

Bylaws of Richmond Community Association, Inc

ARTICLE 1

NAME

Name of this corporation is the Richmond Community Association (RCA). A non-profit number will be kept on file in the Richmond School District office.

ARTICLE 2

OFFICE

The principal office of the corporation shall be at 700-585 Richmond Road East in the City of Susanville, County of Lassen, State of California.

ARTICLE 3

PURPOSES

The purposes of the Richmond Community Association (RCA) are:

- A. To promote the welfare of children and in youth, school, and community.
- B. To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth.
- C. To receive contributions, and using these contributions, purchase items requested by Richmond Elementary School to enhance its pursuit to secure for its students and teachers the highest advantage in physical, mental, and social education.

ARTICLE 4

BASIC POLICIES

The following are the basic policies of the Richmond Community Association (RCA).

- A. The organization shall be non commercial , nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with partisan interest or for any purpose not appropriately related to the promotion of the Purposes of the organization.
- C. The organization shall work with the school to provide quality education for all children and youth recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

- D. The Richmond Community Association (RCA) may cooperate with other organizations and agencies concerned with child welfare, but a Richmond Community Association representative shall make no commitments that bind the group he/she represents.

ARTICLE 5

MEMBERSHIP

Section 1: Membership in the Richmond Community Association (RCA) shall be made available without regard to race, color, creed or national origin to all parents and/or guardians of any students currently enrolled, or any employee sited at Richmond School District, a California public school, located at 700-585 Richmond Road East, Susanville, California 96130.

Section 2: The Richmond Community Association shall accept new members at any of their general meetings.

Section 3: Each member attending a meeting of the Richmond Community Association shall have one vote. Employees of Richmond Elementary School District who wish to participate on a regular basis will also have the privilege of a member vote. Each employee who participates shall have one vote, unless the item directly affects them, in which they will not be able to vote on that item.

Section 4: No person shall hold office or represent the organization in any way unless he/she is a member of the organization. Employees of the Richmond Elementary School District shall not be able to hold any office in the organization.

Section 5: Any member may resign from membership by contacting the Richmond Community Association (RC) Board of Directors (officers), individually or as a group, either in person or by written notice. If a member's child/children move out of the school district or choose to attend another school, or employment is ended, membership is terminated.

ARTICLE 6

RICHMOND COMMUNITY ASSOCIATION (RCA) BOARD AND THEIR DUTIES

Section 1: The officers of the Richmond Community Association (RCA) shall be a president or Co-Presidents, Vice-President, Secretary, and Treasurer.

Section 2: The officers shall be elected at the first meeting of the school year by a majority vote of the membership present at the meeting. The Term of office shall be for that

current school year or until their successors are elected. A vacancy in any office because of death, resignation, or removal, or for any other cause shall be filled by the RCA Board.

Section 3: Each officer of the RCA shall act in like capacity on the RCA Board. It is recognized that RCA officers may also be active in other Richmond organizations. To avoid potential conflict, RCA officers shall abstain from voting on issues that involve payment for or from other Richmond Organizations on which they serve.

Section 4: The Superintendent/Principal, or designee, of the Richmond Elementary School shall also be a member of the RCA Board, but will not be considered an officer and will act in an advisory capacity only.

Section 5: Any of the RCA Board, except the Superintendent/Principal or designee, may be removed without cause if such removal is approved by a majority of the members present at a meeting called to remove one or more of the RCA Board.

Section 6: The President shall preside at all meetings; shall prepare an agenda to be posted in advance of each meeting; shall appoint standing committees; shall act as an ex-officio of all committees; and, shall perform such other duties as required by the office. The President may call a meeting of the RCA Board, or of the RCA membership at any time deemed necessary. The President must call a meeting of the RCA Board or the RCA Membership upon the request of a quorum of the RCA Board or at the request of the Superintendent/Principal, or designee, of the Richmond Elementary School.

Section 7: In the event of absence or disability of the President, the Vice-President shall perform all duties of the President, and when so acting, shall have all of the powers of, and be subject to, all of the restrictions placed upon the President. The Vice-President shall have such other powers and perform such other duties as may from time to time be prescribed by the RCA Board or the RCA Bylaws.

Section 8: The Secretary shall keep, or cause to be kept, at the principal office of the corporation, a book of minutes of all meetings of the RCA Board and the RCA membership. These minutes will include the time and place of the meeting and whether the meeting was a regular or special meeting, and if the special meeting how authorized. These minutes will also include a copy of the agenda, list of those present, and a statement of actions taken.

The Secretary shall keep, or cause to be kept, at the principal office of the corporation, the original articles of incorporation and the original and the original Bylaws as amended or otherwise altered to date, certified by he/she.

The Secretary shall present the by-laws to the membership at the first meeting of each year, for review by the membership.

Section 9: The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of all accounts of the business transactions of the corporation.

The Treasurer shall deposit funds in the name of the Richmond Community Association (RCA) in banks approved by the RCA Board. Four (4) signatures shall be on all accounts with two (2) signatures required on all checks drawn on bank accounts and for all other withdrawals.

The Treasurer shall render to the President of the RCA Board, whenever requested, an account of all transactions as Treasurer and of the financial condition of the corporation, and shall have such powers and perform such other duties as may from time to time be prescribed by the RCA Board or Bylaws.

Section 10: All RCA officers shall serve without compensation.

Section 11: In order to insure funding sufficient to begin the next school year, the RCA checking account balance shall not be reduced to less than one thousand dollars (\$1,000) at the ending of any school year.

ARTICLE 7

MEETINGS

Section 1: All meetings of the RCA Board or the RCA membership shall be held at the principal office of the corporation or at such other place as may be determined and noticed by the RCA Board. The RCA membership will meet monthly, preferably on the first (1st) Tuesday of each month in the Richmond School Library. Time and date will be officially set at the preceding meeting.

At the May meeting, a recap of all RCA activities for the current school year shall be made and officers for the upcoming year will be elected.

Section 2: Special, or additional meetings, of the RCA membership may be called by the RCA Board, the President or the Superintendent/Principal or designee of the Richmond Elementary School.

Section 3: An agenda of the meeting, regular or special, shall be posted at Richmond School no less than 24 hours before the date of the meeting.

Section 4: All actions of the RCA Board or membership shall be made at scheduled meetings.

All active members present shall constitute a decision making body, and any active member shall be entitled to vote at meetings.

In order for an action to be taken at least three (3) members including a minimum of two (2) officers shall be present. Action shall be taken by a majority of those active members present.

Emergency action can be taken by approval of at least three (3) officers. Emergency items must be reported to the membership at the subsequent meeting.

Routine business items such as the approval of the minutes, approval of the Treasurer's report, and payment of previously approved bills, may be done by consensus of those present.

Expenditures and donations for Richmond School that result in an addition to inventory or to an improved facility must be approved by the Richmond Board of Trustees.

I attest that these Bylaws were amended at a scheduled meeting of the RCA membership and that advanced notice of the proposed changes were announced to the RCA membership.

Signed: 

Position: Secretary

Date: 1/8/2026