officers to any information regarding FOW for business purposes (tax ID, non-profit letter confirmations, grant info, etc.).
- i. Produce and distribute Welcome Packets and Prospective Parent Tour Packets.

x. Controller and Treasurer

- a. Controller and Treasurer will both have the ability to sign checks, but Treasurer will handle day-to-day duties in financial transactions.
- b. Controller
 - 1. Sets and enforces budget in alignment with School Site Council (SSC) and FOW objectives.
 - 2. Establishes Accounting controls.

3. Pays or oversees the payment of taxes, any government reporting and all necessary insurance.
4. Oversees the distribution of annual donation letters to donors.
5. Manages cash flow management.
6. Manages staff/personnel contracts and payroll.

c. Treasurer

1. Controls day to day financial transactions in QuickBooks or then-current accounting software.
2. Handles cash boxes and any petty cash.
3. Pays any bills.
4. Makes regular deposits of cash/checks to the FOW bank account.
5. Provides reports, e.g., P&L, Cash flow, Balance Sheet, to Controller and President/Co-Presidents periodically.

d) All Executive Officers Shall:

- i. Perform the duties outlined in these by-laws.
- ii. Make all reasonable effort to perform other duties and tasks that best serve the purpose and mission of FOW.
- iii. Make themselves easily accessible via official FOW email addresses and respond to all communications in a timely manner.
- iv. Upon expiration of their term or resignation from office, turn over all records, documents, books, and materials pertaining to office to their successor or President/Co-Presidents without delay.

- e) The Board, in its discretion may revise, amend or otherwise alter the duties of the Executive Officers described in paragraph (c) above. Such revision, amendment or alteration shall not be considered an amendment of these Bylaws.
- f) The Executive Officers shall receive no compensation for their services as Executive Officers.
- g) FOW shall also be comprised of one or more committees, the identity and composition of which will be determined by the Board.

Article VI. BOARD OF DIRECTORS (THE "BOARD").

a) Composition of the Board

- i. Executive Officers. Each Executive Officer shall, upon being elected as an Executive Officer and for so long as such person is an Executive Officer, be designated as a member of the Board (a "Board Member"), and as such a Voting Member under Article IV hereof.
- ii. Additional Board Members. In addition to the Executive Officers of FOW, the following persons shall serve as full voting Board Members under Article IV hereof:
 - a. One (1) Room Parent Representative on behalf of TK, K and 1st Grade, as selected by and among the room parents of those General and Special Education classrooms;
 - b. One (1) Room Parent Representative on behalf of the 2nd and 3rd Grades, as selected by and among the room parents of those General and Special Education classrooms; and
 - c. One (1) Room Parent Representative on behalf of the 4th and 5th Grades, as selected by and among the room parents of those General and Special Education classrooms;
- iii. FOW shall strive to always have at least one Additional Board Member that is a parent of a student who either is in a Special Education

classroom or has an IEP.

iv. The current Board Members as of the date hereof are:

- a. Presidents - Caddie Hastings, Emily Wagner
- b. Vice President - Dana Glassburn
- c. Vice President, Communications - Stephen Fahlsing
- d. Vice Presidents, Fundraising - Gina Nigrelli, Kate Coberly
- e. Vice President, Hospitality - Nikki Gilbert
- f. Vice President, Technology - Benjamin Shapiro
- g. Vice President, Community Relations - Colleen O'Mara-Diamond
- h. Secretary - Kelly Robinson
- i. Treasurer - Shaina Shapiro
- j. Controller - Hilary Fahlsing
- k. TK/K/1 Grade Level Representative - Glen Rogers
- l. 2/3 Grade Level Representative - Dayna Greenspan
- m. 4/5 Grade Level Representative - Leisle Bartley

b) **Quorum.** Sixty percent (60%) of the current Voting Board Members at the relevant time shall constitute a quorum for the transaction of business.

c) **Meetings.**

- i. Regular meetings shall be held no less than once per quarter during the school year.

- ii. A solicitation for agenda items shall be published or posted at least one (1) week prior to any regular meeting and the proposed agenda for such meeting made available to the FOW Members via electronic or hard copy no later than the day prior to the regular meeting.
 - iii. The President or Co-President(s), Executive Vice-President, or any 3 other Executive Officers may call a special or emergency meeting of the Board with a minimum of three (3) days' notice being given through email, flyers, or other posted (electronic or hard copy) notices.
 - iv. Any general member, upon presenting to the Secretary or Secretaries a petition signed by at least 20 families, may call a special or emergency FOW meeting with a minimum of fifteen (15) days' notice being given to all Members through email, flyers, or other posted (electronic or hard copy) notices. Such notice shall contained the matter or matters to be discussed at the requested meeting. For the avoidance of doubt, each one (1) student represents a family for these purposes."
 - v. Except as provided in Article X and paragraphs (f)(1) and (f)(2), below (removal of Board members), and subject to the presence of a quorum, action shall be taken as determined by a majority of Board Members present at a Board meeting.
- d) Except as provided in Article X, any action by the Board may be taken without a meeting if one-hundred percent (100%) of the Board Members consent in writing to such action.
 - e) The Board Members shall receive no compensation for their services as Board Members.
 - f) A Board Member may be removed from office, for cause, by either:
 - 1. The vote of a majority of then current Voting

Board Members; or

2. A petition signed by at least two (2) Voting Board Members and the majority of General Members

Article VII. BUDGET APPROVAL.

- a) The FOW must have an approved operating budget from which to work. This will be approved no later than the last FOW meeting of the school year for the following year.
- b) The Budget Committee, consisting of the President or Co-Presidents, Controller, Treasurer and the Executive Vice-President, shall submit an initial draft of a proposed budget for the following school year for review by the Board no later than the third to last regular FOW meeting of the school year.
- c) The Board shall post an official proposed budget for review by all FOW members no later than the second to last FOW Board meeting of the school year. Members may provide comments to the Board; provided that such comments must be provided no later than 15 days before the last scheduled general meeting of the Board for the current school year.
- d) If needed, there will be one or more special meetings to discuss and adjust total and individual budget items.
- e) The Board shall vote at a general meeting of the Board no later than the last FOW meeting of the current school year.

Article VIII. DISBURSEMENT OF FUNDS.

- a) FOW Executive Officers responsible for purchasing items must use a FOW bank-issued debit card for all purchases, where possible. Upon any use of an FOW debit card, Executive Officers must enter the transaction details on the shared document designated by the Controller and/or Treasurer for, and/or send an email to the then-current official email addresses for the Treasurer and Controller listing the expense and appropriate budget category.

b) Any checks written to pay for items or programs in the operating budget shall be considered pre-approved since the FOW membership will have previously voted on and approved the budget.

c) Request For Funds:

Anyone requesting funds from FOW in support of a Walgrove program or to purchase supplies must send an email to the then-current official email addresses for the Treasurer and Controller seeking Board approval.

d) Spending Authorizations:

Throughout the year, FOW will need to spend money on items that arise or are not listed in the operating budget. The following are the required authorizations based on levels of spending:

\$1 - \$500 President's or Co-President's signature.

\$500 - \$1000 Signatures of President/Co-President and two Executive Officers.

Above \$1000 Approval of the Board.

NOTE - This vote is only possible if the Budget Committee has verified that the funds for the proposal are available and uncommitted elsewhere. This opinion must be unbiased and based only on the amount requested, not the content or nature of the request.

Article IX. ACCESS TO INFORMATION.

a) Any Member in good standing shall have the right to access any and all information regarding the operation of FOW.

b) Any person who has not been denied or revoked membership and is writing a grant to benefit FOW programs or in support of Walgrove shall have complete and total access to all previously written grants supporting Walgrove in any way, whether successfully granted or not, and be free to make copies as needed

with the idea that such information shall be an asset in pursuing future grants.

Article X. AMENDMENTS.

These Bylaws may be amended or repealed and new Bylaws adopted by the vote of a majority of the Board at any meeting of the Board. All Members shall be provided notification (electronically or via hard copy media) of how to obtain a draft of such amendment at least 30 days before the meeting of the Board at which such amendment will be voted and shall be permitted to attend such meeting and provide comment on the proposed amendment.

Article XI. DISSOLUTION.

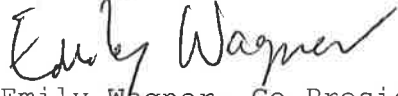
- a) Dissolution of the FOW, if necessary, shall be effective upon the satisfaction of both of the following requirements:
 - 1. A 2/3 majority of the Board affirmatively vote to dissolve FOW and
 - 2. A petition to dissolve FOW is signed by a majority of the families of currently-enrolled students at Walgrove.
- b) In the event of dissolution any remaining funds or assets owned by FOW shall be distributed to an organization with similar or associated purpose or mission. This organization shall be determined by recommendation or through a nomination process from general FOW membership and be approved by a 2/3 majority vote of the FOW membership.
- c) In the event of dissolution all records, documents, books, and materials shall be collected from the various Executive Officers, board members, and committee heads to be placed in storage on the Walgrove campus.

Article XII. RATIFICATION.

This version of these by-laws has been duly ratified at the general FOW Board meeting on June 4, 2017.



Caddie Hastings, Co-President



Emily Wagner, Co-President