

DESERT COVE ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE I: NAME

The name of the organization is the Desert Cove Parent Teacher Organization and herein known as PTO.

ARTICLE II: ORGANIZATION

The organization exists as an unincorporated association of its members to work with parents and faculty together in order to uplift the community. To generate school spirit, alumni pride by creating and maintaining a more positive and memorable long term experience for each student that passes through the halls of Desert Cove Elementary School, herein known as DCES. Its articles of organization comprise these bylaws, to be amended as needed, pursuant to Article XI by the organization's bylaws and to be amended as needed.

ARTICLE III: OBJECTIVES

The Objectives of the PTO are to:

- a) Assist the staff in working for the benefit of the students of DCES.
- b) Establish committees and sponsor programs that enhance student educational opportunities.
- c) Remain current to PVUSD events and maintain leadership by which parents and community may unite toward common goals more effectively.
- d) Provide representation of the parents unified goals after every individual has been given an equal voice in the decision making process.
- e) Facilitate communication between students, parents and staff of DCES.
- f) Promote the welfare of youth in home, school and community.

ARTICLE IV: BASIC POLICIES

- a) The organization shall be non-commercial, non-sectarian, non-partisan and non-profit.
- b) The organization shall cooperate with the school to support the improvement of education.
- c) The organization may cooperate with outside organizations and agencies; however, no single member may enter into a binding contract between an outside organization and the PTO without Board approval.
- d) The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; or devote a substantial part of its activities to influence legislation.
- e) All Executive Board Members will adhere to the IRS Conflict of Interest Policy.
- f) In the case of a State of Emergency a vote may be conducted by the Executive Board Members to redirect monies to the Desert Cove Emergency Fund.

ARTICLE V: MEMBERSHIP

- a) Any individual who is a parent, grandparent or guardian of a student, or a staff member, at DCES is a member of this organization.
- b) The membership year will be concurrent with the current school year.

## ARTICLE VI: ELECTIONS

- a) The Board Member of the organization shall consist of a minimum of 3 and a maximum of 7 Members. Each office may be shared by 2 Co-Officers, only 1 vote shall be allowed.
- b) Board Members shall be elected annually by paper ballot, by majority vote during the final PTO meeting of the school year. Only members in attendance of the election meeting may have a vote.
- c) To be eligible for an election, the nominee's child must be an enrolled student of DCES for the year of the prospective board membership tenure.
- d) Board Members shall assume their official duties the following day elected and shall serve a term of 1 year.
- e) After the election, unfilled board member positions may be filled by election at a subsequent PTO meeting by a majority vote of the members present.
- f) Notification of unfilled positions will be posted in such a way as the membership has access to the information and equal opportunity to run for any open positions.
- g) To be eligible for either President or Treasurer/Finance Board member, an individual must not be a PVUSD employee.
  - a. Executive Board Members must remain free from any conflicts of interest that may impair their ability to best serve the PTO.
    - i. Can include, but not limited to; School Council, UPC Representative(s)
- h) Candidates for President shall have a minimum of 6 consecutive months of service on the DCES PTO Board, immediately preceding their nomination for President.
  - a. If there are no nominees which meet this criteria, elections will proceed as all other elections have taken place. Please see Article VI.

## ARTICLE VII: OFFICERS AND DUTIES

### Section 1. General Duties

- a) The Executive Board Members shall coordinate the efforts of the projects of the PTO.
- b) The Executive Board Members shall perform the duties prescribed by these bylaws. If an officer is found not to be performing their duties properly, a majority vote may be held by paper ballot to have that board member relinquish their duties. The highest ranking board member shall assume the duties until a new person is elected and will ensure an easy transition occurs.
- c) The board member shall deliver to their successors all official material not later than 10 days following the close of their term.
- d) Any Executive Board Member may preside over a general membership PTO meeting in the absence of the President. All Executive Board Members will support each other as a team, rather than only oversee their own specific area.

## Section 2. Executive Board Member and Specific Duties

### **President**

Duties include responsibility for scheduling and facilitating PTO meetings. The President shall oversee all PTO activities. In addition, if only one Treasurer is elected, the President will assist that person.

### **Vice President of Events**

The VP of Events shall be responsible and coordinate all teacher and social events. The VP of Events can recruit and/or create volunteers and/or committees as needed to assist with any events.

### **Vice President of Marketing/Communications**

The VP of Marketing/Communications shall be responsible for maintaining and keeping up to date all social media accounts as well as PTO minutes, the VP of Marketing/Communication can recruit volunteers to perform any duty as needed.

### **Vice President of Finance/Books**

The VP of Finance/Books duties include maintaining the bank account is up to date and accurate, file tax returns and submit books for audit. Custody of all PTO funds kept with a full and accurate account of receipts and expenditures. Tax duties include filing taxes; issuing 1099 forms for employees paid with PTO funds. Ensure up-to-date knowledge of non-profit tax laws. File 990 tax forms. Submit all books of account and records to his or her successor after filing taxes.

### **Vice President of Finance/Treasurer**

Duties include the collection of all monies from committee chairs. Monies shall be counted and have a ledger sign-off by 2 PTO Board Members at each event. Treasurer will deposit funds in the PTO bank account and will record the source of the deposit on receipt which is then given to the VP of Finance/Books. They shall issue disbursements, as authorized by the majority vote of the general membership, for expenditures not previously budgeted. For expenditures of less than \$100.00 no such vote is required. Treasurer shall issue checks approved through the check approval process (requisition form). Checks shall be signed by those authorized on the PTO bank account (persons who drafted the check may not be the endorser). Prepare an annual PTO budget. Ensure financial records are kept for 7 years.

## Section 3. Committees

The Executive Board may create or dissolve committees as it deems necessary by a majority vote of the Executive Board Members. All committees shall include at least one Executive Board Member as chair. The chairperson must present a plan to the Executive Board for approval prior to any work/contract being completed.

## ARTICLE VIII: FINANCES

### Section 1. Budgets

- a) The Executive Board Member will submit a proposed budget by the last general organization meeting of the preceding school year to be approved by a majority vote of the general membership present.
- b) A Committee Chair or Executive Board Member must submit any new proposed PTO sponsored activity for approval by the PTO general membership. If funding is requested, a budget must be submitted for approval.

Section 2. Accounts

- a) All bank accounts will be established in the Desert Cove PTO name (as labeled with IRS). The authorized signatures on this account will be that of 3 Executive Board Members. All requisition forms must be reviewed and approved by 2 of those 3 Executive Board Members.
- b) Any member may request a yearly audit of the treasurer books and financial statements.

ARTICLE IX: MEETINGS

- a) General meetings of the PTO shall be open meetings and held at a day and time as determined by the needs of the Executive Board Members.
- b) There will be a minimum of 3, no more than 9 general meetings throughout the school year with a minimum of 2 being held in the evening.
- c) Emergency meetings may be called by the President with 24 hour notice to the general membership.
- d) General meeting minutes will be posted within 2 weeks of the general meeting.

ARTICLE X: PARLIAMENTARY PROCEDURE

- a) The meeting shall be governed by the common rules of courtesy and follow general democratic majority ruling. At such time as order is impossible or common sense fails, the presiding Board Member shall be permitted to fall back temporarily on Robert's Rules of Orders Revised.
- b) PTO Executive Members voting shall be by a majority vote (greater than 50%) of the board members present. A Quorum needs to be present at the time of voting. If a majority of PTO members are not present at the time of voting, such voting may be completed by subsequent telephone/text contact.
  - a. Quorum – half the number of Board Members plus one
- c) PTO general membership voting shall be by a majority vote (greater than 50%) of the membership present at that meeting.

ARTICLE XI: AMENDMENTS

- a) Any proposed amendments to the bylaws must be approved by a majority vote of the PTO Executive Board Members prior to notification and/or publication to the general membership.
- b) PTO bylaw changes will be accepted if approved by a majority vote of the general membership present at the meeting. The general membership will be informed of the proposed changes two weeks prior to the vote.

Approved on \_\_\_\_\_