

Lake Forest Elementary Parent and Teacher Organization Bylaws

Approved: October 14, 2009

Article I - Name

The name of the organization shall be the Lake Forest Elementary Parent and Teacher Organization (LFE PTO).

Article II - Purpose

The organization is established as follows:

Section 1. To support the education of children at Lake Forest Elementary by fostering relationships among the school, parents, teachers and community.

Section 2. To raise funds to be expended in support of these objectives.

Section 3. This organization is organized exclusively for charitable and educationally related purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Section 4. Notwithstanding any other provisions 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 1986 (or the corresponding provisions of any future United States Internal Revenue Law) **(b)** by an organization to which contributions are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 5. No part of the activities of this organization shall consist of carrying of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section 6. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

Section 7. The activities of this organization shall be in accordance with the policies of the Saddleback Valley Unified School District which have been established for Parent Teacher Organizations.

Article III - Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any staff member employed at the school may be a member and shall have voting rights.

Section 2. Dues, if any, will be established and recommended by the Executive Board. If dues are recommended by the Executive Board, approval by the general membership shall be by a vote at the annual meeting.

Section 3. Membership shall be without discrimination on the basis of age, disability, national origin, race, religion or sex.

Article IV - Officers and Elections

Section 1. Officers

- President or two Co-Presidents
- Executive Vice President
- Recording Secretary
- Treasurer
- Financial Secretary
- Vice President of Public Relations
- Vice President of Volunteers
- Vice President of Fundraising
- Parliamentarian
- Teacher Liaison

a. President or two Co-Presidents (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 except the Nominating Committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Executive Vice President. The Executive Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. He or she will preside over the Nominating Committee.

c. Recording Secretary. The Recording Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The Recording Secretary also keeps a copy of the minutes book, bylaws, standing rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year. He or she will fulfill all financial reporting requirements to any and all regulatory bodies in order to maintain a 501(c)(3) tax exempt status.

e. Financial Secretary. The Financial Secretary will assist the Treasurer in carrying out the Treasurer's duties including but not limited to cash handling (and cash equivalents), deposits, disbursements and financial reporting needs as may arise.

f. Vice President of Public Relations. The Vice President of Public Relations shall be responsible for execution of all communications of the organization to parents, teachers and the community using telecommunications, print, web, mail or other media as appropriate.

g. Vice President of Volunteers. The Vice President of Volunteers shall be responsible for soliciting, organizing and training volunteers in support of the organization's objectives.

h. Vice President of Fundraising. The Vice President of Fundraising shall be responsible for developing relationships with local, regional and national businesses to support the organization's objectives.

i. Parliamentarian. The Parliamentarian shall advise the presiding officer in responding to points of order and parliamentary inquiries and generally provide advice on conducting the meeting in accordance to Robert's Rules of Order as stated in Article IX. The Parliamentarian shall further provide information with respect to legal aspects related to activities and/or decisions as may arise in fulfillment of the organization's purpose.

j. Teacher Liaison The Teacher Liaison shall provide guidance to ensure support of the instructional process as the organization engages in activities in fulfillment of the organization's purpose.

Section 2. Nominations and Elections

The Nominating Committee shall consist of the Executive Vice President, Principal or Principal's designee and two appointed at large designates from the general membership which shall be appointed at the first meeting of each calendar year. A slate of candidates for each office will be presented by the Nominating Committee at a regular meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Elections will be held at the last meeting of the school year. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility

Members are eligible for office if they are members in good standing at least 14 calendar days before the Nominating Committee presents its slate.

Section 4. Terms of Office

Officers are elected for a term of one year corresponding with the fiscal year and may serve no more than two (2) consecutive terms in the same office except in the event the Nominating Committee is unable to identify a new candidate for an office where the incumbent has reached the term limit, the Nominating Committee may slate said incumbent to an additional consecutive term of office. Each person elected shall hold only one office at a time.

Section 5. Vacancies

If there is a vacancy in the office of President, the Vice President will become the President. If Co-Presidents are serving in the office of President, both Co-Presidents would need to vacate their positions for the office to be considered vacant. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office

Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given. Cause shall be regarded as conduct that undermines the integrity of or is in disregard of the duties of one's office.

Article V - Meetings

Section 1. Regular Meetings

The general membership shall meet at least four times per year. Meetings shall be at a time and place determined by the Executive Board at least 30 days before the meeting. The annual meeting will be held at the last regular meeting of the school year. The annual meeting is for receiving reports, electing officers, approving a tentative budget and conducting other business that should arise. The Recording Secretary will notify the members of the meetings at least 10

days prior to the meeting. Notice may be given by phone, posting to school website, postal mail, email or flyer sent home with the students, as appropriate.

Section 2. Special Meetings

Special meetings may be called by the President, any two members of the Executive Board, or 20 general members submitting a written request to the Recording Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting. Notice may be given by phone, posting to school website, postal mail, email or flyer sent home with the students, as appropriate.

Section 3. Quorum

The quorum shall be 10 members of the organization. This quorum shall include two Executive Board members and the Principal or Principal's designee.

Article VI - Executive Board

Section 1. Membership

The Executive Board shall consist of the officers as identified in Article IV, Section 1, except that the Principal or Principal's designee shall serve as an ex officio officer of the organization.

Section 2. Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings

Regular meetings shall be held at least monthly at a time and location to be determined by the board. Special meetings may be called by any two board members with 24 hours notice.

Section 4. Quorum

Half the number of board members plus one constitutes a quorum.

Article VII - Committees

Section 1. Membership

Committees may consist of members and board members, with the President acting as an ex officio member of all committees.

Section 2. Standing Committees

The following committees shall be held by the organization: Nominating and Auditing. Committee Chairpersons shall be appointed by the organization President except for the Nominating Committee which shall be appointed by the Executive Vice-President.

Section 3. Additional Committees

The board may appoint additional committees as needed.

Article VIII - Finances

Section 1. A tentative budget shall be drafted for the next school year and approved by a majority vote of the members present at the annual meeting. The tentative budget shall be made available to the membership for review 10 days prior the annual meeting.

Section 2. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The Executive Board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of \$250. Authorized signers shall be the President, Treasurer, and Financial Secretary.

Section 5. The Treasurer shall prepare a financial statement quarterly to be reviewed by the Audit Committee. An audit will be conducted annually to be completed within 30 days of the end of the fiscal year.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year shall begin on July 1 and extend through June 30 of the following year.

Article IX - Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X - Standing Rules

Standing rules may be approved by the Executive Board. The Recording Secretary shall keep a record of the standing rules for future reference.

Article XI - Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII - Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given as per Article V Section 1 or Article V Section 2.