

Adopted March 15, 2017

## Solvang School PTO Bylaws

SOLVANG ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION

### ARTICLE I – NAME, DESCRIPTION, AND PURPOSE

Section 1. NAME – The name of this organization is the Solvang Elementary School Parent-Teacher Organization (Solvang PTO).

Section 2. DESCRIPTION – The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

Section 3. PURPOSE – The purpose of the Solvang PTO is to build a school community that brings parents, teachers and students closer through social events, classroom support and district support while enhancing the educational and emotional well-being of the students.

### ARTICLE II - BASIC POLICIES

The following are the basic policies of the Solvang PTO:

- a. The Solvang PTO shall be non-commercial, non-sectarian, and nonpartisan.
- b. The Solvang PTO or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The Solvang PTO shall not-directly or indirectly-participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The Solvang PTO shall work with Solvang School District to provide quality education for all students and shall seek to participate in the decision-making process establishing Solvang School District policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Solvang Board of Trustees.
- e. The Solvang PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Solvang PTO in such matters shall make no commitments that bind the Solvang PTO.
- f. Notwithstanding any other provision of these articles, the Solvang PTO shall not carry on any other 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.

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- g. Upon the dissolution of the Solvang PTO, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

#### ARTICLE III - ARTICLES OF ORGANIZATION

Section 1. The Solvang PTO exists as an unincorporated organization of its members. Its articles of organization in accordance with these bylaws may be amended as needed.

Section 2. The Solvang PTO is an organization of Solvang family units, Solvang staff, and other interested individuals that is governed by an executive board, defined in Article VII, Section 1. The executive board reports to the general organization.

#### ARTICLE IV - MEMBERSHIP AND DUES

Section 1. Membership in this PTO shall be made available without regard to race, sex, color, creed or national origin.

Section 2. Membership categories shall include, but not be limited to, Solvang family units, Solvang staff, and other interested individuals.

Section 3. This PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. The annual expiration date for membership shall be the first day of school for the following school year.

Section 4. Each member of this PTO shall pay such annual dues to said organization as may be prescribed by the organization.

#### ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1. Eligibility: Each officer shall be a member of this PTO.

Section 2. Officers:

- a. The officers of this organization shall consist of a president, a vice president/president elect, secretary, and treasurer.
- b. Officers shall assume their official duties on July 1 and shall serve for a term of one (1) year or until their successors are elected, except the treasurer who shall serve a two-year term. Current officers shall complete commitments for the current school year.
- c. A person shall not be eligible to serve more than three (3) consecutive years in the same office.

Section 3. Nominating Committee:

- a. There shall be a nominating committee composed of three (3) members of the executive board.

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- b. The committee shall nominate one eligible person for each office to be filled and report its nominees at the April meeting of the general organization, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. Officers shall be elected by ballot in the month of May. However, if there is only one nominee for any office, the election for that office may be by voice vote. Elections may be moved to the fall with the consent of the majority of the executive board.

Section 4. Vacancies: 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. In case a vacancy occurs in the office of president, the vice president/president elect shall assume the presidency and serve notice of a vacancy in the position of vice president/president elect.

#### ARTICLE VI - DUTIES OF OFFICERS

Section 1. The president shall:

- a. Preside at all meetings of the general organization and the executive board.
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the general organization or the executive board.
- c. Coordinate the work of the officers of the Solvang PTO to promote the organization
- d. Create and appoint special committees as necessary, except the nominating committee, with the approval of the executive board or the general organization.
- e. Have power to sign and execute bonds, contracts or obligations in the name of the Solvang PTO, as authorized by the executive board or the general organization.
- f. Work, along with the vice-president, to insure the bylaws of the Solvang PTO are followed.
- g. Be authorized to cosign checks.

Section 2. The vice president/president elect shall:

- a. Attend all meetings of the general organization and executive board.
- b. Act as aide to the president.
- c. Perform the duties of the president in the absence or inability of that officer to serve.

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- d. Be a member ex-officio of all committees (except the nominating committee) to coordinate their work to promote the purpose of the Solvang PTO.
- e. Work, along with the president, to insure the bylaws of the organization are followed.
- f. Recruit and identify possible committee chairs, class representatives, and potential board members.

Section 3. The secretary shall:

- a. Attend all meetings of the general organization and executive board.
- b. Record the minutes of all meetings.
- c. Have custody of the official documents of the Solvang PTO, including, but not limited to, the bylaws, employer identification number, and membership list.
- d. Be authorized to co-sign checks.
- e. Perform other delegated duties as assigned by the general organization, the executive board, or the president. Such duties may include correspondence.
- f. Coordinate PTO publications, websites, and social media.

Section 4. The treasurer shall:

- a. Attend all meetings of the general organization and executive board.
- b. Be the custodian of all the funds of the Solvang PTO.
- c. Keep a full and accurate account of receipts and disbursements in books belonging to the Solvang PTO.
- d. Ensure deposit of all moneys and other valuable effects in the name and to the credit of the Solvang PTO in such depositories as may be designated by the general organization or by the executive board.
- e. Make disbursements as authorized by the president, executive board, or general organization in accordance with the budget adopted by the general organization taking proper vouchers for such disbursements.
- f. Have checks signed by two (2) of the following authorized persons: the treasurer, president, secretary, and no more than one other person designated by the president.
- g. Present a financial statement at every meeting of the general organization, the executive board and at other times when requested.

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- h. Provide an account of all transactions and of the financial condition of the Solvang PTO when requested by the executive board.
- i. Submit the books annually, or upon the resignation of the treasurer, for an audit by an auditing committee as defined in Article X, Section 2.
- j. Shall appoint a tax accountant to complete all appropriate tax filings for the year(s) served prior to leaving office. In the event the treasurer is unable or unavailable to complete this task the tax filings will be completed by the audit committee.
- k. Prepare a preliminary annual report for presentation at a final meeting of the general organization and prepare all necessary materials for audit at the end of the fiscal year.
- l. The audit shall be completed by July 1 following the end of the school year.
- m. The final annual report of the auditor shall be presented to the general organization at the start of the school year.
- n. The treasurer may have a chairperson reporting to them in order to delegate specific responsibilities per approval of the executive board.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, the officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

#### ARTICLE VII - EXECUTIVE BOARD

Section 1. The executive board of the organization shall consist of:

- a. The officers of the Solvang PTO.
- b. The principal of the school or a representative appointed by the principal.
- c. Two teacher representatives (one each from the upper and lower campuses).
- d. The Field Trip Fund Chairperson (if one exists – See Article VI, Section 4-n)

Section 2. The duties of the executive board shall be:

- a. To transact business referred to them by the general organization.
- b. To report and submit all actions to the general organization at its next meeting for ratification.
- c. To take no action in conflict with that of the general organization.

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- d. To formulate and submit to the general organization such recommendations as it may deem advisable.
- e. To approve chairpersons and members of standing committees and fill vacancies when required.

Section 3. Meetings of the executive board shall be held at least monthly. The executive board shall meet within sixty (60) days following election of officers.

Section 4. A majority of the members of the executive board shall constitute a quorum for the transaction of business.

Section 5. The executive board shall meet as necessary to complete the business of the organization.

#### ARTICLE VIII - GENERAL ORGANIZATIONAL MEETINGS

Section 1. General organizational meetings shall be held at least five (5) times a year. The annual meeting (Section 3) and the budget meeting (Section 4) may be included in the five.

Dates of meetings shall be determined by the executive board and announced at the beginning of the school year.

Five (5) days notice shall be given for the change of date of any meeting except in cases of emergency.

Section 2. Special meetings of the general organization may be called by the president, or by a majority of the executive board, five (5) days notice having been given.

Section 3. The annual meeting, which shall include the election of officers, shall be held in May.

Section 4. The budget meeting, which shall include the presentation of the budget and calendar, shall be held in September.

Section 5. The members present shall constitute a quorum for the transaction of business at any meeting of this organization.

#### ARTICLE IX – COMMITTEES

Section 1. Only members of the Solvang PTO shall be eligible to serve in any elective or appointive position.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 3. The chairpersons of standing committees shall be appointed by executive board for a term of one (1) year or until the selection of a successor, not to exceed three consecutive years.

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Section 4. The chair of each committee shall present a plan of work to the executive board or to the general organization for approval. The chair of each committee will collect receipts/bills and submit to the treasurer for disposition.

Section 5. Special committees may be formed by the executive board.

#### ARTICLE X - FISCAL YEAR/FISCAL POLICIES

Section 1. The fiscal year of the Solvang PTO shall begin on July 1 of each year and end on June 30 of each year.

Section 2. The books and accounts of the Solvang PTO shall be kept in accordance with sound accounting practices and shall be examined annually by an auditing committee of not fewer than three (3) members, comprised of the VP/president elect, and two or more members at large to be determined by the president. The auditing committee, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 3. A member whose duties require collection of organization funds shall supply the treasurer with an accurate record of such income. The treasurer shall supply these members with a receipt.

Section 4. Two (2) authorized signatures shall be required for all withdrawals from savings and checking accounts as defined in Article VI, Section 4. (e).

Section 5. The executive board shall formulate a preliminary proposed budget for the succeeding fiscal year to be presented at the May meeting of the general organization. The budget for the current fiscal year shall be presented for a vote of the members no later than the October meeting.

Section 6. The executive board may authorize disbursements not to exceed \$5,000 in addition to budgeted amount or before the budget is finalized, not to exceed \$10,000 in total, without prior approval of the membership.

Section 7. The president of the organization may authorize disbursements not to exceed \$100 per month in addition to budgeted items without prior approval of executive board.

#### ARTICLE XI - DISBANDING ORGANIZATION

If this organization wishes to disband it must proceed in the following manner:

Section 1. The Solvang PTO shall adopt a resolution recommending that the organization be dissolved and directing that the questions of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice that the purpose of such meeting is to consider the advisability of dissolving the organization shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.

Section 2. Only those persons who were members of the Solvang PTO on the date of the adoption of the resolution and who continue to be members on the date of the special meeting shall be entitled to vote on the question of the dissolution.

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Section 3. Approval of the dissolution of the Solvang PTO shall require the affirmative vote of at least three-quarters (3/4) of the members who are entitled to vote at the special meeting, and who are present and voting at such meeting, with a quorum having been established in accordance with these bylaws.

Section 4. Any leftover funds will be distributed as per Article II (g).

#### ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Solvang PTO and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of organization.

#### ARTICLE XIII - AMENDMENTS

Section 1. These bylaws may be amended at any meeting of the general organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at least four (4) weeks prior to the meeting at which the amendment is voted upon, providing that a quorum has been established in accordance with these bylaws.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the general organization or by a two-thirds (2/3) vote of the executive board, providing the quorum has been established. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.