

LJES PTO, INC. BYLAWS

Amended April 22, 2011

Article I – Name

The name of the organization shall be the LJES PTO, Inc.

Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at La Jolla Elementary School by fostering relationships among the school, parents, and teachers.

Article III – Basic Policies

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization or its members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purpose of the organization.
- c. The organization or members in their official capacities shall not – directly or indirectly – participate or intervene in any political campaign on behalf or, or in opposition to, any candidate for public office.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees or officers.
- 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 section 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.

Article IV – Members

Section 1. Members.

Any parent or legal guardian of a student at the school may be a member of the PTO.
The principal and any teacher employed at the school may also be a member of the PTO.

Section 2. Dues.

Dues, if any, will be established and reviewed annually by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting where Officers are voted for, to be considered a member in good standing and eligible to vote for the Officers.

Article V – Officers and Elections

Section 1. Officers.

The officers shall be President, Secretary, Treasurer and Immediate Past President.

- a. President. The president shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees except the nominating committee, prepare meeting agendas, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.
- b. Secretary/Parliamentarian. The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary also keeps a copy of the minutes book in the school office for public viewing. The Parliamentarian shall act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; bring current copy of Constitution and by-Laws to all meetings. A review of the bylaws shall be performed annually and the results of that review and any proposed changes to the bylaws shall be presented at a regular monthly PTO meeting.
- c. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year.
- d. Immediate Past President. Shall serve as an advisor to the Executive Board for one year immediately following his/her term in office if still an active member of the LJES PTO.

Section 2. Nominations and Elections.

Elections will be held at the last meeting of the school year. The nominating committee, comprised of active members of the LJES PTO, Inc., shall select a candidate for each office and present the slate via email or at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility.

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office.

Officers are elected for two years. Each person elected shall hold only one office at a time. If, after an extensive search via available school communication, no PTO member is willing to fill a position that is soon to be vacated, the officer presently holding such position may remain in office for one more school year.

Section 5. Vacancies.

If there is a vacancy in the office of president, the Executive Board may appoint a present member of the Executive Board to fill that position. If there is a vacancy in any other office, the Executive Board will appoint a new representative at the next regular meeting.

Section 6. Removal From Office.

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article VI – Meetings

Section 1. Regular Meetings.

The regular meeting of the organization shall be monthly during the school year on a consistent weekday at 8am which will be determined at the summer meeting, , or at a time and place determined by the executive board at least one month before the meeting. The annual meeting shall be one month before the end of the school year. A transition meeting for both present and immediate past board members will be held before the end of the school year. The annual meeting is for receiving reports, electing officers, and conducting other business that shall arise. The secretary will notify the Executive Board of the meetings via email at least one week prior to the meeting.

Section 2. Special Meetings.

Special meetings may be called by the president, any two members of the executive board, or five members, by submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email.

Article VII – Executive Board

Section 1. Membership.

The Executive Board shall consist of the President, Secretary/Parliamentarian, Treasurer, VP Programs, VP Volunteers, , VP Historian/Tidings Editor, VP Communications, Auditor, Principal and Teacher Representative.

Section 2. Voting Executive Board Members.

The voting members of the Executive Board shall consist of the President, Secretary/Parliamentarian, Treasurer, Auditor, VP Programs, VP Volunteers, VP Communications, VP Historian/Tidings Editor, and Teacher Representative. Each voting member shall have one vote, and a vote will be taken for all significant decisions made by the PTO.

Section 3. Duties.

The duties of the Executive Board shall be to create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership and other such duties applicable to the office as prescribed by the parliamentary authority of the organization. Specific duties include:

VP Programs. VP Programs shall organize and supervise, or organize and supervise committees that will run all PTO before and after school programs and school events. He or she shall keep clear and detailed records of such programs or assign a committee member to do so, and report the success or failure of such programs at monthly meetings. VP Programs shall also assist the office staff with organizing and supervising the Health and Safety preparedness of the school.

VP Volunteers. VP Volunteers shall be responsible for soliciting and securing volunteers for school needs. He or she shall keep an organized database that is accessible to other committees and ensure that all members that have volunteered are given the opportunity to help. He or she shall coordinate with other committees on an ongoing basis to ensure that the appropriate volunteers are present when needed. He or she will report to the board on needs and progress.

VP Historian/Tidings Editor. The Historian/Tidings Editor assembles and preserves the record of activities and achievements of the PTO. The VP Historian/Tidings Editor distributes LJES information via school publications. Historian records, like minutes, should be kept forever.

VP Communications. The VP Communications is in charge of disseminating vital school-related information via eblasts and the school website. All notices must have prior approval from the Principal.

Auditor. The auditor shall audit the books and financial records semi-annually and prepare and present to the Executive Board a mid-year and year-end audit. The outgoing auditor is responsible for conducting the audit at the close of term. The auditor shall also audit the books upon resignation of the treasurer or at any time deemed necessary by the Executive Board.

Teacher Representatives. Teacher Reps shall be responsible for representing the schools teachers/staff and for relaying information/needs to and from the PTO.

Section 4. Meetings.

Special Executive Board meetings shall be held on an as needed basis, as determined by the Board. Special meetings may be called by any two Board members with 24 hours notice.

Section 5. Quorum.

The majority of the Voting Executive Board Members constitute a quorum.

Section 6. Terms of Office, Removal and Vacancies.

See Article V, Sections 4, 5 and 6.

Article VIII – Committees

Section 1. Membership.

Committees may consist of members and board members, with the President acting as an ex-officio member of all committees.

Section 2. Committees.

The Board may appoint committees as needed to perform PTO functions.

Article IX – Finances

Section 1. Budget.

A tentative budget shall be drafted by the summer meeting and approved by the Board within the first two months of the school year. The Board may amend the budget at any time. A copy of the budget shall be included in the minutes.

Section 2. Treasurer.

The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. Expenses.

The board shall approve all expenses of the organization.

Section 4. Check Signing.

Two authorized signatures shall be required on each check. Authorized signers shall be President, Treasurer, and Secretary. A check made payable to one of the designated signers may not be signed by that person. A list of checks written shall be included in the minutes.

Section 5. Financial Statement.

The treasurer shall prepare a financial statement at the end of the year to be reviewed by the Audit Committee. A copy of the financial statement shall be included in the minutes.

Section 6. Government Compliance

The treasurer shall comply with all government regulations and requirements. This compliance may include, but is not limited to, reporting to the Internal Revenue Service and the State of California.

Section 7. Insurance

A review of the insurance needs of the PTO will be performed annually. The results of this review will be compared to the actual insurance coverage in place to determine if the PTO is adequately insured. A summary of this review, including any proposed changes to insurance coverage, shall be presented at a regular monthly meeting of the PTO.

Section 8. Funds After Dissolution.

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 9. Fiscal Year.

The fiscal year shall coordinate with the school year.

Section 9. Reimbursements Checks.

All LJES PTO, Inc. reimbursements checks must be cashed within 60 days.

Article X — Parliamentary Authority

“Robert’s Rules of Order revised” shall govern meetings when they are not in conflict with the organization’s bylaws.

Article XI – Standing rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting.

Article XIII – Amendments

The bylaws may be amended at any regular or special meeting, providing that notice was given at the previous monthly regular meeting. Amendments require the approval of at least two-thirds of the voting executive board members.