



CALIFORNIA ELEMENTARY
PARENT TEACHER ORGANIZATION (PTO)

BYLAWS

1111 N. California Ave. La Puente, CA 91744 (626) 933-5201

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME - The name of this organization shall be California Elementary Parent Teacher Organization, hereafter referred to as California Elementary PTO. The PTO is located at California Elementary School 1111 N. California Ave, La Puente, CA 91744.

Section 2: DESCRIPTION - The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE - The purpose of the California Elementary PTO is to enhance and support the educational experiences at California Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at California Elementary through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents/guardians and family members of California Elementary students, plus all staff at California Elementary. There is a yearly membership due of \$8. Members have voting privileges, ONE vote per household.

- The membership fees go towards the PTA insurance cost

ARTICLE III: GOALS OF CALIFORNIA ELEMENTARY PTO

- a. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.
- b. To encourage family participation within the school.
- c. To encourage families to volunteer in school and/or on district committees.
- d. To plan and carry out special events, of which all monies raised will be used to directly benefit the students and school.
- e. To keep informed about the school's educational programs and district strategic goals.
- f. To respond to family concerns.
- g. To respond to California Elementary teacher/staff concerns.
- h. To communicate with the Principal.
- i. To encourage community awareness.
- j. To encourage communication between the school and the citizens of the community.

ARTICLE IV: LIMITATIONS

In order to protect the rights of individuals and ongoing educational programs, the California Elementary PTO agrees to abide by the following limitations:

- a. It shall not violate the district's personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.
- b. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or community.
- c. It shall not become involved , or interfere with, specific curriculum decisions unless the district or school requests input.
- d. It shall not directly, or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to any candidate for public office.

ARTICLE V: MEETINGS & VOTING

Section 1: GENERAL PTO MEETINGS - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

- a. The dates will be determined by the PTO Executive Board and posted in the school calendar.
- a. All meetings will be posted in the school calendar, when possible.
- b. The President of the PTO will conduct the meetings. If the President is unable to attend a meeting, the next ranking officer shall conduct the meetings.
- c. The President, as necessary, may call special general meetings.
- d. Principal, as necessary, may call special general meetings.

Section 2: VOTING - Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

- a. Voting members of the PTO include the following:
 - i. Adult family members of students from California Elementary School.
 - ii. Teachers and staff of California Elementary School.
 - iii. California Elementary PTO Executive Board Members, excluding the PTO Principal (principal makes deciding vote when needed)
- b. Each voting member has the right to one vote.
- c. Each voting member has the right to propose motions.
- d. Motions are passed by a simple $\frac{2}{3}$ vote.

- e. Amendments to approved By-Laws shall be presented to/at the PTO General Membership monthly meeting. Proposed amendments will be voted on/adopted, with a simple $\frac{2}{3}$ vote of those members present at the following PTO General Membership monthly meeting.

ARTICLE VI: RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS

- a. To attend meetings.
- b. To elect PTO officers in May of each year.
- c. To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.
- d. To provide input and vote on expenditures of funds earned by the PTO.
- e. To share ideas and concerns relating to PTO sponsored events.
- f. To review and approve the By-Laws at the first meeting of each year.

ARTICLE VII: ELECTIONS AND TERMS OF OFFICE

Section 1: EXECUTIVE BOARD

- a. The elected offices of the California Elementary PTO Executive Board shall consist of/rank as follow:
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - iv. Teacher Representative
 - v. Volunteer Leader
 - vi. Auditor
- b. All of the above positions can be co-chaired.
- c. Non-elected positions include the following:
 - i. Principal, serve as Advisor to PTO/Board
- d. Nominations will be accepted for all the above listed positions prior to the election of office at the May PTO General meeting. No person shall be elected to an office without his/her consent.
- e. Election of officers shall be conducted by written ballot or voice vote at the May PTO General meeting by a simple $\frac{2}{3}$ vote.
- f. Newly elected officers of the California Elementary PTO shall assume the responsibilities of their offices following the adjournment of the May PTO General meeting.
- g. Any vacancy occurring in an office shall be filled, for the remainder of the term, by a person(s) elected by a simple $\frac{2}{3}$ vote of the PTO Executive Board.

Section 2: TERM

The term of office for all officers is 2 years beginning July 1st and ending June 30th of the following year.

ARTICLE VIII: RESPONSIBILITIES/DUTIES OF THE EXECUTIVE BOARD

Section 1: RESPONSIBILITIES

- a. All officers are expected to attend scheduled Executive Board and General Membership meetings.
- b. The Executive Board has the power to act in an emergency without the consent of the PTO General members.
- c. The Board may vote to allocate funds of \$500.00 or less without bringing the request to the General Membership meeting for approval, not to exceed \$1,000.00 per fiscal year.
- d. All Executive members have the right to propose motions.
- e. All officers, with the exception of the President and Principal, have the right to one vote.
- f. To review and approve the budget and By-Laws at the first meeting of each PTO term.
- g. To collaborate with active committees working within the school.
- h. The Executive Board shall identify person(s) to perform a yearly examination (audit) of PTO financial records and said person shall prepare written, signed results to the PTO Board.
- i. No Board member shall be allowed to perform said examination (audit or review) of PTO financial records; it must be independently prepared.
- j. Upon completion of term, turn over all relevant documents and information to incoming Board Members.

Section 2: THE PTO EXECUTIVE BOARD

PRESIDENT

The president should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Conduct all PTO Executive and General Board meetings.
- b. Confer with the Principal prior to all meetings.
- c. Work with teachers to assess their needs.
- d. Attend district meetings, as necessary.
- e. Create an upcoming school year calendar with Principal and Board members.
- f. Interact with the Site Council when needed.
- g. Coordinate elections of Board members.
- h. Coordinate budget meeting.

- i. In August, hire/find professionals to perform an examination of PTO financial records; and said professionals to prepare a written summary (letter) for presentation to the Board of such findings.
- j. Vote only to break any ties on motions.

VICE PRESIDENT

The Vice President should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Conduct PTO Executive and General Board meetings in the absence of the PTO President.
- b. Assist the president with duties as needed.
- c. Take and distribute meeting minutes when the Secretary is absent.
- d. Be a timekeeper at the PTO General Membership meetings.

SECRETARY

The Secretary should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Prepare Agenda prior to meeting.
- b. Record minutes of the Executive Board meeting and distribute to Board members.
- c. Record minutes of the General Membership meeting and distribute to Board members.
- d. Make meeting minutes available for California Elementary parents, teachers/staff.

TREASURER

The Treasurer should be willing to dedicate 4-6 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Responsible for checking/savings accounts.
- b. Receive and deposit all money.
- c. Pay out funds in accordance with the approved budget or as authorized by the Executive Board.
- d. Prepare, along with the Executive Board, the yearly budget for the new school year.
- e. Present budget and financial report to the Executive Board and General Membership meetings for approval.
- f. Keep an accurate record of receipts and expenditures.
- g. Prepare year-end financial statements for audit.
- h. Monitor and renew tax-exempt status.

VICE TREASURER

The Vice Treasurer should be willing to dedicate 4-6 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Conduct Treasurer report in the absence of the PTO Treasurer.
- b. Assist Treasurer with duties as needed.
- c. Assist in distribution of Treasurer reports in absence of Treasurer.

VOLUNTEER LEADER

The PTO Volunteer Leader should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Find volunteers to coordinate PTO sponsored events.
- b. Track volunteers hours.
- c. Report a yearly total of volunteer hours.

ARTICLE IX: FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins July 1st - June 30th of the following year.

Section 2: BANKING - All funds are kept in a checking account in the name of California Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a computer-based or manual accounting system. The treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$500 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Authority to sign contracts is limited to the President or the President's designee.

Section 6: FUNDS- All money collected on a given event/fundraiser shall stay on school premises until bank deposit is being made.

ARTICLE X: SPECIAL COMMITTEES

The Executive Board of the PTO may form standing committees, as necessary, to carry on the work of the PTO organization.

- a. These committees will include, but are not limited to:
 - i. Fundraising groups, working to raise money for PTO expenditures/accounts.
 - ii. Community building groups, whether they are raising money or not.
 - iii. Service-oriented groups, which do not work to build PTO funds.
- b. These committees shall:
 - i. Coordinate special events.
 - ii. Report progress at PTO Executive and General Membership meetings, as requested by the Executive Board.
 - iii. Work with the Volunteer Leader to coordinate volunteers for such events.
 - iv. Submit reports to Executive and General Membership upon completion of the project/event.

ARTICLE XI: REMOVAL FROM EXECUTIVE OFFICE

Removal from Executive Office:

- a. Removal from office may occur by a $\frac{2}{3}$ vote of the Executive Board (including the President).
- b. A Board member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purposes and/or goals of this organization.
- c. Removal shall take place only after the board has met in an effort to assess and discuss the problem and all attempts have been to resolve the problem.

ARTICLE XII: BYLAWS AMENDMENTS

Amendments to the By-Laws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-third ($\frac{2}{3}$) approval of all members present and voting is required to adopt an amendment to the By-Laws.

ARTICLE XIII: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to California Elementary School.

These By-Laws were adopted on (mm/dd/yy),
Amended (date): _____