

# **LCM PTO Bylaws**

## **Updated May 2012**

### **Article I. NAME**

The name of the Organization shall be La Costa Meadows Parent Teacher Organization (LCM PTO).

### **Article II. PURPOSES**

#### **Section 1. Aims**

The purpose of LCM PTO is to act in support of our children, our families, our school, and our community:

1. To bring the home and the school into a closer relationship in the interest of the child.
2. To furnish a channel through which the parents, teachers, and administrators can express their interest in the child, home, school, and community, and foster a safe environment in each.
3. To stimulate interest in education in our members and in the community.
4. To generate and distribute funds to help support the La Costa Meadows Elementary School (LCM).
5. To encourage pride, loyalty, and the highest standards at LCM.

#### **Section 2. Organization**

LCM PTO is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954, 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 organization 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 the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and 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 (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954, or corresponding section of any future federal tax code.

### **Article III. POLICIES**

The policies of LCM PTO are as follows:

1. The Organization shall be non-commercial, non-sectarian, and non-partisan.
2. Neither the Organization nor the Officers of the Organization shall endorse a commercial entity or engage in activities not related to promoting the Purpose of the organization as defined in Article II.
3. Neither the Organization, nor the name of the Organization, nor the Officers of the Organization in their official capacities, shall directly or indirectly, participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of activities to attempting to influence legislation by propaganda or otherwise.
4. The Organization shall work with LCM to help to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal authority to make final decisions has been delegated by the people to Boards of Education.
5. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing LCM PTO in such matters shall make no commitment that bind the Organization without the authority of the Executive Board.
6. Membership lists shall not be released to outside interests, unless required by law, except to the Principal of LCM and the Board of Education.

### **Article IV. MEMBERSHIP**

#### **Section 1. Eligibility**

All parents, legal guardians, foster parents, and teachers of students at LCM are members of LCM PTO. Membership is available without regard to race, color, creed, gender, national origin, religion or any other basis prohibited by law.

## Section 2. Privileges

The privileges of holding office and/or chairing a committee shall be limited to members of LCM PTO. The privileges of introducing motions and voting on said motions shall be limited to the Executive Board. Other persons may speak at the discretion of the presiding official or a majority of the membership present.

## **Article V. EXECUTIVE BOARD**

### Section 1. Officers

The officers of LCM PTO are: President(s), Past-President(s), Active Fundraising Coordinator, Passive Fundraising Coordinator, Recording Secretary, Communications Secretary, Treasurer, Activities Coordinator (s), Room Parent Coordinator (s), and Learning Plus Program Coordinator (s). All positions may have “co” or multiple officers but each voting (see section 4 below) position only qualifies for one vote for purposes of a quorum.

Each Officer must be a member of LCM PTO. A person may only hold one office at a time.

### Section 2. Composition

The Executive Board shall be composed of the Officers, the Principal of LCM (and/or his/her representative), and one Teachers’ Representative.

### Section 3. Duties

The Duties of the Executive Board shall be:

1. To carry out the Purposes of LCM PTO as defined in Article II.
2. To plan and organize fundraisers and service activities.
3. To determine expenditure of funds.
4. To transact necessary business in the intervals between LCM PTO meetings and such other business as may be referred to it by the Organization.
5. To create and dissolve committees, and approve the appointment of a committee’s chairperson.
6. To receive, evaluate, and, if appropriate, approve the plans of work of committees.
7. To present a report at all meetings of LCM PTO.
8. To generate and submit to the Organization for adoption a budget for the fiscal year.
9. To approve routine bills within the limits of the budget.

10. To approve the appointment of a licensed Certified Public Accountant (CPA) to audit LCM PTO accounts as necessary.

Determinations made by the Executive Board shall govern the activities of LCM PTO, subject to the will of the general membership voting at a meeting of the general membership.

#### Section 4. Voting

Each position on the Executive Board may vote except the President and the Principal (and/or his/her representative.) There are ten voting members on the Executive Board; which includes nine parent members of the board (Officers) and one Teachers' Representative. If there is more than one Officer serving in a given position (i.e. Co-Coordiators), the position only has one vote and the voting member is to be determined prior to the start of the meeting.

If there is more than one Teachers' Representative present at a meeting, only one of them shall vote.

The following are voting positions with one vote:

Past-President, Active Fundraising Coordinator, Passive Fundraising Coordinator, Recording Secretary, Communications Secretary, Treasurer, Activities Coordinator, Room Parent Coordinator, Learning Plus Program Coordinator and Teachers' Representative.

The President (or their designated substitute) may vote only to break a tie on a given motion before the Executive Board. In the case of co-Presidents, one President will be selected prior to the beginning of the meeting as the tie vote-breaking party. There is no restriction on voting in elections or non-Executive Board meetings.

When a quorum is present, a simple majority vote is sufficient for the adoption of any motion.

#### Section 5. Quorum

A quorum of the Executive Board shall consist of two-thirds of the total voting members (7/10).

#### Section 6. Meetings

The Executive Board shall meet, at a day and time that it determines, once a month while LCM is in session, unless it decides otherwise. The President, or

three or more members of the Executive Board, may call special or additional meetings of the Executive Board.

All meetings of the Executive Board shall be open to the membership of LCM PTO and any other interested parties, and attendance shall be encouraged in notices of meetings of the Executive Board communicated through various means to the members. The notice shall include the time, date, and place of the meeting and be posted on the school marquee or other external communication vehicle, and published in the school calendar. Where practical, the notice shall include a copy of the proposed agenda for the meeting.

Attendees may address the Executive Board on matters, but may not vote during Executive Board meetings.

The parliamentary authority of the PTO shall be “Robert’s Rules of Order”.

#### Section 7. Term of Office

All Officers, with the exception of the President, shall be elected for two year terms, with the goal that these Officers’ terms will be staggered. Ideally, elections for Passive Fundraising Coordinator, Activities Coordinator, Communications Secretary, Treasurer, and LPP Coordinator will be held one year, and elections for Active Fundraising Coordinator, Recording Secretary, and Room Parent Coordinator will be held the next year.

Election for President shall be held yearly, with the position of President being held for one year and the position of Past-President being held for the succeeding year. The President must have one year of experience within the PTO as an Executive Board member or an Event Chair.

All Officers are eligible to run for the same office for a maximum of two consecutive terms, unless after a canvass of the Organization no eligible person is willing to serve. For the purpose of this clause, if there are multiple positions with the same base title, an incumbent in one of those positions is not eligible for more than the maximum number of consecutive terms in another of those positions with the same base title.

#### Section 8. Vacancies

A vacancy occurring in any office, except for President, within the first year of the Officer’s term, shall be filled for the unexpired portion of the term using election protocol as stated in Section 9 (although the timing of the election may be

different). The newly elected person will have deemed to have served a full term for the purposes of counting consecutive terms (See Section 9).

A vacancy occurring in any office, except for President, in the second year of the Officer's term, shall be filled by Presidential appointment and a majority vote of the remaining members of the Executive Board.

If a vacancy occurs in the office of the President, the Past President will serve the remainder of the term, even if the Past President will then serve more consecutive terms than allowed. The post of Past President will remain vacant for the remainder of the term. If the Past President is not willing to serve, or the post is vacant, the remaining voting Executive Board members will elect a willing President from within the Officers by secret ballot to serve the remainder of the term, with seven days notice of the impending ballot being given to Officers. The vacancy so created will be filled according to these rules.

## Section 9. Elections

The election for PTO President will come from nominations from the current Executive Board. Nominations for candidates will be held at the April Executive Board meeting and elections, as necessary, will take place in May with votes tallied by the Principal or his/her representative.

A letter will be sent to all parents in April or May requesting nominations for all open PTO offices. Should the need for a ballot election arise, a ballot will be distributed to the Organization and tallied by an unbiased Organization member before the final Full Membership Meeting.

Due to the sensitive and confidential nature of the Treasurer and Communications Secretary positions, interested parties must first notify the Executive Board of their interest in the position in writing; then interested individual and representatives of the Executive Board will hold a meeting to further discuss the duties and qualifications of these positions.

At the final Board meeting of the school year, the officers for the coming year will be installed, with their official start date being the fiscal year: July 1.

## **Article VI. FULL MEMBERSHIP MEETINGS**

General membership meetings of the Organization will be held a minimum of two times during the school year. At the first General Meeting, the budget for the school year will be presented. At the final General Meeting, the slate of PTO officers will be introduced for the following year, and an accounting will be

provided of all PTO monies received and expended for that year. Information from these meetings will also be made available on the LCM website.

## **Article VII. OFFICERS, DUTIES AND VOTING**

### **Section 1. 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, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

### **Section 2. Past President**

The Past President is first in line of succession to the office of the President should the President temporarily or permanently be unable to fulfill his/her duties. The Past President's other primary role is as advisor to maintain continuity and clarity from one year to the next. This position has one vote.

### **Section 3. Active Fundraising Coordinator**

The Active Fundraising Coordinator will take leadership in arranging the fundraising activities of the PTO. Active fundraising includes but is not limited to the following events (should the Board choose to do them): Dine Outs, Halloween Carnival, Gift Wrap, Dolphin Dash and Parent Nights. The event chairs for these active fundraising events report to the Active Fundraising Coordinator. This position has one vote.

### **Section 4. Passive Fundraising Coordinator**

The Passive Fundraising Coordinator will take leadership for all passive fundraising activities. This includes, but is not limited to (should the Board choose to do them): Dolphin Deals, Gift Cards, EScrip, Vendor Relations and Boxtops. This position has one vote.

### **Section 5. Activities Coordinator**

The Activities Coordinator will take leadership in arranging the family activities of the PTO, including, but not limited to, Grandparents Day, Family Nights and Picnic in the Park. This position has one vote.

## Section 6. Recording Secretary

The Recording Secretary will keep minutes of each meeting and will be prepared to read, on call, the record of any previous meetings. (S)he will prepare a summary of all unfinished business for the President. The Recording Secretary will serve as Parliamentarian. As Parliamentarian, (s)he will give necessary advice in parliamentary procedure when requested. (S)he will be committee chairperson of any Bylaw revision Committee and will keep notes throughout the year on any recommended changes. This position has one vote.

## Section 7. Treasurer

The Treasurer will receive, collect, recount, make timely deposits and pay out all monies subject to the order of the Organization. (S)he will keep an accurate account of all money received and expended and (s)he will render a report in writing at the final General Meeting. (S)he will give the books to an accountant to audit as is determined necessary by the Board or Organization. All checks require two signatures, those of the Treasurer and the President. A third board member will be on the signature card to provide an alternate second signature when necessary. This position has one vote.

## Section 8. Communications Secretary

The Communications Secretary will take leadership in all communications with the Organization including, but not limited to, Website, Phone, Email, Campus Marquee, and designated communications boards on campus. (S)he will also take leadership in the school directory and any PTO Newsletters. (S)he will answer all correspondence and manage communication between board and staff relating to bereavement, retirement and other special occasions. This position has one vote.

## Section 9. Learning Plus Program Coordinator

The Learning Plus Program (LPP) Coordinator will take leadership in aligning vendors, placing students, and facilitating the after-school program designed to augment the education of LCM students. This position has one vote.

## Section 10. Room Parent Coordinator

The Room Parent Coordinator will take leadership in organizing the room parents for each class at LCM. (S)he will utilize room parents for communications with the Organization, organize all teacher appreciation efforts (Welcome Back



Breakfast, Staff Appreciation Week, Teacher Treats), manage and schedule Coffee Cart as well as oversee the Art Docent Chair. This position has one vote.

## **Article VIII. EVENT COMMITTEES**

### **Section 1: Creation/Continuance**

The need for event chairpersons (chairs) and committees to support them will be determined annually after the approval of the calendar of events for the upcoming year. Descriptions of each committee will be provided as necessary.

### **Section 2. Event Chairs**

The event chairs of the committees will be recruited from the general membership of the PTO and approved by the Executive Board.

### **Section 3. Term of Office**

The term of office for these event chairs will be one year. Multiple terms are permitted.

### **Section 4. Communication and Documentation**

Event Chairs will attend PTO meetings as necessary to update the Executive Board on the planning/progress of their particular event. All event chairs report to a designated board position. Event chairs will keep all documents and records relevant to their committees for future reference.

## **Article IX. AMENDMENTS**

The Bylaws may be amended when necessary. The Recording Secretary will chair a committee recommended by the President with the approval of the Executive Board, that will review and recommend any necessary revisions of the Bylaws in the spring. The Executive Board will approve these revised Bylaws by the end of the same school year.

## **Article X. DISSOLUTION**

Upon the winding up and dissolution of LCM PTO, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to LCM to be used for educational purposes. However, if

LCM should dissolve or is unwilling or unable to accept the distribution, then the assets of LCM PTO shall be distributed to the San Marcos Unified School District or to one or more non-profit funds, foundations, or corporations which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal code. 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.

The property of LCM PTO is irrevocably dedicated to charitable purposes and no part of the income or assets of the Organization will ever inure to the benefit of any director, officer, or member thereof to the benefit of any private person.

## **Article XI. STANDING RULES**

### **Section 1. Selection of Chairs**

A meeting of the President, Executive Board, and the Executive Board-Elect may be called to ratify chairpersons for standing committees for the following school year, and to make plans for the coming year's work.

### **Section 2. Bylaw Distribution**

At the final meeting of the school year, a copy of the Bylaws will be distributed to each member of the Board-Elect. Members will be responsible for making a thorough study of them. A copy of these Bylaws will be made available to any member of the Organization upon request.

### **Section 3. Calendar Establishment**

The Principal, President (and/or President-Elect) and Treasurer will meet during May or June to discuss the budget, activities and calendar for the upcoming year. The activities will be presented to the existing Executive Board at the last monthly meeting.

### **Section 4. Changes in Terms of Office**

In the event the Bylaws are changed to shorten the terms of office, officers will continue to serve through the terms for which they were originally elected.