

Jackson School Parent Teacher Organization
2561 Francisco Blvd.
EL Dorado Hills, CA 95762

**PARENT TEACHER ORGANIZATION
ARTICLES OF ORGANIZATION/BYLAWS**

ARTICLE I – NAME

Section A: Name -The name shall be Jackson School Parent Teacher Organization, herein referred to as, PTO.

ARTICLE II - PURPOSE

Section A: Purpose- Mission Statement of the Jackson PTO - The PTO exists to provide monies and/or support for programs, activities, and items that membership find to be consequential and important in enhancing the education and/or welfare of the children at Jackson Elementary. The PTO will provide a forum for and to foster communication between and among teachers and parents of Jackson Elementary school students.

ARTICLE III – POLICIES

Section A: This organization shall be non-commercial, non-sectarian, non-partisan, and non-profit.

Section B: The organization shall seek neither to direct the administrative activities of the school nor control its policies.

Section C: Funds raised by the organization each year must be disbursed or encumbered by the end of the fiscal year or those funds shall revert to the PTO General Fund.

ARTICLE IV – MEMBERSHIP

SECTION A: Membership shall be granted to all parents and guardians of pupils attending Jackson Elementary School, plus all staff of the school. Voting privileges are granted to members, one per household. There are no membership dues.

ARTICLE V – OFFICERS OF THE BOARD

SECTION A: Parent Teacher Organization Board – The Board shall consist of elected officers: President, Vice President, Treasurer, Secretary, Financial Secretary, and Parliamentarian. The Jackson School principal shall be a voting member of the Board.

Section B: Terms of Office – The term of office for all officers is one year, starting immediately upon election and ending upon officer elections for the following year. An officer position can be shared by no more than two individuals. No person shall hold the same elected office for more than two consecutive years. No person shall serve as a voting Board member for more than five consecutive years.

SECTION C: Qualifications – Any PTO member in good standing may become an officer of the PTO Board.

SECTION D: Duties –

President: The President will have the responsibility for the efficient functioning of the Parent Teacher Organization; Presides over the general membership and board meetings; Acts as liaison to the Jackson Principal and Site Council; consults with and advises other board members; Directs inquiries to appropriate committees and parties; Responsible for public relations within the organization. The President will chair the budget committee and retain all official records of the PTO.

Vice President: The Vice President is responsible for the fundraising efforts or programs which are sponsored by the PTO, except Scrip or Spirit Wear. This means organizing committees by gathering and scheduling of people and volunteers; Collecting ideas, resources and materials; Holding fundraising meetings on a regular basis; Communicating fundraising information to and among parents, teachers, and members of the PTO and PTO Board. IN the event that the PTO President is unable to fulfill his/her duties, the Vice President shall take over the responsibilities of the President.

Treasurer: The Treasurer will maintain a set of record books and the bank account for the PTO General Fund which includes, but not limited to, receiving and paying approved warrants; Coordinate with the Financial Secretary for monthly treasurer’s report for the PTO general meeting; Compile information for the PTO tax return following the annual financial procedures review of the books at the end of the fiscal year (June 30).

Secretary: The Secretary will record the minutes of each PTO meeting and assist the President with needed correspondence. The Secretary will supply a copy of the most recent minutes. The minutes shall be provided to the Board for approval at the following meeting and will be posted on the PTO website following approval. The Secretary is responsible for posting meeting dates.

Financial Secretary- The financial Secretary will make all deposits to the PTO General Fund bank account in a timely manner and provide the Treasurer with written statements of such.

Parliamentarian – The Parliamentarian will keep order and ensure that proper procedures are followed at each meeting. The Parliamentarian should have complete knowledge and understanding of the articles and bylaws of the organization.

SECTION E: Appointed Positions – The President may appoint PTO members to act as liaisons or committee coordinators in the following positions.

Site Council Liaison - The PTO member would be designated to act as a liaison between the PTO and Site Counsel. This would include attending Site Council meetings and reporting back to the general membership.

PTO/Teacher – This PTO member would be designated to act as the liaison between the PTO and teachers. This should include attending the PTO general meetings, gathering information and ideas from the teachers, relaying PTO information to the teachers, and reporting of same to the general membership.

SECTION F: Standing Committees – Standing committees exist to promote the objectives and interests of the organization. The Standing Committees of the organization shall be: Room Parent Coordinator, Power Drive Coordinator, Fall Festival Coordinator, Giving Gala Coordinator, Scrip Coordinator, Box Top Coordinator, Community Coordinator, Data Management Coordinator, Marketing Coordinator, and Apparel Coordinator.

Room Parent Coordinator – The Room Parent Coordinator shall work with each teacher to obtain a class parent for each classroom; shall gather the required information for efficient communication with each room parent. Shall Act as the PTO communications liaison for student/family participation events, such as but not limited to Fall Festival baskets, Gala projects, staff appreciation, etc.

Power Drive Coordinator – The Power Drive Coordinator shall organize and coordinate the Power Drive Fundraiser at the beginning of the school year.

Read-a-thon Coordinator – The Read-a-thon Coordinator shall gather volunteers to organize and run the Read-a-thon.

Fall Festival Coordinator – The Fall Festival Coordinator shall gather a committee to organize and execute the Fall Festival. Duties include organization of game and prize booths, vendors, entertainment, and the auction of Fall Festival Baskets.

Giving Gala Coordinator – The Giving Gala Coordinator shall work with the Vice President to organize and execute the Giving Gala.

Scrip Coordinator – The Scrip Coordinator will oversee the Scrip committee that sells the Scrip on behalf of the PTO. The Scrip Coordinator will be responsible for reporting on the Scrip Program's progress monthly at the PTO general meetings. The Scrip Coordinator will oversee the Scrip Treasurer. The Scrip Treasurer is responsible for maintaining a set of record books and the bank account for the Scrip Fund which includes, but is not limited to; Receiving and payment of approved bills; Maintain receipts for deposits and balance the bank statements; compile a monthly report for the PTO general meeting; compile information for the PTO tax return following the annual financial procedures review of the book at the end of the fiscal year.

Box Tops Coordinator – The Box Top Coordinator is responsible for collection, organization, and submission of the Box Tops.

Community Coordinator – The Hospitality Coordinator is responsible for organizing events to welcome families to the school and help build school spirit and community. These events include, but are not limited to, Kindergarten Orientation, Fifth Grade Promotion, Ice Cream Social, Family Fun Events, Spirit Fridays, Dining for Dollars, and Staff Appreciation.

Data Management Coordinator – The Data Coordinator is responsible for managing the PTO database and creating a school directory. The Coordinator shall work with the President to create a family information form, distribute it, and input all data into a master spreadsheet to be used for the school directory and PTO volunteer directory.

Marketing Coordinator – Marketing Coordinator is responsible for the PTO newsletter, marketing and distributing flyers, and graphic designs. The Marketing Coordinator is responsible for maintaining the social media sites and website.

Apparel Coordinator – The Apparel Coordinator is responsible for designing, ordering, storage, marketing, and sales of Jackson School Spirit wear. The Apparel Coordinator is responsible for reporting earning to the PTO treasurer on a monthly basis and following the financial policies of the PTO.

ARTICLE VI – NON-COMMERCIAL/NON-PROFIT STATUS

SECTION A: This Organization is organized and operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

SECTION B: No commercial enterprise and no political candidate shall be endorsed by the organization.

SECTION C: Neither the name of this organization nor the name of its officers in the official capacities shall be used in any connection with a commercial concern; nor with any partisan interest; nor for any purpose other than the regular work of this organization.

SECTION D: No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, 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 the furtherance of the purposes set forth in Article II.

SECTION E: Notwithstanding any other provision of these Bylaws/ Articles, the organization shall not carry on any other activities not permitted to be carries on (a) by an organization exempt from Federal Income Tax under section 501 (c)(3) of the Internal revenue Code (or the corresponding provision of any future United States Internal revenue Law) or (b) by any organization contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VII – MEETINGS

SECTION A: General PTO meetings will be held to conduct the business of the PTO. The meetings will be held monthly throughout the school year. Special Meetings may be held at the discretion of the Board. Notice of the meeting must be given 24 hours in advance.

SECTION B: Voting - Each Officer of the Board is eligible for a single vote. Therefore, if a position is shared by two individuals, those individuals are each allowed a full vote. Absentee and proxy votes are not allowed.

SECTION C: Quorum – There must be a minimum of four (4) voting members of the PTO Board present to constitute a quorum for the purpose of voting.

ARTICLE VIII – FINANCIAL POLICIES

SECTION A: Fiscal year – The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

SECTION B: Treasury – The treasury of this organization shall consist of money accrued by donations and monies raised by the organization. The monies from this treasury shall be issued as per the stated objectives in our Mission Statement, Article II.

SECTION C: BUDGET –

1. The fundraising goals and spending budget for the following school year will be discussed no later than April at the general meeting. The budget for same will then be submitted for approval by the PTO Board and voting members prior to the close of the current fiscal year.
2. Not less than \$600.00 shall be left in the treasury at the end of any fiscal year, with the specific amount of reserve to be carried forward to the next school year to be set by Board prior to the end of the fiscal year.
3. All fundraising projects and programs must be presented and approved by the PTO Board.

4. A special project fund may be carried over from year to year until completion of the designated project.
5. Any item over \$300.00 not covered by the operating budget or not on the list of approved expenditures shall be presented for a vote to the PTO Board and voting members for approval at a general or special meeting.

SECTION D: Accountability –

1. Those members who should choose to spend over an approved budgeted amount will do so at their own personal expense. The exception to this rule is prepaid sales.
2. All bank accounts under the PTO name should be subject to at least two (2) signators on each account. At least two (2) Board members should be approved signators on the account should the primary signators not be available.
3. All financial activity will be recorded in a computer-based or manual accounting system. The Treasurer will reconcile the account(s) monthly and report all financial activity monthly.
4. To assure the general membership that all PTO accounts are accurate, the financial records of the organization shall be reviewed by an appointed reviewing committee at the end of the fiscal year. The financial procedures review should include a written report in order to prepare documents necessary to file the PTO's annual tax return.
5. The PTO shall engage a competent professional to prepare the annual tax return at the end of each fiscal year.
6. The authority to sign contracts is limited to the President or the President's designee.

ARTICLE IX – BYLAW AMENDMENTS

SECTION A: Amendments to these bylaws may be presented by any PTO Board member. These bylaws may be amended by a two-thirds vote of the PTO Board at any regular meeting providing notice was given at the previous meeting. Any amendment to these bylaws must be dated and included with the organization's master copy

ARTICLE X – TERMINATION

SECTION A: If at any time this organization does not function in the best interest of the Jackson School, the PTO may be dissolved by a majority vote of the general assembly of membership. In this event, any funds will be used for student welfare within the school.

Section B: Upon winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Jackson Elementary School, an educational institution in Rescue Union School District and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

Section C: However, if the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Section A: The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These Bylaws/Articles were revised on March 17, 1999 by a vote of the members at large.

These Bylaws/Articles were put into Electronic form with some formatting changes on March 3, 2005.

These Bylaws/Articles were amended and adopted by vote on September 1, 2015.