

**The Center Parent Network, a Lancer Booster Club**  
**Benefitting The Center for Advanced Studies and Research at**  
**Thousand Oaks High School**

**Constitution**

**Preamble**

The aim and purpose of this organization shall be to encourage parent and student participation, networking, and support for the activities of The Center for Advanced Studies and Research at Thousand Oaks High School (“The Center”), and to establish a fund to help provide support, supplies, and educational experiences that are not available through the school funds.

**Article 1**

The name of this organization shall be The Center Parent Network. The Center Parent Network is a member of the Lancer Booster Club, a non-profit organization, and benefits The Center.

**Article 2**

Membership is open to all parents, guardians, teachers, and patrons of The Center and The Center Parent Network. The following is a list of the elected officers and their duties:

President – Shall preside at all meetings and form committees as necessary. Serve as primary contact and liaison with The Center faculty and staff in planning activities and events for The Center, including the Fall Retreat, Family Nights, and Spring Celebration/Banquet.

Vice President – Shall act as an aid to the president and perform the duties of the president in his/her absence. Recruit class parent representatives for each of The Center classes (AP Seminar, AP Research: HSS, AP Research: STEM, and AP English Literature/SCE) and act as chief parent representative and liaison.

Secretary – Shall keep written minutes of all meetings and a list of members. Minutes shall be recorded and distributed to the board and/or membership in a timely manner. Maintain a calendar of activities and events for The Center and The Center Parent Network. Act as chief communication liaison via emails and oversee Social Media networking and communications.

Treasurer – Shall receive all money and deposit said money in the organization’s bank account. Pay all bills in a timely manner, and keep a detailed record, with documentation, of all income and disbursements. Provide regular reports to the Executive Board.

A nominating committee may be formed to poll all current members to seek those who are interested in being elected to any of these positions. An election slate will be presented at the May/June meeting. All officers shall serve for a term of one year upon election.

### **Article 3**

Officers shall be elected for a one-year term by the general membership at a regular meeting. Those members who have a student enrolled in The Center may vote. Qualification for office for The Center Parent Network shall be a parent who has a student enrolled for the next school year in The Center.

### **Article 4**

Regular general meetings shall be held up to four times per school year. These general meetings are to be held on the Thousand Oaks High School campus to the extent possible and be announced to the general membership. Executive board meetings will be held as necessary and may be held on or off school campus. Special meetings may be held by oral, written, or digital (email) notification.

### **Article 5**

This Constitution may be amended by a two-thirds vote of those members present at any regular meeting of the membership, provided notice to the members has been given previously. Notice of the Constitution change may be given at the previous meeting or through e-mail notices to the organization's members.

No student will be excluded from participation due to a lack of sufficient funds.

**The Center Parent Network, a Lancer Booster Club**  
**Benefitting The Center for Advanced Studies and Research at**  
**Thousand Oaks High School**

**Bylaws**

- Article 1.** NAME:  
The name of this organization shall be: The Center Parent Network. The Center Parent Network is a member of the Lancer Booster Club, a non-profit organization, and benefits The Center for Advanced Studies and Research at Thousand Oaks High School (“The Center”).
- Article 2.** OBJECTIVES:  
**Section 1.** The aim and purpose of this organization shall be to encourage parent and student participation, networking, and support for the activities of The Center, and to establish a fund to help provide support, supplies, and educational experiences that are not available through the school funds.  
**Section 2.** To carry on activities and business consistent with the foregoing purposes deemed appropriate by the Executive Board of the organization.
- Article 3.** POLICIES:  
This organization shall be noncommercial, nonsectarian, and nonpartisan and shall not engage in any activities other than those deemed necessary to accomplish the stated objectives. All provisions of Conejo Valley Unified School District Board Policy and Administrative Regulation 1230, School-Connected Organizations, will be implemented by the organization.
- Article 4.** MEMBERSHIP:  
**Section 1.** Membership is open to all parents, guardians, teachers, and patrons of The Center program at Thousand Oaks High School. Memberships are available throughout the year.  
**Section 2.** Members may participate in voluntary donations and/or fundraising as needed.  
**Section 3.** Members who are parents and/or guardians of current students in the program have voting rights. Each eligible member shall have one vote.  
**Section 4.** No member shall have any right or interest in any of the property or assets of this organization.  
**Section 5.** No member of this organization shall be personally liable for the debts, liabilities, or obligations of the organization.
- Article 5.** EXECUTIVE BOARD OF DIRECTORS AND THEIR ELECTION:  
**Section 1.** The Executive Board of Directors of this organization shall be: President, Vice-President, Secretary, and Treasurer.  
**Section 2.** The Executive Board shall be elected annually by club members at a general membership meeting.  
**Section 3.** Members of the Executive Board of Directors shall be parents or guardians of current students in the program.  
**Section 4.** Only one member per family may serve as a member of the Executive Board of Directors per term.

**Section 5.** Members of the Executive Board of Directors will serve for a term of one year or more, until successors are elected.

**Section 6.** When a member of the Executive Board of Directors fails to attend three regular meetings or fails to perform his/her duties without adequate reason for a period of 30 days, the Executive Board of Directors may remove the member and declare the position vacant.

**Section 7.** All members of this organization shall serve without compensation.

**Section 8.** If a member of the Executive Board of Directors resigns or a position is declared vacant, it may be filled by a special election of the club membership. The elected member of the Executive Board of Directors will serve the remainder of the term.

**Article 6.** DUTIES OF EXECUTIVE BOARD:

**Section 1.** Consistent with Article 2 of the Constitution, the President shall preside at all meetings of the organization and shall form committees necessary to execute the policies of the Executive Board.

**Section 2.** Consistent with Article 2 of the Constitution, the Vice-President shall act as an aide to the President and perform the duties of the President in his/her absence.

**Section 3.** Consistent with Article 2 of the Constitution, the Secretary shall maintain a membership roster, take minutes at all membership meetings and meetings of the Executive Board, and coordinate with the Communication Chair for all social updates and posts. The Secretary will assist the President and Vice-President as needed.

**Section 4.** Consistent with Article 2 of the Constitution, the Treasurer shall receive all money for the organization and shall deposit same in a bank account in the name of the organization approved by the Executive Board; shall pay all bills by check; and shall keep an accurate record of receipts and disbursements.

**Section 5.** All checks issued in the name of or payable to the organization shall be signed or endorsed by two of the following: President, Vice President, or Treasurer.

**Article 7.** BUDGET AND FUNDRAISING:

**Section 1.** The annual budget of the organization shall be approved by a majority vote of attending members at the first general meeting of the school year as formulated by the Executive Board and submitted to the principal. Modification of the budget shall be approved by a majority vote of attending members at an Executive Board meeting.

**Section 2.** All major fundraising activities of the organization shall be approved by a majority vote of attending members at any Executive Board meeting.

**Section 3.** The organization is not authorized to enter into or approve any contracts or agreements that extend past the school year in which they are operating. Any contract or agreement that has any impact on the school or school site requires prior authorization from the school principal or designee.

**Section 4.** The organization is prohibited from applying for any type of loan or having a credit card in the organization's name.

**Section 5.** An appointed auditor will conduct audits each year for the fiscal year ending June 30. The audit will be presented to the Executive Board no later than the October meeting. An audit will also be conducted whenever the Treasurer leaves, resigns, or is replaced.

- Article 8.** MEETINGS:  
Regular meetings will be held up to four times a year. Meetings will be conducted under the Roberts Rules of Order. Each eligible member is entitled to one vote. No proxy votes will be accepted.
- Article 9.** TITLE IX:  
It is the policy of The Center Parent Network, in compliance with Title IX of the Education Amendments of 1972, not to discriminate on the basis of sex in its programs and activities.
- Article 10.** DISSOLUTION:  
Upon the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all liabilities of the organization, distribute all of the assets of the organization to The Center at Thousand Oaks High School.
- Article 11.** AMENDMENTS:  
These Bylaws may be amended by a two-thirds vote of those members present at any regular meeting of the membership, provided notice to the members has been given previously. Notice of the Bylaws change may be given at the previous meeting or through e-mail notices to the organization's members.

Approved on **September 9, 2020.**

President's Signature: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_