

BYLAWS
THEMATIC LEARNING COMMUNITY PARENT TEACHER ORGANIZATION

Revised last: 9/16/2024

Adopted: 8/28/2019

ARTICLE I

NAME

The name of this group shall be the Thematic Learning Community Parent Teacher Organization, hereinafter referred to as the “PTO”.

ARTICLE II

PURPOSE

The purposes of this group are:

1. To provide direct assistance to teachers in the classroom.
2. To provide funds for the enrichment of the classrooms and educational experiences.
3. To facilitate communication within the PTO and among the parents, teachers, and administration of the Thematic Learning Community.
4. To ensure the needs of the Thematic Learning Community are recognized and addressed by the Chico Unified School District.
5. To promote the Thematic Learning Community and its philosophy within the community.

ARTICLE III

MEMBERSHIP

Parents or legal guardians of a child currently enrolled in the Thematic Learning Community, as well as teachers and staff, shall be considered members of the PTO.

ARTICLE IV

DUTIES OF THE MEMBERSHIP

Enrollment in the Thematic Learning Community represents a family commitment. The success of the Thematic Learning Community depends on this commitment. PTO members shall help garner support throughout the year in various ways, including promoting school community events and coordinating sign-ups both inside and outside the classroom.

Section 1. Support

Each family with a child or siblings enrolled in the Thematic Learning Community shall contribute an average of two hours per week per family to the program.

Section 2. Involvement

PTO members shall attend the annual All Parent/Teacher meeting.

Section 3. Fundraising

PTO members will support fundraising projects for the program through direct involvement in fundraising committees and/r participation in fundraising events.

ARTICLE V VOTING RIGHTS OF THE MEMBERSHIP

PTO officers (voted-in members, i.e. Co-Moderators, Secretary, Treasurer, etc.) shall have one vote in decisions brought before the PTO. All decisions of the PTO shall be passed by a majority of the PTO members voting. Topics must be introduced to all PTO members before a vote, input may be garnered from all members, and officers will ultimately vote for the final decision at the next convening of the PTO or in writing if time-sensitive or if a quorum is not present.

ARTICLE VI DEFINITIONS

Section 1. Meetings

The PTO shall meet monthly or as needed. All regular and special meetings of the PTO shall be open to representatives from the school district.

Section 2. Duties

The duties of the PTO shall be to guide on matters of policy, transact necessary business of the PTO, and fill PTO vacancies. The PTO may bring any decision regarding an issue of significance to the Thematic Learning Community to a vote of the PTO during the school year. It may authorize expenditures and payment of bills. It shall present a preliminary budget report for adoption to the entire school community at the All Parent/Teacher meeting.

Section 3. Voting

Each PTO voting officer shall be entitled to one vote and may cast that vote on each matter submitted to a vote. Proxy voting and absentee ballots shall not be permitted. All decisions of the PTO shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum was present.

Section 4. Quorum

The presence of more than half of the PTO voting members/officers will constitute a quorum necessary for the transaction of the business of the PTO.

Section 5. Term

The term of office for PTO voting members/officers shall be for two years. The term of office of Classroom Representatives shall be one year.

Section 6. Termination

A PTO member shall no longer hold membership should they cease to be a member of the school.

Section 7. Resignation

Any PTO member may resign by submitting a written resignation to the PTO.

Section 8. Removal from Office

Voting members/officers of the PTO may be removed from office by a majority vote of the PTO.

Section 9. Vacancies

Nominations to fill vacancies on the PTO shall be made by Co-Moderator(s) and be approved by a vote of the PTO. PTO members appointed in this manner shall hold office until the next scheduled annual election.

ARTICLE VII PTO OFFICERS AND DUTIES

All PTO Officers shall be elected at the All-Parent/Teacher meeting or as appointed by the PTO. If an officer fails to attend three consecutive PTO meetings, that office may be declared vacant and a successor appointed at the PTO's discretion. Each position can be occupied by one or two people. If the position includes voting rights, each person holding that position is entitled to one vote. When one position is held by two people, one of the position holders is to have one year of tenure on the PTO in said position. In the case that this is not possible, the position will be mentored by a Co-Moderator. The Co-Moderator position cannot be filled by a person who does not have one year of tenure on the PTO.

Section 1.

- a. The **Co-Moderators** shall preside at all meetings; prepare and distribute an agenda for each meeting; set the time and place of meetings; oversee the PTO and committee members; nominate replacements; be responsible for communication among the PTO, teachers, and principal; establish and maintain a schedule for PTO members to attend staff meetings throughout the year, ensuring PTO support is provided to teachers; and represent the PTO in matters involving the school district and the community. The Co-Moderators shall hold one of three check-signing authorities.
- b. The **Secretary** shall record the minutes of the PTO and All Parent/Teacher general membership meetings; maintain records pertaining to the PTO; bylaws; manage correspondence; submit notices of meetings in the Thematic Learning Community newsletter and other approved communications; preside at meetings in the absence of a Co-Moderator; and act as a time-keeper to alert the PTO when individual speakers exceed three minutes and/or a topic discussed is for more than 10 minutes. The Secretary shall hold one of three check-signing authorities.
- c. The **Treasurer** shall be the custodian of the Thematic Learning Community Program funds and provide a budget-to-actual financial update and a listing of expenditures that have occurred since the last Treasurer's report at each monthly PTO meeting. The Treasurer shall be responsible for maintaining the PTO's non-profit status and holding all bank information. The Treasurer shall hold one of three check-signing authorities.
- d. The **Publicity Coordinator** shall promote the Thematic Learning Community and its philosophy in the community, including recruitment. A status report will be given at each monthly PTO meeting. They must submit notices of events in the Thematic Learning Community newsletter and other approved communications. The Publicity Coordinator must have online access and social media administrator privileges.
- e. The **Corporate Liaison** will work in conjunction with the Events Coordinator to obtain sponsorships and donations from community members and businesses in the local area. A status report will be given at each monthly PTO meeting.
- f. The **Events Coordinator** shall develop an annual plan for coordination and volunteer support for school events scheduled throughout the academic year. A status report will be given at each monthly PTO meeting. The Events Coordinator will manage the design and content of the PTO bulletin board in the hallway and recruit volunteers to help as necessary.
- g. The **Parent Commitment Coordinator** shall provide direct assistance to teachers through the appointment of Classroom Representatives, attend monthly PTO meetings, and disperse a summary of pertinent information resulting from each meeting to the Classroom Representatives for distribution to classroom parents.

**ARTICLE VIII
PTO CLASSROOM REPRESENTATIVES**

a. One Classroom representative shall be self-appointed for each classroom at the beginning of each school year. Each Classroom Representative shall attend the monthly PTO meetings and act as a liaison between their classroom's parents, their classroom's teacher, and the PTO. The Classroom Representative is responsible for filling all classroom positions and gathering support for all classroom and school events. In the event that the classroom representative cannot attend a meeting, they may appoint another parent or guardian from the classroom to act as a substitute. This position can be shared between multiple parents or guardians. This is a non-voting position.

**ARTICLE IX
BUDGET**

Section 1. Purpose

A budget shall be used to provide guidelines for PTO expenditures.

Section 2. Formation and Ratification

The budget shall be formulated by members of the PTO and reviewed by the PTO prior to its presentation at the All Parent/Teacher meeting.

Section 3. Budget Year

The budget shall be based on a 12-month fiscal year, spanning July 1 through June 30. The budget shall include funds for necessary operating expenses throughout the year, including periods of school closure (e.g. holiday and summer breaks).

**ARTICLE X
COMMITTEES**

The PTO may from time to time establish and abolish standing or special committees. No standing or special committee may exercise the authority of the PTO. Membership in the committees shall be voluntary. The PTO may determine the number of committee coordinators.

**ARTICLE XI
REVISION OF BYLAWS**

These bylaws may be amended at any time by a majority affirmative vote of the PTO.

**ARTICLE XII
RULES**

The rules contained in the latest edition of "Robert's Rules of Order" shall govern the PTO and all cases to which they apply and are consistent with these bylaws. PTO meeting announcements, agendas, and minutes shall be made available to the Thematic Learning Community once reviewed and approved via vote.

**ARTICLE XIII
DISPOSITION OF ASSETS**

In the event of the discontinuance of the PTO, the assets of the PTO shall remain with the Chico Unified School District.