

**BYLAWS**  
**For**  
**FAIR OAKS RANCH ELEMENTARY SCHOOL**  
**PARENT TEACHER ORGANIZATION**

**ARTICLE I: NAME**

The name of this organization is the Fair Oaks Ranch Elementary Parent Teacher Organization (FORES PTO). This organization is an independent association and is not in any way associated with any other PTO or any other organization whatsoever.

**ARTICLE II: PURPOSE**

The objectives of the FORES PTO shall be education in scope and shall be developed and enhanced through conferences, committees, projects, programs, and also:

1. Promote the welfare of children in home, school, and community.
2. Bring into a closer relationship the home and school so that parents and teachers may cooperate intelligently in the education of our children.
3. Develop between educators and the general public such united efforts that will secure for all children the highest advantages in academic, physical, and social education.
4. Secure adequate laws for the care and protection of children and youth.

**ARTICLE III: BASIC POLICIES**

The following are basic policies of the FORES PTO:

1. The organization shall be non-commercial, non-sectarian, and non-partisan.
2. No commercial enterprise and no political candidate shall be endorsed by the organization.
3. The organization shall work with the school to provide quality education for all children.
4. The name of this PTO and the names of any members in their official capacities shall not be used in any connections with any partisan interest or for any purpose other than the regular work of the organization.
5. No part of the net earnings of the organization shall be distributed to its members, officers, or other private persons, except when the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make

- payments and distributions in accordance with the approved budget and/or bylaws, policy, and procedure guidelines.
6. Upon the dissolution of this organization, after paying or adequately providing for debts and obligations of the organization, the remaining assets shall be distributed to one or more campus organizations.
  7. The PTO shall not seek to direct the administrative activities of the school or control its policies but to support and to provide input.
  8. The organization may cooperate with other organizations and agencies active in child welfare provided its representative makes no commitments that bind the group s/he represents.
  9. Two authorized signatures are required on all checks. The funds shall be housed at a federally insured (FDIC) bank.
  10. All funds collected by PTO must be counted by a minimum of 2 PTO (or faculty) members. Pre-approved accounting form must be completed and signed by money handlers prior to submission to treasurer.
  11. Only money counted using pre-approved counting forms may leave school premises. Uncounted funds must remain on school property and properly secured until counted.

#### **ARTICLE IV: MEMBERS AND DUES**

##### Section 1:

Membership to FORES PTO shall be made available without regard to race, color, creed, or national origin, and to any individual who subscribes to the objectives and basic policies of this organization.

##### Section 2:

This PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

##### Section 3:

The incoming Executive Board shall establish annual dues prior to each school year.

#### **ARTICLE V: OFFICERS AND THEIR ELECTION**

##### Section 1: Officers

- a. Each officer shall be a member of this PTO.
- b. The officers of this PTO shall consist of an individual serving as: President, Executive Vice President (EVP), 5 Vice Presidents, Secretary, and Treasurer.

- c. Members may opt to elect an additional 1-4 supportive board members to serve as a Vice Treasurer or as an associate to any of the 5 Vice President board positions. Max 13 board members.
  - i. Supportive board positions run independently on the ballot.
  - ii. Supportive board positions are members of the executive board and will receive voting rights.

#### Section 2: Election Committee

- a. There shall be an election committee composed of a minimum of 5 members of the PTO and shall be established at the winter general meeting (the first meeting of the calendar year). Members of this committee are not eligible to run for office.
- b. The election committee shall appoint a chair from within their committee membership to serve as chair of the election committee.
- c. The election committee shall:
  - i. Establish guidelines for election;
  - ii. Send out notice, in a reasonable amount of time after the formation of the committee, to the PTO membership to seek candidates/nominations for officers through approved district communication channels;
  - iii. Following candidate/nominee submission, the committee shall review candidate/nomination forms, verify membership, notify candidates/nominees, and verify their acceptance;
  - iv. Present a ballot of candidates to the general membership through approved communication channels;
  - v. Prepare ballots for election and be responsible for tabulating and publishing votes.

#### Section 3: Eligibility of Candidates

- a. Any PTO member may be a candidate for office.
- b. Applicant must meet all district requirements for an on campus volunteer.
- c. Applicants for executive office with prior experience as an on campus volunteer are preferred but not required (examples include but are not limited to room parent, committee member, workroom volunteer).
- d. Officers who wish to run for their same office and are eligible to do so, may inform the Election Committee in writing of their decision to run for the same office again.
- e. All written candidate applications/nominations must be received by the election committee.

#### Section 4: Elections of Officers

- a. Election shall be held in the spring. Any member of the PTO shall be eligible to vote. Two (2) independent counts of the ballots will be made immediately after the voting. Recount request shall be in writing within 72 hours after election results are initially announced. Elections will be decided by a majority vote. All ballots will be destroyed five (5) days after initial announcement.

- b. Officers shall be elected by the membership in the spring. Each election term shall last one year.
- c. New officers shall assume their duties following the close of the school year. It is the responsibility of the current officers to continue to assume duties and assist in transition of new officers until the end of the fiscal year.
- d. No officer shall serve in the same office for more than two consecutive terms. One who has served more than ½ term shall be credited with having served that term.

#### Section 5: Vacancies

A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by the majority of the Executive Board after notice of such election has been given. If a vacancy occurs in the office of President, the Executive Vice President (EVP) shall assume the position for the remainder of the term.

#### Section 6: Removal from Office

By ⅔ vote of the Executive Board or 2/3 membership at a general meeting, an officer or chairperson may be removed from the office for failure to perform duties. An officer or chairperson who misses three meetings may be removed from office.

### **ARTICLE VI: EXECUTIVE BOARD**

#### Section 1: The Executive Board shall consist of

- a. The elected officers of the organization; and
- b. Up to four appointed, non-voting members consisting of:
  - i. The Principal and/or Vice-Principal; and
  - ii. Two faculty members.

#### Section 2: Duties of the Executive Board shall be to

- a. Attend all board meetings and general membership meetings;
- b. Transact necessary business in the interval between meetings
- c. Create committees and appoint committee chairpersons;
- d. Establish the plans of work of all officers and committee chairpersons;
- e. Prepare annual goals;
- f. Prepare and submit a budget to the membership for adoption;
- g. Approve routine expenditures within limits of the budget;
- h. Fill vacancies of officers and chairpersons; and
- i. Create policies to help meet the annual goals.

### Section 3: Meetings

- a. Regular meetings of the Executive Board shall be held prior to each regular organization meeting, the time to be fixed by the board at its first meeting of the year;
- b. A majority of the Executive Board shall constitute a quorum; and
- c. The president, the principal, or a majority of the members of the board may call special meetings of the Executive Board with three days' notice being given.

## **ARTICLE VII: DUTIES OF OFFICERS**

### Section 1: The president shall

- a. Coordinate the work of the officers and committees in order that the purposes (see Article II) may be promoted;
- b. Confirm that a quorum is present before conducting any business at any meeting (see Article X, section 4);
- c. Preside at all general membership and board meetings;
- d. Be authorized to sign on bank accounts;
- e. Be a member ex-officio of all committees except the election committee;
- f. Communicate with the principal or designated administrator prior to and after each meeting; and
- g. Perform other such duties as may be prescribed in these by-laws or assigned by the Executive Board.

### Section 2: The Executive Vice President (EVP) shall

- a. Act as aide to the president;
- b. Perform other duties assigned by president;
- c. Preside in the absence of president;
- d. Be authorized to sign on bank accounts.

### Section 3: The Vice-President of Sponsorships shall

- a. Procure community sponsorships
- b. Maintain relationship & communication with sponsors
- c. Act as an aide to the president;
- d. Act as a liaison between their designated committee and the executive board;
- e. Perform other duties assigned by the president.

### Section 4: The Vice-President of Fundraising shall:

- a. Act as fundraising coordinator and oversee all fundraising activities;
- b. Act as an aide to the president;

- c. Act as a liaison between their designated committee and the executive board;
- d. Perform other duties assigned by the president.

Section 5: The Vice-President of Volunteers shall

- a. Act as a volunteer coordinator and be in charge of all PTO related volunteers;
- b. Recruit committee chairpersons for all standing committees of the PTO;
- c. Act as an aide to the president;
- d. Act as a liaison between their designated committee and the executive board;
- e. Perform other duties assigned by the president.

Section 6: The Vice-President of Programs shall

- a. Coordinate all school related events;
- b. Act as an aide to the president;
- c. Act as a liaison between their designated committee and the executive board;
- d. Perform other duties assigned by the president.

Section 7: The Vice-President of Communications shall

- a. Maintain PTO website with all updates as needed;
- b. Send out all means of communication on an ongoing basis, including but not limited to Facebook, Website, Emails, Membership, Text, etc.;
- c. Insure all appropriate notification of meetings be distributed;
- d. Act as an aide to the president.
- e. Act as a liaison between their designated committee and the executive board;
- f. Perform other duties assigned by the president.

Section 8: The Secretary shall

- a. Record the minutes of all meetings of the organization; all PTO meeting minutes and agendas will be kept as a permanent record-- not to be discarded;
- b. Keep a notebook containing copies of minutes from all meetings of the current school year and one year previous;
- c. Present to the principal, vice principal, and teacher representatives a typed copy of the minutes of each meeting within a reasonable amount of time following each meeting;
- d. Have a current copy of the bylaws and Robert's Rules of Order available at all meetings; and,

Section 9: The Treasurer shall

- a. Have custody of all the funds of the organization;
- b. Keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks for 5 years;
- c. Make disbursements as authorized by the Executive Board, or organization, and in accordance with the budget adopted by the organization;

- d. Assure that monies are efficiently collected and accounted for during any sale, fundraiser, or event;
- e. Sign on bank accounts (two authorized signatures shall be required on all checks);
- f. Present a financial statement at general meetings, Executive Board meetings, and at other times when requested by the organization or Executive Board; and
- g. Submit books to the Executive Board if requested.

Section 10: Vice Treasurer shall

- a. Assist the Treasurer with all duties as seen fit by the Treasurer.
- b. Sign on bank accounts

Section 11: Associate Vice Presidents shall

- a. Assist Vice Presidents with all duties as deemed necessary by the board.
- b. Perform other duties as assigned by the President.

Section 12: All officers shall

- a. Perform the duties outlined in these bylaws and those assigned from time to time;
- b. Deliver to their successors or the president all official materials within 15 days following the meeting at which their successors assume their duties; and
- c. Officers of the organization are responsible and liable for all the actions of the organization during their term.

## **ARTICLE VIII: THE GENERAL PTO BOARD**

Section 1: The general PTO board shall consist of

- a. The PTO Executive Board; and
- b. Chairpersons of all committees.

Section 2: The duties of the general PTO Board are

- a. Provide input to the Executive Board on policies, procedures, and programs;
- b. Help develop the master calendar of events and programs;
- c. Help develop the plan of work for each committee for Executive Board Approval; and
- d. Perform other activities as requested by the Executive Board.

## **ARTICLE IX: COMMITTEES**

Section 1: Eligibility

Only members of the organization shall be eligible to serve as committee chairpersons.

#### Section 2: Creation of committees

The Executive Board may create such standing committees as it deems necessary to promote the purposes (see Article II) and carry on the work of the organization. The term of each chairperson shall be one year or until the selection of a successor.

#### Section 3: Authorization of committee work

No committee work shall be undertaken without the consent of the Executive Board.

### **ARTICLE X: MEMBERSHIP MEETINGS**

#### Section 1: Frequency

Regular meetings of the organization shall be held at least two times throughout the year. Times and dates will be established by the Executive Board.

#### Section 2: Notice

Notice of regular meetings shall be given at least 3 days in advance.

#### Section 3: Special Meetings

Special meetings of the organization may be called by the president, principal, or by a majority of the Executive Board. Three days' notice must be given.

#### Section 4: Quorum

Ten members shall constitute a quorum for the transaction of business at any meeting of this organization.

### **ARTICLE XI: FISCAL YEAR**

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 shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.



### **ARTICLE XIII: DISBURSEMENT OF FUNDS**

#### Section 1: Disbursement of Budgeted Funds

The Executive Board shall have power to disburse funds in accordance with the adopted budget.

#### Section 2: Disbursement of Unbudgeted Funds up to \$5,000

Disbursement of funds not specifically allocated in the budget may be approved by a quorum of the Executive Board. The President may authorize up to \$500.00 without approval of Executive Board.

#### Section 3: Disbursement of Unbudgeted Funds in excess of \$5,000

Disbursement of funds exceeding \$5,000.00 not specifically allocated in the budget must be presented to the members and approved by a majority present provided that a quorum is present.

### **ARTICLE XIV: AMENDMENTS**

#### Section 1: Amendment Process

These bylaws may be amended at any regular meeting of the organization, provided a quorum is present, by  $\frac{2}{3}$  vote of members present and voting. Notice of the proposed amendment shall have been given at least 5 days prior to voting and time allowed for discussion before a vote is taken.

#### Section 2: Appointment of a Bylaw Review Committee

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by  $\frac{2}{3}$  vote of the Executive Board. The requirement of a revised set of bylaws shall be the same as in the case of an amendment.