

# **Coronado Elementary Parent Teacher Organization, Inc. Bylaws**

## **Article I - Name and Description**

**Section 1. Name.** The name of the organization shall be the Coronado Elementary Parent Teacher Organization, Inc. (Coronado PTO).

**Section 2. Description.** Coronado PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

**Article II - Mission Statement** To enrich the academic and cultural programs for Coronado Elementary School community members (teachers, parents, guardians and students).

## **Article III - Basic Policies**

**Section 1. Type.** Shall be non-commercial, non-sectarian and non partisan.

**Section 2. Political campaigns.** Shall not, directly or indirectly, participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office and/or ballot measures (including publishing or distributing statements).

**Section 3. Policies.** Shall neither seek to direct the administrative activities of the school nor control its policies.

**Section 4. Records.** Records shall be open for public review.

**Article IV - Membership** Any parent, guardian, or other adult standing in loco parentis

for a student at the school maybe be a member and shall and have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

## **Article V - Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

**a. 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 the officers so that the purpose of the organization served.

**b. Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

**c. Secretary.** The secretary shall keep the records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, standing rules, 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.

**Section 2. Chairs.** The executive board will consider the organization's needs to select members to chair committees. These positions will be filled by the executive board.

**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. Nominations and Elections.** To select the officers of the Executive Board for the following calendar year, an election will be held in the second to last month of the current school year. The election will be announced and nominations will be collected no less than one week before the election is held. The Executive Board, less members running for office, shall oversee the nominating and election process.

**a. Nominations.** The Executive Board will collect the nominations by a set deadline decided by the Executive Board. More than one candidate may run for an officer position, but a candidate may not run for more than one officer position. If no one is nominated for an office, that office may remain vacant, or may be filled in between elections, based on majority vote of the Executive Board, and with subsequent notification to the PTO membership. Write-in candidates are not allowed on the ballot. If running for an officer position, candidates must have volunteered for PTO events at least twice in the previous year.

**b. Elections – Officers.**

**Votes.** Votes shall be collected by paper ballot or electronic from the general membership for at least two business days. Only two votes may be cast per family with a child currently attending Coronado Elementary School; children are not allowed to vote, only adults. Votes may only be cast in person or by the other adult family member. No ballot or election tampering of any sort will be tolerated and will cancel out any person's vote if such action is attempted. If extenuating circumstances exist, a mitigation plan can be put in place to ensure a smooth election process.

**Winner(s).** Each winner shall be the person with the most votes for that office.

**c. Chair Positions.** The membership may submit for a vacant chair position as listed on the election ballot. As these are appointed positions, the Executive Board, as constituted after such election, will then appoint the chair positions based on majority vote.

**Section 5. Terms of Office.** Officers are elected for one year ending May 31.

**Section 6. Removal from Office.** Officers and Chair Positions can be removed from office with or without cause by a two-thirds vote of those present at a general meeting where previous notice has been given.

**Section 7. Vacancies Midterm.** If a vacancy occurs, due to removal or resignation, in the office of president, the first vice president shall assume the office of the president. If a vacancy occurs, due to removal or resignation, in any other office (vice president,

secretary, treasurer) a person will be elected by a majority vote of the Executive Board to fill the open position for the unexpired term. A notice and/or announcement will be given to the membership of such election prior to the Executive Board's vote.

**Section 8. Emergencies/Disasters.** In the event of an emergency or disaster, which for the purposes of these bylaws is defined as any extreme or unusual event that prevents normal operation of the PTO Board and its duties and responsibilities described herein, the Executive Board may adopt emergency bylaws that become operative for the duration of the emergency, until such time as it is practical for a normally constituted Executive Board to resume normal operations of the PTO. The emergency bylaws are permitted to include any provision that may be practical and necessary to continue operation of PTO, its activities, elections and events. If practical, advance notice will be given to the PTO membership.

## **Article VI - Committees**

**Section 1. Membership.** Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

**Section 2. Committees.** The executive board may appoint committees and its chair(s) and/or coordinators as needed.

## **Article VII - Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal and standing committee chairs.

**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 monthly, on a day and time to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

## **Article VIII - Meetings**

**Section 1. General Meetings.** The general meeting of the organization shall be at minimum bi-monthly throughout the school year, on a day and time to be determined by the Executive Board.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting.

**Section 3. Notification of Meetings.** The secretary will notify (or coordinate the notification) the members of the meetings at least one week prior to the meeting.

**Section 4. Meeting Agenda.** The order of business at general meetings shall be as follows to assure a prompt and productive meeting: Welcome, Approval of Previous General Meeting's Minutes, Treasurer's Report, Business of the Board, New Business and Adjournment.

**Section 5. Purpose.** All meetings of this organization and its committees are for the discussion of organization business and parent members shall not use any of these meetings as a means of discussing the problems or progress of their children with the members of the staff.

**Section 6. Quorum.** A quorum of at least half of the Executive Board including at least one officer (president, vice president, secretary and/or treasurer) must be present to hold a vote.

## **Article IX - Finances**

**Section 1. Fiscal year.** The accounting period will end May 31.

**Section 2. Bank account(s).** All funds shall be kept in an official checking account for the Coronado Elementary School PTO at a local financial institution. Access to funds

shall be limited to the officers. However, additional members of the Executive Board can be designated on the account if there is unanimous vote of the Executive Board.

**Section 3. Signatures.** Two authorized signatures shall be required on each check. Authorized signatures shall be president, vice president, secretary and/or treasurer, or other Executive Board member if granted access per Article IX Section 2.

**Section 4. Annual budget.** A tentative annual budget plan shall be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the members present.

**Section 5. Record keeping.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 6. Approval.** The executive board shall approve all expenses of the organization.

**Section 7. Over budget.** Any line item in the approved budget that goes over the approved amount shall be reported to the membership.

**Section 8. Carry forward fund.** At the end of the school year, there must be a carry forward balance of at least two thousand (\$2,000) dollars left in the bank account for the upcoming school year.

**Section 9. Monthly treasurer report.** The treasurer shall prepare a monthly treasurer report to reflect all accounting activity in accordance with the voted upon annual budget. The monthly treasurer report shall be voted on for approval by the executive board at its monthly meeting and then included in the treasurer's report at the next general meeting.

**Section 10. Funds after dissolution.** 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 Coronado Elementary School.

**Article X - Parliamentary Authority** Robert's Rule of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/standing rules.

**Article XI - Standing Rules**

**Section 1.** Standing rules, effectively best practices, may be approved by the executive board, and the secretary shall keep a record of the standing rules for future reference.

**Section 2.** Each officer and committee chair shall keep a working list of Standing Rules pertaining to their position to help guide and direct such position.

**Article XII - Dissolution** The organization may be dissolved by the membership (Article III) with previous notice (30 calendar days) and a two-thirds vote of those present at the special meeting (see Article V, Section 2).

### **Article XIII - Amendments**

**Section 1. Amendments.** All amendments shall be posted for the membership's review and comment for 14 calendar days and then voted on by the executive board members at their next calendared meeting.

**Section 2. Bylaws.** The secretary shall keep the original copy of the bylaws and be the only officer allowed to update any and all amendments to the original copy of the bylaws, per each vote by the executive board. Only an electronic version that cannot be edited and/or a paper copy of the bylaws may be distributed to the executive board members and the membership.

### **Article XIV - Conflict of Interest Policy**

**Section 1. Purpose.** The purpose of the conflict of interest policy is to protect this tax exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or chair of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Section 2. Definitions.**

**a. Interested Person.** Any officer, chair or member of a committee with governing board- delegated powers who has a direct or indirect financial interest, ad defined below, is an interested person.

**b. Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement; ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. “Compensation” includes direct or indirect remuneration as well as gifts or favors that are not insubstantial

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that conflict of interest exists.

These bylaws were adopted on June 15, 2005.

Amended (date): April 16, 2021