

Bylaws

Buena Parent Teacher Organization

(BPTO)

Est. June 23, 2020

Ventura, CA

BPTO Bylaws

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BYLAWS

ARTICLE I - NAME

The name of this organization is Buena Parent Teacher Organization (BPTO).

A Parent, Teacher, Student organization, hereinafter referred to as "BPTO", located in the city of Ventura, California.

ARTICLE II - PURPOSES

SECTION 1,

The purposes of the BPTO are:

- a. To promote the welfare of children and youth in school, in home and throughout the community.
- b. To raise the standards of home life.
- c. To advocate for laws that further the education, physical and mental health, welfare and safety of children and youth.
- d. To promote the collaboration and engagement of families and education in the education and well being of children and youth.
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual and social well-being of all children and youth; and
- f. To advocate for the fiscal responsibility regarding public tax dollars in public education funding.

SECTION 2.

The BPTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code (hereinafter Internal Revenue Code).

ARTICLE III - BASIC POLICIES

The following are basic policies of the BPTO:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large.
- d. No part of the net earnings of this organization shall inure to the benefit of or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article II hereof;
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal Income tax under sSection 501(c)(3) of the internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the BPTO.
- g. The organization or members in their official capacities shall not - directly or indirectly - participate or intervene (in any way, including publishing or distributing statements) in any political campaign on behalf of or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise;

- h. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of this organization;
- i. The organization shall not enter into membership with other organizations except to hold a membership with PTO Today. The BPTO may cooperate with other organizations concerned with child welfare but BPTO representatives shall make no commitments that bind the BPTO.

ARTICLE IV - MEMBERSHIP AND DUES

SECTION 1.

Membership in this organization shall be made available without regard to gender, race, color, creed or national origin to any individual who subscribes to the purposes and basic policies of the BPTO.

SECTION 2.

The BPTO shall conduct an annual enrollment of members but may admit persons to membership at any time.

SECTION 3.

Each member of the organization shall pay annual dues of ten dollars and zero cents (\$10.00) per member to the BPTO, or twenty dollars and zero cents (\$20.00) per family membership, or forty dollars and zero cents (\$40.00) for a business membership.

ARTICLE V – OFFICERS AND THEIR ELECTION

SECTION 1.

Each officer or board member of this organization shall be a member in good standing of the BPTO.

SECTION 2.

The officers of this organization shall be a president, vice president, secretary, treasurer, auditor, historian and parliamentarian. These officers shall be elected annually with the exception of the parliamentarian, who shall be appointed by the president subject to the ratification of the executive board.

SECTION 3.

a. Nominations for office shall be made by a nominating committee which shall be elected by the organization.

b. The nominating committee shall be elected at least two months prior to the annual election meeting.

The committee shall serve until the annual election meeting.

c. The nominating committee shall be composed of five (5) member(s), with two (2) alternate(s), all of whom shall be members of the BPTO. The principal of the school, or a faculty representative appointed by the principal, if not an elected member of the committee, shall serve in an advisory capacity. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairman.

d. No member shall serve on the nominating committee for two (2) consecutive years.

e. Immediately upon its election the parliamentarian shall meet with the nominating committee to set the date of its first meeting.

f. Alternates shall not attend meetings unless an elected member cannot be present at the first meeting. In that event, the alternate becomes the permanent member, replacing the elected member until such time as the committee is discharged of its duties (at the time of election).

g. The report of the nominating committee shall be submitted to the membership at least twenty-eight (28) days prior to the annual election meeting. At the annual election meeting in May additional nominations must be called for from the floor.

SECTION 4.

a. The privilege of holding office shall be limited to members of the organization whose dues are paid and who have been members of the organization for at least thirty (30) days previous to nomination.

b. Individuals who are current members in any PTO or PTSO school in good standing must pay dues to the BPTO prior to nomination to office in order to qualify as members at the time of election.

SECTION 5.

a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.

b. Nominees for the offices of president, treasurer, secretary, auditor, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.

SECTION 6.

Election shall be held by ballot at the annual election meeting in May. If there is but one

nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

SECTION 7.

Officers shall serve for a term of one (1) year or until their successors are elected. (In the event that no successor is elected, the position is declared vacant. Vacant positions must be filled by the executive board-elect or executive board, (per Article V, Section 9 and Section 10). No officer shall be eligible to hold the same office for more than two consecutive terms or hold more than one elected or appointed office. Officers shall assume their duties on July 1 [exact date, recommended to coincide with fiscal year]. No officer shall serve past the start of the next term unless elected to serve in that term. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.

SECTION 8.

The president-elect may call meetings of the officers-elect and the principal of the school, or a representative appointed by the principal, as necessary to ratify the appointments of appointed officers and chairmen of committees, to fill vacancies on the board-elect and to make plans for the coming year's work.

SECTION 9.

If an office remains unfilled after election, it shall be considered a vacant office to be filled by the Board-elect.

SECTION 10.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the executive board. Election to fill a vacancy shall require a majority vote of the executive board, with at least ten (10) days' previous notice. If notice is not given, the election to fill the vacancy shall require a two-thirds (2/3) vote. The vice president shall serve notice of the election to the executive board, in case a vacancy occurs in the office of president. (Refer to Article VIII, Section 2f.)

ARTICLE VI – DUTIES OF OFFICERS

SECTION 1.

The president shall:

- a. Coordinate the work of officers and committees of the organization in order that the purposes may be promoted.
- b. Preside at all meetings of the organization and the executive board.
- c. Be a member ex officio of all committees except the nominating committee.

- d. Appoint the parliamentarian, the chairmen and members of committees, subject to the ratification of the executive board.
- e. Prepare the list of organization officers and chairmen as may be required.
- f. Sign all authorizations for payment as required by the executive board or organization. (See Check Request System, Payment Authorization, Finance section)
- g. Be responsible for preparing the organization annual report.
- h. Be the official representative of the organization at school and district meetings unless designating another officer.
- i. Have all newsletters, flyers and/or notices approved by the principal, prior to distribution.
- j. Have all contracts and/or legally binding documents approved by the organization, prior to signing a contract along with another elected officer.
- k. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the organization's financial accounts.
- l. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

SECTION 2.

The vice president shall:

- a. Serve as the primary aide to the president.
- b. Perform the duties of the president in the absence or disability of that officer to act.
- c. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

SECTION 3.

The secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the organization and the executive board in a bound book which is the legal record of this organization.
- b. Be prepared to refer to minutes of previous meetings.

- c. Prepare a list of all unfinished business for the use of the president.
- d. With the president, sign all authorizations for payment authorizing the expenditure of funds following approval by the organization or executive board in accordance with these bylaws.
- e. Record all expenditures in the minutes.
- f. Keep a current list of the paid members of the organization provided by the membership chairman.
- g. Keep a current signed original set of the bylaws and standing rules.
- h. Conduct all necessary correspondence of the organization upon authorization of the president, executive board or organization.
- i. Notify officers of their election and chairmen of their appointments.
- j. Send out notices of executive board meetings.
- k. Perform such other duties as may be delegated to the secretary.

SECTION 4.

The treasurer shall:

- a. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including specifically, the number of members, the dues collected from the members. Such books of account and records shall at all reasonable times be open to inspection by members in good standing of this organization.
- b. Chair the budget committee and prepare the budget for adoption by the organization.
- c. Contact the bank to secure signatures of all authorized signers on all checking and savings account signature cards and file with the bank immediately upon taking office (see h below).
- d. Receive monies, giving a receipt therefore, and deposit immediately in the name of the organization in a bank approved by the executive board.
- e. Receive and retain a copy of the deposit slip for any deposit made.

- f. Prepare all authorizations for payment as required by the executive board or the organization
- g. Upon receipt of a signed payment authorization form signed by the president and the secretary, pay all bills as authorized by the executive board or the organization.
- h. Secure two signatures on all checks. Any two of the following are authorized to sign: president, treasurer and Vice President. The authorized signers shall not be related by blood or marriage or reside in the same household.
- i. Individuals counting cash/checks shall not be related by blood, marriage or reside in the same household.
- j. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of this organization. All other financial records must be retained for seven years including the current year.
- k. Keep the membership informed of expenditures as they relate to the budget adopted by the organization.
- l. Present a treasurer's report at every meeting of the organization and the executive board and at other times when requested by the organization.
- m. Be responsible for filling out and forwarding all necessary report forms required for insurance, and for filing all tax returns and other forms required by government agencies. This includes employee reporting forms, if this organization pays employees; and independent contractor reporting forms, if this organization hires independent contractor(s).
- n. Make an annual financial report to the organization which includes gross receipts and disbursements for the year.
- o. Perform such other duties as may be delegated to the treasurer.

SECTION 5.

The auditor shall:

- a. Audit the books and financial records of the organization semiannually.
- b. Prepare a midyear audit to be completed in January . Present a written report to the executive board at the February meeting for review and to the organization at the May general meeting for adoption.

- c. Prepare a year-end audit to be completed in July. Present a written report to the executive board at the August meeting for review and to the organization at the September meeting for adoption. (NOTE: The audit at the end of a term is performed by the outgoing auditor.)
- d. Audit the books upon resignation of the treasurer, financial secretary or any check signer and at any time deemed necessary.
- e. Not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks.

SECTION 6.

The historian shall:

- a. Assemble and preserve a record of the activities, achievements and volunteer hours of the organization.
- b. Act as custodian of records and other materials pertinent to the history of the organization.

SECTION 7.

The parliamentarian shall:

- a. Attend all meetings of the organization and of the executive board and give necessary advice in parliamentary procedure when requested.
- b. Call the first meeting of the nominating committee, conduct election of a chairman and give instructions in procedure, and may be contacted for additional information, if needed; and shall attend meetings of the nominating committee only if elected to serve as a member of the committee.
- c. Chair the bylaws committee and review bylaws and standing rules annually.
- d. Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.

SECTION 8.

Two copies of officers' reports shall be compiled annually by all officers and filed in the procedure book for the incoming officer, and filed with the president [president or historian].

SECTION 9.

When an officer fails to attend three (3) consecutive meetings without adequate excuse or when

an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the unit executive board determines to be injurious to the organization or its purposes, the unit executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the officer. The officer, however, cannot be removed from office, unless the unit first conducts a hearing. If removing the officer from office is a consideration, the executive board must convene a panel of members to determine whether a hearing should be conducted to remove the officer from office before proceeding with any action. If the hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the unit to conduct a hearing, the unit executive board shall follow the Notice and Hearing Procedures set forth below.

Notice and Hearing Procedures: Following the two-thirds (2/3) affirmative vote by the hearing panel recommending that the unit executive board conduct a hearing:

- 1) The BPTO executive board must give the officer fifteen (15) days' written notice of the hearing to remove the officer from office;
- 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the officer shown on the organization's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail;
- 3) The hearing shall be before a panel composed of at least a majority of the unit's executive board, as so designated by the unit's executive board. At the hearing, the officer, or the officer's representative, must be given an opportunity to address the hearing panel, either orally or in writing. At the hearing, the officer shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The hearing panel may make a recording of the hearing.;
- 4) At the close of the hearing, the hearing panel shall make a recommendation to the executive board regarding whether or not the officer should be removed from office. If the hearing panel recommends removal from office, the executive board shall convene not less than five (5) days following the hearing and vote whether the officer will be removed from office;
- 5) A two-thirds (2/3) vote of the executive board shall be sufficient to remove the officer from office;
- 6) The removal vote shall be recorded in the executive board minutes and shall specify the number of members voting in favor of and against such removal; The executive board shall mail notice of the removal to the officer by certified mail, return receipt requested, to the last address of the officer shown on the organization's records. The removal shall be effective immediately upon deposit of the written notice in the mail.

SECTION 10.

All officers shall perform the duties prescribed in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED in addition to those outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other material pertaining to the office and shall return to the treasurer, without delay, all funds belonging to the organization.

ARTICLE VII – ORGANIZATION MEETINGS

SECTION 1.

Organization meetings are meetings of the general membership and shall be held on back to school night in the fall and the second Tuesday in May of the school year unless otherwise ordered by the organization or the executive board. With the exception of the annual meeting, notice of any change in time or date of regularly scheduled meetings must be given in writing to the entire membership at least ten (10) days in advance. Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given not less than 10 days nor more than 90 days before the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than 20 days before the meeting.) The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action. Whenever a members' meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are announced at the meeting at which the adjournment is taken. No meeting may be adjourned for more than 45 days. At the adjourned meeting the organization may transact business which might have been transacted at the original meeting.

SECTION 2.

The organization meeting in May shall be the annual election meeting at which time officers shall be elected. At least thirty (30) days prior written notice of the annual election meeting must be given.

SECTION 3.

The year's proposed program and budget, which includes all programs, projects and expenditures, require approval by the membership. The year's proposed programs and budget shall be presented to the organization for approval at the first organization meeting of the year. The organization shall not assume financial obligation in any one term of office that will be carried over into the succeeding term.

All approved programs, projects and expenditures MUST be recorded in the organization minutes, the legal record of this organization.

SECTION 4.

a. Special meetings may be called by the president.

b. The president must call a special meeting upon the written request of three (3) member(s) of the executive board. Special meetings requested by the executive board must

be held within fourteen (14) days of receipt of the written request.

c. All organization members must be notified of any special meetings at least ten (10) days prior to the meeting. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

d. Upon request in writing for a special meeting by five (5) percent or more of the members, the president shall, within 20 days of receipt of such request, cause notice to be given to the members entitled to vote that a meeting will be held at a time fixed by the executive board, not less than 35 nor more than 90 days after the receipt of the request.

e. The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members and no other business may be transacted.

SECTION 5.

a. This organization shall establish a quorum for the transaction of business in any meeting of this organization.

b. Five (5) members shall constitute a quorum. If this bylaw provision authorizes a quorum of less than one-third of the voting power, then only those matters the general nature of which was contained in the notice of the meeting may be voted upon at such meeting.

SECTION 6.

The privilege of making motions, debating and voting shall be limited to members of the organization who are present and whose dues are paid and who have been members of the organization for at least the previous thirty (30) days.

SECTION 7.

Voting by proxy is PROHIBITED.

ARTICLE VIII – EXECUTIVE BOARD

SECTION 1.

The executive board shall consist of officers of the organization, the chairmen of standing committees, the teacher representative and the principal of the school, or a representative appointed by the principal, all of whom shall be members of this organization. The principal of the school or designated representative and the teacher representative, although not elected officers, serve in an advisory capacity with full voting privileges.

SECTION 2.

The executive board shall:

- a. Transact necessary business between meetings of the organization and such other business as may be referred by the organization.
- b. Authorize the payment of organization bills within the limits of the budget adopted by the organization. Such action must be ratified at the next organization meeting and must be recorded in the organization minutes.
- c. Authorize the payment of other unbudgeted organization bills not to exceed a cumulative total of five hundred dollars (\$ 500.00) between meetings of the organization. Ratification of payment of these bills must occur at the next organization meeting and must be recorded in the organization minutes.
- d. Receive a written financial report from the treasurer and financial secretary at each executive board and organization meeting.
- e. Create committees as are deemed necessary to promote the purposes and to carry on the work of the organization. The executive board may grant such committees the authority of the board, except with respect to:
 - (1) The approval of any action for which the approval of the members or a majority of the members is required;
 - (2) The filling of vacancies on the executive board or in any committee which has the authority of the executive board;
 - (3) The amendment or repeal of bylaws or the adoption of new bylaws;
 - (4) The amendment or repeal of any motion of the board which by its express terms is not so amendable or repealable;
 - (5) The appointment of committees of the board or members thereof;
 - (6) The approval of any self-dealing transaction.
- f. Fill all vacancies in office, including that of president. (Refer to Article V, Section 11.)
- g. Present a report at meetings of the organization.
- h. Act as the Board of Directors of the corporation, as defined by the California Corporations Code.

SECTION 3.

The executive board is subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

SECTION 4.

An organization member shall not serve as a voting member of this executive board while serving as a paid employee of or under contract to this organization.

SECTION 5.

The executive board shall meet at least once a month during the school year and a minimum of fourteen (14) days prior to organization meetings, unless otherwise ordered by the executive board. No later than the first month of the school year, the executive board shall schedule the day and week and place for the monthly executive board meetings.

SECTION 6.

Special meetings of the executive board may be called by the president. The president must call a special meeting upon the written request of three (3) member(s). Special meetings must be held within fourteen (14) days of receipt of a written request. All executive board members must be notified of special meetings at least seven (7) days prior to the meeting. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

SECTION 7.

- a. This organization shall establish a quorum for the transaction of business in any meeting of the executive board.
- b. Three (3) member(s) of the executive board shall constitute a quorum.

SECTION 8.

There may be occasion that requires a vote for action, but no quorum at the meeting. It is acceptable for executive board to rely on emails or survey forms to collect votes and thereby follow through with motions for action.

ARTICLE IX – COMMITTEES

SECTION 1.

There shall be such committees created by the executive board as may be required to carry on the work of the organization, the California State PTA and the National PTA. The quorum for a committee meeting shall be a majority of its members. The authority of such committees shall be subject to the limitations listed above in Article VIII, Section 2e (p. 15).

SECTION 2.

Chairmen and members of committees, all of whom shall be members of this organization, shall be appointed by the president subject to the ratification of the executive board.

SECTION 3.

The term of office for chairmen shall be one year or until successors have been appointed. A chairman may serve an additional term if appointed by the president, approved by the executive board and ratified by the organization. No chairman shall be eligible to the same chairmanship for more than two consecutive terms.

SECTION 4.

The chairmen shall present plans of work to the executive board for approval. No work shall be undertaken without the consent of the executive board.

SECTION 5.

Two copies of chairmen's reports shall be compiled annually by all chairmen and filed in the procedure book for the committee, and filed with the president [president or historian].

SECTION 6.

When a chairman fails to attend three (3) consecutive meetings without adequate excuse or when a chairman is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the unit executive board determines to be injurious to the organization or its purposes, the unit executive board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the chairman. The chairman, however, cannot be removed from office, unless the unit first conducts a hearing and the hearing panel determines, by a two-thirds (2/3) affirmative vote, that it is in the best interest of the BPTO to conduct a hearing, the BPTO executive board shall follow the Notice and Hearing Procedures set forth below. Notice and Hearing Procedures: Following the two-thirds (2/3) affirmative vote by the hearing panel recommending that the unit executive board conduct a hearing:

- 1) The BPTO executive board must give the chairman fifteen (15) days' written notice of the hearing by the executive board to remove the chairman from office;
- 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the chairman shown on the organization's records. The fifteen (15) day notice period shall commence when the written notice is deposited in the mail;
- 3) The hearing shall be before a panel composed of at least a majority of the unit's executive board, as so designated by the unit's executive board. At the unit hearing, the chairman, or the chairman's representative, must be given an opportunity to address the unit hearing panel, either orally or in writing. At the hearing, the chairman shall be permitted to offer written evidence, written witness statements and testimony by a reasonable number of witnesses. The hearing panel may make a recording of the hearing;
- 4) At the close of the hearing, the unit hearing panel shall make a recommendation to the unit executive board regarding whether or not the chairman should be removed from office. If the unit hearing panel recommends removal from office, the unit executive board shall convene not less than five (5) days following the unit hearing and vote whether the chairman will be removed from office;
- 5) A two-thirds (2/3) vote of the unit executive board shall be sufficient to remove the chairman from

office; 6) The removal vote shall be recorded in the unit executive board minutes and shall specify the number of members voting in favor of and against such removal. The unit executive board shall mail notice of the removal to the chairman by certified mail, return receipt requested, to the last address of the chairman shows on the organization's records. The removal shall be effective immediately upon deposit of the written notice in the mail.

SECTION 7.

Each chairman, upon his expiration of the term of office or in case of resignation or termination, shall turn over to the president without delay, all records, books and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the organization.

SECTION 8.

The organization and the executive board each have the power to create special committees in order to carry out specific programs and projects, subject to the limitations listed in Article VIII, Section 2e.

SECTION 9.

The chairmen and members of special committees shall serve until their assignments have been completed.

ARTICLE X – ARTICLES OF ORGANIZATION

This organization is a nonprofit corporation organized under the laws of the State of California. Its "articles of organization" comprise the articles of incorporation and these bylaws as from time to time amended. In the event of any conflict between the articles of incorporation and these bylaws, the organization shall take prompt action to amend the articles of incorporation to conform to the provisions of these bylaws.

ARTICLE XI – IDENTIFICATION NUMBERS AND FISCAL YEAR

SECTION 1.

The Internal Revenue Service Employer Identification Number (EIN) for this organization is 85-1033496

SECTION 2.

The entity number for this organization assigned by the Franchise Tax Board, is 4610933

SECTION 3.

The charitable trust number for this organization, as assigned by the California State Office of the Attorney General, is _____

SECTION 4.

If incorporated, the corporation number for this organization, as assigned by the Secretary of State, is _____[number]

SECTION 5.

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

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT’S RULES OF ORDER NEWLY REVISED shall govern the BPTO in all cases in which they are applicable and in which they are not in conflict with these bylaws, the articles of incorporation and the California Nonprofit Corporation Law.

ARTICLE XIII – AMENDMENTS

SECTION 1.

Bylaws for this organization shall be reviewed annually and updated at least every three years by the bylaws committee of this organization.

SECTION 2.

Before adoption, all proposed amendments accompanied by the bylaws shall be reviewed by the executive board.

SECTION 3.

After the the executive board has approved and signed amended bylaws, the process of adoption by the organization must be completed. The organization shall by a two-thirds (2/3) vote adopt amended bylaws at any organization meeting provided written notice of the meeting was given at least 30 days prior to the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than 20 days before the meeting.) The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

SECTION 4.

The adoption of an amendment to any provision of the bylaws required by California Corporations Code and identified by a double star (**) shall serve automatically

and without the requirement of further action by this organization to amend correspondingly the bylaws of this organization. Notwithstanding the automatic character of the amending process, this organization shall promptly incorporate such amendments in its bylaws.

BYLAWS OF: Buena Parent Teacher Organization
(Full Legal Name of Association)

APPROVED BY EXECUTIVE BOARD: _____ [date]

ADOPTED BY THE ORGANIZATION: _____ [date]

Organization Secretary

_____ [Signature]

Organization President:

_____ [Signature]

STANDING RULES

1. At the beginning of the term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the association upon request.
2. The membership list/directory of this association shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.
3. At least fourteen (14) days' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the association agenda. (This allows the president time to prepare the agenda and provide written notice to the members at least ten (10) days prior to the meeting, in accordance with Article VII, Section 1.)
4. When a recommendation for an item of business or an announcement that has not had prior consideration by the executive board is brought to an association meeting, it shall be referred to a committee and/or the executive board for study.
5. Any non-BPTO material to be distributed at an association meeting must be approved by the executive board prior to the meeting.
6. Executive board meetings shall be held on the second Tuesday [insert week and day in the month, e.g., second Tuesday] of each month during the school year unless that Tuesday falls on a Holiday week. In that case the meeting shall be held on the first Tuesday that school is back in session.
7. At least twenty-four (24) hours notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the executive board agenda.
8. Each officer and chairman shall be responsible for keeping an up-to-date procedure book and for turning it over to the incoming officer or chairman at the end of the term of office.
9. The president, subject to ratification of the executive board, may appoint an assistant to any of the chairmen.
10. The standing committees of this association include [list all committees that function all year](see Article VIII, Section 1): Fundraising, Hospitality, Membership, Teacher Appreciation, or others as needed.

NOTE: Standing rules may be adopted by a majority vote at any association meeting.* Amendments to standing rules require a two-thirds (2/3) vote without previous notice, a majority vote with such notice. Standing rules should be procedural rather than parliamentary and may not conflict with or supersede the bylaws.

*See Article VII, Section 5 .

