

BYLAWS
of the
Elliott Ranch Elementary
Parent Teacher Organization

The following bylaws supersede and amend the previous bylaws signed and dated August 18, 2003.

1) NAME

The name of the organization shall be the Elliott Ranch Elementary Parent Teacher Organization (PTO).

2) PURPOSE

- a) The purpose of the organization shall be to aid the students, staff and school community of Elliott Ranch Elementary by providing support for their educational and recreational needs and to promote open communication between the administration, teachers, and parents.
- b) Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

3) MEMBERSHIP

All parents and/or legal guardians of students who currently attend Elliott Ranch Elementary and all current faculty and staff of Elliott Ranch Elementary School shall be eligible for membership in the organization. Members shall have the right to attend and participate in all general meetings and activities of the organization. Any member shall have the privilege of making motions and serving on committees.

4) BOARD OF DIRECTORS

- a) Officers. The officers of the organization shall consist of the following board members: President, Vice President, Secretary, Treasurer, Auditor, Public Relations Chairperson, Fundraising Chairperson, Membership Chairperson, Student Services Chairperson and up to four Teacher/Staff Representative(s). Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.
 - i) President. The President shall be the principal board member of the organization and, subject to the control of the Board and the direction of the membership, shall in general supervise the activities of the organization. The President shall preside at all meetings of the Board and all general meetings of the membership. The President shall vote only in the case of a tie in a vote of the Board or the membership. The

President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

- ii) Vice President. The Vice President shall be responsible for assisting the president in supervising and supporting the activities of the organization. In addition, the Vice President shall act as President in those instances that the President is not able to do so.
- iii) Secretary. The Secretary shall keep the minutes of the proceedings of the general membership and the Board. The Secretary shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Board.
- iv) Treasurer. The Treasurer shall be responsible for maintaining all financial records of the organization. This includes, but is not limited to, the depositing of all funds into the PTO's bank account in a timely manner; the accounting of all fundraising activities; and the payment of all bills and reimbursements as approved by the Board in a timely manner. The Treasurer shall also be responsible, along with the Auditor, for ensuring that all documentation necessary for tax filings with both the state and federal governments are completed and maintained in an organized manner. The Treasurer shall provide a financial status report at each Board meeting, General Membership Meeting and at other times as requested by the President and shall prepare a year-end financial report at the end of each fiscal year.
- v) Auditor. The Auditor shall be responsible for auditing all PTO accounting records on a quarterly basis to ensure they are accurate and in compliance with the Board's established budget. The Auditor shall also audit the year-end financial report for the organization working with the Treasurer to ensure the accurate accounting of the PTO's funds. The Auditor shall also be responsible, along with the Treasurer, for ensuring that all documentation necessary for tax filings with both the state and federal governments are completed and maintained in an organized manner.
- vi) Public Relations Chairperson. The Public Relations Chairperson shall be responsible for promoting the Elliott Ranch Elementary PTO and its activities throughout the school year. This includes, but is not limited to, newsletters, flyers, banners, newspaper articles or other promotion materials deemed necessary for the successful promotion of PTO events and fundraisers. In addition, the Public Relations Chairperson shall assist in the planning of PTO- sponsored events.
- vii) Fundraising Chairperson. The Fundraising Chairperson shall be responsible for the implementation of all fundraising activities as decided by the Board. The Fundraising Chairperson shall be responsible for the coordination of volunteers in the successful completion of each event and the collection of all monies pursuant to the event and ensure that they are turned over promptly to the Treasurer for deposit into the Elliott Ranch Elementary PTO's bank account.

- viii) Membership Chairperson. The Membership Chairperson shall be responsible for the creation and implementation of all materials necessary to successfully promote membership in the Elliott Ranch Elementary PTO. The Membership Chairperson shall be responsible for the collection of all monies pursuant to the membership drive and ensure that they are turned over promptly to the Treasurer for deposit into the Elliott Ranch Elementary PTO's bank account.
 - ix) Student Services Chairperson. The Student Services Chairperson shall be responsible for handling those activities that are directly related to the students of Elliott Ranch Elementary. This includes, but is not limited to, the production of the school yearbook, the scheduling of school assembly programs, and assisting in selling the school's spirit wear.
 - x) Teacher/Staff Representative(s). The Teacher/Staff Representative(s) shall be responsible for acting as a liaison between the Board and the teaching staff. This representative will bring suggestions and ideas on behalf of the Elliott Ranch staff to the Board for consideration so that the Board is able to make sound and effective decisions. In addition, this representative shall communicate PTO-sponsored events to his/her peers to increase involvement and support from the entire school community.
- b) General Powers. The Board of Directors shall manage the affairs, activities and operation of the organization. The Board shall transact necessary business during the intervals between the meetings of the general membership and such other business as may be referred to it by the membership or these Bylaws. It may create standing and special committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.
 - c) Meetings. Quarterly meetings of the Board shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Board. Adequate notice of all meetings shall be given to all members of the Board and, in the absence of an emergency, at least seven (7) days in advance.
 - d) Quorum. A majority of the regular members of the Board shall constitute a quorum for the transaction of business.
 - e) Voting. The act of the majority of the members of the Board present at a meeting at which a quorum is present shall be required for all action to be taken by the Board.

5) GENERAL MEETINGS

- a) General Meetings. At least three general membership meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

- b) Special Meetings. Additional meetings of the organization may be called, either by vote of the Board of Directors or by petition of a majority of the members. The time and place of all special meetings shall be announced at least seven (7) days prior to the meeting.
- c) Quorum. Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
- d) Voting. A majority vote of the Members present at any meeting shall be required for all action to be taken by the organization.

6) ELECTIONS

- a) Procedure. The election of officers shall take place during the last General Membership Meeting each year. All Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.
- b) Term of Office. The term of each officer shall be one year, beginning on June 15 and ending on June 14 of each year. A person may be elected to the same or other office for more than one term.
- c) Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Members and otherwise eligible to serve in the office. The term for the Nominating Committee to accept nominations will be from March 1st through March 30th of that same year.
- d) Selection. A majority of the votes cast by the Members shall be necessary for election. Should no person receive a majority of the votes cast, a runoff between the two (2) persons who received the largest number of votes shall immediately be held.
- e) Vacancies. Any vacancy on the Board because of death, resignation or inability to serve shall be filled either by the Board or a member of the general membership for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Board shall appoint a replacement from the Board to finish out the term of the President.

7) STANDING AND SPECIAL COMMITTEES

- a) Nominating Committee. The Nominating Committee shall be composed of four (4) persons who shall be selected by the Board at the beginning of each calendar year. The committee shall carry out its responsibilities, as specified in Section 6(c).
- b) Other Standing Committees. The Board may establish such other Standing Committees, as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. The chairperson of each committee shall recruit the members for his or her committee. Any

member may serve on a committee. The Chairperson shall report the plans and activities of the committee to the Board, which must approve all such reports.

- c) Special Committees. The President and/or the Board may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 14 of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Board, which must approve all such reports.

8) FINANCES

- a) Budget. The Board shall present to the general membership at the first General Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Board during the year. Any deviation from the approved budget in excess of \$100 must be approved by the Board. Any deviation of more than \$2,500 must be approved in advance by the general membership.
- b) Obligations. The President may authorize any board member to enter into contracts or agreements for the purchase of materials or services on behalf of the organization, provided such expenditure is within the scope of the approved budget. Board members shall not have the authority, however, to enter into such agreements on behalf of Elliott Ranch Elementary or the Elk Grove Unified School District, nor should they hold themselves as having such authority.
- c) Loans. No loans shall be made by the organization to its Board members or General members.
- d) Commercial Paper. All checks, drafts and other orders for payment of money on behalf of the PTO in excess of \$100 must be signed by the Treasurer and one additional board member as assigned by the President at the beginning of each term. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Board may select and shall make such disbursements as authorized by the Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a timely manner and not to exceed thirty (30) days from the receipt of the funds and/or orders of payment.
- e) Financial Report. The Treasurer shall present a financial report at each Board meeting and General Membership meeting of the organization and shall prepare a final report at the close of the year. The Auditor shall examine all accounts quarterly for accuracy and compliance and shall audit the annual report to ensure its accuracy and shall prepare a written notice documenting the accuracy of said report.

9) MEMBERSHIP DUES

- a) Amount. The organization shall authorize and collect membership dues to

be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Members acting in the manner prescribed in Section IV.


10) AMENDMENTS

- a) These bylaws may be amended at any General or Board meeting of the organization by a majority vote of those attending such meeting.

CERTIFICATE OF ADOPTION OF BYLAWS

I, Ivory Azevedo, do hereby certify as follows:

That I am the duly elected, qualified and acting Secretary of the Elliott Ranch Elementary Parent Teacher Organization and that the foregoing Bylaws were adopted as the Bylaws of said organization effective as of September 7, 2022.



Ivory Azevedo,
Secretary