

Steele Canyon

Parent Teacher Organization

12440 Campo Road
Spring Valley, CA 91978

By-Laws

And

Articles Of Association

May 2006

Article I - Name

The name of this organization is the **Steele Canyon Parent Teacher Organization** (SC PTO). The organization is located in Spring Valley, California.

Article II - Purpose

The purpose of this organization is to keep the spirit of our school alive with active communication among parents, faculty and administration and to raise funds for the educational and recreational enrichment of the students by:

- a. Assisting students, teachers and administrators to improve the learning environment;
- b. Participating in the decision-making process establishing school policy;
- c. Implementing educational programs;
- d. Offering supportive services;
- e. Purchasing materials and supplies; and
- f. Constructing facilities and site improvements.

While it is the intent of the organization that its programs and events benefit all of the existing (and possibly future) students at Steele Canyon High School, the organization may expend funds for programs or events that benefit only one grade, one class, or one student, at the discretion of the membership, as long as the purpose of the expenditure is reflected in at least one of the foregoing purposes of the organization.

Article III

The organization or membership, as a unified body, will not endorse any candidate or take any political stand.

Article IV - Membership and Dues

Section 1 - Membership is open to parents/guardians, teachers and staff of Steele Canyon High School and to anyone who would like to support SC PTO's endeavors.

Section 2 - SC PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time during the year.

Section 3 - Membership in this PTO shall be made available without regard to race, color, creed or national origin.

Section 4 - Dues shall be \$10.00 per person, paid annually. Dues shall cover the membership period July 1 to June 30 and are valid for the fiscal year in which they are paid. Membership dues are not prorated.

Section 5 – A member must have paid their dues at least 14 calendar days before a meeting to be considered a member in good standing with full voting rights.

Article V - Executive Board

Section 1 - The Executive Board shall consist of officers of the organization, the chairpersons of committees, the staff representative and the principal of the school, or a representative appointed by the principal, all of whom shall be members of this PTO. The principal of the school or designated representative, and the staff representative although not an elected officer, serves in an advisory capacity with full voting privileges.

Section 2. The Executive Board:

- (a) Shall transact necessary business between meetings of the organization and such other business as may be referred by the organization.
- (b) May authorize the payment of organization bills within the limits of the budget adopted by the organization. Such action must be ratified at the next organization meeting and must be recorded in the organization minutes.
- (c) May authorize the payment of other unbudgeted organization bills not to exceed a cumulative total of FIVE HUNDRED DOLLARS (\$500.00) between meetings of the organization. Ratification of payment of these bills must occur at the next organization meeting and must be recorded in the organization minutes.
- (d) Shall create Adhoc committees as are deemed necessary to promote the purposes and to carry on the work of the organization.
- (e) Shall fill all vacancies in office, including that of President.

(f) Shall present a report at meetings of the organization.

(g) Shall receive a financial report from the Treasurer at each meeting.

Section 3 - The Executive Board is subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

Section 4 - A PTO member shall not serve as a voting member of this Executive Board while serving as a paid employee of or under contract to this organization.

Section 5 - The Executive Board shall meet at least once a month during the school year (9 meetings), unless otherwise ordered by the executive board. The executive board shall schedule the day and week for the monthly executive board meetings no later than the first month of the school year.

Section 6 - Special meetings of the Executive Board may be called by the President. All Executive Board members must be notified of special meetings at least seven (7) days prior to the meeting.

Section 7 - This PTO shall establish a quorum for the transaction of business in any meeting of the Executive Board. Five (5) members shall constitute a quorum.

Section 8 - Voting by proxy is PROHIBITED.

Article VI - Officers and Elections

Section 1 - Officers will be: President, Vice President, Secretary, Treasurer, and Auditor.

Section 2 - The positions of Parliamentarian and all committee chairs are appointed by the President and ratified by the Executive Board.

Section 3 - Officers and Committee Chairs must be members of SC PTO and parents or guardians of a student at Steele Canyon High School or a member of the Steele Canyon staff.

Section 4 - A Nominating Committee of up to five members shall be appointed by the board at the January Organization General Meeting. No members shall serve more than two consecutive years on the nominating committee.

Section 5 - A proposed slate is to be presented at either the April or May board meeting, and the election is to be held at either the May or June, Organization General Meeting. Additional nominations may be made from the floor at the General Organization Meeting. Nominees must give permission to be placed on the slate.

Section 6 - Voting may be held by printed ballot or voice consent. Nominations made from the floor and approved by the nominee may be written in.

Section 7 - A term of office is one year in duration, July 1 through June 30.

Section 8 - A president may not serve more than two (2) consecutive years unless approved by a two-thirds vote of the executive board.

Section 9 - Vacancies of an office shall be filled for an unexpired term by appointment by the president or by the executive committee if the president is not seated and ratified by the executive board.

Section 10 - Officers shall serve for a term of one year or until their successors are elected. No officer shall be eligible to the same office for more than two (2) consecutive terms unless approved by a two-thirds vote of the executive board. No officer may hold more than one elected office concurrently.

Article VII - Duties of Officers

Section 1 - All officers are expected to attend all SC PTO monthly board meetings and assist in SC PTO sponsored activities.

Section 2 - The President shall:

- (a) Preside over all meetings;
- (b) Help coordinate activities of other officers and committee chairs;
- (c) Appoint committee chairs when necessary;
- (d) Be an ex-officio member of all committees other than the Nominating Committee;
- (e) Research and propose for board approval any new fundraising suggestions;
- (f) Call special meetings of the Executive Board as necessary;
- (g) Approve all printed materials for school distribution under SC PTO heading. The materials must also be approved by the principal;
- (h) Write a report or article for the SC PTO to be placed in the Paw Prints Newsletter and given to Community Relations Chairperson at their discretion.

Section 3 - The Vice President shall:

- (a) Serve as the primary aide to the President;
- (b) Perform the duties of the President in the absence or disability of that officer to act;
- (c) Perform such other duties as may be prescribed in these by-laws or assigned by the organization.

Section 4 - The Secretary shall:

- (a) Keep accurate minutes of SC PTO Board and General Organization Meetings and distribute minutes to all board members, administration, school district board and faculty members no later than the next meeting;
- (b) Prepare a list of unfinished business for the use of the President;
- (c) Have minutes available at all meetings;
- (d) Keep copies of the by-laws;
- (e) Record all expenditures in the minutes;
- (f) Keep a current list of the paid members of the organization provided by the Membership Chair;
- (g) Conduct all necessary correspondence of the organization upon authorization of the President, Executive Board or Organization;
- (h) Notify officers of their election and chairmen of their appointments;
- (i) Send out notices of Executive Board meetings.

Section 5 - The Treasurer shall:

- (a) Keep permanent books of accounts and gross income, receipts and disbursements;
- (b) Receive all money and deposit it into the SC PTO bank account(s);
- (c) Pay bills owed by the SC PTO having to do with SC PTO business;

- (d) Give financial reports at SC PTO meetings;
- (e) In August prepare a budget for the Organization, which shall be approved by the Executive Board by majority vote and ratified at the first General Organization Meeting of the school year;
- (f) for Keep a running budget account;
- (g) Be responsible for filing required tax forms;
- (h) Make an annual financial report;
- (i) Keep the membership informed of expenditures as they relate to the budget adopted by the organization;
- (j) Present a Treasurer's Report at every meeting of the Organization and the Executive Board and at other times when requested by the Organization;
- (k) Provide copies of the bank statements to the Executive Board on a regular basis.

Section 6 - The Auditor shall:

- (a) Audit the books and financial records of the organization semiannually;
- (b) Prepare a mid-year audit to be completed in January. The year-end audit shall be completed in July. (NOTE: The audit at the end of a term is performed by the outgoing auditor.);
- (c) Present a written report to the Executive Board at the September and February meetings;
- (d) Present a written report for adoption by the organization at the September and February meetings;
- (e) Audit the books upon resignation of the Treasurer and at any time deemed necessary;
- (f) Not be related by blood or marriage or reside in the same household as the financial officers and/or for authorized signers of checks.

Article VIII - Duties of Parliamentarian and Historian

Section 1 - Parliamentarian shall:

- (a) Attend all meetings of the Organization and of the Executive Board and give necessary advice in parliamentary procedure;
- (b) Call the first meeting of the nominating committee, conduct election of a chairman and give instructions in procedure, and may be contacted for additional information, if needed, and shall attend meetings of the nominating committee only if elected to serve as a member of the committee;
- (c) Chair the by-laws committee and review by-laws and standing rules annually;
- (d) Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.

Section 2 - The Historian shall:

- (a) Assemble and preserve a record of the activities- achievements and volunteer hours of the organization;
- (b) Act as custodian of records and other materials pertinent to the history of the organization.

Article IX - Duties of Committee Chairs

Section 1 - Membership Chair shall:

- (a) Conduct a membership campaign, which promotes Steele Canyon PTO and the programs and services we offer;
- (b) Keep a list of members, and their donations.

Section 2 - Community Relations Chair shall:

- (a) Shall be responsible for the publication of the Paw Prints, the official newsletter of the Steele Canyon PTO;
- (b) Promote the Steele Canyon PTO and the programs and services provided to the students and teachers at Steele Canyon High School in the community at large.

Section 3 - Grad Night Chair shall:

- (a) Work with the senior class and their parents on Grad Night activities;
- (b) Report to the Executive Board on a regular basis the plans for Grad Night and get board approval prior to the commitment or of any funds. The report should include a budget for the event and an overview of the planned activities;
- (c) Provide the board with detailed financial reports on a regular basis.

Section 4 - Hospitality Chair shall:

- (a) Responsible for various staff appreciation events throughout the year;
- (b) Report to the board and get approval prior to an event.

Section 5 - Fundraising Chair shall:

- (a) Work with the Membership Chair on PTO promotions;
- (b) Work with School Staff on various PTO fundraising events throughout the year;
- (c) Look for grants that may be available, to fund various PTO projects.

Section 6 - District Advisory Committee Representative (DAC) shall:

- (a) Attend the Districts monthly "DAC" meeting and report to the board;
- (b) Take concerns of the Steele Canyon PTO, Parents, Students and Staff to the District;
- (c) Keep the President and Board abreast of concerns going on in the Grossmont District.

Section 7 - Program Chair shall;

- (a) Coordinate with administration, teachers and staff, various programs/workshops that enhance the educational experience for the student of Steele Canyon High School.

Article X - General Meetings and Reports

Section 1 - Meetings shall be held Semi-annually. The meeting date and time shall be decided upon by the majority vote of the board and maintained throughout the year.

Section 2 - The May or June meeting shall hold the election of officers.

Section 3 - Motions, debates and voting on the election of officers shall be limited to SC PTO members.

Section 4 - SC PTO meeting motions, debates and voting shall be limited to SC PTO members.

Section 5 - A SC PTO general meeting quorum shall consist of 11 current SCPTO members.

Section 6 - Annual reports shall be presented by the President, Officers and Chairs at the end of their term.

Section 7 - Robert's Rules of Order shall govern this organization in all cases in which they are applicable and not in conflict with these bylaws.

Section 8 - Special general meetings may be called by the President or Vice President with at least a 15 day notice.

Article XI – Standing Rules

Section 1 – Standing rules may be approved by the Executive Board by two-thirds vote and the secretary shall keep a record of the standing rules for future reference.

Article XII – Amendments

Section 1 – These by-laws may be amended at any regular or special meeting, provided that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the secretary.

Section 2 - Notice may be given by postal mail, e-mail or fax.

Section 3 - Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XIII– Dissolution

Section 1 – The organization may be dissolved provided that 30 day written notice is given to all members prior to a General Organization Meeting and a two-thirds vote of those present at such meeting.

Section 2 - Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article XIV - Fiscal Year and Identification Numbers

Section 1 - The fiscal year of this PTO shall begin July 1 and end June 30.

Section 2 - This PTO shall not assume any financial obligation in any one term of office that will be carried over into the succeeding term.

Section 3 - The Internal Revenue Service Employer Identification Number (EIN) for this PTO is XX-XXX5201.

BY-LAWS OF: **STEELE CANYON PTO**

ADOPTED BY THE ORGANIZATION:

Paulette Maras
Steele Canyon PTO Secretary

Date of Adoption by the Organization

STANDING RULES

1. At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the Organization upon request.
2. At least twenty-four (24) hours notice, in writing, must be given to the President in order to have an item of business or an announcement placed on the Executive Board or General Organization Meeting agenda.
3. When a recommendation for an item of business or an announcement that has not had prior consideration by the Executive Board is brought to a General Organization Meeting, it shall be referred to a committee and/or the Executive Board for study.
4. Any non-PTO material to be distributed at an General Organization Meeting must be approved by the Executive Board prior to the meeting.
5. Each officer and chair shall be responsible for keeping an up-to-date procedure book and for turning it over to the incoming officer or chairman at the end of the term of office.
6. The President, subject to ratification of the Executive Board, may appoint an assistant to any of the chairs. Such assistant shall have full voting rights as an Executive Board Member.
7. The membership list/directory of this PTO shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.

NOTE: Standing rules may be adopted by a majority vote at any General Organization Meeting. Amendments to the standing rules require a two-thirds (2/3) vote without previous notice, a majority vote with such notice. Standing rules should be procedural rather than parliamentary and may not conflict with the bylaws.