

**Foulks Ranch Elementary School  
Parent-Teacher Organization Bylaws  
June 2023**

**Proposed changes in bold presented on 10/16/23 by Betsy Longoria**

**ARTICLE 1: NAME, PURPOSE, & OBJECTIVES**

**Section 1: NAME** - The name of this organization shall be the Foulks Ranch Elementary Parent Teacher Organization (PTO). The PTO is located at 6211 Laguna Park Drive in Elk Grove, California.

**Section 2: PURPOSE AND OBJECTIVES**

The primary purpose of the PTO shall be to promote and provide assistance for a quality educational program at Foulks Ranch Elementary School.

The objectives of the PTO are to:

1. Provide the teachers, staff and students with programs, events and materials that enhance the curriculum and encourage school spirit.
2. Provide financial assistance for activities and services beyond what is provided by the school district, in accordance with current accepted school policy.
3. Enhance the relationship between and foster communication among parents/guardians, children, teachers, staff, elected school officials and the community.
4. Cooperate with district-wide organizations and agencies which have similar interests in the education and welfare of children.

**ARTICLE 2: MEMBERSHIP**

The membership of the PTO shall be open to all parents, guardians, teachers and staff of Foulks Ranch Elementary School. There are no membership dues. Members have voting privileges -- one vote per household.

**ARTICLE 3: ORGANIZATION**

**Section 1: EXECUTIVE BOARD:** The PTO Executive Board shall consist of the following administrative officers: the President, Vice-President, Recording Secretary, Treasurer, and Communications Secretary, with vacancies allowed for Vice President and Communications Secretary. Officer positions cannot be shared, unless vacancies require duties to be reassigned. The position of President may not be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

## **Section 2: GENERAL BOARD AND COMMITTEES**

The General Board shall consist of PTO representatives so named by the Executive Board. **These members shall include, but are not limited to: Spirit Wear Coordinator, Carnival Coordinator, Dine-Out Nights Coordinator, Jog-A-Thon Coordinator, Hospitality Coordinator, and Fundraising Coordinators. Standing and special committees shall be designated from year to year as the Board may determine appropriate.** The officers may designate committees from among the entire school community. Each chairperson of each committee shall be responsible for carrying out duties as assigned by PTO. Committee representatives shall make no commitments that bind the PTO, without written consent of the PTO Executive Board.

**Proposed change 1: These members shall include, but are not limited to, chairpersons for fundraising, activities, and events; standing committees, and special committees. These shall be designated from year to year as the Board may determine appropriate.**

**Proposed change 2 (additional text):** Chairpersons shall be responsible for reviewing the budget for their fundraising program, activity, and/or event, proposing any changes to the Executive Board during the budgeting process, as outlined in Article 10, Section .. Chairpersons shall be responsible for overseeing the allocation of designated funds for the needs of their fundraising program, activity, and/or event, in collaboration with a designated Executive Board Member.

## **ARTICLE 4: ELECTIONS**

### **Section 1: NOMINATIONS AND BALLOTS**

A nominating committee shall be comprised of the Vice-President and two other officers. The committee shall elect its own chairperson. This nominating committee shall present a slate of nominees at a Spring board meeting. The slate shall include nominees for administrative officers and other PTO representatives. Only after the slate of nominees has been presented and approved by those board members in attendance, shall a ballot of nominees be sent out to all school community members for their vote. Paper ballots shall be sent out at least two weeks before the election close date. Only ballots returned to the school office prior to the election close date shall be counted. Only those who have given their consent to serve shall be nominated for or elected to such office.

### **Section 2: Annual Elections:**

Elections for the following school year term shall be held during the month of May for all tracks. Majority vote shall elect. The President shall inform those elected of their appointments. Those elected shall take office on July 1 of the elected school year.

## **ARTICLE 5: EXECUTIVE BOARD MEETINGS**

### **Section 1: REGULAR MEETINGS**

Meetings of the Executive Board shall be held monthly. All members of the Executive Board are required to attend. If a member must be absent, they must submit to the President, via text, e-mail or in person, any pertinent information required for that meeting. The General Board is encouraged, but not required to attend all monthly meetings. Members of the General Board are required to submit any pertinent information that pertains to a particular event being discussed. The primary purpose of regular meetings shall be to conduct the affairs of PTO. All members of the school community including, but not limited to, the Executive Board, the General Board, parents, guardians, staff and teachers may attend these “open door” meetings. The President may suspend meetings in the event there is no business to conduct. The most convenient times and days for meetings shall be determined at the beginning of each school year and modified as necessary. These “open door” meetings shall be posted to the school community via school e-mail, social media and other communication methods by the Communications Secretary.

**Proposed change: Meetings of the Executive Board shall be held monthly. Meetings of the General Board shall be held at least once per quarter.** All members of the Executive Board are required to attend. If a member must be absent, they must submit to the President, via text, e-mail or in person, any pertinent information required for that meeting. The General Board is encouraged, but not required to attend all **General Board** meetings. Members of the General Board are required to submit any pertinent information that pertains to a particular event being discussed. The primary purpose of regular meetings shall be to conduct the affairs of PTO. All members of the school community including, but not limited to, the Executive Board, the General Board, parents, guardians, staff and teachers may attend these “open door” meetings. The President may suspend meetings in the event there is no business to conduct. The most convenient times and days for meetings shall be determined at the beginning of each school year and modified as necessary. These “open door” meetings shall be posted to the school community via school e-mail, social media and other communication methods by the Communications Secretary.

**Section 2: SPECIAL MEETINGS**

Special meetings of the Executive Board may be called by any two officers. Special meetings shall be utilized to conduct PTO business that must be addressed prior to the next regularly scheduled meeting or to discuss matters which must be addressed in a private or confidential manner.

**Section 3: NOTICE OF MEETINGS**

An e-mail notice shall be sent by the President, not less than seven (7) days before the date of each meeting, to each Executive Board and General Board member stating the place, date and hour of the meeting.

**Section 4: QUORUM OF MEMBERS**

A quorum shall consist of two (2) Executive Board members and (1) teacher liaison or school administrator. In the event there is not a quorum and a vote must be taken, a phone vote, or e-mail vote of Executive Board Members shall be organized by the President or Vice-President. A quorum is required for all financial votes and for any changes to the bylaws.

**Section 5: VOTING**

Voting on any questions or in any elections shall be oral unless the presiding officer shall order that voting be by ballot. Each PTO member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

**Section 6: CONDUCT OF MEETINGS**

Robert’s Rules of Order shall govern the conduct of all meetings of the Foulks Ranch Elementary PTO. A standard agenda shall be used for the conduct of all meetings. Agenda items must be submitted to the President prior to the meeting date.

Meetings shall consist of the following elements, not necessarily in the listed order:

- a. Call to order
- b. Treasurer report
- c. Committee reports, when applicable
- d. Old business
- e. New business
- f. Reports from staff, when applicable
- g. Guest speaker, when applicable
- h. adjournment

**ARTICLE 6: OFFICERS**

**Section 1: OFFICERS**

The officers of the PTO shall be the members of the Executive Board. All officers shall perform their duties in the manner prescribed in the current edition of Robert's Rules of Order in addition to those outlined in these bylaws.

**Section 2: GENERAL POWERS**

The business and affairs of PTO shall be managed by its officers. All officers shall share substantially in the duties which must be performed.

**Section 3: TERM OF OFFICE**

Each officer shall hold office for the term for which he/she is elected or until his/her successor is elected. A person may not hold more than one office on the Executive Board at a time, UNLESS VACANCIES REQUIRE A REASSIGNMENT OF DUTIES (SEE ARTICLE 3, SECTION 1). Each officer shall be elected for a one (1) year term and shall be eligible for re-election. No officer may be elected to the same office for more than two (2) terms unless agreed upon by the Board and no one else is interested in filling the position. Upon the expiration of the term or in case of resignation or termination, each officer shall turn over to the President, without delay, all funds, records, books, or any other material pertaining to that office or the PTO in general.

**Section 4: TERMINATION**

When any Executive officer fails to attend three consecutive meetings without adequate excuse, or is not fulfilling the duties of the office as prescribed by the bylaws, or is not following the objectives and purpose of the PTO, the Executive Board may, by two-thirds vote, remove the person from office and declare the office vacant immediately.

**Section 5: VACANCIES**

A vacancy in any office may be filled by a majority vote of the Executive Board. The person elected shall serve only for the remaining portion of the term.

**Section 6: RESIGNATION**

In the event that an officer cannot fulfill the responsibilities of the position he/she is assigned, he/she shall submit a formal resignation to the Executive Board.

In the case of the resignation of the President, the Vice-President will assume that office. A vacancy occurring in the offices of Vice-President, Secretary, Treasurer or

Communications Secretary, shall be filled by appointment of the President upon approval of the Executive Board. The vacancy shall be publicized for a period of at least two weeks.

## **ARTICLE 7: DUTIES OF OFFICERS**

### **Section 1: PRESIDENT**

The primary duty of the President shall be to oversee the business affairs of the PTO and to coordinate PTO activities with the other officers, special committees/chairpersons, and the Principal of Foulks Ranch Elementary School. The President shall set the agenda and preside over all regular and special meetings. The President shall have all newsletters, flyers, or notices approved through the proper protocols, prior to proceeding with distribution. The President shall perform all duties necessary to the office of the President and any other duties as may be assigned.

### **Section 2: VICE PRESIDENT**

The Vice President shall act as an aide to the President, performing any such duties delegated by the President. The Vice President shall assume the duties of the President in case of vacancy or for such periods as the President may be unable to perform his/her official duties. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform all duties necessary to the office of the Vice Presidency and any other duties as may be assigned.

### **Section 3: RECORDING SECRETARY**

The Recording Secretary shall keep an accurate record of all meetings. In the event of absence, the President shall arrange for another officer to record the meeting minutes. Minutes and other documents from all meetings shall be available within seven days for Board review. The Recording Secretary shall be the custodian of the records of the PTO, including the Bylaws, agendas, meeting minutes, and correspondence. The Recording Secretary shall work with the Communications Secretary to conduct PTO-related correspondence as requested by the President, such as thank you letters, donation request letters, etc. and perform all duties necessary to the office of Recording Secretary and any other duties that may be assigned.

### **Section 4: TREASURER**

The Treasurer shall have custody of and be responsible for all PTO monies. The Treasurer shall create and deliver statements for monies due and payable to the PTO. and deposit all such monies in the name of the PTO, in a timely manner, in such bank/depository as selected by the PTO. He/she shall keep an accurate record of all

financial transactions, and shall present all records in a monthly report at each Board meeting and a monthly report to an outside auditor. The Treasurer shall, in general, perform all duties necessary to the office of the Treasurer and any other duties that may be assigned.

#### **Section 5: COMMUNICATIONS SECRETARY**

The Communications Secretary shall manage communications and marketing for the PTO, its fundraisers and event. These communications shall include, but are not limited to, PTO newsletters, email broadcasts, websites, Facebook and other signage around the school. The Communications Secretary will also work with the Recording Secretary to conduct PTO-related correspondence as requested by the President, such as thank-you letters, donation request letters, etc. Prior to publication, all information (newsletters, event flyers, etc.) must first be approved by the PTO President and school principal. He/she will perform all duties necessary to the office of Communications Secretary and other duties that may be assigned.

#### **ARTICLE 8: GENERAL BOARD**

All Chairpeople shall read and abide by the chairperson guidelines as designated by the board.

#### **ARTICLE 9: CHARITABLE ORGANIZATION**

This PTO organization is organized exclusively for charitable and education purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organizations shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 1, Section 2 PURPOSE AND OBJECTIVES hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue CODE, or corresponding section of any future federal tax code.

Upon dissolution of this PTO, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE 10: FINANCIAL PROCEDURES**

### **Section 1: BUDGET PREPARATION**

The fiscal year shall begin July 1 and end June 30. The annual budget including anticipated revenue and expenses for the year, shall be prepared no later than the first Board meeting of the fiscal year. This budget shall be used to guide the PTO activities during the year. Any deviation of \$200.00 or more from the budget must be approved in advance by the Executive Board.

### **Section 2: BANK ACCOUNT**

Only members of the Executive Board may have access to the PTO bank account. Monies shall be deposited to the PTO bank account within seven (7) days of acceptance. The current Executive Board shall ensure that a \$1000.00 balance be left in the bank account for the following fiscal year's board. All expenses require two signatures and therefore bank card or online transactions are not permitted.

### **Section 3: CHECK SIGNERS**

Only members of the Executive Board may act as signers on the bank checking account. The preferred signers on the account are the Treasurer, President, and Vice President or Secretary. The Communications Secretary shall only act as a signer if there are not three other officers able to act as such. Signers may not be related by blood or marriage, or reside in the same household.

### **Section 4: FINANCIAL REVIEW**

The Treasurer shall keep an accurate record of all financial transactions and shall present all records in a written monthly report to the Executive Board at each monthly meeting. The PTO shall arrange an independent review of its financial records each year by a financial professional, or a review committee, not a member of the board.



## **Section 5: CONTRACTS**

Authority to sign contracts is limited to the President or the President's designee.

## **ARTICLE 11: BYLAWS**

### **Section 1: DELIVERY**

The Recording Secretary shall ensure that each member of the Executive Board receives a copy of the current PTO bylaws. A copy may also be delivered to any parent/guardian, teacher, staff person, or elected school official who make such a request.

### **Section 2: ADHERENCE AND REVIEW**

The Vice President shall ensure the Bylaws are reviewed by the PTO Board every year and ensure necessary revisions are made as a result of that review. The Vice President shall ensure the adherence of the PTO to the Bylaws.

### **Section 3: AMENDMENTS**

These Bylaws, and any portion thereof, may be amended or repealed by a two-thirds ( $\frac{2}{3}$ ) vote of those in attendance at a regular meeting of the PTO Executive Board, providing notice of the amendment is distributed at least one (1) week prior to the meeting.