

BY-LAWS of the Los Angeles County High School for the Arts  
PARENT ASSOCIATION BOARD

ARTICLE I – NAME

The name of the organization shall be the LACHSA Parent Association Board

ARTICLE II – PURPOSE

The purpose of the LACHSA Parent Association is to support the objectives of LACHSA by:

- (a) Establishing and maintaining a close working relationship among LACHSA’s parents, teachers, staff, administration and community.
- (b) Supporting the Principal’s mission on matters relating to the individual arts departments as well as the academic program.
- (c) Informing and promoting school-wide activities and events to the parent body, and the general public.
- (d) Assisting in the fund raising efforts of Parent Association and the Arts High Foundation which support LACHSA.
- (e) Providing support through coordination of volunteer programs for any official school activities, such as the College Fair, graduation, teacher appreciation, auditions and other events that require community support. PAB will act at the request and in coordination with the LACHSA administrator overseeing the event.
- (f) Sponsoring, promoting and facilitating programs of interest to the LACHSA community.
- (g) Coordinating communications within the parent community.
- (h) The Parent Association Board is to serve as the governing body of the Parent Association. All current LACHSA parents are members of the Parent Association, but only the elected representatives are members of the Board.

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ARTICLE III - OPERATIONS AND EXPENSES

- (a) The organization shall not directly or indirectly participate or intervene in any way, including the publishing or distributing statements in any political campaign on behalf of, or in opposition to, any candidate for public office.
- (b) Fundraising efforts will be coordinated with the LACHSA Foundation which will have responsibility for stewardship over fundraising strategy.
- (c) Funds raised by the Parent Association will be deposited to a distinct account in the Foundation accounting system with no overhead or administration charges..
- (d) The Treasurer will provide a monthly financial report of revenue and expense activity to the Parent Association Board. Prior to the end of the Fiscal Year, the Parent Association Board will approve a budget and a Business Plan for the following year.
- (e) Parent Association Board will have a discretionary fund and all funds shall be spent in accordance with the approved Business Plan.
- (f) Funds in the Parent Association's Arts High Foundation account will be made available for purposes as directed by the Parent Association Board upon approval by the Treasurer.
- (g) On the occasion of an unexpected request for funds, the Parent Association Board will vote to approve or disapprove the funds request within three business days.

ARTICLE IV – OFFICE

The LACHSA Parent Association's principal office shall be at the Los Angeles County High School for the Arts, 5151 State University Drive, Building #20, Los Angeles, CA 90032.

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ARTICLE V – MEMBERSHIP

The LACHSA Parent Association shall be governed by a Parent Association Board. The opportunity to seek membership by election to this Parent Association Board shall be made available to any individual who is a current LACHSA parent.

The Parent Association Board shall consist of seventeen (17) elected parents/guardians who have a child currently enrolled in LACHSA.

(a) ELECTIONS

There will be two seats on the Parent Association Board for parents of students in each of the following arts departments, Cinematic Arts, Dance, Music, Theatre and Visual Arts. There will be one seat for a parent of a student in Musical Theatre. There will be four seats for parents of a student in each of the four grade levels and two seats for parents who will be a General Representatives. An election for these seats will be held in May, prior to the May meeting of the Parent Association Board. Members so elected, shall commence their term on July 1 following their election. The seat reserved for a parent or guardian of an incoming ninth grade student will be elected in September, which term shall commence immediately upon their election. Members of the Parent Association Board will represent the arts departments as well as serve as liaisons to the academic departments. Term of service on the Parent Association Board shall be through June 30 of the second school year after their election, unless their child graduates or leaves school.

Elections for representatives to the Parent Association Board will be held online (instructions are included in an attachment) and each parent or guardian will have one vote per open position within the department for each child enrolled at LACHSA. If there are two open positions in a department, the two candidates with the most votes will serve on the parent association board. If

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there is a tie, the arts department head or the corresponding grade level counselor will break the tie.

At any time, the Parent Association Board, by a majority vote, shall be entitled to elect up to two Ad Hoc Members, who shall serve for a term running until June 30 of the second school year after their election.

The Principal and the Executive Director of the LACHSA Foundation shall serve as non-voting ex officio members.

(b) DUTIES OF MEMBERS

Parent Association Board Members are expected to attend monthly meetings and be prepared to discuss the agenda. They are held accountable for the expectations outlined below.

(c) EXPECTATIONS OF PARENT ASSOCIATION BOARD MEMBERS

Parent Association Board Members are expected to support the school's mission, and philosophy. They shall work in good faith with all members of the council to ensure that parent participation strengthens the school community and promotes excellence in all aspects of the school's operations. Parent Association Board Members are expected to stay informed on the activities, needs and issues of the art department or grade level they represent. They must also develop an understanding of the academic program and other areas of school operations. Parent Association Board Members serve as ambassadors for the school, sharing the information they learn with all of the parents in their departments and actively encourage parents to support the school. Parent Association Board Members are responsible for representing the opinions and interests of all parents in their respective departments or grade levels, even when the opinions are in conflict with the parent association board member's own views. They must seek out parent/guardian(s) feedback and insure that all points of view are fairly represented. If a member of the Parent Association Board fails or is unable to fulfill his/her role and responsibilities,

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he/she will be given notice to remedy specified non-performance or face a recall (removal from the Parent Association Board in a closed session, if requested, by a 2/3 majority vote of the Parent Association Board). If a member of Parent Association Board misses more than two consecutive meetings, they will be given notice and asked to step down from their duty as representative.

(d) ROLE OF PRINCIPAL

The Principal (ex-officio non-voting member or appointed designee) is invited to attend Parent Association Board meetings to keep the board informed of the general state of the school and will seek out board input on matters affecting both academic and arts programs.

(e) ROLE of the FOUNDATION REPRESENTATIVE

The Foundation Representative will provide monthly reports and updates on Foundation fund raising activities specifically regarding monies raised and given by parents.

(f) VACANCIES

Vacancies in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these by-laws for a normal appointment to that office, provided, however, that premature vacancies shall be filled on a timely basis as provided herein at Article V. When a vacancy occurs, the affected department will elect another representative within 30 days to fill that vacancy until the next general election.

ARTICLE VI – ORGANIZATION

A. OFFICERS

Section I

The Officers of the organization shall consist of a President, a Vice President, a Treasurer, and a Secretary.

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Officers shall serve no more than two consecutive terms in the same office. One who has served more than one-half of a term shall be credited with having served that term. All officers shall prepare an Annual Report summarizing the procedures used in the execution of all duties and activities associated with said office. These reports shall be submitted at the May Parent Association Board Meeting and shall be made available to the successors of the respective officers.

Section 2 – Election of Officers

Parent Association Board Members shall be eligible to hold elective office.

The Officers shall be elected by a majority vote of Parent Association Board Members then serving at the May meeting of the Parent Association Board. Terms of service of all Officers shall run from July 1 following their election through June 30 of the following school year (a term of one (1) year). Current board members who will be returning the following year can be nominated for an officer position. The board will vote electronically in a similar manner to the general elections.

Section 3 – Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Parent Association Board. In case a vacancy occurs in the office of President, the Vice-President shall assume the Presidency until the Parent Council Board has an opportunity to elect a successor President to fill the remaining term.

Section 4 – Duties of Officers

President: The President shall preside at all meetings of the organization; shall be a member ex-officio of all committees; and shall perform all other duties usually pertaining to the office.

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Vice-President: The Vice-President shall assist the President in his/her duties, preside in his/her absence and assume the Presidency in the event the President is unable to complete his/her term of office.

Treasurer: The Treasurer shall keep all records of financial transactions of the organization, shall keep accurate books of accounts, recording therein the sources and the amounts of all monies, funds and securities in his/her custody, and showing disbursements made thereof. The Treasurer shall collect, receive and record all monies and securities paid to or contributed to the Foundation. The Treasurer shall present a statement of account at every meeting of the organization and at other times when requested by the Parent Association Board, and shall make a full report at the June Meeting.

Secretary: The Secretary shall keep all written records of the organization, and shall attend all Parent Association Board Meetings and record the proceedings. In the absence of the Secretary, the President shall appoint an acting recorder of the proceedings. The Secretary will prepare typewritten minutes of the preceding Parent Association Board Meeting and make them available to the members to be approved at each Parent Association Board Meeting. The meeting minutes will be posted on the school website. The Secretary shall be responsible for correspondence, including meeting notices and thank you notes on behalf of the Parent Association Board. The Secretary shall also prepare the agenda in consultation with the President, Principal and Parent Association Board Members.

## B. COMMITTEES

### Section 1

Committees shall be created by the Parent Association Board as may be required to promote the objectives and interests of the organization. The Parent Association Board shall be responsible for defining committee functions. In the event any committee is no longer needed, it may be designated inactive by a majority vote of the Parent Association Board.

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Section 2

The Chairs of the Committees shall be appointed by the Parent Association Board. Only parents of current LACHSA students shall be eligible to serve in an appointed position.

Section 3

The Chairs of all Committees shall present plans of work to the Parent Association Board, and all projects undertaken by these committees must have approval of the Parent Association Executive Board and when appropriate the LACHSA administration.

Section 4

No Chair, shall serve in the same office for more than two (2) consecutive years. One who has served more than one-half of a term shall be credited with having served that term.

Section 5

A member of the Parent Association Board will be designated to attend LACHSA's Shared Decision Making Committee (SDMC) meeting(s).

ARTICLE VII - MEETINGS

A. REGULAR MEETINGS

Section 1

A minimum of one regular meeting of the Parent Association Board shall be held per month during the school year. The meetings shall be held at the Los Angeles County High School for



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the Arts on the Cal State LA campus. The Principal (or appointed designee) will secure a meeting place on the LACHSA campus adequate to accommodate the Parent Association Board; and said meeting(s) shall be included in the School Calendar. Regular meetings are open to all Parent Association members, unless the current President requests meeting of just the board members.

The Board of the Parent Association once a year at a day and time to be determined by the Board shall host a general meeting of the membership (all current parents). The meeting will be held at LACHSA and the PAB will provide a State of the Association and answer questions about activities, finances and objectives of the organization. The meeting will be publicized at least one week in advance and as soon as a date is set it will be posted on the LACHSA calendar.

Agendas will be distributed by the Secretary (or appointed designee) in advance of each meeting. Agenda additions and changes may be requested no later than noon on the Friday preceding the Parent Association Board meetings.

Section 2

Anyone wishing to bring business before the organization shall submit it in writing to the President at least one (1) week before the next regularly scheduled Parent Association Board meeting.

Section 3

Meetings will be run by the current President (or appointed designee) of the Parent Association Board.

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B. CALLED MEETINGS

Section 1

A Called Meeting of the Parent Association Board shall be held, at the discretion of the President with at least 48 hours notice to Parent Association Board Members and parents/guardians. Notice will include agenda for the called meeting.

Section 2

Only business pertaining to the stated purpose of the meeting shall be conducted at a Called Meeting. That business may be treated as an agenda item at the Council Meeting.

C. QUORUM

A quorum shall consist of a majority of current members of the Parent Association Board.

ARTICLE VIII – BASIC POLICIES

The basic policies of the Council are:

- (a) The organization shall be noncommercial, nonsectarian and nonpartisan.
- (b) The name of the organization or the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.

ARTICLE VII – AMENDMENTS

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Section 1

These by-laws may be amended by a two-thirds (2/3) vote of the Parent Association Board at any Regular Meeting or Called Meeting.

Section 2

A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a meeting of the Association. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

ARTICLE X – FISCAL YEAR

The fiscal year of this organization shall begin July 1st and end June 30th.

The Auditing Committee shall be appointed by the Board and shall include two non- Board representatives – one from the parent body and another from the Foundation.