

EXHIBIT D

**DINGEMAN ELEMENTARY FAMILY-FACULTY CONNECTION
[PROPOSED] BYLAWS REVISIONS/AMENDMENTS**

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ARTICLE V – MEETINGS

Section 1 Meetings of the Entire Membership.

a) Required Meetings of the Entire Membership. Meetings of the entire membership are required in the following instances:

1. annually every **September** to vote on the proposed budget presented by the Executive Board;

CHANGE TO

a) Required Meetings of the Entire Membership. Meetings of the entire membership are required in the following instances:

1. annually every **August** to vote on the proposed budget presented by the Executive Board;

e) Quorum. Twenty-five members shall constitute a quorum for the transaction of business at any meeting of the entire membership as set forth in section (a) above. However, a quorum is not required for the purpose of electing FFC officers; a majority of the votes cast by members in attendance is sufficient.

CHANGE TO

e) Quorum. Twenty-five members shall constitute a quorum for the transaction of business at any meeting of the entire membership as set forth in section (a) above. However, a quorum is not required for the purpose of electing FFC officers; a majority of the votes cast by members in attendance is sufficient **for the purposes of electing FFC officers.**

ARTICLE V - MEETINGS

Section 2 General Meetings of the FFC and Executive Board.

e) Executive Board Voting. The following Executive Board members may vote at FFC General Meetings:

- President (1)
- Vice-President (1)
- 2 Vice-Presidents of Fundraising (1 each for a total of 2)
- Secretary (1)
- Treasurer (1)
- Auditor (0)
- Deposits Secretary (1)
- Faculty Representative for grades K-2 (1)**
- Faculty Representative for grades 3-5 (1)**
- School Principal (1)
- 4 Members at Large (1 vote each for a total of 4).
- FFC Counsel (0)

TOTAL: 13

CHANGE TO

e) Executive Board Voting. The following Executive Board members may vote at FFC General Meetings:

- President (1)
- Vice-President (1)
- 2 Vice-Presidents of Fundraising (1 each for a total of 2)
- Secretary (1)
- Treasurer (1)
- Auditor (0)
- Deposits Secretary (1)
- Faculty Representative for grades Pre-K-K (1)**
- Faculty Representative for grades 1-3 (1)**
- Faculty Representative for grades 4-5 (1)**
- School Principal (1)
- 4 Members at Large (1 vote each for a total of 4).
- FFC Counsel (0)

TOTAL: 14

g) Notices. Written notice of the dates and times of all regularly scheduled FFC General meetings will be posted in advance thereof in one prominent place at the School including, but not limited to, the FFC website, weekly electronic newsletter, and/or on campus.

CHANGE TO

g) Notices. Written notice of the dates and times of all regularly scheduled FFC General meetings will be posted in advance thereof in one prominent place at the School including, but not limited to, the FFC website, **FFC social media**, weekly electronic newsletter, and/or on campus.

Section 4 Place of Meetings. Meetings of the entire membership and the Executive Board will ordinarily be held at the School may be held elsewhere when so directed by the Executive Board as

long as the Notice provisions set forth herein are met. Committee meetings may be held at a location determined by the Committee Chairperson.

CHANGE TO

Section 4 Place of Meetings. Meetings of the entire membership and the Executive Board will ordinarily be held at the School **or via video-conferencing but** may be held elsewhere when so directed by the Executive Board as long as the Notice provisions set forth herein are met. Committee meetings may be held at a location determined by the Committee Chairperson.

ARTICLE VI – FFC EXECUTIVE BOARD

Section 1 Executive Board Members. Members of the Executive Board consist of: the President, Vice-President, two Vice-Presidents of Fundraising, Secretary, Treasurer, Auditor, Deposits Secretary, **Faculty Representatives for grades K-2, Faculty Representatives for grades 3-5**, the Principal/Vice-Principal, four Members at Large and FFC Counsel.

CHANGE TO

Section 1 Executive Board Members. Members of the Executive Board consist of: the President, Vice-President, two Vice-Presidents of Fundraising, Secretary, Treasurer, Auditor, Deposits Secretary, **Faculty Representatives for grades Pre-K through K, Faculty Representatives for grades 1-3, Faculty Representatives for grades 4-5**, the Principal/Vice-Principal, four Members at Large and FFC Counsel.

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ARTICLE VI – FFC EXECUTIVE BOARD

Section 3 Duties of the Executive Board Members.

d) Vote on whether to ratify the President’s Members at Large and FFC Counsel selections at the meeting immediately following the new President’s election;

CHANGE TO

d) Vote on whether to ratify the President’s Members at Large and FFC Counsel selections at the meeting immediately following the new President’s election **or upon appointment of a vacant Member at Large or FFC Counsel position;**

f) Prior to June 1st, approve the FFC budget which will then be presented for vote to the entire membership in **September;**

CHANGE TO

f) Prior to June 1st, approve the FFC budget which will then be presented for vote to the entire membership in **August;**

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ARTICLE VII – FFC OFFICERS

Section 3 President. The President shall:

k) **Co-sign checks with** Treasurer which are drawn on the FFC's checking account;

CHANGE TO

k) **Sign checks from** Treasurer which are drawn on the FFC's checking account;

l) Prepare the FFC President's **column for the monthly School/FFC publication, Tiger Pause;**
and,

CHANGE TO

l) Prepare the FFC President's **school-wide communication as necessary;** and,

Section 4 Vice President. The Vice President shall:

e) **Co-sign checks with President** which are drawn on the FFC's checking account;

CHANGE TO

e) **Sign checks from Treasurer, when needed,** which are drawn on the FFC's checking account;

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ARTICLE VII – FFC OFFICERS

Section 5: Two Vice Presidents Of Fundraising. The Vice Presidents of Fundraising shall:

h) For all events outside of school hours, ensure that San Diego Unified School District Rental Request forms and related fees are submitted and approved by the San Diego Unified School District Real Estate Department. **See exhibit E.**

CHANGE TO

h) For all events outside of school hours, ensure that San Diego Unified School District Rental Request forms and related fees are submitted and approved by the San Diego Unified School District Real Estate Department **via their website:**

https://www.sandiegounified.org/departments/real_estate_and_rentals/rentals.

i) Ensure request for approval of fundraising activity forms (administrative procedure 9325) are submitted. **See exhibit C.**

CHANGE TO

i) Ensure request for approval of fundraising activity forms (administrative procedure 9325) are submitted. **Forms can be found via the District website:**

https://staff.sandiegounified.org/departments/school_innovations_and_integrated_youth_services/associated_student_body_asb_handbook/nondistrict_organizations

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ARTICLE VII – FFC OFFICERS

Section 6 Secretary. The Secretary shall:

h) Keep Committee Chairperson's reports; and,

CHANGE TO

h) Keep Committee Chairperson's reports and/or document in the FFC General Meeting minutes; and,

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ARTICLE VII – FFC OFFICERS

Section 9 Deposits Secretary. The Deposits Secretary shall:

b) Be responsible for the **proper counting, handling and control of cash** or other negotiable funds received by the FFC pending their deposit in the name of the FFC in a bank approved by the Executive Board;

CHANGE TO

b) Be responsible for the **proper handling and control of counted cash** or other negotiable funds received by the FFC pending their deposit in the name of the FFC in a bank approved by the Executive Board;

d) Upon receipt of a **credit card transaction**, the Deposits Secretary shall validate that the necessary information has been received to process payment, and there is enough information to contact the **credit card holder**, should the need arise. The Deposits Secretary shall safeguard the **credit card data** to protect the privacy of the cardholder.

CHANGE TO

d) Upon receipt of a **credit card or online transaction**, the Deposits Secretary shall validate that the necessary information has been received to process payment, and there is enough information to contact the **credit card holder/payor**, should the need arise. The Deposits Secretary shall safeguard the **credit card/transaction** data to protect the privacy of the cardholder.

f) Give all bank deposit receipts, **credit card authorization slips, and credit card batch reconciliation slips** to the Treasurer; and

CHANGE TO

f) Give all bank deposit receipts, **credit card authorization slips, credit card batch reconciliation slips and online transaction records** to the Treasurer; and

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ARTICLE VIII – ELECTION OF OFFICERS

Section 2 Nominating Procedures.

a) Nominations for office shall be made by a nominating **committee which** shall be appointed by the President and approved by a majority vote of the Executive Board no later than March 1st. The committee shall nominate one or two members for each elective office.

CHANGE TO

a) Nominations for office shall be made by a nominating **committee. The Nominating Committee shall** be appointed by the President and approved by a majority vote of the Executive Board no later than March 1st. The committee shall nominate one or two members for each elective office.

e) The report of the nominating committee shall be submitted to the membership at the **March** Board meeting.

CHANGE TO

e) The report of the nominating committee shall be submitted to the membership at the **April** Board meeting.

Section 3 Election Voting. The elected officers shall be elected by **secret (written)** ballot at a Meeting of the Entire Membership in the month of April each year. A majority of the votes cast at this meeting is sufficient to elect whether or not a quorum of 25 is present.

CHANGE TO

Section 3 Election Voting. The elected officers shall be elected by **anonymous** ballot at a Meeting of the Entire Membership in the month of April each year. A majority of the votes cast at this meeting is sufficient to elect whether or not a quorum of 25 is present.

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ARTICLE X- APPOINTED BOARD MEMBERS

(Faculty Representatives, Members at Large and FFC Counsel)

Section 1 Selection. The President shall select the four Members at Large and the FFC Counsel position which selections must be approved by a majority vote of the Executive Board. In selecting the Members at Large the President shall take into consideration the person's attendance and participation at prior FFC meetings and commitment to the purposes set forth in Article II. The **Principal/Vice-Principal** shall select the Faculty Representatives which selections must be approved by a majority vote of the Executive Board.

CHANGE TO

Section 1 Selection. The President shall select the four Members at Large and the FFC Counsel position which selections must be approved by a majority vote of the Executive Board. In selecting the Members at Large the President shall take into consideration the person's attendance and participation at prior FFC meetings and commitment to the purposes set forth in Article II. The Principal/**Associate** Principal shall select the Faculty Representatives which selections must be approved by a majority vote of the Executive Board.

ARTICLE XIII – EXPENDITURES OF FUNDS

Section 1 Expenditure Approval. All **expenditures must be authorized** by the Executive Board at **the regularly** scheduled FFC General Meeting, except that the President can authorize, as necessary, the expenditure of funds for items under \$50.00 in special circumstances. These expenditures must be reported to the Executive Board at the next regularly scheduled FFC General Meeting and must serve the purposes identified in Article II. A new request for funding (Exhibit C) must be received prior to the April FFC board meeting each year for the item to appear on FFC proposed budget which will be voted on by the Executive Board **at the April FFC meeting**. New requests or amendments to the existing items can be submitted in writing using Exhibit C at any time throughout the year and are subject to available funds and approval by the board.

CHANGE TO

Section 1 Expenditure Approval. All **expenditures not itemized and approved in the annual budget must be authorized** by the Executive Board at **the next regularly** scheduled FFC General Meeting, except that the President can authorize, as necessary, the expenditure of funds for items under \$50.00 in special circumstances. These expenditures must be reported to the Executive Board at the next regularly scheduled FFC General Meeting and must serve the purposes identified in Article II. A new request for funding (Exhibit C) must be received prior to the April FFC board meeting each year for the item to appear on FFC proposed budget which will be voted on by the Executive Board **prior to June 1st**. New requests or amendments to the existing items can be submitted in writing using Exhibit C at any time throughout the year and are subject to available funds and approval by the board.

Section 3 Reimbursements to District Employees. In accordance with Administrative Procedure 9325 District employees cannot receive funding from the FFC for services/support provided to the school. Staff will submit a written request with receipts for reimbursement of classroom funds, which will be preapproved by the Principal or person designated by Principal before reimbursement is issued. Committee Chairs will authorize all requests for reimbursements within the approved budget using **Exhibit E**.

CHANGE TO

Section 3 Reimbursements to District Employees. In accordance with Administrative Procedure 9325 District employees cannot receive funding from the FFC for services/support provided to the school. Staff will submit a written request with receipts for reimbursement of classroom funds, which will be preapproved by the Principal or person designated by Principal before reimbursement is issued. Committee Chairs will authorize all requests for reimbursements within the approved budget using **the current reimbursement form**.

ARTICLE XV - INSURANCE

Section 1 Insurance. The Executive Board shall obtain and maintain the following insurance policies:

CHANGE TO

Section 1 Insurance. The Executive Board shall obtain and maintain the following insurance policies **in accordance with District requirements**:

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ARTICLE XVII – EFFECTIVE DATE OF THESE BYLAWS

DELETED PREVIOUS REVISIONS TO EXHIBITS

Exhibit C revision:

Form reformatted with addition of projected revenue and expanded categories. Requests are now required at least 5 days prior to published FFC meeting.

Addition of Exhibit D: Rental Request form.

Addition of Exhibit E: District Approval of Fundraising form.

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EXHIBIT C

REQUEST FOR FUNDING or REQUEST TO AMEND FFC BUDGET

Forms are due at least 5 days prior to published FFC meeting and should be placed in FFC President's folder in the FFC mail crate in the staff workroom or e-mail to ffc.president@yahoo.com with additional pages as needed.

CHANGE TO

Forms are due at least 5 days prior to published FFC meeting and should be placed in FFC President's folder in the FFC mail crate in the staff workroom or e-mail to president@dingeman.net with additional pages as needed.