



## **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 build community for FOW members through programs, events and activities that are inclusive of all members of FOW.
- c) To present a positive image of Walgrove in the community, to raise the profile of the school and support recruitment 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 members of the FOW Board (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 supportive of the purpose and mission listed in Article III (e.g., community members, staff, teachers, and other family members of enrolled students).
- 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 be open to any person regardless of 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.

**Article V. FOW BOARD STRUCTURE – Executive Officers.**

- a) **To be eligible for any FOW Board position, a person must be the parent or guardian of a currently enrolled student<sup>1</sup>.**
- b) FOW shall be comprised of the following elected Executive Officers (the "Executive Officers"). For any of these positions, one or more persons can fill the role as co-officers and every attempt will be made to have at least one person filling each

---

<sup>1</sup> Other general members may be considered to run for a board position if approved by two-thirds of sitting board members, and is then still subject to voting of the full board.

position.

- i. President
  - ii. Executive Vice-President
  - iii. Vice-President - Communications
  - iv. Vice-President - Fundraising
  - v. Vice-President – Hospitality
  - vi. Vice-President - Technology
  - vii. Vice-President – Community Relations
  - viii. Vice-President - Green Team
  - ix. Secretary
  - x. Controller
  - xi. Treasurer
- c) 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
- d) DUTIES OF EXECUTIVE OFFICERS. The elected Executive Officers shall be required to perform the following duties:
- i. President(s)
    - a. Oversees all operations of FOW and accepts ultimate responsibility for its successful operation.
    - b. Actively recruits board members, volunteers and FOW committee members to ensure the mission and vision of FOW can be carried out effectively.

- 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. Meet with school administration periodically and ensure that decisions and outcomes from meetings with the school administration are shared with the FOW Board through meeting minutes, email updates or sharing verbally during FOW board meetings.
  - 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 hiring and evaluation of FOW paid staff (e.g. STEAM Studio teachers, Outdoor Education Teachers, Teachers aides) with regard to performance and community feedback. Participate in the hiring process, including interviewing and selection of candidates.
  - 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(s)
- 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, including participation in meetings with school administration.
  - 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.
  - e. Work with school administration to receive notification of entering and exiting Walgrove families to maintain the Fresh Schools directory, sharing the information with Room Parents to ensure new families are included in room level communications.
  - f. Maintain the public-facing school directory, liaising with school administration for student roster updates, and facilitate welcoming new families through new family orientation (or individually if they join

school after the first day).

- g. Oversee grade level representatives on room parent coordination and room parent communications
- h. Oversee recruitment efforts (tours, etc.) of the recruitment committee, in partnership with the VP, Community Relations.

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 and quad up to date.
- d. Working with the school administration to keep the marquee in front of the school up to date and ensure birthday announcements and posted
- e. Producing and distributing flyers and announcements in both electronic and hard copy.
- f. Keeping the We Are Walgrove website (and other FOW websites) up to date in partnership with the VP, Technology
- g. Producing and publishing FOW and Walgrove information via social media, including but not limited to the FOW Facebook Group.
- h. Align with grade level representatives to ensure information is disseminated to Room Parents in a timely fashion and is aligned with overall FOW communications strategy and messaging.

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, Auction, WEMoves!, Party Book (Walgroovies), Holiday Market, Dine Outs, and Book Fair. Work with Treasurer and Controller to help ensure that FOW is on target with financial goals and to create fundraising budgets for the following school year

- b. Evaluates FOW fundraising programs in an effort to improve and exceed FOW fundraising goals.
  - c. 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. Coffees with the Principal
    - 2. Monthly FOW General Meetings
    - 3. Prospective Parent Tours
    - 4. Friday Assemblies (Coffee Cart)
  - c. Supporting annual events, as needed and in partnership with event planner and grade level representative, including but not limited to:
    - 1. Welcome Picnic
    - 2. Welcome Bash
    - 3. Monarch Fest
    - 4. Staff Appreciation
    - 5. Auction Party
- 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. Support FOW's use of technology including, but not limited to the following: Google enterprise account, school website (wordpress, godaddy, etc.), Mail Chimp, Zoom, video and photo sharing (e.g., YouTube, Vimeo, Pixie Set).
  - c. Upon, request, the VP of Technology will 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:

- Use of technology during student instruction
- Inclusion of technology-related curriculum across grade levels, including after school programs (e.g., Girls Who Code)
- Use of technology to improve and update the Walgrove campus

- d. 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. Oversee Diversity, Equity and Inclusion efforts for the school community, which could include the creation of a committee to help drive efforts and ensure inclusion and equal access to all FOW sponsored activities for all students and their families.
- b. To provide outreach to underserved communities at Walgrove, including, but not limited to, the following:
  - 1. Non-Native English Community
  - 2. Community Members with Bus/Transportation Services
  - 3. IEP and 504 Community
- 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 coordinate various school-wide activities designed to enhance and build relationships with the targeted stakeholders in the Walgrove Community including but not limited to the Welcome Picnic, International Food Festival and the Monarch Fest.

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.

- d. Coordinate periodic community garden days where FOW members and other members of the neighboring community (as allowed) volunteer to support the development and maintenance of the garden. Coordinate with volunteer groups (e.g., UCLA, Windward, Mark Twain IHP) to integrate them into garden days alongside our community.

ix. Secretary/Co-Secretary

- e. Creates and distributes FOW meeting agenda, comprised of items received from FOW Board and members and other ongoing FOW business.
- f. Attend and take minutes of all FOW meetings, and make minutes available for posting in a location that is accessible to the community. Work with the Treasurer to set up and manage access for designated FOW Executive Officers to the FOW bank accounts, including the provisioning of debit cards.
- g. 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.).
- h. Produce and partner with VP and grade level representative to produce and distribute Welcome Packets and Prospective Parent Tour materials.
- i. Publish all FOW and Walgrove/LAUSD events on Fresh Schools and update when event details or dates change.
- j. Support the Vice President in ensuring that all students and families are registered in the school directory (e.g., Fresh Schools)

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 the budget in alignment with School Site Council (SSC) and FOW objectives.
  - 2. Establishes and enforces accounting controls.
  - 3. Oversees the preparation and filing of tax returns, payment of

any related taxes and fees, maintenance of FOW's 501(c)(3) status, and government reporting.

4. Manages all insurance policies.
5. Distributes annual donation letters to donors.
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. Cash flow management.
6. Maintains expense reports to ensure all FOW credit card and cash transactions are tracked.
7. Support the VP(s)-Fundraising in providing reports on donations and money collected via fundraising activities, as needed and available.
8. Provides reports, e.g., P&L, Cash flow, Balance Sheet, to Controller and President/Co-Presidents periodically.

d. Volunteer Coordinators

1. Help school administration with getting new volunteers registered and maintaining the registered volunteer list
2. Facilitate outreach to volunteers when volunteers are needed at school on campus. .
3. Encourage the FOW community to become registered volunteers
4. Identify opportunities for when volunteers are needed on campus and work with administration to get volunteer support
5. Oversee the organization of the parents center and FOW sheds.

e. Grade Level Representatives

1. Three grade level representative positions will be maintained with the following grade level split (TK/K/1, 2-3 and 4-5)
2. Maintain relationships with the community in the grade levels represented, bringing any concerns/issues that are arising within a grade level to the FOW Board.
3. Support teachers in recruiting room parents (upon request of teachers), helping to ensure every effort is made to have at least one parent assigned to each class.
4. Maintain a roster of room parents (coordinating with the VP to add in Fresh Schools) and hold meetings as necessary to coordinate efforts. Support the VP(s) in helping to ensure that the Fresh Schools directory is complete/accurate.
5. Support the VP in sending weekly room parent communications to help disseminate FOW news and information on a more direct level. This duty can be performed by one grade level representative for the full year or on a rotational basis throughout the year. Ensure that communications are aligned with FOW messaging and are coordinated with the VP(s)-Communication.
6. Support the VP(s)-Community Relation with community events, with one grade level rep assigned to lead each of the 3 bigger community events, as suggested below (but can be shifted as appropriate):
  - TK/K/1 - support Welcome Picnic (August) and prospective/new family playdates (April and August)
  - 2nd-3rd - support the international food festival (October)
  - 4th-5th - support Monarch Fest (April)

e) All Executive Officers Shall:

- i. Perform the duties outlined in these by-laws.
- ii. Attend monthly meetings to the best of their ability
- iii. Make all reasonable effort to perform other duties and tasks that best serve the

purpose and mission of FOW.

- iv. Make themselves easily accessible via official FOW email addresses and respond to all communications in a timely manner.
- v. 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.
- f) 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.
- g) The Executive Officers shall receive no compensation for their services as Executive Officers.
- h) FOW shall also identify committees as needed, the identity and composition of which will be determined and overseen by the Board.

#### **Article XI. 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. FOW shall strive to maintain diverse representation on the board, including at least one board member that is a parent of a student who either is in a Special Education classroom or has an IEP.
- iii. The current list of Board Members will be maintained on the FOW google drive and FOW website.

- b) **Quorum.** Sixty percent (60%) of the current Voting Board Members at the relevant time shall constitute a quorum for the transaction of business (i.e., to make it an official board meeting).

##### **c) Meetings.**

- i. Regular meetings should be held monthly, but shall be no less than once per quarter during the school year.
- ii. A solicitation for agenda items shall be published or posted 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 via email.
- iv. Any general member, upon presenting to the Secretary or Secretaries may request a special or emergency FOW meeting with a minimum of fifteen (15) days' notice being given to all Members through FOW communications. Such notice shall contain 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 should have an approved annual operating budget from which to work. The budget for each school year shall be approved by the FOW Board no later than the end of the previous school 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 May 1 of the school year.
- c) The Board shall post an official proposed budget for review by all FOW members no later than May 15. Members may provide comments to the Board; provided that such comments must be provided by the end of May

- 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 or through an online vote by the end of the previous school year. Budget approval will be reached if two-thirds or more of the board vote in favor of the budget.

#### **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 specifically in the approved operating budget. The following are the required authorizations based on levels of spending:

<b>Amount</b>	<b>Approval Required<sup>2</sup></b>
\$1 - \$500	President's or Co-President approval.
\$500 - \$1000	President/Co-President and two Executive Officers approval.
Above \$1000	Approval of the Board by vote Spending approval will be

---

<sup>2</sup>Voting/approval is only possible if the Budget Committee has verified that the funds for the proposal are available and uncommitted elsewhere.

	reached if 2/3 or more of the board vote in favor of the spending.
Above 1/3 of the current FOW savings account balance	If the FOW board is proposing to spend money above this level, and the expenditure wasn't approved in the current school year's budget, a community meeting will be called to discuss the proposed spending. During the meeting, general members can provide feedback and an email will be sent to the entire community explaining the expenditure before proceeding.

## **Article XI. BOARD ELECTION**

It is the responsibility of the President to ensure that a succeeding board is in place by the end of the school year for the following school year.

b) The slate of candidates shall be in place by the end of May

c) The existing board will vote on the slate of candidates before the end of the school year, with a two-thirds majority vote required for the slate of candidates. If any board member withholds their vote on a specific candidate, a vote will be created for the specific candidate and a two-thirds majority vote will be required for the candidate to be elected.

## **Article X. 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 XI. 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 XII. 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 XIII. RATIFICATION.**

This version of these by-laws has been duly ratified by the FOW Board on **June 28, 2024**.