

Bylaws of the Haynes Street School PTO

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I. Offices

A. Principal Office - The principal office of the corporation for the transaction of its business is located at 6624 Lockhurst Drive, West Hills, CA 91307.

II. Purpose

A. Open forum - The purpose of this organization shall be to provide a forum for parents and teachers to cooperate, share ideas, coordinate social activities, and provide fundraising opportunities that will benefit the school and it's students.

B. Activities - Activities will be coordinated in conjunction with the school administration and will conform to all school requirements for safety, access, and appropriate subject matter.

C. Fundraising - Funds raised shall be spent to assist the school and it's students to obtain materials and to fund programs that are educationally beneficial and not provided for in the school budget.

III. Members

A. Member types - There shall be one class of membership. Any parent, guardian or other adult standing in loco parentis (person who has taken the position in reference to a child as that of the lawful parent) for a student attending the School during the current school year may be a member and shall have the rights of a member enumerated herein.

B. Dues - There shall be no dues collected or any charge for membership.

C. Board - Throughout this document the term "board" may be used to refer to the voting membership present at a meeting (Officers plus Members)

D. Teachers - Teachers may vote as members if they meet the membership criteria (parent or guardian of a currently enrolled student), and teachers have the right to participate in meetings and speak to the board, but may not vote.

IV. Meetings

A. Types of Meetings - There shall be three types of meetings: Regular Meetings, Special Meetings, and Officer Meetings.

B. Regular Meetings - The organization shall have regular meetings at a minimum five (5) times between the first of September (at the start of the school year) and the first of September (at the start of the following school year).

C. Special Meetings - A special meeting of members may be called at any time by the President, Officers, or any ten members for any lawful purpose, but the scope of a special meeting is limited to specific matters which must be stated in the notice of the meeting. When a special meeting is called by members pursuant to this Section, the Secretary shall, within ten (10) days of any such request, set a date for such meeting, which shall be no less than (10) ten and no more than thirty (30) days from the date such request is made.

D. Officer Meetings - As needed the Officers of the organization may meet to discuss or to prepare materials prior to regular meetings, review reports from committees, review the business of the organization, or discuss personnel issues. All decisions discussed will require voter approval as appropriate.

E. Transition Meeting - A Transition meeting shall be held after the results of the election but prior to fourteen days (14) before the end of instruction. The transition meeting shall be open to all members to attend, and all current and newly elected officers are required to attend.

F. Minutes and Agendas - It shall be the responsibility of the Secretary to set an agenda in coordination with the officers, to address the business to be discussed at the meetings. Any member can submit an item for consideration in advance of a meeting by submitting a written request to the Secretary at least three (3) days prior to a regular meeting. Agendas shall be distributed to the membership at least two (2) days prior to the meeting.

The Secretary shall record the minutes during every meeting. This will include the members present, the motions discussed, the resulting votes and any other business conducted. Copies of the minutes shall be provided to the membership no less than five (5) days prior to the next scheduled meeting. A copy of the Agendas and Minutes shall be provided to the Administration to be kept as a record.

G. Notice of Meetings - Notice shall be provided at least ten (10) days prior the date of the meeting by posting such notice in a bulletin, newsletter, e-mail, electronic communication, distributed through the students of the School, on the bulletin board at the entrance to the School, by first class mail, or other communication method approved by the board. Such notice shall state the date, time and place of the meeting and the general nature of the business to be transacted. Consistent communication methods shall be used throughout the term of the board.

H. Quorum - A Quorum for the transaction of business shall be ten (10) members who are entitled to vote at that meeting. In the event that quorum is not present no business can be conducted except to plan the next meeting or how to obtain quorum.

I. Voting - The secretary shall check the sign-in list at the start of each meeting and provide a count of the number of members present and if a quorum is or is not present. If a quorum is present business may be conducted and the secretary shall count the number of members present to determine how many votes are required for a simple majority. Any decision approved by a majority of members present shall constitute the decision of the membership.

J. Debate Rules - As part of normal meeting proceedings debate will be allowed on items prior to a vote, but debate shall be limited to 3 minute segments and each member shall only be allowed to speak on any topic twice. Rules of debate may be modified via standard parliamentary process as needed.

K. Place of Meetings - All regular meetings shall be held at <school address> or as stated in the notice of the meetings.

L. Open Meetings - All meetings shall be open to any parent, faculty member, or other interested person, but only members are entitled to vote.

V. Election of Officers

- A. Eligibility** - Any member of the organization may be an officer.
- B. Election Date** - An Election Meeting shall be held prior to the 15th of May.
- C. Officer Terms** - Each officer shall hold the office that they were elected to for the coming school year (June - June). Each officer is required to be available to assist with board transition (see section IV E above) to the new officers in the month of June.
- D. Nomination of Officers** - Thirty (30) days prior to the election meeting date members may send nominations for any of the open officer positions to the Secretary and the Principal of the School. Members are encouraged to nominate candidates who have particular skills, experience, or expertise needed to execute the position they are nominated for.
- E. Acceptance of Responsibility** - Nominated candidates are required to fill out the acceptance of responsibility form that details the responsibilities of the position that they are a candidate for. This sheet will contain the specific duties, responsibilities, and obligations of the position and will be signed by the candidate and a copy provided to the Secretary and the Principal.
- F. Notice of Candidates** - The Secretary and Principal shall work together to insure there is a comprehensive list of candidates and shall post the list of candidates using the standard communication methods listed above in section IV G at least ten (10) days prior to the election date. The list may include a brief statement of the qualifications of each candidate.
- G. Election Meeting** - The Secretary and Principal shall create a ballot that will be used at the election meeting, each member present will be provided with a ballot that will contain each of the offices to be filled, and a list of candidates. The ballots will be passed out to each member and members will be instructed to select one candidate for each open position listed, and then to return the ballot to the ballot box. The Secretary, will then coordinate the counting of ballots with the oversight of the other officers present and the principal. Ballot totals and results will be posted (using the standard communication methods in section IV G) within 24 hrs of the vote. In the event of a tie a run-off vote will be conducted within 24 hrs of the original vote. In the event that there is no candidate for an open position, the position will be filled at the first regular meeting of the new board.

H. Vacancies - In the event of a vacant officer position, the board may nominate and elect a new officer. This will be the first order of business at the next scheduled meeting. Nominations should be submitted to the Secretary and President (or available officer if both of these positions are vacant). The Board will then ratify the nomination of the candidate

I. Impeachment - In the event that an officer is found to be in dereliction of duty, not adhering to the acceptance of responsibilities from that they signed upon becoming a candidate, or has lost the faith and confidence of the board there can be a recall meeting and impeachment. The recall meeting will be called specifically to address the matter of impeachment and no other items of business can be discussed at this meeting. Quorum requirement for an impeachment meeting is 10 members + 2 officers. There must be an actual and substantive breach of the organizations rules, the law, or failure to complete the responsibilities of the position the officer has been elected to.

VI. Officers

A. President - The President shall be the Chief Executive officer of the organization. The President shall chair all meetings of the board. Represents the organization at public functions, and school staff meetings. Responsible for assuring all officers know their responsibilities and perform them according to the needs of the organization. The President shall be responsible to enforce and oversee that all rules and by-laws are adhered to, additionally that any legal obligations are met and complied with.

B. Vice President - The Vice President shall assume the role and all responsibilities of the President in the event that they resign, are removed, or otherwise cannot complete the responsibilities of the office of President. In addition the Vice President is responsible for coordinating merchandise inventory, and sales throughout the year, working with corporate or business sponsors, researching donation or volunteer opportunities. The Vice President will also run the Parent Sponsorship drive at the start of the year, and will be responsible for communicating the status and success of the drive to the board, and will coordinate with the Treasurer as needed.

C. Secretary – The Secretary shall be responsible for all official communication to and from the board. Shall review any flyers or communications being sent on behalf of the board or committee. Shall be responsible for creating Minutes and Agendas for all board meetings. Shall be responsible for checking the sign-in list at each meeting to determine quorum and also determine how many voting members are present. Shall (along with the principal) coordinate the nomination process of officers (refer to Section V).

D. Event Officer – The Event Officer shall be responsible for coordinating and scheduling all on-site and off-site events throughout the year. The Event Officer shall be responsible for creating and maintaining the event calendar in conjunction with the school principal. The Event Officer will work with the Vice President to coordinate merchandise sales at events. The Event Officer shall report the expenditures and any profit to the board at the next regular board meeting following an event. The Event Officer will act as the point of contact and shall be responsible for coordinating with the event committees for the various events throughout the year. The Event Officer shall work with the committees to document and create a checklist of steps or requirements for each of the events. The Event Officer shall coordinate with the President to obtain insurance for events as required.

E. Treasurer – The Treasurer shall be responsible for maintaining all financial records of the organization. The Treasurer shall provide up to date financial statements to the board at each regular board meeting. The Treasurer shall be responsible for providing an up to date copy of the organization's financial records for posting or communicating to the board membership on a monthly basis. The Treasurer shall be responsible for coordination with any internal or external financial audits or accountants. The Treasurer shall be responsible for drafting the annual tax filing, and will provide this to the board for review and approval. The Treasurer shall also be responsible for assuring that lockboxes, receipts, checkbooks, and reimbursement documentation be coordinated and maintained.

F. Parliamentarian – The Parliamentarian shall be responsible for providing parliamentary guidance to the board. The Parliamentarian shall assist with any parliamentary questions that should arise during the course of all meetings.

VII. Officer Responsibilities

- A. General Duties** - Perform all duties assigned regarding the primary goals of the organization (Open forum, Events, and Fund Raising). Assist with ideas and suggestions for ways to include greater parent participation in the school and it's events, and fund raisers.
- B. Attend Meetings** - Meet at such times as these bylaws specify.
- C. Represent the parents** - Act as a representative of the parents and students. Promote the Organization and it's events to parents, students, and the community.
- D. Transition** - It shall be the responsibility of the officers to provide for a successful transition to the incoming officers when their term is completed. Each officer position will have specific responsibilities of providing a written copy of documentation pertinent to the office that they held to the successor at the Transition Meeting (Section IV E). A copy of each piece of documentation will also be provided to the school principal. The outgoing officer is required to meet at least twice with their successor to review the position, the documents provided, any on-going or current projects, or other items that should be transitioned to allow for the organization to continue to smoothly function as expected.

VIII. Parliamentary Authority

- A. Parliamentary Authority** -The organization shall use Robert's Rules of order Newly Revised as the basis for parliamentary process and enquiries.

IX. Modification of the By-Laws

A. Modification Process - The By-laws may only be modified using the following process: A request to create a By-Law committee to review the by-laws and research any modification must be discussed and approved at a regular meeting of the board, and be adopted by a majority vote. The By-law committee (consisting of the Parliamentarian and any member volunteers) shall then research any potential modifications, and provide a draft back to the officers for review. Once the officers have reviewed the document and any subsequent changes have been made, the by-laws will be submitted to the board for approval at the next regularly scheduled board meeting. The modification of the By-Laws will require a two-thirds majority of present members to approve the changes or modifications. It shall then be the responsibility of the Secretary to distribute the new (revised) copies of the By-Laws to the membership.