

Bylaws of the
Foskett Ranch Elementary
School Parent-Teacher
Organization 1561 Joiner
Parkway Lincoln, CA
95648

Article I-**Name**

The name of this organization shall be Foskett Ranch Elementary School Parent- Teacher Organization (Hereafter referred to as PTO).

Article II-**Purpose**

The purpose of the PTO is to plan and organize fundraising activities and events to raise and administer funds for the improvement and enrichment needs of the students and staff at Foskett Ranch Elementary School. The PTO shall encourage and promote open communication between administration, faculty, and families of Foskett Ranch. The PTO shall also help to build community at school in addition to foster positive relationships between the school and the community.

Article III-**Membership**

Membership: Parents or guardians of pupils attending Foscett Ranch Elementary School, teachers, or any adult interested in serving the interests of the school may be members of the PTO by becoming actively involved.

Dues: The PTO Board of Directors **may** authorize and collect membership dues to be used for the operation of the organization.

Article IV-**Meetings and Quorum**

Meetings: The PTO will hold monthly Executive Board meetings throughout the school year. Summer meetings may be held at the discretion of the President. All general PTO meetings shall meet on a pre-established, agreed upon, and published schedule and are open to all PTO members.

Special Meetings: Regular and Special meetings may be held at the discretion of the Board or upon written request of ten members. Notice of the meeting must be given one week in advance.

Quorum: Members of the PTO present shall constitute a quorum for regular and special meetings providing there is a minimum of 50% of active members of the PTO Executive Board Members present.

Voting Rights: A majority vote of the individuals present at the meeting shall be required for all actions to be taken by the organization. All PTO members at the meeting shall have the right to vote on the issues brought before the PTO for a general vote, and to elect officers to hold office. The President shall vote only in the case of a tie in a vote. All procedures and meetings shall be governed in accordance with Robert's Rules of Order, which is completed by a discussion, motion, second motion, and vote.

Article V-Officers- Parent Teacher Organization
Executive Board

The Executive Board shall be comprised of the following elected officers-

- President
 - Vice President
 - Secretary
 - And Treasurer.
-
- Optional Executive Board Members can include a Financial Secretary and a second Vice President.

Article VI- Officers Duties

The duties of the PTO officers are as follows: Elected

President: The President shall 1) be the principal executive officer of the Executive Board and shall in general supervise and control all of the activities of the PTO, 2) select and appoint the chair persons of Special Committees, 3) with the Secretary, prepare the agendas for all meetings and shall sign letters, reports, and other communications and expenditure of funds following approval of the PTO.

Vice President: The Vice-President shall 1) represent the school for the purpose of assisting the President, and performing the duties of the President in the absence or disability of that officer, 2) If decided on by the current board, organize and implement the annual membership drive, and maintain all membership records of the PTO

The position(s) of Vice-President can be divided into two positions at the request and agreement of candidates and members, decided by a vote.

Secretary: The Secretary will 1) record the minutes of each meeting and assist the President with the agenda distribution and correspondence when needed, 2) conduct all necessary correspondence of the PTO upon authorization of the President, Executive Board, or PTO, 3) notify Executive Board members of upcoming meetings 4) Check and respond to emails sent to the PTO email address

(ptofres@yahoo.com) 5) Create a bimonthly flyer to be attached to the weekly newsletter sent home to FRE families. Communicate with the individual(s) in charge of creating the weekly newsletter to include any other pertinent information as needed. 6) will provide to the appropriate appointed officers the materials (minutes, notices, etc.) needed to fulfill their duties.

Treasurer: The Treasurer shall 1) work to maintain and account for all monies, 2) present the monthly financial report to the PTO, 3) advise and help prepare the annual budget, 4) make sure all people handling money understand and follow set procedures, 5) make sure all tax returns are prepared and filed as required by law, and 6) track all monies received and disbursed, reconcile monthly bank statements. 7) Effectively communicate with the accountant 8) Keep an updated report of the financials on computer software 9) Communicate with staff regarding the funds available in their Teacher Supply accounts.

The position of Treasurer can be divided into two positions at the request and agreement of candidates and members, decided by a vote.

Administrative Representative: The Principal or Vice-Principal of Foskett Ranch Elementary School will be the Administrative Representative to the PTO.

Teacher Representatives: The Teacher

Representatives shall advise the Executive Board of upcoming school events, and of staff concerns or desires.

In the event that a board member is not able to complete duties assigned, the member may be given the option to resign from his or her position. A member of the executive board may make a motion to have an officer removed from their position. The individual must be informed of the intent of the board to make this motion at least 5 business days before the next general meeting. The individual then has the opportunity to prepare a written statement. This may be read at the next meeting by the individual or by a person of his or her choosing. The Executive board would then vote on that motion to remove the officer. The majority decision rules. Nomination for the open position may be made by board or general members and submitted to the Executive Board. The vote to elect the new officer will be taken at a general meeting at the scheduling and discretion of the Executive Board.

Article VII-Elections

Procedure: The General Election Meeting to elect the next school year's board will be held at the final PTO meeting of the current school year. The date and time to be determined and posted in advance. All those in attendance will be deemed voting members for the purpose of this election. The Executive Board Members shall be elected by a simple majority vote at this meeting.

The Principal and those appointed by him/her will be responsible for processing and announcing the outcome of the voting process. Those running for an elected position will not be included in those processing the ballots. The outcome of the voting process shall be announced at the General Election Meeting.

Term of Office: Each officer shall serve a one-year term and no more than two consecutive years in the same position. Unless there are no volunteers for a position then the current officer may retain their position longer than 2 years.

Vacancies: In the case of a vacancy in any office, any executive officer or the committee can fill the position, except for the President position. In the event of a vacancy of the President position during the year, the Vice President shall immediately assume the office. The position may also be filled by a special PTO election held during the next regularly

scheduled General Meeting or by a PTO action taken at a special PTO meeting.

Article VIII-**Special Committees**

Special Committees: The President and/or the Executive Committee may create Special Committees to fulfill a task for a specific time. The President shall appoint the chairpersons of all Special Committees. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all actions.

Article IX-Finances

Budget: The Executive Committee shall present to the membership at the first General Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the PTO during the year. Any deviation from the budget must be approved by vote.

Loans: No loans shall be made by the organization to its officers or member.

Disbursements: All checks, drafts, or other means of payment shall be signed by two of the following:
President, Treasurer, or Administrative Representative.

Article X-**Executive Committee Changeover**

Closing Board: The executive board's fiscal year shall run for twelve months, July 1 – June 30th following the changeover meeting in June. The board must appoint 2 members to audit the books each year.

Changeover Meeting: The executive board shall have a change over meeting in June for the board members to obtain information from the prior year. The President is responsible for organizing said meeting. All records, files, and documents must be transferred to the new board members at such time.

Article XI-Purchases

Any materials and/or equipment purchased as a result of PTO fundraising by any parent, teacher, or administrator becomes the property of Foskett Ranch Elementary School and is not for the personal use of that parent, teacher, or administrator.

The President may with the acknowledgement of the Treasurer authorize expenditures not to exceed \$500.00.

Article XII-Amendments

These Bylaws may be amended at any General meeting by a simple majority of affirmative votes of the individuals in attendance. The proposed amendments shall be presented in writing and discussed at the previous meeting. These bylaws shall be reviewed annually by a committee chaired by at least one Board member and either the President or the Principal or an accountant who is not a member of the PTO

Article XIII-Termination

If, at any time this PTO does not function in the best interest of Foskett Ranch Elementary School, the PTO may be dissolved. In this event, any funds or assists remaining in the PTO Treasury shall be used for student welfare within the school. Foskett Ranch Elementary School and PTO members adopted these Parent Teacher Organization Bylaws on _____.

President

Principal

Executive Board Member

General Board Member