

**The Center Parent Network, a Booster Club of 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 in the activities of The Center for Advanced Studies and Research at Thousand Oaks High School (TOHS), 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, a Booster Club of The Center for Advanced Studies and Research at TOHS, a non-profit organization also known as The Center Parent Network (CPN).

Article 2

Membership is open to all persons who have an interest in 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 for activities and events for The Center, including 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 class (AP Seminar, AP Research: HSS, and AP Research: STEM) and act as chief parent representative and liaison.

Secretary – Shall keep the 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 an update and current 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 club 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 TOHS campus 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

The constitution may be amended by a majority vote of those members present, as long as at least one-third of the club membership is in attendance.

Article 6

This constitution shall be effective for the duration of each school year. This current school year is 2018-2019.

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

**The Center Parent Network, a Booster Club of 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, a Booster Club of The Center for Advanced Studies and Research at Thousand Oaks High School (TOHS), a non-profit organization, also known as The Center Parent Network (CPN).
- Article 2.** OBJECTIVES:
Section 1. To induce and stimulate parent and student participation in the extra-curricular activities and support of The Center Parent Network at TOHS and to establish a fund from which the aforesaid activities may be provided with equipment, materials, supplies, and financial support not available through school funds.
Section 2. To carry on activities and business consistent with the forgoing 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 Policy 835, Other School-Connected Parent Support of Booster 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 TOHS. 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 of 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.** OFFICERS AND THEIR ELECTION:
Section 1. The officers of this organization shall be: President, Vice President, Secretary, and Treasurer.
Section 2. The Executive Board shall elect annually by club membership or officers.
Section 3. All officers shall be parents and/or guardians of current students in the program.
Section 4. Only one member per family may serve as an officer per term.
Section 5. Officers will serve for a term of one year or more, until successors are elected.
Section 6. Members of the Executive Board shall consist of the aforementioned officers, and may include the Fundraising Chair, and the Faculty Advisor.
Section 7. When an officer fails to attend 3 regular meetings, or fails to perform his/her duties without adequate reason for a period of 30 days, the Executive Board may remove the officer and declare the position vacant.
Section 8. Officers shall serve without compensation.
Section 9. If an officer resigns or a position is declared vacant, it may be filled by a special election. The elected officer will serve the remainder of the term.

Article 6.

DUTIES OF OFFICERS:

Section 1. 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. The Vice President shall act as an aide to the President and perform the duties of the President in his/her absence.

Section 3. The Secretary will keep a membership roster, notes/minutes on all membership meetings, and meetings of the Executive Board. Will coordinate with Social Media/PR chair for all social updates and posts.

Section 4. The Treasurer shall receive all money for the organization and shall deposit same in the name of the organization approved by the Executive Board, and shall pay all bills by check and keep an accurate record of the receipts and disbursements.

Section 5. All checks, drafts, or other orders for payment of money, notes, or evidence of indebtedness issued in the name of or payable to the corporation shall be endorsed by two of the following: President, Vice President, Fundraising Chair, and/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 regular 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. An appointed auditor will conduct audits annually. The audit will be presented to all officers of the organization no later than the June meeting. An audit will be conducted whenever the Treasurer leaves, resigns, or is replaced.

Article 8.

MEETING:

Regular meetings will be held up to 4 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. Parents and/or guardians of The Center at TOHS are considered members of this Booster Club.

Article 9.

TITLE IX:

It is the policy of The Center Parent Network Booster Club organization to be in compliance with Title IX or 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 provisions for the payment of all of the liabilities of the organization, distribute all of the assets of the organization to The Center Program at TOHS.

Article 11.

AMENDMENTS:

These By-Laws may be amended by a two-thirds vote at any regular meeting, provided notice to members has been given previously. Notice of By-Laws change may be given at the previous meeting and through e-mail notices to its members.

Approved on **December 9, 2015. August 31, 2016. September 6, 2017. September 5, 2018**

President's Signature: _____