

BYLAWS

of the
Elliott Ranch Elementary Parent Teacher Organization (PTO)

These bylaws supersede and amend the previous bylaws signed and dated September 7, 2022.

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

Section 1. Purpose

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.

Section 2. Dissolution

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.

ARTICLE III – MEMBERSHIP

All parents and/or legal guardians of students currently attending Elliott Ranch Elementary and all current faculty and staff of Elliott Ranch Elementary School shall be eligible for membership in the organization.

Members in good standing shall have paid dues and 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.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Officers

The officers of the organization shall consist of the following Board members:

- President
- Vice President
- Secretary
- Treasurer
- Membership Officer
- Student Services Officer

Two persons may be nominated and elected to fill any single position. In such cases, both individuals shall share all rights and responsibilities of the office.

a. President

The President shall supervise the activities of the organization, subject to the control of the Board and direction of the membership. The President shall preside at all Board and general membership meetings and shall vote only in the event of a tie. The President shall appoint the chairpersons of all standing and special committees and shall serve as an ex-officio member of all committees.

b. Vice President

The Vice President shall assist the President and shall assume the duties of the President in the President's absence or inability to serve.

c. Secretary

The Secretary shall keep minutes of all Board and general membership meetings, ensure proper notice of meetings, and perform other duties as assigned by the President or Board.

d. Treasurer

The Treasurer shall maintain all financial records, deposit funds in a timely manner, track fundraising activities, pay approved bills and reimbursements, and ensure all state and federal

tax filings are completed and retained. The Treasurer shall present a financial report at each meeting and prepare a year-end financial report.

e. Membership Officer

The Membership Officer shall promote PTO membership, manage membership drives, collect membership funds, and promptly submit all funds to the Treasurer.

f. Student Services Officer

The Student Services Officer shall coordinate activities directly related to students, including but not limited to the yearbook, assemblies, and spirit wear sales.

g. Teacher/Staff Representative(s)

Teacher/Staff Representatives shall serve as liaisons between the Board and school staff, communicate PTO activities, and bring staff input to the Board. This position is advisory and non-voting.

Section 2. General Powers

The Board of Directors shall manage the affairs and operations of the organization, conduct business between general meetings, establish committees, approve committee plans, prepare and submit a budget, and carry out the purposes of the PTO.

ARTICLE V – MEETINGS

Section 1. General Meetings

At least three (3) general membership meetings shall be held each school year. Meetings shall be announced at least seven (7) days in advance.

Section 2. Special Meetings

Special meetings may be called by the President, any two Board members, or upon written request of five (5) members in good standing. Notice shall be given at least forty-eight (48) hours in advance.

Section 3. Quorum

A quorum for a general meeting shall consist of three (3) voting officers, regardless of vacancies.

Section 4. Voting

A majority vote of members present shall be required for all actions. Only items listed on the agenda may be voted upon.

ARTICLE VI – ELECTIONS

Section 1. Procedure

Officer elections shall occur at the final General Membership Meeting of the school year.

Section 2. Term of Office

Officers shall serve one-year terms from July 1 through June 30 and may serve multiple terms.

Section 3. Nominations

Nominations shall take place at the penultimate and final general meetings.

Section 4. Election

A majority vote is required. If no candidate receives a majority, a runoff between the top two candidates shall occur immediately.

Section 5. Vacancies

Vacancies may be filled by the Board or general membership. If the President position becomes vacant, the Vice President shall assume the role.

ARTICLE VII – COMMITTEES

Section 1. General

The Board may establish standing or special committees as needed. Committee chairs shall be appointed by the President.

Section 2. Financial Review Committee

A Financial Review Committee of two (2) members, excluding the Treasurer, shall annually review financial records and report findings to the Board and membership.

ARTICLE VIII – FINANCES

Section 1. Budget

The Board shall present a proposed annual budget at the first General Membership Meeting of the school year. The approved budget shall guide all expenditures.

Section 2. Spending Outside the Approved Budget

a. Overage Approval Requirements

1. **\$0.01 – \$250 over approved budget amount**
 - Written approval from the President is required.
2. **\$250 – \$500 over approved budget amount**
 - Written approval from every Board member is required.
3. **\$500 and up over approved budget amount**
 - Approval by PTO membership is required at a regular or special PTO meeting.

Section 3. Check Requests & Approvals

- Check requests **under \$250** require approval from **one (1) PTO Board member**.
- Check requests **\$250 or more** require approval from **two (2) PTO Board members**.
- Approval **may not** come from:
 - The requesting person
 - The Treasurer
 - The second signer

Section 4. Check Signers

- All checks over \$100 require **two authorized signatures**, 1) a treasurer and;
- The second signer must:
 - Be a Board member
 - Be listed on the bank account

Section 5. Contracts & Obligations

Only authorized Board members may enter into agreements within the approved budget. No Board member may represent Elliott Ranch Elementary or the Elk Grove Unified School District.

Section 6. Loans

No loans shall be made to Board or general members.

Section 7. Financial Reporting

The Treasurer shall present a financial report at each membership meeting and a final report at year-end. The Financial Review Committee shall review and audit the annual report.

ARTICLE IX – RECORDS RETENTION

All financial records and meeting minutes shall be retained for seven (7) years and then destroyed.

ARTICLE X – MEMBERSHIP DUES

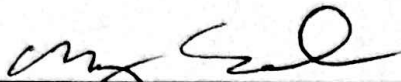
Membership dues shall be determined by the organization. Any change in dues must be approved by the membership.

ARTICLE XI – AMENDMENTS

These bylaws may be amended at any meeting with quorum by a majority vote of members in good standing present.

CERTIFICATE OF ADOPTION

I, **Ivory Azevedo**, hereby certify that I am the duly elected Secretary of the Elliott Ranch Elementary Parent Teacher Organization and that the foregoing bylaws were adopted effective **February 3, 2026**.



Ivory Azevedo
Secretary