

BY-LAWS OF
VILLAGE VIEW ELEMENTARY SCHOOL PTO, INC.

**A NOT-FOR-PROFIT CORPORATION
INCORPORATED UNDER THE LAWS OF
THE STATE OF CALIFORNIA**

BYLAWS
Of
VILLAGE VIEW ELEMENTARY SCHOOL PTO, INC.

ARTICLE I - NAME

The name of this organization is **Village View Elementary School PTO, Inc.** This organization is a non-profit, charitable not-for-profit corporation doing business in the City of Huntington Beach, in the County of Orange, in the State of California.

ARTICLE II - PURPOSES

The purpose of the PTO is to positively impact the lives of all Village View Elementary School students by promoting and enhancing their education and welfare. The PTO will work cooperatively with and provide support for the home, school and community in accordance with applicable laws, policies and practices for the care and protection of children.

ARTICLE III - BASIC POLICIES

SECTION I.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

SECTION 2.

No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. 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, or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

SECTION 3: DISSOLUTION

Upon dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or state or local government for public purpose. Any such asset not so disposed of shall be disposed of by the Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV - CONSTRUCTION

If there be any conflict between the provisions of the certificate of incorporation and these by-laws, the provisions of the certificate of incorporation shall govern.

ARTICLE V - MEMBERSHIP

SECTION 1.

Membership in this organization shall be made available to any individual who subscribes to the objectives and policies of these by-laws, without regard to race, color, creed, gender, or national origin.

SECTION 2.

Only members of the PTO shall be eligible to participate in the general elections or to serve in any of its elective or appointed positions.

SECTION 3.

The PTO shall conduct an annual enrollment of members, however, individuals may be admitted to membership at any time.

SECTION 4.

Membership shall coincide with the school year.

SECTION 5.

Dues will be established by the executive board. If dues are charged, a member must have paid their dues before they are eligible to vote. At the yearly planning meeting, the incoming PTO board will decide whether or not dues will be required for membership the upcoming school year.

SECTION 6.

Teachers are de facto voting members of the PTO regardless of payment of dues.

ARTICLE VI - OFFICERS

SECTION 1.

Each officer, or board member, of this organization shall be a de facto voting member of this organization regardless of payment of dues.

SECTION 2.

The officers of this organization shall consist of a minimum of three elected officers: President, Secretary, and Treasurer. Other positions deemed necessary to fulfill the objectives of the PTO, may be created by a majority vote of the Board and approved by the general membership.

SECTION 3: ELECTION OF OFFICERS

A. **Officers are elected for a one-year term and may serve consecutive terms in the same office.** If a board position is not filled through the regular election process, the current board member may continue serving, subject to a vote at a general meeting. Additionally, a board member may remain in their role for one additional year for training and transition purposes. Each person elected shall hold only one office at a time.

B. In February of each year, all available positions will be identified and announced to the general membership.

C. By March 31 of each year, the Board will inform the general membership via email of individuals interested in each office position. If there are no candidates who have expressed interest in a position, the PTO Board will fill the positions.

D. During the second to last meeting of the year, officers shall be elected by secret ballot by the general membership at a general PTO meeting. Only members can vote. No nominations will be accepted from the floor on the day of the vote.

E. Officers shall assume their official duties at the last meeting at the end of the school year.

F. The election will be decided by a majority vote of members present and voting.

G. In a general election with two or more persons running for the same office, if there is a tie, the winner will be determined by a majority vote of the PTO Board or the Board can establish co-officers.

SECTION 4. REMOVAL OR RESIGNATION.

Any officer elected or appointed by the board may be removed by the board with or without cause. In the event of the death, resignation or removal of an officer, the board in its discretion may elect or

appoint a successor to fill the unexpired term. Any two or more offices may be held by the same person, except the offices of president, treasurer, and secretary.

ARTICLE VII - DUTIES OF OFFICERS

SECTION 1: President

- A. Coordinate the work of officers and committees of the organization in order that the purposes may be promoted.
- B. Preside at all meetings of the organization and the executive board.
- C. Be a member ex officio of all committees.
- D. Appoint the chairmen and members of committees, subject to the ratification of the executive board.
- G. Have all contracts and/or legally binding documents approved by the organization, prior to signing a contract.
- H. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the organization's financial accounts.
- I. Have all newsletters, flyers and/or notices approved by the principal, prior to distribution.
- J. Power to assign and reassign tasks to board members as-needed to streamline and support the board and organization.
- K.. Perform other duties as may be prescribed in these by-laws or assigned by the organization.

SECTION 2: SECRETARY

- A. Manage an accurate record of the proceedings of all meetings of the organization and the executive board, which is the legal record of this organization.
- B. Be prepared to refer to minutes of previous meetings.
- C. Prepare a list of all unfinished business for the use of the president.
- D. Record all expenditures in the minutes.
- E. Keep a current, signed original set of the by-laws.

- F. Conduct all necessary correspondence of the organization upon authorization of the president, executive board or organization.
- G. Notify officers of the election and chainment of their appointments
- H. Send out notices of executive board meetings.
- I. Perform such other duties as may be delegated to the secretary

SECTION 3: TREASURER

- A. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including specifically, the number of members and the dues collected from the members.
- B. Prepare the budget for adoption by the organization
- C. Secure signatures of all authorized signers on all checking and savings account signature cards and file with the bank immediately upon taking office
- D. Receive monies for the organization, giving a receipt therefore, and deposit immediately in the name of the organization in a bank approved by the executive board.
- E. Retain a copy of the deposit slip for any deposit made.
- F. Prepare all authorizations for payment as required by the executive board or the organization
- G. Pay all bills as authorized by the executive board or the organization
- H. Individuals counting cash/checks shall not be related by blood, marriage or reside in the same household.

SECTION 3.1: TREASURER SPECIFIC DUTIES/ TIMELINES

- 1. **Fiscal year** is July 1 to June 30.
- 2. **Federal and State Taxes, Annual Registration Renewal and Nonprofit Raffle Program Form: Filed through our designated tax accountant.** Must be postmarked no later than November 15th of each year or an extension must be filed in accordance with IRS regulations.
- 3. **Certificate of Liability Insurance:** must be paid by September 13 each year.

SECTION 3.2: TREASURER GUIDELINES FOR EXECUTIVE BOARD AND COMMITTEE COORDINATORS

1. **Petty Cash Request:** Complete a PTO Petty Cash form and provide it to the Treasurer. Petty cash is only given for an activity approved by the executive board.
2. **Reimbursement request:** Complete a PTO reimbursement form, attach all receipts and turn into the Treasurer for reimbursement. Reimbursements should only be given for pre-approved money spent.
3. **Cash Verification:**
 - a. When running an event a count of the money should be done daily.
 - b. A second count should be done by another PTO member or Village View staff member.
 - c. Money is then to be dropped into the safe for deposit.
 - d. Cash is never to leave campus other than to be taken for bank deposit.
 - e. The deposit slip should be verified against the PTO bank statement at the end of each month.

SECTION 4: ROBERT'S RULES

All officers shall perform the duties prescribed in the current edition of **ROBERT'S RULES OF ORDER NEWLY REVISED** in addition to those outlined in these by-laws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president all records, books and other material pertaining to the office and shall return to the treasurer all funds belonging to the organization.

ARTICLE VIII - ORGANIZATION MEETINGS

SECTION 1.

General meetings of the organization shall be held on a regular basis to support the organization's goals. A schedule of general meetings will be provided at the first general meeting of the year.

Notice of any change in date or time of a regularly scheduled meeting must be given in writing to the entire membership at least five (5) days in advance.

SECTION 2.

The second to last meeting of the year shall be the annual election meeting at which time officers shall be elected. At least thirty (30) days prior written notice of the annual election meeting must be given.

SECTION 3: PROGRAM AND BUDGET

- A. The year's proposed program and budget, which includes all programs, projects and expenditures, require approval by the membership.
- B. The year's proposed programs and budget shall be presented to the organization for approval at the first organizational meeting of the year, pending school requests and project approvals from the school principal. Any additional programs or budgetary needs that arise after this meeting shall be brought to the attention of the members and submitted for a vote.
- C. The organization shall not assume financial obligation in any one term of office that will be carried over into the succeeding term unless approved by the board and its members.
- D. All approved programs, projects and expenditures must be recorded in the organization minutes, the legal record of this organization.

SECTION 4: SPECIAL MEETINGS

- A. Special meetings may be called by the president
- B. Upon request in writing for a special meeting by five (5) percent or more of the members, the president shall, within 20 days of receipt of such request, cause notice to be given to the members entitled to vote that a meeting will be held at a time fixed by the executive board.
- C. All organization members must be notified of any special meetings at least five (5) days prior to the meeting. Notice must include the place, date and time of the meeting and general nature of the business that the board intends to present for action. Only business mentioned in the notice of a special meeting can be transacted at that meeting.

SECTION 5. QUORUM

Six (6) members shall constitute a quorum. If this by-law provision authorizes a quorum of less than one-third of the voting power, then only those matters the general nature of which was contained in the notice of the meeting may be voted upon at such meeting.

SECTION 6.

The privilege of making motions, debating and voting shall be limited to members of the organization who are present and whose dues are paid.

SECTION 7.

Voting by proxy is prohibited

ARTICLE IX - COMMITTEES

SECTION J: COMMITTEE FORMATION

- A. There shall be such committees created by the executive board as may be required to carry on the work of the organization. The quorum for a committee meeting shall be a majority of its members. The authority of such committees is as determined by the executive board.
- B. These committees may include general members and may also be composed of or led by board members.
- C. If no one steps forward to volunteer for committees then it will be led by board members.

SECTION 2: COMMITTEE LEADERSHIP

- A. Committees of the organization shall be led by at least one (1) coordinator. Coordinators shall be appointed by the president and approved by the executive board.
- B. Term of office for a committee coordinator shall be one year or until successors have been appointed.
- C. A coordinator may serve additional terms if approved by the executive board.

SECTION 3: DUTIES OF COMMITTEE COORDINATORS

- A. Coordinators shall recruit, with assistance from the executive board, committee members as needed to complete the activities assigned to the committee.
- B. Coordinators shall present plans of work to the executive board for approval. No work shall be undertaken without the consent of the executive board.
- C. Coordinators are only authorized to spend monies of the organization that have been pre-approved by board members.
 - 1. Expenditures in the amount of \$750.00 or less can be approved by the president and treasurer
 - 2. Expenditures greater than \$750.00 must be approved by the general membership as a budget item.

SECTION 4: REMOVAL OR RESIGNATION

Refer to Article VI; Section 4 and Article VII; Section 4

ARTICLE X - AMENDMENTS

The by-laws may be adopted, amended or repealed by the board at the time they are entitled to vote in the election of directors. By-laws may also be adopted, amended or repealed by the board of directors but any by-law adopted, amended or repealed by the board may be amended by the board members entitled to vote thereon as herein before provided.

If any by-law regulating an impending election of directors is adopted, amended or repealed by the board, there shall be set forth in the notice of the next meeting of all board members for the election of directors the by-law so adopted, amended or repealed, together with a concise statement of the changes made.

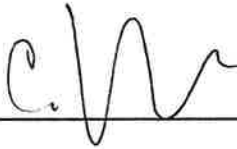
ARTICLE VIII- INDEMNITY

The Corporation shall indemnify its directors, officers, and employees as follows:

Every director, officer, or volunteer of the Corporation shall be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed upon him in connection with any proceeding to which he may be made a party, or in which he may become involved, by reason of his being or having been a director, officer, volunteer, or agent of the Corporation or is or was serving at the request of the Corporation as a director, officer, employee, or agent of the Corporation, whether or not he is a director, officer, employee, or agent at the time such expenses are incurred, except in such cases wherein the director, officer, employee, or agent is adjudicated guilty of willful misfeasance or malfeasance in the performance of his duties. The Corporation shall provide any person who is an officer, director, employee, or agent of the Corporation or was serving at the request of a director, officer, employee, or agent of the Corporation the indemnity against expenses of suit, litigation, or other proceedings which is specifically permissible under applicable law.

The foregoing By-Laws were adopted by the directors of:

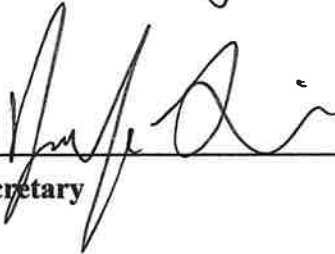
Village View Elementary School PTO, Inc.



President



Vice President



Secretary



Treasurer