

Cooley Ranch Elementary School

Parent Teacher Organization Bylaws

Article I- Name

The name of this organization shall be the Cooley Ranch Parent Teacher Organization, also known as CRPTO. The CRPTO is located at 1000 S. Cooley Dr., Colton, CA 92324.

Article II- Purpose

- a) To promote the education and well-being of students
- b) To provide a forum for discussion and foster communication between parents, administrators, educators, and the community
- c) To promote volunteer programs and resources
- d) To sponsor projects and events for the benefit of students and the school
- e) To raise funds to support our purpose

Article III-Membership

- a) Any parent, guardian, other person standing in “loco parentis,” direct relative of a child enrolled at Cooley Ranch Elementary School (CRES), and CRES Administrators and teachers may purchase a membership.
- b) Any member in good standing shall have the privilege of making motions and serving on committees.
- c) A voting member shall be anyone who is a member in good standing who has purchased the \$5.00 PTO membership.
- d) Dues will be established by the Executive Board.
- e) The membership year will run from July 1st through June 30th of each year.

Article IV- Officers and Duties of Officers

Section 1. Officers.

- a) The officers of this organization shall be a President, Vice President, Secretary, and Treasurer.
- b) Executive Board Members shall be President, Vice President, Secretary, Treasurer, Administrator, and a Teacher.

Section 2. Duties of Officers.

- a) President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings

outside the organization, serve as an “ex officio” member of all the committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. Submit any required District forms for PTO/School Booster Clubs yearly. Deliver to the successor in office, all records in his/her possession by fiscal year end.

- b) Vice President. The vice president shall assist the president and carry out the president’s duties in his/her absence or inability to serve. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- c) Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to the meetings. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- d) Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. S/he will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. Internal Audits will occur twice a year (November and May). If required, prepare federal tax forms (Form 990 and Form 990EZ) as required by the IRS and submit by December 15 of each year - see attached documentation. Renew the incorporation of the PTO each year as required by the State of California. Deliver to the successor in office, all records in his/her possession by fiscal year end or at time of resignation.
- e) All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to him/her.
- f) All officers shall deliver to their successor’s official materials at the close of their service in office.

Article V- Nominations, Elections and Installation.

Section 1. Nominations.

- a) Any PTO member is eligible for office if they are members in good standing at the time of nomination.
- b) Nominations for the Board will be taken at the February general meeting. Nominees must be the parent or guardian of a child attending CRES.
- c) The PTO shall send out a ballot form for CRES new nominees for the upcoming school year.

Section 2. Elections.

- a) All votes shall be on written ballot.
- b) Two members, not in the election, shall be in charge of counting votes.
- c) PTO Board results will be shared at the May PTO meeting.

Section 3. Installation.

- a) New officers will begin their positions on July 1st of the next school year..
- b) Outgoing officers will end their duties on June 30th, but will transfer over all documents and materials to the new officers before the end of the current school year.

Section 4. Terms of Officers.

- a) Officers are elected for one year and may serve no more than four (4) consecutive terms in the same office, unless there are no other candidates for that position. Each person elected shall hold only one office at a time.

Section 5. Vacancies.

- a) Officers that need to vacate the position before the end of the school year/term shall provide the Board with their resignation.
- b) If there is vacancy in the office of president, the vice president will become the president. At the next general meeting, a new vice president will be elected.
- c) If there is a vacancy in any other office, members will fill the vacancy through an election at the next general meeting or shall be filled by the appointment of the Executive Board.

Section 6. Removal from Office.

- a) Removal from office may occur by a majority vote of the Executive Board for missing more than two (2) consecutive general meetings/inconsistencies in meeting attendance, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization.
- b) Removal shall take place after the Executive Board has met in an effort to discuss the problem and attempts have been made to resolve the problem.
- c) Removal shall be done by a two-thirds vote of those present at the general meeting.
- d) No member has the right to change any decision that the Executive Board (EB) members have made. If a member intentionally does not follow through with the decision of the board, it will result in their removal.

Article VI- Meetings

Section 1. General Meetings.

- a) The regular meetings of this organization shall be on the third Thursday of each month during the school year beginning at 6 p.m.
- b) Date and/or time of meetings may be changed by the EB with notice given to members.

Section 2. Special Meetings.

- a) There will be one summer meeting, date and time to be determined by the EB.

Section 3. Quorum

- a) The quorum shall be three (3) executive board members.

Article VII- Committees

- a) Committees may consist of members and executive board members, with the president overseeing all committees.
- b) Committees will be voted on by the EB and may include: Fundraising, Membership, Communications, Family Events, etc.

Article VIII- Finances (Funds, Banking, Budget and Audits)

- a) A tentative budget will be drafted at the EB summer meeting, presented and voted on at the first general meeting of the school year.
- b) The treasurer shall keep accurate records of reimbursement, income, and bank account information.
 - a. To be reimbursed from the CRPTO a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. If it is not a categorical item as written in the budget, two board members must sign the request form.
- c) The Treasurer shall have a written report for all members with the current balance and any outstanding debt.
 - a. All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall audit financial records semi-yearly.
- d) The board shall approve any expense of the organization as outline in standing rules.
- e) All funds shall be kept in a checking account in the name of Cooley Ranch PTO.
- f) Authorized signatures on PTO checks will be on file at the bank.
- g) There must be a minimum of \$200.00 in the bank account at all times. At the end of the school year there must be a minimum of \$1,500.00 left in the bank account for the upcoming school year.
- h) At the end of an event where monies have been collected, a cash control slip will be filled out by two members of the EB. The members of the Board can not be related. Both members will count the money, sign, and date the collection tally sheet. One copy will go to in the CRPTO Notebook and the original copy is kept with the deposit slip by the Treasurer.
- i) PTO funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored and secured in a safe location as determined by the EB.
- j) A letter will be written to the payee of checks that are written to PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fee charged to PTO by the bank for the check plus a fee of \$25 to the PTO. The check will be returned to the payee upon receipt of cash, money order, or certified check for the full amount, including the \$25.00 return check fee. All fliers, applications, contracts, fundraising

materials, etc. that deal with checks being written to the PTO will include a written notice of this policy.

- k) Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and remaining amounts donated to CRES.

Article IX- Audits

- a) A non-EB auditor will conduct semi-yearly audits with the Treasurer and present findings at the next meeting. Auditors must change every two (2) years.
- b) The Colton Joint Unified School District has the right to conduct a financial audit at any time by either District Personnel or by an independent CPA.

Article X- Parliamentary Authority.

- a) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern CRPTO, unless they are in conflict with the organization's bylaws.

Article XI- Standing Rules

- a) Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XII- Dissolution

- a) The organization may be dissolved with notice (14 calendar days), a two-thirds vote of those present at the meeting, and administration approval.

Article XIII- Amendments

- a) These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of those present, assuming a quorum.
- b) In the event of an amendment, notice will be given to all members prior to the meeting.

Article XIV- Policies

- a) The CRPTO is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").
- b) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- c) The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.

- d) The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- e) The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- f) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals 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 Article II hereof.
- g) Notwithstanding any other provision of these articles, 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
 - b. by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h) This organization shall not seek to direct the administrative activities of the school, or to control its policies.

Article XV- Bylaws

- a) These bylaws of Cooley Ranch Parent Teacher Organization will be reviewed every two (2) years or as needed. A majority vote by Executive Board and members present will constitute their acceptance.

These Bylaws were adopted by the newly incorporated Cooley Ranch PTO on April 19, 2018

The Executive Board unanimously approved the original Bylaws on April 19, 2018

Revisions were approved on the following dates: