



## **Constitution and Bylaws of the Soquel Parents Education Nursery School (Soquel PENS)**

### **Article I Name and Purpose**

Section 1 The name of this non-profit organization is Soquel Parent Education Nursery School, commonly referred to as Soquel PENS.

Section 2 The purpose of this non-profit organization is to promote and operate a non-sectarian, non-racial and non-profit parent cooperative preschool to educate parents and their children with supplemental parent education seminars and workshops.

Section 3 Standards of the school are subject to the rules of the Bureau of Adult Education, a division of the State Department of Education.

### **Article II Membership**

#### Section 1 **Statement.**

Membership in the non-profit organization shall be granted to the parents or guardian of a child accepted for enrollment, without regard as to race, ethnicity, religion, or sexual orientation.

#### Section 2 **Property Rights.**

Membership in the non-profit organization shall not confer upon the members or any member any right to or an interest in the property or assets of the corporation. Upon dissolution of the corporation all of its property and assets shall be transferred as determined by the Board only to an educational, charitable, benevolent, or fraternal organization or to the City of Santa Cruz, or the State of California.

#### Section 3 **Numbers and Qualifications.**

Family membership shall be granted on the basis of residence within Santa Cruz County boundaries. Families residing in other counties may be granted membership if there are no county applicants on the waiting list. The number of children in the school shall be determined by the teachers and Board.

Members with two or more children enrolled in the school will pay tuition and fees for



each child with a 10% discount on the lesser tuition for each additional child. Attendance and financial requirements as set by the Board and in accordance with the school district shall be met. Membership in Soquel PENS shall be granted to parents, or guardians of a child accepted for enrollment, upon the completion of admission requirements.

Children who have special needs shall be accepted if it is determined by the teachers and the Board that:

- (1) there will be no adverse effect upon the other children, either through the direct behavior of the child or through requiring staff time which the other children need, and
- (2) Soquel PENS is able to meet the special needs of the child.

The school will make reasonable efforts to accommodate the needs of the child.

However, if the teachers and/or the Board feel that the needs of the child cannot be met by the school, membership may be terminated.

#### Section 4 **Rights and Privileges.**

Each member family shall have the right to petition the Soquel PENS Board on any matter he/she wishes, shall have the right to consult with the teachers, shall have the right to one vote per family, shall have the right to have either father, mother, guardian or designee hold office, and shall have the right to have the child attend Soquel PENS.

#### Section 5 **Responsibilities.**

All members shall actively participate in the affairs and operation of the school, in accordance with established guidelines in the *Soquel PENS Handbook*. It is the responsibility of each member to bring to the attention of the Board any extenuating circumstances which make adhering to the *Soquel PENS Handbook* difficult. A family may petition the Board to have a non-family designee complete part of their classroom work requirement. This designee must be consistent and must attend orientation, complete all paperwork and be committed to being a student in the parent education program. The participation of the non-parent designee will be periodically reviewed by the teachers and/or Board.

#### Section 6 **Tuition.**

Tuition is due the first (1<sup>st</sup>) of the month in the amount set by the Board and teachers. Specific policies and procedures regarding tuition payment shall be followed as described in the *Soquel PENS Handbook*. Delinquent accounts will result in termination of membership.

#### Section 7 **Termination of Membership** (voluntary).

Two weeks written notice shall be given to the Membership Chairperson, Treasurer and



the teacher by a member who is withdrawing from the school. Such withdrawal notice will not relieve the member of his/her obligation to pay dues and participate up to the day of withdrawal. All monies owed the school must accompany the notice of withdrawal.

Section 8      **Termination of Membership** (involuntary).

The Soquel PENS Board will terminate a family membership for failure to meet any of the requirements set forth in these Bylaws or in the *Soquel PENS Handbook*.

Section 9      **Sick and Maternity Leave of Membership**

Leave of not less than two (2) weeks nor more than six (6) weeks may be granted upon written notice to the teacher (for sick leave, a doctor's note is required). The teacher, upon being notified by the sick or pregnant member of a needed leave, must notify the President, Treasurer, Membership Chairpersons, and class representative. Any exceptions must be granted by the Soquel PENS Board. Notice shall be given two (2) weeks in advance when possible. Children of the parents on sick or maternity leave may continue to attend Soquel PENS and the members must pay full tuition. Members on sick or maternity leave are not required to participate in any Soquel PENS meetings, functions or workdays, but are required to make temporary arrangement for the support job they hold. No more than three (3) members may be on sick or maternity leave at any one time except with special permission of the Soquel PENS Board.

Section 10     **Leave of Absence of Membership**

Leave of absence of not less than two (2) weeks nor more than two (2) months may be granted by the Board. After two (2) months, the spot may be given to another family on the waitlist. Request for the proposed leave must be given to the Board two (2) weeks in advance of the proposed leave of absence. Dues shall be one-half of the regular monthly fee, payable during the leave of absence. Children of the members on leave of absence cannot attend school during leave. Members on leave of absence are not required to participate in any Soquel PENS meetings, functions, or workdays.

Section 11     **Scholarships.**

Cleaning scholarships which will grant partial tuition reduction will be offered as available and determined by the Board. If cleaning commitments are not met on time, full tuition will be charged for the month. Additional scholarships may be established by the Board as needed and as finances allow.

<b>Article III Participation of Members</b>
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Section 1 **Time and Place.**

The time and place of meetings shall be determined by the teachers and members of the Board.

Section 2 **Regular Meetings.**

The format and frequency of the meetings will be determined by the Board and the teachers. A maximum of two (2) meeting per month will be required of the general membership and a maximum of three (3) meeting per month will be required of Board members unless an extra emergency Board meeting must be scheduled.

Section 3 **Attendance.**

Members must attend all regularly scheduled meetings and any special membership meetings as defined below. Soquel PENS and the Board considers these meetings classroom hours and will allow one (1) excused absence per family per year. If an additional meeting is missed, it must be made up by an extra workday or special project by arrangement with the teacher. The meeting make up must be completed by the end of the year.

Section 4 **Special Membership Meetings.**

Special membership meetings may be called by the President and three members of the Soquel PENS School Board, or by written request of a majority of the general membership. Notice of special meetings will be at least five (5) days prior to the meeting.

Section 5 **Workdays.**

One workday in the classroom per week is required per family membership. If you cannot work your regularly scheduled workday, you must trade with another member or ensure that your shift is covered. Those parents with two children in the school may be asked to work additional days as needed to ensure the adult to student ratio is adequate as determined by the teacher.

Section 6 **Power of Membership.**

The membership shall have the power to recall any or all of the officers of the Board by  $\frac{3}{4}$  majority vote of all the general membership. The membership shall have the power to, recommend, approve and adopt policies governing the operation and affairs of the school by majority vote. The membership shall have the power to approve withdrawals from the savings account and expenditures in excess of \$500.00 and to authorize the transfer of funds from the savings to the checking account.



Section 7 **Quorum.**

A quorum shall consist of one person more than one-half of the active membership; unless otherwise specified herein, all business shall be transacted by majority vote of those present.

Section 8 **Points of Order.**

Except as otherwise provided in these Bylaws, all questions of order shall be decided in accordance with *Robert's Rules of Order*.

Section 9 **Evaluations.**

An evaluation of the Nursery School programs will be given once a year. It will cover topics such as curriculum, schedule, the Board, parent involvement, communication, teachers, and content of night meetings. It shall be completed by the end of February. The Class Representatives will be in charge of distribution and compiling completed evaluations, unless an Evaluation Person support job is assigned to a member. The Class Representative or Evaluation Person will compile the information from the evaluations and present them with the teachers at the following Board meeting.

<b>Article IV The Soquel PENS Board</b>
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Section 1 **Definition.**

The Soquel PENS Board (herein called the Board) shall consist of the following officers: President, Vice-President, Secretary, Treasurer, Membership Coordinator, Events Coordinator, Support Job Coordinator, Representatives (one from each class) and IT/Website. Some of the positions may be filled by two members sharing one position if this is determined to be necessary by the Board. The teachers shall attend board meetings as ex-officio members.

Section 2 **Executive Board.**

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Membership Coordinator. The President may call a special meeting of the Executive Board to decide an urgent matter. An urgent matter shall be considered one in which the health or safety of the majority of the membership may be at stake and can also include conflict in the membership. All decisions of the Executive Board will be made at such special meetings and will be final. Decisions of urgent matters that impact the membership at large will be made available to the general membership within 48 hours after the special meeting. Only one member of the



Executive Board may be absent at a special meeting, otherwise the Executive Board's decision is not binding. The Executive Board will serve as the Scholarship Committee whose duties include reviewing and granting scholarships at the Board's recommendation and as the budget allows.

**Section 3      Nominations for the Office of the Board.**

All of the membership can participate in the nomination process. The board and the Teachers can help recruit nominees especially if there are no candidates nominated for a position. Nominations will start at the very beginning of March. The Vice President will create the ballot. The ballots will be distributed no later than three weeks before the April General Meeting and must be returned and ballots tabulated no later than one week before the April general meeting. The votes will be tabulated by the Vice President and the candidates with the highest number of votes win. The teachers will contact the candidates to inform them of their election to the Board position. If the newly elected officer declines to serve, the position will be given to the person with the next highest vote. The new Board will be presented at the April general meeting.

**Section 4      Vacancies.**

Vacancies on the Board will be filled by appointment by the President to serve as acting officers until approved by the membership at the first possible business meeting. If multiple candidates are interested in the vacant position, a special election will be held. Said appointment shall serve until the next year's Board takes over at the June meeting.

**Section 5      Tenure.**

The officers of the Board shall serve for a period of one year, commencing with their installation. The officers and officers-elect shall attend a joint Board meeting in May for the purpose of orientation. The officer-elect will be installed at the June business meeting, at the point in the agenda where new business begins, and shall assume full powers of office at that time. The Treasurer shall assume responsibilities at the completion of the year end financial statement when all business can be transferred over to the new year.

**Section 6      Powers.**

The Board shall have the power:

- (a) to determine the time and place of Board meetings
- (b) to jointly fix the terms of employment and compensation of the teachers with the Board of Education and to adopt personnel policies to be presented to the teachers for their use and guidance
- (c) to recommend projects to the membership
- (d) to call special meetings of the membership whenever they deem it necessary, with no less than five (5) days notice



- (e) to appoint an attorney
- (f) to appoint a qualified person to audit the Treasurer's books at the end of the year
- (g) to terminate family memberships
- (h) to grant all types of leaves
- (i) to consider petitions from the general membership for exceptions to these Bylaws
- (j) to conduct the normal business of Soquel PENS
- (k) to select and activate special committees
- (l) to formulate and implement the Soquel PENS Handbook policies and procedures
- (m) to issue keys to persons having need of them for the business of their offices, positions and duties to the school.

### Section 7 **Duties.**

It shall be the duty of the Board:

- A. To conduct the normal business of Soquel PENS
- B. To prescribe the duties of the members
- C. To ensure that the provisions of these Bylaws are followed
- D. To ask for a membership approval for expenditures that exceed \$500.00.
- E. To carry out the policies in the Handbook adopted by the school.
- F. To submit a budget to the general membership for approval for the ensuing year. The Budget Committee will consist of the Treasurer as Chairperson and at least three members of the membership. The minutes must be recorded at all meetings. The Treasurer will begin in January to recruit potential committee members and the Budget shall be submitted to the general membership no later than the May General Meeting.

### Section 8 **Limits.**

The Board is limited in that:

- A. All monies raised through fundraising projects will be deposited in Soquel PENS's fundraising.
- B. The Board will not make withdrawals from the fundraising account that exceed \$500.00 without the approval of the majority of the voting membership.
- C. The Board will not make expenditures for the merchandise costing over \$500.00 without the approval of the majority of the voting membership (except to replace existing equipment which has malfunctioned or other issues where safety is at risk).

### Section 9 **Meetings.**

The regular meetings of the Board shall be once each calendar month at a time and place set by the President upon seven (7) days notice, or as specified in the yearly calendar. The President may call special Board Meetings when necessary, with 24 hours notice.

### Section 10 **Compensation.**





The officers of the Board shall serve as such without compensation for their services.

Section 11 **Eligibility of Family Members.**

A family may only serve in one Board position in a given year, unless approved by the general membership.

<b>Article V      Responsibilities of Board Members</b>
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Section 1      Board Members must know the school policies, program and people. As participants on the policy-making level, members must separate the other roles they play within the school, such as parent or teacher, and assume only the role of Board member, making decisions with the whole school in mind.

Section 2      Board members are responsible for attending meetings, participating by preparing for the meeting beforehand, sharing their thoughts with others, and joining in the discussion. Sometimes the best way to help is to set forth open-ended questions such as; What do we do about this item? What do we need to know? What are our options?

Section 3      Other responsibilities of Board members are to listen attentively at meetings, confine Board business to Board meetings and not to small groups afterward, and to interpret to other members the policies the Board has set. Loyalty to the group requires that a decision be supported even by members who voted against it. Board members are responsible for attending the August Board meeting and Orientation of New Members, dates to be set by the President and teachers.

Section 4      **President**

It shall be the duty of the President to:

- A. Call and preside at all meetings of the Board and of the membership as a whole.
- B. Sign documents as needed.
- C. Have general supervision and control of the policies, procedures and operations of the school, subject to the approval of the Board.
- D. Keep the membership informed of the affairs and conditions of Soquel PENS
- E. Call emergency Board meetings.
- F. Establish committees and to appoint committee chairpersons with the consent of the Executive Board.
- G. Act as ex-officio member of committees
- H. Act as official representative of the school at conferences or meetings of other organizations at which the Board deems it desirable that the school be represented





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- I. Fill vacancies in offices with Board approval until the membership can approve
- J. Be on scholarship committee with Vice President, Treasurer and Membership Chairperson to evaluate scholarship applications.

## Section 5 **Vice President**

It shall be the duty of the Vice President to:

- A. Preside in the absence of the President and to assume the duties of the President during his or her absence
- B. Act as assistant to the President and to perform such duties as shall be determined by the President.
- C. In the absence of a bookkeeper, act as a checks and balances to the Treasurer on a monthly basis by reviewing her/his balancing of the school bank accounts against all bank statements.
- D. Act as ex-officio member of all committees.
- E. Act as Parent-Education Chairperson working with teachers in planning all educational meetings, track attendance and communicate to teachers any individuals who are delinquent in their attendance.
- F. Inform the membership of outside activities parallel with the course of study.
- G. Inform the membership of all activities relating to educational matters.
- H. Succeed the President if the office becomes vacant.
- I. Fill in for Secretary in case of his or her absence.
- J. Take charge of the elections process. Vice President will distribute ballots, work with teachers to count the ballots and distribute results to the membership.
- K. Attend monthly Board meetings.

## Section 6 **Secretary**

It shall be the duty of the Secretary to:

- A. Take minutes of all membership and Board meetings, keep minutes of Budget committee meetings and Scholarship committee meetings. Place a copy as a permanent record in the minute book, distribute to the Board, save on the email account and file in the school's permanent record.
- B. Prepare a list of all unfinished business for the President to assist him/her in preparing next month's agenda.
- C. Carry out all general correspondence of Soquel PENS and to keep accurate records thereof
- D. Keep an accurate record of all alumni.
- E. Have available for reference at all meetings, a copy of the Handbook and Bylaws
- F. Act in place of the Vice President whenever she/her is absent or unable to act.
- G. Create a directory of the entire membership and each individual class, distributing a



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copy to all families via email and making a copy available at the school. Keep membership list updated monthly.

## Section 7 **Treasurer**

In the absence of a paid bookkeeper, it shall be the duty of the Treasurer to:

- A. Become legally Bonded upon taking over the position of Treasurer.
- B. Keep proper books of account showing all of the business affairs and transactions of the non-profit organization.
- C. Receive all monies on any account payable to the non-profit organization, and to deposit sums in the name of the non-profit organization in such bank as may be designated by the Board.
- D. Sign all checks and orders for the payment of money in behalf of the non-profit organization except as otherwise authorized by resolution of the Board, all such checks and orders must be countersigned by the President or the Vice-President.
- E. Collect all fees due on the first of the month, send all delinquent tuition and attendance reminders as well as membership termination letters
- F. Prepare any necessary W-2 forms required by the government
- G. Close the books and ready them for audit in June of each year.
- H. Be responsible for securing adequate property and liability insurance
- I. Act as Chair of the Budget Committee, recruiting at least six members of Soquel PENS beginning in January. Budget shall be submitted to the membership for approval no later than the May General Meeting.
- J. Present to the Board all non-budgeted bills for payment approval.
- K. Present at each monthly Board meeting a complete statement of financial transactions of the non-profit organization for the preceding month, such statement to be read to the membership at the quarterly General Business meeting and posted at the School.

**If there is a paid bookkeeper, it shall be the duty of the Treasurer to:**

- A. Collect all fees due on the first of the month, send all delinquent tuition and attendance reminders as well as membership termination letters
- B. Act as Chair of the Budget Committee, recruiting at least six members of Soquel PENS beginning in January. Budget shall be submitted to the membership for approval no later than the May General Meeting.
- C. Present to the Board all non-budgeted bills for payment approval.
- D. Present at each monthly Board meeting a complete statement of financial transactions of the non-profit organization for the preceding month, such statement to be read to the membership at the quarterly General Business meeting and posted at the School.
- E. Receive all monies on any account payable to the non-profit organization, and to deposit sums in the name of the non-profit organization in such bank as may be designated by the Board.
- F. Act as liaison for the bookkeeper and Board/membership.



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- G. Be responsible for scholarship and weekend cleaning scholarship programs. Treasurer will determine who is eligible for both programs with the Scholarship Committee and be responsible for making sure parent responsibilities have been met.
- H. Attend monthly Board meetings.

## Section 8 **Membership Coordinator**

There will be one Membership Coordinator.

It shall be the duty of the Membership Coordinator to:

- A. Be the first contact for all potential members, informing them of the *Soquel PENS Handbook* and providing information about school admissions.
- B. Communicate to the President, Secretary, Treasurer, Teachers, Class Representatives and Support Job Coordinator when changes in the membership occur.
- C. Keep active records of members and maintain a waiting list of prospective members in chronological order by date of initial contact with Membership Coordinator, except that preference shall be given to continuous family membership enrollment and priorities shall be in accordance with the current *Soquel PENS Handbook*
- D. Represent the school at the open house.
- E. Be responsible for maintaining maximum enrollment as stated in *Soquel PENS Handbook*.
- F. Be on the Scholarship committee with President, Vice President and Treasurer to evaluate scholarship applications.
- G. Consult with the teachers regarding the formation of the class list.
- H. Attend monthly Board meetings.

## Section 9 **Records Coordinator**

It shall be the duty of the Records Coordinator to:

- A. Keep files of members' medical records and insurance policies and any other required forms.
- B. Liaison to the school district and current or prospective membership during the enrollment process.
- C. Create email contact groups of the entire membership, the Board and each individual class. Keep email groups updated monthly.
- D. Assist the Membership Coordinator with their duties and fill in for him/her in case of absence.
- E. Attend monthly Board meetings.

## Section 10 **Events Coordinator**

It shall be the duty of the Events Coordinator to:



- A. Organize and plan all Soquel PENS fundraising projects with the help of the event support job holders and event support committees.
- B. Obtain membership approval of the nature and number of projects by the second general meeting of the school year
- C. Give all fundraised monies to the treasurer for deposit and tracking.
- D. Attend monthly Board meetings.

Section 11     **Public Relations Coordinator**

It shall be the duty of the Public Relations Coordinator to:

- A. Advertise the school to fill openings, promote school sponsored activities such as fundraisers, distribute flyers and business cards (created by the Flyer Design/ Sign Design/Copier) to local businesses such as the Live Oak Resource Center, Education Resource Center, other preschools, libraries, etc.
- B. Put information in the calendars for Soquel/Capitola/Aptos Times, the Sentinel and other local Newspapers and on social media.
- C. Communicate with other Co-ops, the adult school, school board, school district, and/or targeted political candidates about our events and school.
- D. Attend monthly Board meetings.

Section 12     **Website Support Coordinator**

It shall be the duty of the Website Support Coordinator to:

- A. Work with Board to update the website monthly with current information: calendar, announcements, important dates, special events, website storefront, teacher biographies and all things related to the website.
- B. Make sure we are up to date and paid for both our web address and web administration.
- C. Change passwords yearly and as needed to maintain confidentiality.
- D. Act as a consultant for any internet issue
- E. Attend monthly Board meetings.

Section 13     **Support Job Coordinator**

It shall be the duty of the Support Job Coordinator to:

- A. Assign all support jobs, creating and/or eliminating jobs as needs/enrollment demands
- B. Keep in touch with the Membership Coordinator so that support jobs may be assigned or reassigned when necessary due to membership changes.
- C. Keep a master list of assigned support jobs posted at school.
- D. Be the person to get in touch with when someone is having a problem with her/his



support job or wishes to switch jobs.

E. Keep a master file of each job responsibility

F. Remind members of support job obligations and responsibilities during the school year and notify teachers when a member is delinquent in his/her job duties.

G. Attend monthly Board meetings.

#### Section 14 **Class Representative**

There will be one class representative for each class each with the same duties and responsibilities. The representative will be chosen by the teacher based on his/her interest and experience in the school.

It shall be the duties of the Class Representatives to:

A. Contact new members before school starts for a class meeting/gathering and remind them of Orientation .

B. Follow up after orientation to make sure each member in the class has access to a copy of the Bylaws and the Handbook.

C. Prepare a monthly calendar of parents' workdays and child watch days at school.

D. Call workers (especially persons assigned to snack and child watch) who will be working the first day of school to ensure they are prepared.

E. Prepare parent's pockets and children's cubbies with the member's name.

F. Act as orientation persons, providing new members with access to the handbook, and explaining the rules, obligations of membership activities and procedures, etc. and offering orientation to any new members that join Soquel PENS during the course of the year.

G. Be familiar with the Handbook and be on call for all family members in her/his class for questions.

H. Facilitate finding proper channels for members to voice their concerns.

I. Keep a record of all members on leave when approval requirements are met and notify all proper Board Members and teachers. Adjust workers' calendars to ensure all workdays are covered as determined by class and teacher.

J. Assist teachers in communicating class and school information to class members.

K. Schedule field trips in conjunction with teacher

L. Manage the work days and sibling balance as people leave or start school mid-year

M. Arrange gifts for the teacher as determined by class (holidays and/or end of year)

N. Attend monthly Board meetings as able.

Article VI <b><u>The Teachers</u></b>
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Section 1 Subject to the rules and regulations of the Soquel PENS Board, the duties of the teachers are to:



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- A. Plan and supervise the daily program of Soquel PENS including workday parent seminars.
- B. Attend all General Membership, Board and Orientation meetings
- C. Keep a record of attendance of children, parents and members and visitors at Soquel PENS.
- D. Act as consultant and advisor on all matters concerning the children at school including parent conferences when needed.
- E. To determine child class placement and consult with membership person in the formation of the class list.
- F. Work with the Vice President in the preparation of material for Education Nights.
- G. Be certified yearly keep certification current in CPR on their own time, fees to be paid by the school.
- H. Be responsible for registering all parent members
- I. Must be familiar with the school policies in the Handbook and the Bylaws.
- J. Teachers are responsible to the Board and the membership.

## **Article VII Dues and Assessments**

Section 1 Tuition fees are to be fixed by the membership. All dues are payable on the first day of the month. See Bylaws Article II, Section 6 and *Handbook* for more details.

Section 2 A registration deposit to be fixed by the Board shall be required of each family upon enrollment and will be non-refundable. There may be additional financial obligations in connections with fundraising activities; see *Handbook*.

## **Article VIII The Hiring Committee**

Section 1 A Hiring Committee shall select and consider applicants for presentation to the School District for teacher positions and side positions at Soquel PENS: The Hiring Committee shall be one of the teachers appointed by the Board, the President of the Board, one other volunteer member of the Board, and two (2) parent volunteers from distinct classes in the school. If no parents volunteer, the President will appoint members from two (2) different classes as necessary.

### **Section 2 Responsibilities**

The Hiring Committee is responsible to understand the needs of the current membership as a whole in the hiring process. The Hiring Committee will ask the Board to prepare a “needs” document detailing the desired qualifications and background of the position available.



The school's emphasis is on child development and the candidates interviewing for the position should have background in one or more of the following:

1. Early childhood education
2. Discipline models that encourage mutually respectful relationships
3. Child development
4. Parent education

## **Article IX Powers Not Specifically Delegated**

Section 1 Any powers not specifically delegated in these Bylaws to the teachers, to the Board, to the Officers of the Board, or to a committee established by the Board, shall be powers of the membership of Soquel PENS.

## **Article X Amendment of Bylaws**

Section 1 These Bylaws may be repealed or amended with new Bylaws adopted by presenting changes in writing thirty (30) days prior to any regular meeting by a majority of the membership.

## **Article XI Revision of Handbook**

Section 1 A copy of the Bylaws and *Soquel PENS Handbook* shall be made available to each family on the school's website throughout their Soquel PENS membership.

Section 2 The Handbook may be revised yearly with changes in writing being presented to the membership five (5) days prior to any regular meeting and then approved by a majority of the membership.