

Steele Canyon
Parent Teacher Organization

12440 Campo Road
Spring Valley, CA 91978

By-Laws
And
Articles Of Association
May 2006
As Amended, May, 2009

Article I – Name

The name of this organization is the **Steele Canyon Parent Teacher Organization** (SC PTO). The organization is located in Spring Valley, California. For purposes of these Bylaws, the term “Organization” shall mean the SC PTO.

Article II – Purpose

A. The purpose of this organization is to keep the spirit of our school alive with active communication among parents, faculty and administration and to raise funds for the educational and recreational enrichment of the students by:

- 1) Assisting students, teachers and administrators to improve the learning environment;
- 2) Participating in the decision-making process establishing school policy;
- 3) Implementing educational programs;
- 4) Offering supportive services;
- 5) Purchasing materials and supplies;
- 6) Constructing facilities and site improvements; and
- 7) Providing resources to enhance communications from Steele Canyon High School to parents.

B. While it is the intent of the organization that its programs and events benefit all of the existing (and possibly future) students at Steele Canyon High School, the organization may expend funds for programs or events that benefit only one grade, one class, or one student, at the discretion of the membership, as long as the purpose of the expenditure is reflected in at least one of the foregoing purposes of the organization.

Article III - Organization Takes No Political Stand

The organization or membership, as a unified body, will not endorse any candidate or take any political stand.

Article IV - Membership and Dues

A. Membership is open to parents/guardians, teachers and staff of Steele Canyon High School and to anyone who would like to support SC PTO's endeavors.

B. SC PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time during the year.

C. Membership in this PTO shall be made available without regard to race, color, creed, national origin, *sex, political affiliation, or beliefs*.

D. Dues shall initially be \$10.00 per person, paid annually. Dues shall cover the

membership period July 1 to June 30 and are valid for the fiscal year in which they are paid. Membership dues are not prorated. The Executive Board is authorized to alter the annual dues and take such other action with respect to the setting and payment of dues as the Board considers to be in the best interest of the organization.

E. A member must have paid their dues at least 14 calendar days before a meeting to be considered a member in good standing with full voting rights.

Article V - Executive Board

A. The Executive Board shall consist of officers of the organization, the chairpersons of committees, the staff representative and the principal of the school, or a representative appointed by the principal, all of whom shall be members of this PTO.

B. The Executive Board:

- 1) Shall transact necessary business between meetings of the organization and such other business as may be referred by the organization.
- 2) May authorize the payment of organization bills within the limits of the budget adopted by the organization. Such action must be recorded in the Executive Board's minutes.
- 3) May authorize the payment of other unbudgeted organization bills not to exceed a cumulative total of FIVE HUNDRED DOLLARS (\$500.00) between meetings of the organization. Ratification of payment of these bills must occur at the next organization meeting and must be recorded in the organization minutes.
- 4) Shall create ad hoc committees as are deemed necessary to promote the purposes and to carry on the work of the organization.
- 5) Shall fill vacancies in the office of President, and shall ratify the President's selection to fill vacancies in other offices and committee chairs..
- 6) Shall present a report at meetings of the organization.
- 7) Shall receive a financial report from the Treasurer at each meeting.
- 8) Shall conduct its meetings consistent with Robert's Rules of Order, except to the extent that these Bylaws provide different procedures.

C. The Executive Board is subject any actions taken by the SC PTO at the PTO's general or special meetings, and none of its acts shall conflict with action taken by the organization.

D. A PTO member shall not serve as a voting member of this Executive Board while serving as a paid employee of or under contract to this organization.

E. The Executive Board shall meet at least once a month during the school year (9 meetings), unless otherwise ordered by the Executive Board. The Executive Board shall schedule the day and week for the monthly Executive Board meetings no later than the first month of the school year.

F. Special meetings of the Executive Board may be called by the President. All Executive Board members must be notified of special meetings at least seven (7) days prior to the meeting.

G. Five (5) members shall constitute a quorum of the Executive Board.

H. Voting by proxy is PROHIBITED.

Article VI - Officers and Elections

A. Officers will be: President, Vice President, Secretary, Treasurer, and Auditor.

B. The committee chairs are appointed by the President and ratified by the Executive Board.

C. Officers and Committee Chairs must be members of SC PTO.

D. A Nominating Committee shall be appointed by the board at the January Organization General Meeting. No members shall serve more than two consecutive years on the nominating committee.

E. A proposed slate is to be presented not later than May board meeting, and the election is to be held at the April, May or June, Organization General Meeting. Additional nominations may be made from the floor at the General Organization Meeting. Nominees must give permission to be placed on the slate.

F. Voting may be held by printed ballot or voice consent. Nominations made from the floor and approved by the nominee may be written in.

G. A term of office is one year in duration, July 1 through June 30.

H. A president may not serve more than two (2) consecutive years unless approved by a two-thirds vote of the Executive Board.

I. Vacancies of an office shall be filled for an unexpired term by appointment by the president, or by the Executive Board, if the president is not seated, and ratified by the executive board.

J. Officers shall serve for a term of one year or until their successors are elected. No officer shall be eligible to the same office for more than two (2) consecutive terms unless approved by a two-thirds vote of the Executive Board. No officer may hold more than one elected office concurrently.

Article VII - Duties of Officers

A. All officers are expected to attend all executive board meetings and general and special meetings of the SC PTO, and assist in SC PTO sponsored activities.

B. Each officer shall be responsible for keeping an up-to-date procedure book and for turning it over to the incoming officer or chairman at the end of the term of office.

C. The President shall:

- 1) Preside over all meetings;
- 2) Help coordinate activities of other officers and committee chairs;
- 3) Appoint committee chairs when necessary;
- 4) Be an ex-officio member of all committees other than the Nominating Committee;
- 5) Research and propose for board approval any new fundraising suggestions;
- 6) Call special meetings of the Executive Board as necessary;
- 7) Approve all printed materials for school distribution under SC PTO heading. The materials must also be approved by the principal;
- 8) Write a report or article for the SC PTO to be placed in the Paw Prints Newsletter and given to Paw Prints Chairperson at their discretion.
- 9) Regularly attend Cougar Council meetings, as determined by the principal;
- 10) As an ex officio member, regularly attend Steele Canyon Governing Board meetings.
- 11) Appoint an assistant to any of the chairs, subject to ratification of the Executive Board. Such assistant shall have full voting rights as an Executive Board Member.
- 12) Fill vacancies of an office for an unexpired term, subject to ratification by the executive board.

D. The Vice President shall:

- 1) Serve as the primary aide to the President;
- 2) Perform the duties of the President in the absence or disability of that officer to act;
- 3) Perform such other duties as may be prescribed in these by-laws or assigned by the Executive Board or the President.

E. The Secretary shall:

- 1) Keep accurate minutes of SC PTO Executive Board and General Organization Meetings and distribute minutes to all board members, administration, school district board and faculty members no later than the next meeting. The minutes shall document all attendees of the Executive Board meetings;
- 2) Prepare a list of unfinished business for the use of the President;
- 3) Have minutes available at all meetings;
- 4) Keep copies of the by-laws;
- 5) Record all expenditures in the minutes;
- 6) Keep a current list of the paid members of the organization provided by the Membership Chair;
- 7) Conduct all necessary correspondence of the organization upon authorization by the President, Executive Board or Organization;
- 8) Notify officers of their election and chairmen of their appointments;

- 9) Send out notices of Executive Board meetings.
- 10) Keep a binder of all communications by the SC PTO to the general membership, including, for example, newsletters, correspondence, and fliers.

F. The Treasurer shall:

- 1) Keep permanent books of accounts and gross income, receipts and disbursements;
- 2) Receive all money and deposit it into the SC PTO bank account(s);
- 3) Pay bills owed by the SC PTO having to do with SC PTO business;
- 4) Give financial reports at SC PTO meetings;
- 5) In August prepare a budget for the Organization, which shall be approved by the Executive Board by majority vote and ratified at the first General Organization Meeting of the school year;
- 6) (f) Keep a running budget account;
- 7) Be responsible for filing required tax forms;
- 8) Make an annual financial report;
- 9) Keep the membership informed of expenditures as they relate to the budget adopted by the organization;
- 10) Present a Treasurer's Report at every meeting of the Organization and the Executive Board and at other times when requested by the Organization;
- 11) Provide copies of the bank statements to the Executive Board on a regular basis.

G. The Auditor shall:

- 1) Audit the books and financial records of the organization semiannually;
- 2) Prepare a mid-year audit to be completed in January. The year-end audit shall be completed in July. (NOTE: The audit at the end of a term is performed by the outgoing auditor.);
- 3) Present a written report to the Executive Board at the September and February meetings;
- 4) Present a written report for adoption by the organization at the September and February meetings;
- 5) Audit the books upon resignation of the Treasurer and at any time deemed necessary;
- 6) Not be related by blood or marriage or reside in the same household as the financial officers and/or for authorized signers of checks.

Article VIII - Duties of Committee Chairs

A. The Committee Chairs and their general responsibilities shall be as set forth in this Article. All Committee Chairs are expected to attend all Executive Board Meetings and general and special meetings of the SC PTO. Each chair shall be responsible for keeping an up-to-date procedures book and for turning it over to the incoming officer or chairman at the end of the term of office.

B. Section 1 - Membership Chair shall:

- 1) Conduct a membership campaign, which promotes Steele Canyon PTO and the programs and services we offer;
- 2) Keep a list of members, and their donations;
- 3) Provide a membership list to the Secretary and other Executive Board members as may be necessary to carry out their functions.

C. Community Relations : The Community Relations function shall be managed by three Committee Chairs, all of whose responsibilities shall include promoting the Steele Canyon PTO and the programs and services provided to the students and teachers at Steele Canyon High School in the community at large. The three chairs and their additional responsibilities are as follows:

- 1) The Paw Prints Chair shall --
 - a) (1) Be responsible for the publication and dispersal of the Paw Prints, the official newsletter of the Steele Canyon PTO;
 - b) (2) Enhance communications from SCHS to parents.
- 2) The eNews/PTO Website Chair shall –
 - a) Ensure that the PTO is provided current information by sending out e-News to PTO members and managing and keeping current the PTO Website;
 - b) On a regular basis, e-mail PTO membership regarding upcoming events and information pertinent to students, parents, and the community.
- 3) The Volunteer Coordinator Chair shall –
 - a) Compile a list of volunteers to help in PTO/SCHS activities;
 - b) E-mail or call prospective volunteers when the need arises;
 - c) Provide contact information to SCHS staff and the Executive Board to identify volunteer needs.

D. The Grade Level Representative Chair shall be the 12th Grade Representative and shall coordinate the activities of grade level representatives for each of the other grades. All such representatives shall be appointed by the President, subject to ratification by the Executive Board, and shall be voting members of the Executive Board. Each Grade Level representative shall also provide the board with detailed financial reports on a regular basis. Additionally, in carrying out Grade Level Representative functions, fund raising for the senior tri//Grad Night shall begin in that class' freshman year.

- 1) Each Grade Level Representative shall:
 - a) Act as a liaison between the PTO and each class advisor,

- b) Assist the class advisor, as the class advisor may request, in fund raising and other class support activities,
- c) Report to the Executive Board on class activities and requirements.

2) In addition, the 12th Grade Representative shall

- a) Facilitate baccalaureate, the senior trip/Grad Night, and the senior breakfast;
- b) Promote class activities;
- c) Fund raise for senior trip/Grad Night.
- d) Work with the senior class and their parents on Grad Night activities;
- e) Report to the Executive Board on a regular basis the plans for Grad Night and obtain Executive Board approval prior to the commitment of any funds. The report should include a budget for the event and an overview of the planned activities;

E. Hospitality Chair shall:

- 1) Be responsible for various staff appreciation events throughout the year;
- 2) Report to the board and get approval prior to an event;
- 3) Help the 12th Grade Representative carry out PTO activities for the senior class.

F. Fundraising Chair shall:

- 1) Work with the Membership Chair on PTO promotions;
- 2) Work with School Staff on various PTO fundraising events throughout the year;
- 3) Look for grants that may be available, to fund various PTO projects.

G. Program Chair shall;

- 1) Coordinate with administration, teachers and staff, various programs/workshops that enhance the educational experience for the student of Steele Canyon High School.

H. Parliamentarian shall:

- 1) Attend all meetings of the Organization and of the Executive Board and give necessary advice in parliamentary procedure;
- 2) Call the first meeting of the nominating committee, conduct election of a chairman and give instructions in procedure, and may be contacted for additional information, if needed, and shall attend meetings of the nominating committee only if elected to serve as a member of the committee;
- 3) Chair the by-laws committee and review by-laws and standing rules annually;
- 4) Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.
- 5) Be generally familiar with parliamentary procedure, including applicable

provisions of Robert's Rules of Order.

I. The Historian shall:

- 1) Assemble and preserve a record of the publications, activities, and achievements of the organization;
- 2) Act as custodian of records and other materials pertinent to the history of the organization.

Article IX - General Meetings and Reports

A. General meetings of the membership shall be held at least semi-annually. The meeting dates and times shall be decided upon by the majority vote of the board and maintained throughout the year.

B. The April, May, or June meeting shall hold the election of officers.

C. Motions, debates and voting on the election of officers shall be limited to SC PTO members.

D. SC PTO meeting motions, debates and voting shall be limited to SC PTO members.

E. A SC PTO general meeting quorum shall consist of 11 current SCPTO members.

E. Annual reports shall be presented by the President, Officers and Chairs at the end of their term.

F Robert's Rules of Order shall govern this organization in all cases in which they are applicable and not in conflict with these bylaws.

G. Special general meetings may be called by the President or Vice President with at least a 15 day notice.

Article X – Standing Rules

A. Standing rules may be approved by the Executive Board by two-thirds vote and the secretary shall keep a record of the standing rules for future reference.

Article XI – Amendments

A. These by-laws may be amended at any regular or special meeting of the general membership. Proposed bylaw amendments must first be approved by the Executive Board. The Executive Board may not act on proposed Bylaw amendments unless notice was given at the prior meeting, on the PTO website, by e-mail, Paw Prints,, or by other written means available to all members of the organization. Posting of this notice on the PTO website or in Paw Prints shall constitute adequate notice of proposed bylaw

amendments.

B/ Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XII– Dissolution

A. The organization may be dissolved provided that 30 day written notice is given to all members prior to a General Organization Meeting and a two-thirds vote of those present at such meeting.

B. Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the 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 XIII: Tax-Exempt Status Policies

A. The policies in this section have been established and shall be administered to maintain a tax-exempt status as defined in section 501 (c)(3) of the Internal Revenue Code.

B. The organization shall be established and operated for charitable and educational purposes.

C. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose article hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

D. Upon the dissolution of the 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.

5/2/09

Article XIV - Fiscal Year and Identification Numbers

A. The fiscal year of this PTO shall begin July 1 and end June 30.

B. This PTO shall not assume any financial obligation in any one term of office that will be carried over into the succeeding term.

C. The Internal Revenue Service Employer Identification Number (EIN) for this PTO is XX-XXX5201.

AMENDED BY-LAWS OF: STEELE CANYON PTO

ADOPTED BY THE ORGANIZATION:

Date

I Certify that these Amended Bylaws were approved by the Membership of the Steele Canyon PTO on the above date:

Lynn Mullahey, President

Jeff Campbell, Secretary

STANDING RULES

1. At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the Organization upon request.
2. At least twenty-four (24) hours notice, in writing, must be given to the President in order to have an item of business or an announcement placed on the Executive Board or General Organization Meeting agenda, unless otherwise approved at the Executive board or General Organization meeting.
3. When a recommendation for an item of business or an announcement that has not had prior consideration by the Executive Board is brought to a General Organization Meeting, it may be referred to a committee and/or the Executive Board for study, if not approved for consideration at the Executive Board or General Organization meeting.
4. Any non-PTO material to be distributed at a General Organization Meeting must be approved by the Executive Board prior to the meeting.
5. Each officer and chair shall be responsible for keeping an up-to-date procedure book and for turning it over to the incoming officer or chairman at the end of the term of office.
6. The President, subject to ratification of the Executive Board, may appoint an assistant to any of the chairs. Such assistant shall have full voting rights as an Executive Board Member.
7. The membership list/directory of this PTO shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.

NOTE: Standing rules may be adopted by a majority vote at any General Organization Meeting. Amendments to the standing rules require a two-thirds (2/3) vote without previous notice, a majority vote with such notice. Standing rules should be procedural rather than parliamentary and may not conflict with the bylaws.