

PTO BYLAWS

BYLAWS - CAHUILLA ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION

ARTICLE I – NAME

The name of this organization is the Cahuilla Elementary School Parent-Teacher Organization (Cahuilla PTO).

ARTICLE II – PURPOSES

Section 1. The objectives of the Cahuilla PTO are as follows:

a. To promote a closer relationship between the home and the school, that parents and teachers may cooperate in the education of Cahuilla students.

Section b. The PTO 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 the basic policies of the Cahuilla PTO:

a. The organization shall be non-commercial, non-sectarian, and nonpartisan.

b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.

c. The organization shall not-directly or indirectly-participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

d. Not with standing 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.

f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the officers at the time will vote were the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

ARTICLE IV - ARTICLES OF ORGANIZATION

Section 1. The Cahuilla PTO exists as an unincorporated organization of its members. Its articles of organization comprise these bylaws, as from time to time amended.

Section 2. The Cahuilla PTO is an organization of Cahuilla family, Cahuilla staff, and the board of directors report to the general organization.

ARTICLE V - MEMBERSHIP

Section 1. Membership in this PTO shall be made available without regard to race, sex, color, creed or national origin.

Section 2. Membership categories shall include, but not be limited to, Cahuilla family units, Cahuilla staff, and other interested individuals.

ARTICLE VI - OFFICERS AND THEIR ELECTION

Section 1. Eligibility - Each officer shall be a member of this PTO.

Section 2. Officers

a. The officers of this organization shall consist of a president, a vice president/ Bi-lingual president elect, secretary, and treasurer.

b. Officers shall assume their official duties and shall serve for a term of retirement, no longer have children attending Cahuilla. And to vote in

replacement of that office requires four votes and approval of existing board.

Section 3. Nominating Committee:

- a. Nominations consisting of at least one person for each office will be reported at the last general meeting of the PTO .additional nominations may be made from the floor at this time.
- b. only these persons who have signified their contest to serve if elected shall be nominated for or elected to such office
- c. In the event of misconduct of any member of the board the remanding members of the officers board committee reserves the right to remove that member from office. The board may decide to offer the opportunity to resign.

Section 4. Vacancies.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board of directors, five (5) days notice of such election having been given to each member of the board of directors. In case a vacancy occurs in the office of president, the vice president/president elect shall assume the presidency and serve notice of a vacancy in the position of vice president/president elect.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the general organization, its board of directors
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the general organization or its board of directors.
- c. Coordinate the work of the officers of the organization in order that the objects may be promoted.
- d. Create and appoint special committees as necessary, except the nominating committee, with the approval of the board or the general organization.

e. Have power to sign and execute bonds, contracts or obligations in the name of the organization, as authorized by the board of directors or the general organization.

f. Be authorized to cosign checks.

Section 2. Bi-lingual President Assistant

- A. Assist the president at meetings and in recruiting new members to the PTO
- B. Provide translation services as needed and to be determined by the president
- C. Shall translate filers created by secretary into Spanish. those are returned to the secretary in order to get final approval from principal, president and district for distribution

Section 3. The Vice President/ President elect shall:

- a. Act as aide to the president.
- b. Perform the duties of the president in the absence or inability of that officer to serve.
- c. Be a member ex-office official of all committees (except the nominating committee) to coordinate their work in order that the objects may be promoted.
- d. Act as a keeper, along with the past president, of the bylaws of the organization.

Section 4. The Secretary shall:

- a. Attend all meetings of the general organization, board of directors.
- b. Record the minutes of all meetings. Shall provide a copy of minutes to all officers.
- c. shall create the PTO meeting agenda and provide a copy of this agenda to the president
- d. Have custody of the official documents of the organization, including, but not limited to, the bylaws
- e. Be authorized to cosign checks.

f. Perform other delegated duties as assigned by the general organization, the board of directors, or the president. Such duties may include correspondence.

Section 5. The Treasurer shall:

a. Be the custodian of all the funds of the organization.

b. Keep a full and accurate account of receipts and disbursements in books belonging to the organization.

c. Deposit all moneys and other valuable effects in the name and to the credit of the organization in such depositories as may be designated by the general organization or by the board of directors.

d. Make disbursements as authorized by the president, board of directors, or general organization in accordance with the budget adopted by the general organization taking proper vouchers for such disbursements.

e. Have checks signed by two (2) of the following authorized persons: the treasurer, president, secretary, and no more than one other person designated by the president.

f. Present a financial statement at every meeting of the general organization and of the board of directors and at other times when requested.

g. Provide an account of all transactions and of the financial condition of the organization when requested by the board of directors or the general organization.

h. Serve on the budget committee.

i. Submit the books annually, or upon the resignation of the treasurer, for an audit by an auditing committee.

j. Shall complete all appropriate tax filings for the year(s) served prior to leaving office. In the event the treasurer is unable or unavailable to complete this task the tax filings will be completed by the audit committee.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, the officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII - BOARD OF DIRECTORS

Section 1. The board of directors shall consist of:

- a. The officers of the organization.
- b. The chairs of the standing committees.
- c. Two teacher representatives.
- d. The immediate past president (who serves as an advisor).

Section 2. The duties of the board of directors shall be:

- a. To transact necessary business for the general organization.
- b. To create standing and special committees.
- c. To approve the plans of work of the standing committees.
- d. To present a report at the meetings of the general organization.
- e. To select an auditor or auditing committee to audit the treasurer's accounts
- f. One-third (1/3) of the board of directors shall constitute a quorum for the transaction of business at a board of directors meeting.
- g. Special meetings of the board of directors may be called by the president or by a majority of the board of directors, five (5) days notice being given to each member of the board of directors.

ARTICLE IX - GENERAL ORGANIZATIONAL MEETINGS

Section 1. Regular organizational meetings shall be held at least eight (8) times a year. At least two (2) of the eight meetings shall consist of a

budget meeting and an annual meeting. The budget and annual meeting shall be held during the school year unless otherwise provided.

a. Dates of meetings shall be determined by the board and announced at the beginning of the school year.

B. Five (5) days notice shall be given of change of date of any meeting except in cases of emergency.

Section 2. Special meetings of the general organization may be called by the president, or by a majority of the board of directors, five (5) days notice having been given.

Section 3. The members present shall constitute a quorum for the transaction of business at any meeting of this organization.

ARTICLE X - COMMITTEES

Section 1. Only members of the organization shall be eligible to serve in any elective or appointive position.

Section 2. The board of directors may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 3. The chair of each committee shall present a plan of work to the board of directors or to the general organization for approval. The chair of each committee will collect receipts/bills and submit to the treasurer for disposition. No committee work may be undertaken without the consent of the board of directors or of the general organization.

Section 4. Special committees may be formed by the board of directors.

ARTICLE XI - FISCAL YEAR/FISCAL POLICIES

Section 1. The books and accounts of this organization shall be kept in accordance with sound accounting practices and shall be examined annually by an auditing committee of not fewer than three (3) members, comprised of the ways and means chair, VP/president elect, and one or more members at large to be determined by the president. Who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 2. A member whose duties require collection of organization funds shall supply the treasurer with an accurate record of such income. The treasurer shall supply these members with a receipt.

Section 3. Two (2) authorized signatures shall be required for all withdrawals from savings and checking accounts as defined in Article VII, Section 4. (e).

ARTICLE XII - DISBANDING ORGANIZATION

If this organization wishes to disband it must proceed in the following manner:

Section 1. The Cahuilla PTO shall adopt a resolution recommending that the organization be dissolved and directing that the questions of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice that the purpose of such meeting is to consider the advisability of dissolving the organization shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.

Section 2. Only those persons who were members in good standing of the PTO on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of the dissolution.

Section 3. Approval of the dissolution of the PTO shall require the affirmative vote of at least three-quarters (3/4) of the members who are entitled to vote at the special meeting, and who are present and voting at such meeting, with a quorum having been established in accordance with these bylaws.

Section 4. Any leftover funds will be distributed as per Article III (g).

ARTICLE XIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PTO and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of organization.

ARTICLE XIV - AMENDMENTS

Section 1. These bylaws may be amended at any meeting of the general organization by a two-thirds (2/3) vote of the members and at least two

officers present and voting, provided that notice of the proposed amendment has been given at least thirty (30) days prior to the meeting at which the amendment is voted upon, providing that a quorum has been established in accordance with these bylaws.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the general organization or by a two-thirds (2/3) vote of the board of directors, providing the quorum has been established. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

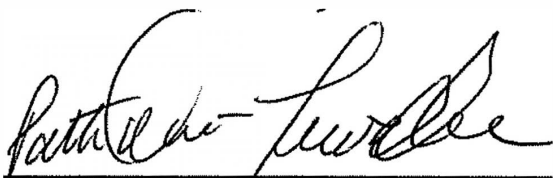
Section 3. Any perishable or non-perishable items will be given to the homeless shelter, given to volunteers for their service, or stored until next function.

Section 4. All received monies will be counted by Treasurer and two other members. Monies will never be counted and logged by a single person.

Section 5. All non-PTO sponsored grade level function monies will be counted by the grade level representatives, signed for, and then submitted to PTO for deposit. It will be counted again by a PTO representative and grade level representative as well.

ARTICLE XV - Statements of Understanding

- The district has the express right to review and/or audit SCO's financial statement to help ensure their financial integrity
 - If the superintendent considers it necessary, she may revoke an SCO's authorization to conduct activities at the school and elsewhere in the district
 - The SCO acknowledges it must have its own tax identification number (TIN)
 - The SCO must be officially recognized as a tax-exempt organization under internal revenue code section 501(c)(3)
 - The SCO is not authorized to act as an agent of the school or district
 - No individual will personally financially benefit from the activities the SCO conducts



P
Patti Davis-Lewallen, PTO president

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