

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 a minimum of six (6) elected officers (referred to as “Core Board Positions” in Section D): President, Vice President, Director Marketing & Communications, Director Volunteering & Room Parents, Treasurer, and Secretary. In an effort to preserve parent engagement, the Board may on an annual basis, and by majority vote, add up to a maximum of two (2) additional board positions detailed in Section D. The need for and structure of these positions shall be evaluated each year prior to the annual election process. These positions shall be subject to the same terms of office, qualifications, rights, and responsibilities of core board members.

**Section B: Terms of Office** – The term of office for all officers is one year, starting June 1 and ending

May 31. Elections for the next board will occur in the final meeting of the school year in May. If the Treasurer holds their position for more than 2 consecutive years an independent audit must be held. Any board member can be removed on the occurrence of any of the following:

- The board member has been declared of unsound mind by final order of the court
- The board member no longer meets the terms of the Volunteer II standard as defined by the Rescue School District
- The board member has failed to attend 3 consecutive meetings of the board
- The board of directors by two thirds vote, determines that other good cause exists for the board members removal. Such removal for cause may occur only if the Director involved is first provided with adequate notice of the charges against that board member in the form of a statement of such charges and an opportunity to appear before the board or forward a written statement thereto in presentation of any defense of such charges. In determining whether to remove a Director, the board shall act on the basis of responsible consistent criteria, always with the objective of advancing the best interest of the organization.

**SECTION C: Qualifications** – Any PTO member in good standing and has cleared the requirements of the Volunteer II (as defined by the Rescue School District) may become an officer of the PTO Board.

**SECTION D: Duties –**

**Core Board Positions:**

President: The President will have the responsibility for the efficient functioning of the Parent Teacher Organization; Presides over the general membership and board meetings, ensuring order is kept and that proper procedures are followed; Acts as liaison to the Jackson Principal and Site Council, as well as ensuring sufficient representation of parents in the 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. The President should have complete knowledge and understanding of the articles and bylaws of the organization.

Vice President: The Vice President is responsible for all procurement efforts related to the two main Jackson PTO fundraisers – Power the Paw and the Gala, as well as the Dining for Dollars program. This includes obtaining both monetary and in-kind donations. 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.

Director Marketing & Communications: The Director Marketing & Communications is responsible for the creation of all marketing materials for events, maintaining the PTO website and social media channels, and for communicating PTO meetings to the broader PTO audience via social media channels. This position also serves on the Gala planning committee by being responsible for all marketing collateral and website development. If the Director of Social Media position is unfilled, those responsibilities fall to this position.

Director Volunteering & Room Parents: The Director Volunteering & Room Parents is responsible for defining the volunteer strategy for the PTO, partnering with event chairs to ensure events have the necessary level of volunteers to function successfully, and acting as the lead for Room Parents. They 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. They 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. This position also serves on the planning committee for Gala, responsible for coordinating Teacher Treats and volunteers, as well as the Lead for Teacher Appreciation Week

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 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). If the Treasurer position changes from one year to the next, the previous position holder is expected to help the new position holder complete any financial record keeping related to the previous year (through 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 will make all deposits to the PTO General Fund bank account in a timely manner and provide the Treasurer with written statements of such.

#### **OPTIONAL ADDITIONAL POSITIONS**

**Director of Social Media:** If established as an elected Board position, the Director of Social Media shall be responsible for managing and maintaining all PTO social media channels. This includes coordinating with the Director, Marketing & Communications and Event Leads to develop, schedule, and publish content that promotes PTO events, initiatives, and communications. The Director of Social Media shall ensure content is timely, accurate, and aligned with PTO branding and communication standards. Upon establishment of this position, all duties related to the management of social media channels shall be transferred from the Director of Marketing & Communications to the Director of Social Media. The Director of Marketing & Communications shall retain all other duties as defined in these bylaws.

**Financial Secretary:** If established as an elected Board position, the Financial Secretary shall be responsible for receiving, recording, and depositing all incoming funds of the PTO. This includes collecting and verifying monies from events and fundraisers, preparing and making timely bank deposits, maintaining accurate records of all income by source, and providing regular reports to the Treasurer and Board. Upon establishment of this position, all duties related to the collection, deposit, and initial recording of funds shall be transferred from the Secretary to the Financial Secretary. The Secretary shall retain all other duties as defined in these bylaws.

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

PTO/Teacher Liason – This position nominated by the Principal would be a teacher 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. The position can be fulfilled by a rotation of representatives, not to exceed 3 per year.

Photographer – official PTO photographer, regularly attends events and provides photos to the VP – Marketing & Communications to be posted on PTO channels.

Spirit Wear Lead – The Spirit Wear lead(s) is responsible for designing, ordering, storage, marketing, and sales of Jackson School Spirit wear. The Spirit Wear Lead is responsible for reporting earnings to the PTO treasurer on a monthly basis and following the financial policies of the PTO.

Event Lead – TK/ Kindergarten Orientation

Event Lead – Ice Cream Social

Event Lead – Fall Festival

Event Lead – Veteran’s Day

Event Lead – Santa Run

Event Lead – Family Glow Night

Event Lead – Science Fair

Event Lead – Donuts with Grownups

Event Lead – Color Run

## **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 carried 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. 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. If the board is operating in a year with more than six (6) board members, quorum will be defined as a simple majority of the board.

## **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 25% of the required operating budget for the following year 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 \$1,000.00 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.

These Bylaws/Articles were amended and adopted by vote on March 11, 2025.

These Bylaws/Articles were amended and adopted by vote on April 8, 2026.