

# **DISCOVERY ELEMENTARY**

## **PARENT-TEACHER ORGANIZATION**

### **BYLAWS**

#### **ARTICLE I**

##### **NAME**

This organization shall be called the "Discovery Elementary Parent-Teacher Organization."

#### **ARTICLE II**

##### **PURPOSE**

1. The purpose of this organization shall be:
  - a. To stimulate interest and support for quality education and student achievement.
  - b. To promote a cooperative effort and provide good communication between administrators, staff and home.
  - c. To generate funds to help support school goals and student programs.
  - d. To encourage pride, loyalty, and participation at Discovery Elementary.
2. This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
3. Notwithstanding any other provision of these articles, 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 the corresponding provision of any future United States Internal Revenue Law)
  - b. By organizations' contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision in any future United States Internal Revenue law).

#### **ARTICLE III**

## MEMBERSHIP

All parents and/or guardians of students currently attending Discovery Elementary School and staff are members of the Discovery Elementary Parent-Teacher Organization.

## ARTICLE IV

### STANDING RULES

1. At the beginning of the term of office, the incoming President shall present a copy of these Bylaws and Standing Rules to each member of the Executive Board and appointed coordinators, who shall be responsible for making a thorough study of them.
2. The Executive Board shall appoint a nominating committee in February for the purpose of recruiting vacant Board positions for the coming year.
  - a. The committee will be comprised of a minimum of two members from the Executive Board and two members from the General Membership.
  - b. A nomination letter will be sent to the General Membership during the month of April for the recruitment of vacant positions.
  - c. If more than one nominee is recommended, a ballot will be prepared, including information about each candidate naming their children and their qualifications to a maximum of sixty words and sent to the General Membership for a vote. Parents shall vote by returning their ballot to school by the date announced on the nomination form.
  - d. Newly appointed officers will assume their duties in June.
3. There shall be at least one ~~General~~Executive Meeting of the Discovery Elementary Parent-Teacher Organization each school year. Such meetings, as deemed necessary, shall be called by the President with the approval of the Executive Board.
4. ~~Executive~~General Board meetings of the Discovery Elementary Parent-Teacher Organization shall be monthly and are open to all Discovery parents and/or guardians and staff.
  - a. Any meeting may be canceled by the President with approval of the Executive Board.

## ARTICLE V

### ELECTION OF OFFICERS

#### Section 1

Each officer of the Discovery Elementary Parent-Teacher Organization shall be a parent or guardian of a student enrolled in Discovery Elementary, and an active member unless membership in the Parent-Teacher Organization would present a conflict of interest. Staff and Teachers of Discovery Elementary are not eligible to hold executive board positions.-

#### Section 2

The officers of the Organization shall be as follows: President, Vice President, Vice President of Fundraising, Vice President of Passive Fundraising, Vice President of Communications, Vice President of Activities, Vice President of Student Enrichment Programs, Secretary, & Treasurer.

#### Section 3

The term of office for an Executive Board member shall be two (2) years. Officers shall be eligible to hold the same office for a maximum of two (2) terms. Any executive board position may be shared by two people.

#### Section 4

Any vacancy occurring in any office shall be appointed by the President for the remainder of the unexpired term with the approval of a majority of the Executive Board. If the President resigns or is unable to continue his/her position, the Vice President will fulfill the position of Presidency for the remainder of the school year and a President position will be placed on the ballot for the General Election in spring. In the event the Vice President position is vacant, the order of succession will be President, Vice President, Secretary, Treasurer, followed by any Vice President position.

#### Section 5

Should an Executive Board member fail to fulfill her/his duties as set forth in Article VII below, including but not limited to the repeated failure to attend Executive Board meetings, the failure to communicate with other Executive Board members about important duties, the repeated neglect of her/his duties, then at the discretion of the President, that Executive Board member may be asked to resign her/his position. The vacancy will be filled as detailed in Article IV, Section 2 above.

## Section 6

No individual member or officer of the Discovery Elementary Parent-Teacher Organization has authority to endorse any business without prior approval of the Executive Board.

### **ARTICLE VI**

#### **EXECUTIVE BOARD**

1. The Executive Board shall consist of the officers of the Organization (President, Vice President, Vice President of Fundraising, Vice President of Passive Fundraising, Vice President of Communications, Vice President of Activities, Vice President of Student Enrichment Programs, Secretary, and Treasurer).
  - a. The Executive Board shall meet once a month during the school year, unless ordered by the Executive Board.
  - b. Special Meetings of the Executive Board may be called by the President or upon written request of three (3) Board Members.
  - c. The June meeting shall be a joint meeting of incoming and outgoing Board Members.
2. A quorum of the Executive Board shall consist of a majority of the total board members.
3. In the case of a telephone/online vote, a simple majority of the Executive Board is required to carry the vote.
4. The Principal and/or his/her representative shall be "ex-officio" members of the Executive Board and all committees and shall be informed of all committee and Executive Board Meetings.

### **ARTICLE VII**

#### **POSITIONS AND DUTIES**

1. The President shall:
  - a. Work collaboratively with all board members.

- b. Preside at all Executive Board and General Membership meetings or appoint another Executive Board member to run the meeting in his/her absence.
- c. Vote in case of a tie according to the provisions for presidential voting specified in Robert's Rules of Order.
- d. Have authority to approve unexpected expenditures of less than \$200 per month without Executive Board approval.
- e. Appoint a Budget Committee with the approval of the Executive Board to assist the Treasurer in preparing the yearly budget. The committee shall consist of a minimum of three volunteers from the Executive Board. The committee must be appointed annually before the end of the current school year. The committee shall present a written report to the Executive Board for approval ~~at the First Executive Board Meeting of the year~~ by June 30.
- f. Be an "ex-officio" member of all standing committees with the right to attend all meetings.
- g. Prepare a letter of welcome to the school and an invitation to attend Executive Board and General Membership meetings for parents and potential members with the approval of the Principal.
- h. Be an alternate to sign checks with the Secretary or Treasurer.
- i. Be responsible for preparing a yearly summary pertaining to this position with recommended changes to be placed in the President's notebook.
- j. Attend monthly Parent Advisory Committee (PAC) meeting with the District Superintendent.
- ~~j-k.~~ Should a PTO-run event need to be cancelled, be responsible for the initiation of event cancellation procedures.

2. Vice President shall:

- a. Work collaboratively with President.
- b. Assume the office of the President, for both temporary and permanent circumstances.
- c. Be the alternate to attend monthly Parent Advisory Committee (PAC) meeting with District Superintendent if President is unable.

3. Vice President of Fundraising shall:

- a. Organize all fundraising activities, including being the chairperson for all fundraising committees or appointing coordinators to these committees.
  - b. Be responsible for preparing a yearly summary pertaining to this position with recommended changes to be placed in the Vice President of Fundraising's notebook.
4. The Vice President of Passive Fundraising shall:
- a. Organize all passive fundraising activities, including being the chairperson for all passive fundraising committees or appointing coordinators to these committees.
    - i. Possible committee chairpersons include, but are not limited to: dine-out coordinator, grant writer, Box Top chairperson, Escrip chairperson, community liaison, [spirit-wear coordinator](#)
  - b. Be responsible for preparing a yearly summary pertaining to this position with recommended changes to be placed in the Vice President of Passive Fundraising's notebook.
5. The Secretary shall:
- i. Keep an accurate record of the proceedings of each meeting and read on call the record of any previous meeting. The record, called the Minutes, shall be written in narrative style and contain the following information:
  - ii. Kind of meeting (Executive, General, or Special).
  - iii. The date, time and place of the meeting.
  - iv. The names of members present at Executive Board Meetings and the number present at General Membership Meetings.
  - v. Whether the minutes of the previous meeting were read and approved.
  - vi. The reports of officers and/or committees and the disposition of same.
  - vii. A record of all motions and resolutions, the name of the maker and persons seconding all motions and the disposition of each motion.
  - viii. Complete notes of the general proceedings of the entire meeting.
  - ix. Minutes shall be impartially recorded without comment, typed or

written in ink, signed by the Secretary after being approved by a vote of the members present, and indicate when they were approved or corrected. First and last names should be used along with title or position when necessary.

- b. Be a committee chairperson of any Bylaw revision committee and shall keep notes throughout the year of any proposed changes.
  - c. Have a good knowledge of parliamentary procedures and have the latest edition of Robert's Rules of Order available at each meeting.
  - d. Preserve all [ExecutiveGeneral](#) Board Meeting minutes of the organization
  - e. Be responsible for preparing a yearly summary pertaining to this position with recommended changes to be placed in the Secretary's notebook.
  - f. Be an alternate to sign checks with the President or Treasurer.
6. The Treasurer shall:
- a. Receive, collect, deposit, and pay out all money subject to order of the Discovery Elementary Parent-Teacher Organization in a timely manner. Guidelines for cash handling will be followed.
  - b. Keep an accurate account of all money received and expended, and submit a report in writing at each monthly [ExecutiveGeneral](#) Board Meeting. Copies of these reports shall be given to the President for review and to the Secretary for inclusion in the permanent file.
  - c. Serve as chairperson of the Budget Committee.
  - d. Sign all checks with either the President or Secretary (under \$200 may be signed alone; over \$200 requires two signatures).
  - e. Keep all itemized receipts and records for a period of four years, except those requested at [ExecutiveGeneral](#) Board Meetings to be permanently saved.
  - f. Close the books on June 30 of each year and present them for an internal audit annually.
  - g. File all necessary tax reports [by September XXX](#).
  - h. Be responsible for preparing a yearly summary pertaining to this position with recommended changes to be placed in the Treasurer's notebook.
  - i. Appoint treasurer coordinators as deemed necessary

7. Vice President of Communications shall:

- a. Organize all communications between school and the general membership, including being the chairperson for all communication committees or appointing chairs to coordinate these committees.
  - i. Possible coordinators include, but are not limited to: website designer, email blast coordinator, Facebook coordinator, newsletter editor, Spanish liaison/translator, room parent coordinator, bulletin board coordinator, volunteer coordinator
- b. Be responsible for producing weekly email blast with content provided by Board Members.
- c. Be responsible for creating and maintaining email mailing lists by class and grade for appropriate email blasts from Board Members.
- d. Maintain the PTO portion of the website with content provided by Board Members.
- e. Be responsible for producing weekly Facebook posts with content provided by Board Members.

8. Vice President of Activities shall:

- a. Be responsible for organizing and running all family fun events and activities, including being the chairperson for all family fun committees or appointing chairs to coordinate these committees.
  - i. Possible coordinators include, but are not limited to: movie coordinator, ice cream/[popsicle](#) social coordinator, Monster Mash coordinator, Shamrock Shuffle coordinator, hospitality coordinator, parent night event coordinator, parent/child event coordinator, [year-end event coordinator](#)

9. Vice President of Student Enrichment Programs shall:

- a. Ensure quality programs that are engaging and interactive
- b. Act as the PTO liaison to the music/science/art instructors and the teachers to ensure the curriculum is grade/age appropriate
- c. Ensure instructors have necessary supplies, materials and support for projects/programs



- d. Organize school programs related to music/science/art, including being the chairperson for all committees or appointing coordinators to these committees
  - i. Possible coordinators include, but are not limited to: music coordinator, art coordinator, science coordinator, assemblies coordinator

## **ARTICLE VIII**

### **COORDINATOR POSITIONS**

1. Coordinators will be recruited from the general membership of the Organization
2. The term of a coordinator shall be a minimum of one (1) year.
3. At the completion of each event, the coordinator will submit a summary to the President. These reports will be distributed to the new Coordinator as they are appointed for each coming year.

## **ARTICLE IX**

### **AMENDMENTS**

The Secretary will chair the Annual Bylaw Committee recommended by the President with the approval of the Executive Board, who will review and recommend any necessary revisions of the Bylaws in March. These revised Bylaws will be approved by the Executive Board before the General Election. Should the need arise; Bylaws can be amended prior to the Annual Bylaw Committee review.

## **ARTICLE X**

### **DISSOLUTION**

If the Discovery Elementary Parent-Teacher Organization should dissolve, all assets are to be donated to the Discovery Elementary School of San Marcos, California, to be used for educational purposes. However, if the Discovery Elementary School of San Marcos, California should dissolve, or is longer qualified to distribute, unwilling or unable to accept the donation, then the assets of the Organization shall be donated to the San Marcos Educational Foundation or to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501 (c) (3) of the Internal Revenue Code. The property of the Organization is irrevocably dedicated to charitable purposes and no part of the income or assets of the Organization shall ever inure to the benefit of any officer,

chairperson, or member of the Organization or to the benefit of any private person.