

DISCOVERY ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION BYLAWS

ARTICLE I NAME

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

ARTICLE II PURPOSE

1. The purpose of this organization shall be:
 - a. To stimulate interest and support for quality equal education and student achievement and enrichment purposes.
 - b. To promote a cooperative effort and good communication between administrators, staff and school community.
 - c. To generate funds to help support school needs and student programs.
 - d. To encourage pride, loyalty, inclusion, and participation at Discovery Elementary School.
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 March for the purpose of recruiting vacant Board positions for the next upcoming year.

- a. The committee will be comprised of a minimum of two members from the Executive Board and two members from General Membership in absence of general members being interested in participating with this process, executive members can serve as general members .
 - 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 and a sharing of the role is not desired, a ballot will be prepared, including information about each candidate naming their child(ren) and their qualifications to a maximum of sixty words and sent to the General Membership for a vote. Parents and/or guardians 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 one Executive Meeting of the Discovery Elementary School Parent-Teacher Organization each month throughout the school year.
 4. General Board meetings of the Discovery Elementary School Parent-Teacher Organization shall be held every month and are open to all Discovery parents and/or guardians and staff.
 5. 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 School 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 School are not eligible to hold Executive Board positions.

Section 2

The officers of the Organization shall be as follows: President, Treasurer, Secretary, Vice President of Fundraising, Vice President of Communications, Vice President of Special Events, Vice President of Staff Relations.

Section 3

The term of office for an Executive Board member shall be a minimum of one (1) years except for the roles of President and Treasurer which will be for a minimum of two (2) years. Any Vice President positions may be shared by one or more 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 Executive Board will vote on a replacement from the

current Board and a President position will be placed on the ballot for the General Election in the Spring.

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, and/or the repeated neglect of her/his duties that Executive Board member will be asked to resign her/his position or have her/his position terminated at the discretion of the Executive Board majority vote. The vacancy will be filled as detailed in Article IV, Section 2 above.

Section 6

No individual member, nor officer of the Discovery Elementary School Parent-Teacher Organization, has the 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, Treasurer, Secretary, Vice President of Fundraising, Vice President of Communications, Vice President of Special Events, Vice President of Staff Relations.
 - a. The Executive Board shall meet once a month during the school year.
 - b. Special Meetings of the Executive Board may be called by the President, or upon written request of Board Members.
 - c. The May 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/email vote, a simple majority of the Executive Board is required to carry the vote.
4. Members of the Executive Board will volunteer for at least three (3) events per year and attend all Executive Board Meetings. An Executive Board Member can be excused from a meeting as needed due to life events.
5. 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 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 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 Vice President of Fundraiser 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 or appoint another Board Member to attend monthly Parent Advisory Committee (PAC) meeting with the District Superintendent.
- k. Should a PTO-run event need to be canceled, be responsible for the initiation of event cancellation procedures.

2. The Treasurer shall:

- a. Receive, collect, deposit, and pay out all money subject to order of the Discovery Elementary School 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 General 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 \$500 may be signed alone; over \$500 requires two signatures).
 - e. Keep all itemized receipts and records for a period of four years, except those requested at General 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 1st .
 - 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.

3. The Secretary shall:

- a. 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:
 - I. Kind of meeting (Executive, General, or Special).
 - II. The date, time and place of the meeting.
 - III. The names of members present at Executive Board Meetings and the number present at General Membership Meetings.
 - IV. Whether the minutes of the previous meeting were read and approved.
 - V. The reports of officers and/or committees and the disposition of the same.
 - VI. A record of all motions and resolutions, the name of the maker and persons seconding all motions and the disposition of each motion.
 - VII. Complete notes of the general proceedings of the entire Meeting.
 - VIII. 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 General 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.

4. The Vice President of Fundraising shall:

- a. Participate on the budget committee.
- b. Set the expected fundraising target for fundraising events.
- c. Collaborate with the school on fundraising dates and ideas.
- d. Appoint committees and lead coordinator roles for fundraising events.
- e. Present a recap of monthly fundraising activities at each general meeting.

5. The Vice President of Communications shall:

- a. Maintain and organize the PTO Google Workspace to be accessible to all Executive and Coordinator members.
- b. Keep the PTO website updated.
- c. Create a monthly update newsletter for the school .
- d. Maintain all PTO social media platforms.
- e. Create any graphics that are needed .
- f. Appoint, delegate, and form committees/coordinator positions and be point of contact for all communications tasks as described above.

6. The Vice President of Staff Relations shall:

- a. Oversee all events that are for the staff including, but not limited to, Teacher Appreciation Week and the staff Welcome Back events.
- b. Communicate with the teacher liaison and all staff.
- c. Be a point of contact for any staff member to reach out to on PTO for any matter.
- d. Appoint, delegate, form committees/coordinator positions and be point of contact for all Staff Relation matters.
- e. Maintain an open line of communication with committee chairmen to ensure the work of the volunteers is in alignment with individual activities and aligned to the vision and mission of the school.
- f. Maintains a volunteer database including room parent contact information.

7. The Vice President of Special Events shall:

- a. Be a point of contact for all major events including, but not limited to, Cash Drive, Arts of the Green, Fall Festival and Jogathon.
- b. Be a point of contact for all minor events including, but not limited to, dances and Turkey Trot.
- c. If needed, have a coordinator be the lead for any of the events. Appoint, delegate, form committees/coordinator positions and be point of contact for all Special Events.
- d. Oversee all committees of PTO events and activities.

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.
4. Coordinators must volunteer at (or participate in) at least one event during the year.
5. Possible coordinator positions can include, but are not limited to: room parents, dances, cash drive, dine outs, website, Fall Fest, corporate sponsors, cornhole tournament, student store, spirit wear, grams, Teacher Appreciation Week, bake sales, inclusion, graphic design, Watch Dogs, Golf Tournament, Turkey Trot, Arts on the Green and Fun Run.

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 April. 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 School 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.