

# **Campbell School of Innovation Parent Teacher Organization (PTO) By-Laws**

**295 Cherry Lane, Campbell, CA 95008**

***Adopted: June 2018***

***Amended: 11/13/2018 and 3/3/2020, 9/9/2020, 1/13/2021***

## **Article 1: Name**

**Section 1.** The name of the organization is Campbell School of Innovation Parent Teacher Organization, officially referred hereon and signed as CSI PTO.

## **Article 2: Purpose**

**Section 1.** The Organization's Purpose

- Encourage parent involvement with various school activities/functions/services.
- Provide financial assistance where needs are identified.
- Foster a community atmosphere.
- Support the mission and vision of the school and school district.

## **Article 3: Membership**

**Section 1.** General Membership

- Members of CSI PTO will consist of every parent or guardian whose child attends Campbell School of Innovation, all faculty members and the administrative staff.
- All members have voting rights. Each PTO member is eligible to vote.
- There will be no assessed fee for membership.

## **Article 4: General Policies**

**Section 1.** The following are basic policies of CSI PTO

- The CSI PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of CSI PTO's interests.



- The CSI PTO is a non-commercial, non-sectarian, non-partisan organization.
- The CSI PTO shall work with the school to provide quality education for all children and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- The CSI PTO shall not in any way participate or intervene in any political campaign. The PTO may, however, seek to educate people concerning school issues, such as school bond issues and similar concerns.
- The CSI PTO officers shall work with the Principal to plan and set dates for Parent Teacher Organization programs and meetings. All proposed fundraiser activities shall be submitted to the CSI Principal for approval.
- The CSI PTO shall make no commitments on behalf of the PTO unless specifically designated by the PTO Executive Board (a.k.a. Board).
- Notwithstanding any other provision of these articles, the organization shall not carry on any 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.
- Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets are to be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under the state and federal tax laws. To be determined by the PTO Executive Board upon dissolution.

## **Article 5: Officers**

### **Section 1.** The Executive Board will consist of the following

- President or 2 Co-Presidents
- Vice President
- Secretary/Parliamentarian
- Treasurer or Co-Treasurers
- Director of Programs



- Director of Communications
- Director of Fundraising

## **Section 2. Term Conditions**

- Elected Executive Board members shall serve for a term of 1 year
- Executive Board members must be elected annually

## **Section 3. Elected Officers and their duties**

### **President or Co-Presidents**

- Shall preside over meetings of the General PTO Members and the Executive Board, serve as the primary contact for the Principal and will report any communication back to the Board at or before the next scheduled Board meeting, and prepare the agenda and represent the PTO at meetings outside of the organization.
- Will also serve as an ex officio member of all committees except the nominating committee and will assist in coordinating the work of all the officers and committees so that the purpose of the organization is served.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- Works with school administration, and the Executive Board to follow school and district rules and regulations.

### **Vice-President**

- Shall act as an aide to the President/Co-Presidents
- Collaborates with the President/Co-Presidents and all Directors
- Performs the duties of the President/Co-Presidents in his/her absence
- Community relations/school liaison
- Collaborates with the Director in charge to oversee community events
- Works with school administration, the President/Co-President, and the Board to follow school and district rules and regulations



## **Treasurer or Co-Treasurers**

- Must have a basic knowledge of accounting principles.
- Cannot be related by blood or marriage or reside in the same household as each other and/or the Auditor and/or authorized signers of checks.
- Has custody of all funds of the PTO.
- Record and document all monetary transactions and keep a full and accurate account of receipts and expenditures so that they can be reconciled by the Auditor.
- Makes disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the PTO.
- Has checks signed by at least two of the following: President/Co-Presidents, Vice President, or Treasurer/Co-Treasurers.
- Presents a proposed budget to the Executive Board for approval.
- Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
- Shall prepare all tax statements for all taxing authorities as may be required. All such tax statements shall be reported to the membership at a regular business meeting.
- At the end of his/her term, assist the incoming Treasurer and President in review of the books.
- To be supported by the “Financial Secretary/Assistant Treasurer”
- Works with school administration, the President/Co-Presidents, and the Board to follow school and district rules and regulations.

## **Secretary/Parliamentarian**

- Attend all meetings for the organization and for the Board and give necessary advice in the parliamentary procedure when requested.
- Records the minutes of the meetings.
- Takes and keeps a roster of all members attending each PTO meeting.
- Disperses the minutes to all members.



- Responsible for record keeping, time keeping during meetings, and the calendar
- Maintain current and past records for seven years.
- Call the first meeting of the nomination committee, conduct election of a chairperson and give instructions in procedure, and may be contacted for additional information. Can serve on the nomination committee as a member of the nominating committee, if they are not seeking re-election of secretary/parliamentarian OR any other generally elected role within the Executive Board.
- Voted in by regular vote.
- Works with school administration, the President/Co-Presidents, and the Board to follow school and district rules and regulations

### **Director of Programs**

- Appointed by General Election
- Manages PTO Programs as detailed in the “PTO Handbook”
- Collaborates with the Board
- Appoints a Chair/Co-chairs for responsible program activities/sponsored events
- Acts as chair if the appointed chair lead steps down
- Works with school administration, the President/Co-Presidents, Vice President and the Board to follow school and district rules and regulations

### **Director of Communications**

- Appointed by General Election
- Manages PTO Communications in person, onsite and online as detailed in the “PTO Handbook”
- Collaborates with the Board
- Appoints a Chair/Co-chairs for responsible communication activities/sponsored events
- Acts as chair if the appointed chair lead steps down

- Works with school administration, the President/Co-President, Vice President and the Board to follow school and district rules and regulations

### **Director of Fundraising**

- Appointed by General Election
- Manages PTO Fundraising events and efforts as detailed in the “PTO Handbook”
- Collaborates with the Board
- Appoints a Chair/Co-chairs for responsible fundraising activities/fundraiser events
- Acts as chair if the appointed chair lead steps down
- Works with school administration, the President/Co-Presidents, Vice President and the Board to follow school and district rules and regulations

### **Section 4. Executive Board Elected Chairs and their duties**

#### **Financial Secretary/Assistant Treasurer**

- Appointed by the Board
- Assists the Treasurer
- Must have basic knowledge of accounting principals
- Cannot be related by blood or marriage or reside in the same household as any other member of the executive Board.

#### **Chairs/Co-Chairs of Specific Events/Activities**

- Appointed by Directors
- Collaborates with their respective Director to create and then manage an event/activity
- Works with the Director to follow PTO school and district rules and regulations

- May include **Hospitality Coordinator:**
  - Appointed by the Board
  - Collaborates with the Vice President and Directors of Fundraising, Programs and Communications
- May include **Room Coordinator Liaison:**
  - Appointed by the Board.
  - Coordinates Room Coordinators (uptown, midtown, downtown)
  - Collaborates with the Vice President and Director of Programs

## **Section 5. Other Positions and their Duties**

### **Auditor**

- Prepares mid-year audit completed in January and presents a written report to the PTO Board at the February meeting
- Prepares year end audit in July and presents a written report to the PTO Board for review in August
- Audit books upon resignation of the Treasurer or any check signers at any time deemed necessary
- Not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signer of checks
- Appointed by the Board and is an unbiased, impartial member who does not attend Board Meetings

### **Teacher and/or Principal Representative(s)**

- Act as a liaison between the Campbell School of Innovation staff and the PTO Board and the Membership
- Shall present funding requests on behalf of the staff
- Shall report PTO activity to the staff

## **Article 6: Elections**

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## **Section 1. Executive Board Members**

- President or Co-Presidents
- Vice President
- Secretary/Parliamentarian
- Treasurer or Co-Treasurers
- Director of Programs
- Director of Communications
- Director of Fundraising

## **Section 2. Election Procedures**

- An election will be held yearly to select the Executive Board of the PTO
- Each year, at the March general meeting, the PTO Secretary/Parliamentarian will call the first meeting for the nomination committee
- The nomination committee will then gather nominations for the following school year Executive Board and present to the current PTO members
- Nomination committee will then prepare the ballot. They will ensure the information is disseminated and posted at least 7 (seven) days prior to Election Day
- Votes will be cast by secret ballot
- Officers shall be elected by ballot. However, if there is but one nominee for any office, election for that office may be by voice vote
- Co-Presidents run on the same ticket
- Vice Presidents run on separate tickets
- Co-Treasurers run on the same ticket
- Nominations must be in by the last business day of March
- Elections shall be held the week before the May general meeting





### **Section 3. Assuming Duties Following Elections**

- PTO Board elected shall assume their official duties following the close of the year's final meeting and shall serve for a term of 1 (one) year and must be elected annually
- Outgoing Board members will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization
- A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given to the general assembly. In case a vacancy occurs in the office of President, the Vice-President shall serve in this position until the next election. If vacancy occurs with a Co-President, the other Co- President shall serve as President until next election

### **Section 4. Executive Board**

- The Executive Board shall consist of the elected officers as described in Article 5, Section 1. This Board shall be responsible for all business conducted by this organization in accordance with its By-Laws
- The Executive Board shall fill all mid-term vacancies by a simple majority vote of the CSI PTO Executive Board. Special meetings of the Board may be called by the President or Co-Presidents or by two-thirds of the members of the Board
- The Executive Board and the general members are equally involved in the decision-making process with the few exceptions expressed herein. In times of extreme urgency, the Board has the authority to make necessary decisions to resolve pressing issues and shall be held accountable for its actions. Decisions and/or actions made by the Executive Board shall be reported at the next general CSI PTO meeting
- A quorum of the Executive Board shall consist of a simple majority of its members and must include the President or Co-Presidents
- An Executive Board member may assign a proxy, via email, for his/her vote to the Board in the event that he/she is unable to attend a meeting. Note shall be made of the proxy in the minutes and does not count towards a quorum of the Executive Board

- The Executive Board shall ensure that a minimum of \$2,500 will be left in the CSI PTO treasury after accounting for all debts and allocations for the start of the following school year
- The Executive Board shall present a general operating budget plan for the new school year and present this plan and recommended proposed calendar for events at the first CSI PTO meeting. The plan should reflect the current year's fundraising goals and anticipated allocations
- The Executive Board shall ensure that a final operating budget is prepared and approved no later than September of the fiscal year
- Executive Board financial veto. Allocations approved by the general CSI PTO members of \$500 or more require the ratification by the Executive Board, by a simple majority vote. Decisions of the Executive Board on such matters shall be reported no later than the next general meeting
- Resignations of officers and committee chairs shall be submitted in writing, emails are acceptable, to the Executive Board in a timely manner
- Quorum will constitute half the number of the Executive Board plus one

## **Article 7: Finances**

### **Section 1. Deposits**

- All funds raised by the PTO shall be credited to the organization in such bank, trust companies or other depositories. All funds including cash shall be deposited through the designated account

### **Section 2. Disbursements**

- Any check written from the PTO account must have supporting documentation such as receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement
- Two authorized signatures shall be required on each check. Authorized users are: President/Co-Presidents, Vice President or Treasurer
- The Executive Board will have the authority to approve up to \$1,000 expenditure by a simple majority of the Executive Board and up to \$2,500 that the Board can approve unanimously. Expenditures shall be recorded by the Secretary/Parliamentarian and reported at the next general meeting



- Committees are required to stay within allocated budgets. If additional funds are necessary, prior Executive Board approval is required
- Authorized disbursements must fall under the accordance with the budget adopted by the membership. If the disbursement is above the said budgeted amount it must be approved by the Executive Board unanimously and then reported at the next general PTO meeting

### **Section 3. Reserve funds**

- An amount of money will be left in the treasury at the end of each year to cover any unpaid bills and obligations plus a reserve amount of at least \$2,500 to begin the next school year. This will be re-evaluated at each Executive Board meeting

### **Section 4. Non-Profit**

- The CSI PTO is a state tax-exempt status organization and a not for profit 501(c)(3) classification with the Internal Revenue Code. The school district and the schools hold this classification, but the classification does not extend to clubs or other support organizations

### **Section 5. Fiscal year**

- The fiscal year will be from July 1<sup>st</sup> to June 30<sup>th</sup>

### **Section 6. Obligations**

- President or Co-Presidents and Vice President may authorize to enter into a contract or agreement for purchase of materials or services on behalf of the organization.
- The Presidents or Co-Presidents and Vice President may also authorize another Executive Board member to enter into contracts

### **Section 7. Audit/Annual Financial Statement**

- Treasurer will prepare financial statements in January and June for the Auditor to review and prepare reports
- At the close of the fiscal year Treasurer will submit all appropriate financial information to a CPA of the Executive Board's choosing to close the fiscal year and file federal taxes

### **Section 8. Budget**

- Treasurer(s) will prepare a budget and present it to the Executive Board during the August Board meeting. After review and approval by the Executive Board, the Treasurer(s) will then present to the members. It will then be voted on at the September general meeting. Members must be present to vote

## **Article 8: Meetings**

### **Section 1. Regular Meetings**

- The general meetings of the organization will be every other month during the school year at a time and place determined by the Executive Board. Meeting dates for the school year will be published in August
- Written notice of a meeting change (date and/or time) will be posted at least 14 days in advance

### **Section 2. Special Meeting**

- The President or Co-Presidents, any two members of the Executive Board, or five general members submitting a written request to the Secretary/Parliamentarian may call special meetings
- Notice will be posted of a special meeting at least 14 days in advance

### **Section 3.**

- All items to be discussed at the meetings will be presented as an agenda item.
- Agenda for the general PTO meetings will be posted no less than 7 (seven) days prior to the meeting

### **Section 4.**

- The Executive Board is expected to conduct meetings using Robert's Rules of Order
- The Executive Board should follow the Code of Conduct as outlined in the "PTO Handbook"
- The Executive Board is expected to adhere to the general guidelines and requirements, and the responsibilities of their roles as outlined in the "PTO Handbook"

### **Section 5.**



- A majority vote by the attending members shall be required to take action on items presented at general meetings
- Members must be present to have a vote

## **Article 11: Amendments**

### **Section 1.**

- These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting. Amendments will be approved by a majority vote by the attending PTO members.
- All approved changes will take effect moving forward

CSI PTO By-Laws ©2018 rev.01/13/2021 Approval Date:

Parliamentarian: \_\_\_\_\_AB\_\_\_\_\_

President: \_\_\_\_\_MG\_\_\_\_\_

Date Signed: 2/4/21