

KNOB HILL PTO

Bylaws

Article I

Name

This organization shall be called the “Knob Hill PTO.”

Article II

Mission Statement

It is the mission of the Knob Hill PTO to encourage and involve all parents, students, faculty and administration to join together as one cohesive group. Our goal is to build our community while enhancing and enriching the lives of our Knob Hill children and to improve their educational and social bonds in their formative years.

Article III

Membership

All parents, teachers, and family of a Knob Hill student are members. There shall be no membership fees required or collected. Only Active Member attendees shall have voting privileges. Active Membership is described in Article X, Item g.

Article IV

Meetings

General Meetings shall be held every month on the third Thursday. Executive meetings shall be held as needed with one week notice. Any meeting may be cancelled by the President with the approval of the Executive Board if notice is given at least one week in advance. In the event of a cancellation or change, the Secretary will attempt to notify Board Members, school Administration, and the Active Membership and place a notice of change in the PTO website, 48 hours in advance of the regularly scheduled meeting. In case of an emergent need for cancellation of a meeting, the Executive Board will make reasonable efforts to notify the Active Membership of the cancellation.

The meetings will be held in accordance with “Robert’s Rules of Order”, and follow the general guidelines provided to all members of the Executive Board.

Article V

Executive Board Duties- Officers and General Board Members

- a. The President shall be an officer of the Executive board. The President or in their absence a member of the Executive Board, shall preside at all meetings, and shall be an ex-officio member of all committees, except for the nominating committee. They shall with the approval of the Executive Board, appoint chairpersons of the standing committees (except for the teacher's representative who shall be appointed by the other teachers). All checks shall be signed by any of two of the following: Treasurer, the President; or any other Executive board member to be designated by the President at the beginning of the school year. The Executive Board shall designate a board member to attend the monthly Parent Advisory Council (PAC) meetings at the district offices.
- b. The Secretary shall keep an accurate record of the proceedings of each meeting, and shall be prepared to read, on call, the record of any previous meetings. She/he shall answer correspondence, and coordinate, edit, and type the PTO weekly email bulletin .
- c. The Treasurer shall receive, collect, deposit, render receipts, and pay out all money subject to the order of the organization. They shall keep an accurate account of all money received and expended, and they shall prepare a report in writing for each monthly meeting, to include the current bank balance and a printed budget report on all budget categories. They shall be chairperson of the Budget Committee. The Budget Committee shall be responsible for setting goals for money allocation for the fiscal year. The budget shall be presented and approved by the board at the first General Meeting of the school year. The treasurer shall close the books on the last day of June. The treasurer shall deliver information to and assist the auditor (or individual approved to review the books) if, upon the direction of the Executive Board, an audit or review is ordered. The Treasurer shall be responsible for completion and filing of all tax forms, as well as annually filing the PTO's tax exempt status.
- d. The General Board Members of the Executive Board shall be responsible in taking a leadership role in selecting, organizing and coordinating the fundraising programs for the year.
- e. General and Executive Board members must assist in planning, set-up, implementation and clean-up of Halloween Fun Night. This includes being present for the entire day of Halloween Fun Night as needed.
- f. General and Executive Board members must chair/co-chair (plan, set-up, implement, clean-up, etc.) one major event per school year.
- g. General and Executive Board members must assist with at least 1 fundraiser per school year.

Article VI

Election of the Executive Board

- a. The Executive Board members of the organization shall be existing Active Members of the PTO. The President, Treasurer, Secretary and General Board Members shall be elected annually.
- b. The officers of the Executive board shall be: President, Vice-President, Secretary, and Treasurer. General board members are members of the Executive board. All Officers and board members shall be elected annually.
- c. The following specific requirement must be met by the individual nominated for the position of Treasurer: They must be an existing Active member/Chairperson of the PTO for at least one year at the time of nomination. Fund-raising experience with the PTO is desirable.
- d. The nominating committee shall consist of the secretary, Principal, and one Executive Board members.
- e. Requirements for Nomination- Any person interested in serving on the PTO Executive Board must:
 1. Be the parent or legal guardian of a Knob Hill student.
 2. Have attended at least 2 (two) PTO meetings during the current school year OR assisted with a PTO or school event.
 3. Be viewed in good standing within the Knob Hill Community.
- f. In April or on a date that provides reasonable notice, an announcement will be sent home that nominations for the Executive Board of the Knob Hill PTO are open. The nominating committee will present the slate of nominees for the Executive board in May at the Knob Hill PTO General Meeting and the slate of nominees will be voted upon .
- g. The elected Executive Board shall be installed at the May Knob Hill PTO General Meeting and shall assume their respective offices on July 1.
- h. Any vacancy that occurs during the year shall be filed by appointment by the Executive Board.
- i. Officers and General Board members, shall be eligible to the same office for 2 years as elected and approved by the Active Membership.
- j. When a member of the Executive board fails to attend three consecutive meetings or is not fulfilling the responsibilities and duties as stated in the bylaws or engages in conduct which is injurious to the organization or its purposes, the executive board may ask for the resignation of the Executive board member, or making a formal recommendation that the executive board member be removed from office by $\frac{2}{3}$ vote.
- k. In the event of the resignation of an officer or board member, the remaining Executive Board will make the necessary appointment.

ARTICLE VII

Executive Board

Section 1

The Executive Board shall be composed of President, Secretary, Treasurer, General Board members, the Principal or their representative.

Section 2

The Executive Board shall meet once a month during the school year, unless otherwise ordered by the Executive Board. Special meetings of the Executive Board may be called as needed.

Section 3

The Executive Board shall:

- 1) Plan and organize fundraisers and PTO activities,
- 2) Determine expenditures of PTO funds.

Section 4

The Executive Board, by the beginning of the school year, shall establish a list of goals to be accomplished and a calendar for the school year in conjunction with a budget, and present it at the 1st General Meeting of the school year for approval.

Section 5

A quorum of the Executive Board shall consist of 2/3 of the Executive Board.

Section 6

The Principal or their representative shall be ex-officio members of all committees and shall be informed of all committee meetings.

Article VIII

Financial

Section 1

The Executive Board shall decide the number of major fundraisers per year. All funds collected will be recorded and delivered to the Treasurer.

Section 2

The fiscal year of the KH PTO shall begin July 1 and end on the following year on June 30.

Article IX**Committees**Section 1

Committees shall be formed as necessary by the Executive Board as may be required to carry on the work of the PTO. The committees and representatives may be and are not limited to: Volunteer Coordinator, Hospitality, Teacher Representative, Community Sponsorship, Fun-Run, , Yearbook Coordinator, Restaurant Nights , Spirit Wear , Box tops Coordinator, Halloween Fun Night, and Artwalk, Special Events, Communications, Catalog Fundraisers, After School Days. These committees shall make initial decisions relating to their functions, however, no decision shall be acted upon without the approval of the Executive Board or the voting membership.

- f. The General Board Members shall be responsible for the annual sponsorship drive.
- g. The General Board Members shall coordinate restaurant nights and hospitality functions.
- h. The General Board Members shall coordinate the Box Tops for Education Program and Labels for Education.

Section 2

The chairpersons/coordinators of committees shall serve at the discretion of the Executive Board and the Active Membership.

Section 3

- a. Annual reports and guidelines may be filed by all chairpersons/coordinators. The President will distribute such reports and guidelines to new chairpersons.
- b. Chairpersons/coordinators are responsible for completing an after event report and filing it with the Secretary within 2 weeks of the event.

Article X**Amendments**

These bylaws may be amended at any regular meeting of the PTO by a majority vote of the Executive Board. The revised bylaws shall be handed out to all Executive Board Members and a copy filed in the PTO records.

Article XI

Parliamentary Authority

The parliamentary authority of this PTO shall be Robert's Rules of Order.

The following information is listed in order to clarify voting procedures:

- a. When a quorum of the Executive Board is present, a majority vote (51%), ignoring blanks, is sufficient for the adoption of any motion.

- b. While it is the duty of every member who has an opinion to express it by voting, they cannot be compelled to do so.

- c. Where the bylaws do not require the vote to be by a secret ballot, it can be so ordered by any Active Member.

- g. To become an Active Member, he/she shall attend 2 PTO meetings within a 4 month period of time, with voting privileges beginning at the 3rd meeting.

- h. Any Active Member missing 3 consecutive meetings will become an "Inactive Member" and lose voting privileges

- i. Any Active Member may cast their vote by written proxy on any individual issue presented for voting during a regular meeting.

Article XII

Dissolution

If the Knob Hill PTO should dissolve, all assets are to be donated to the Knob Hill Elementary School of San Marcos, California, to be used for education purposes. However, if the Knob Hill Elementary School should dissolve, or is no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of the organization shall be distributed to the San Marcos Education Foundation or to a fund, foundation, or corporation organized and operated exclusively for the purpose 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 this organization shall never inure to the benefit of any director, officer, or member thereof to the benefit of any private person.

Article XIII

Standing Rules

- a. At the first meeting of the school year, all Executive board members shall receive a copy of these bylaws and their guidelines. Each member shall be responsible for making a thorough study of them. A copy of these by laws or guidelines shall be made available to any member of the PTO upon request.
- b. A meeting of the Executive Board-elect may be called by the Executive Board-Elect to ratify chairpersons/coordinators, fill vacancies on the Board–elect, and make plans for the coming year’s work. The Principal or their representative shall be an ex-officio member of the Board-elect and shall be informed of all meetings and plans.
- c. The Secretary shall chair a committee appointed by the approval of the Executive board, who shall review and recommend any necessary revisions of the bylaws at least one every three (3) years.
- d. All financial expenditures shall be reviewed and approved by the Executive board. Any expenditure for which funds have been budgeted in the approved budget may be authorized by the Board and the Treasurer as deemed necessary. Any expenditure for which funds have not been budgeted must be approved by a formal vote of the Executive Board at a regularly scheduled meeting.
- e. Board members are not permitted to participate in drawing, raffles, or win prizes (i.e. Disney Raffle tickets, items being raffled, etc.).