

BYLAWS

*Foskett Ranch Elementary School
Parent-Teacher Organization*

**1561 Joiner Parkway
Lincoln, CA 95648**

Last Approved:

August 22, 2017

Table of Contents

Article I - Name	3
Article II - Purpose	3
Article III - Members	3
Section 1. Members	3
Section 2. Dues	3
Article IV - Meetings and Quorum	3
Section 1. Regular Meetings	3
Section 2. Special Meetings	4
Section 3. Annual Meeting:	4
Section 4. Quorum	4
Section 5. Voting Rights	4
Article V - Officers - PTO Board	4
Article VI - Officers Duties	4
Section 1. President	5
Section 2. Vice President	5
Section 3. Secretary	5
Section 4. Treasurer	5
Section 5. Administrative Representative	6
Section 6. Teacher Representatives	6
Section 7. Vacancies	6
Section 8. Removal from Office	6
Article VII - Elections	7
Section 1. Procedure	7
Section 2. Terms of Office	7
Article VIII - Special Committees	7
Article IX - Finances	7
Section 1. Budget	7
Section 2. Loans	7
Section 3. Disbursements	8
Article X -PTO Board Changeover	8
Section 1. Closing Board	8
Section 2. Changeover Meeting	8
Article XI - Purchases	8
Article XII - Amendments	8

Article XIII-Termination	8
Article XIV-Conflicts of Interest Policy	9
Section 1. Purpose	9
Section 2. Financial Interest	9
Section 3. Procedures	9
Article XV - Acknowledgment	11

Article I - Name

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

Article II - Purpose

The purpose of the PTO is to plan, organize, and execute fundraising activities and events and 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 the staff and families of Foskett Ranch Elementary School. The PTO shall also help to build a sense of community at the school in addition to fostering positive relationships between the school and the community.

Article III - Members

Section 1. Members

Any parent, guardian, grandparent, or other adult relative of pupils attending Foskett Ranch Elementary School, teachers, administrators, staff members, or any adult interested in serving the interests of the school are members of the PTO by becoming actively involved. Active members of the PTO will have voting rights.

Section 2. Dues

The PTO Board may authorize and collect membership dues to be used for the operation of the organization. If dues are charged, a member must have paid the required dues at least 7 calendar days before the meeting to be considered a member in good standing with voting rights.

NOTE: For the School year 2017-2018, membership dues are not authorized or collected by the Foskett Ranch PTO.

Article IV - Meetings and Quorum

Section 1. Regular Meetings

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

For the school year 2017-2018 the regular meetings of the PTO shall be on the second Tuesday of each month during the school year. Any change in this schedule will be communicated to the Foskett Ranch Elementary School parents and staff via the school newsletter and placed on the school calendar. At least 7 days' notice will be given for any

change in the regular schedule.

Section 2. Special Meetings

Special meetings may be held at the discretion of the PTO Board or upon written request of two active members. Notice of the meeting must be given one week in advance.

Section 3. Annual Meeting:

The annual meeting is to elect officers for the following school year. Notification regarding the date and agenda for the annual meeting will be posted on the school calendar and communicated via the school newsletter.

Section 4. Quorum

Members of the PTO present shall constitute a quorum for regular, special, and annual meetings providing there is a minimum of 50% of the PTO Board present.

Section 5. Voting Rights

A majority vote of the individuals present at the meeting shall be required for all actions to be taken by the PTO. 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 - PTO Board

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

- President
- Vice President
- Secretary
- Treasurer

- Optional PTO Board Members can include but are not limited to:
 - Co-President
 - Co-Vice President
 - Co-Secretary
 - Financial Secretary

Article VI - Officers Duties

The duties of the officers of the PTO Board are as described below. All of the Board positions except that of Treasurer can be divided into two positions at the request and agreement of candidates and members and decided by a vote.

Section 1. President

The President shall:

1. Preside over meetings of the PTO
2. Serve as primary contact to the Administrative Representative
3. Represent the FRES PTO at meetings outside the organization
4. Be the principal executive officer of the PTO Board and shall, in general, supervise and control all of the activities of the PTO
5. Select and appoint the chair persons of Special Committees
6. 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

Section 2. Vice President

The Vice-President shall:

1. Assist the President in the supervision and control of all of the activities of the PTO
2. Perform the duties of the President in the absence or inability of that officer to serve
3. If decided on by the current board, organize and implement the annual membership drive, and maintain all membership records of the PTO
4. Maintains and supervises all social media contacts in regards to the PTO

Section 3. Secretary

The Secretary shall:

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, or PTO Board
3. Notify the PTO Board members of upcoming meetings
4. Check and respond to emails sent to the PTO email address (ptofres@yahoo.com);
5. With the President create a bi-monthly flyer to be attached to the weekly newsletter sent home to FRES families. Communicate with the individual(s) in charge of creating the weekly newsletter to include any other pertinent information as needed
6. Will provide the appropriate appointed officers the materials (minutes, notices, etc.) needed to fulfill their duties

Section 4. 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. A 990 information

filing is due to the IRS by the 15th of the 5th month after the close of the PTO's fiscal year. A 199 information filing is due to the California Franchise Tax Board by the 15th of the 5th month after the close of the PTO's fiscal year. The information filings must be signed by the Administrative Representative. Copies of submissions should be clearly marked and filed in the cabinets in the Parents Room. Submissions must be preserved a minimum of 7 years.

6. Track all monies received and disbursed
7. Reconcile monthly bank statements
8. Effectively communicate with the accountant
9. Keep an updated report of the financials on computer software
10. Communicate with staff regarding the funds available in their Teacher Supply accounts.

Section 5. Administrative Representative

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

Section 6. Teacher Representatives

The Teacher Representatives shall advise the PTO Board of upcoming school events and of staff concerns or desires.

Section 7. Vacancies

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.

If the vacancy is in the office of the President, the Vice President will become the President. A special election will be held to elect a new Vice President or if the Vice President declines to accept the position of President a new President.

If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting or special meeting if one is necessary.

Section 8. Removal from Office

A member of the PTO board may make a motion to have an officer removed from their position. The individual must be informed of the intent of the PTO Board to make this motion at least 5 business days before the next regular 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 PTO 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 PTO Board. The vote to elect the new officer will be taken at the next regularly scheduled meeting or at the scheduling of a special meeting and discretion of the PTO Board.

Article VII - Elections

Section 1. Procedure

Nominations for the next school year's board will be announced at the regular meeting one month prior to the annual meeting. Nominations can be made from the floor and/or pre-determined by a nominating process.

The annual meeting to elect the next school year's PTO Board will be held at one of the final PTO meetings 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 PTO Board members shall be elected by a simple majority vote at this meeting. If ballots are used, those running for an elected position will not be included in those processing the ballots.

The Administrative Representative will be responsible for announcing the outcome of the voting process. The outcome of the voting process shall be announced at the Annual Meeting and in the Falcon Flash newsletter to parents and staff.

Section 2. Terms of Office

Each officer is elected to a one-year term and may serve no more than two consecutive terms in the same position. Unless there are no volunteers for a position then the current officer may retain their position longer than 2 years. Each person elected shall hold only one office at a time.

Article VIII - Special Committees

The President 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 PTO Board, which must approve all actions.

Article IX - Finances

Section 1. Budget

The PTO Board shall present to the membership at the first Regular 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.

Section 2. Loans

No loans shall be made by the organization to its officers or members.

Section 3. Disbursements

All checks, drafts, or other means of payment shall be signed by two of the following: President, Treasurer, or Administrative Representative. A Signer cannot also be the Payee on the check. All cash shall be double counted by two PTO representatives and signed for upon withdrawal and deposit.

Article X -PTO Board Changeover

Section 1. Closing Board

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

Section 2. Changeover Meeting

The PTO board shall have a Changeover meeting in June for the new board members to obtain information from the prior year. The out-going/current 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 regular, special or annual 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.

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 assets remaining in the PTO Treasury shall be used for student welfare within the school and the Principal will determine how funds are used.

Article XIV-Conflicts of Interest Policy

Section 1. Purpose

The purpose of the conflict of interest policy is to protect the PTO's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the PTO. The IRS requires a Conflict of Interest Policy to be maintained in order to comply with the PTO's Non-Exempt 501(c)(3) status.

Section 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
2. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remunerations as well as gifts or favors that are not insubstantial.

Section 3. Procedures

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the PTO Board who are considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon, the remaining board members shall decide whether a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest.
 - a. An interested person may make a presentation at a regular, special or annual meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The PTO Board may elect to appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement
 - c. After exercising due diligence, the PTO Board shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the PTO Board shall determine by a majority vote of the disinterested board members whether the transaction or arrangement is in the PTO's best interest, for its own benefit, and whether it is fair and reasonable, In

conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy.
 - a. If the PTO Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the PTO Board determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and correct action.
5. Records of Proceedings. The minutes of the PTO Board shall contain: all persons who disclosed to have a financial interest in connection with the conflict of interest and the nature of the financial interest and any action taken. The record will also contain the names of all persons present for discussions and votes relating to the transaction or arrangement as well as any alternatives discussed.
6. Annual Statements. Each PTO Board member shall sign a statement which affirms that such person:
 - a. Has received a copy of the conflict of interest policy;
 - b. Has read and understood the policy;
 - c. Has agreed to comply with the policy; and
 - d. Understand that the PTO is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article XV - Acknowledgment

Foskett Ranch Elementary School and PTO members adopted these Parent Teacher Organization Bylaws on this date: _____.

By signing below, I acknowledge that I have received, read and understood a copy of the current bylaws and policies of the Foskett Ranch Parent Teacher Organization. I agree to comply with these bylaws and policies. I understand that the nature of this organization is charitable and holds a tax-exempt 501(c)(3) designation from the IRS. I further understand that this organization may only engage in activities for which this designation was received.

President

Principal

Vice President

Treasurer

Secretary