

**LAKEVIEW ELEMENTARY  
PARENT TEACHER ORGANIZATION  
Amended April 1, 2008**

Lakeview School Parent Teacher Organization  
3371 Brittany Way.  
El Dorado Hills, CA 95762

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

**ARTICLE I.**

**NAME**

The name shall be Lakeview School Parent Teacher Organization, herein referred to as, PTO.

**ARTICLE II.**

**OBJECTIVES -- Mission Statement of the Lakeview School PTO**

**SECTION A.** To provide monies and/or support for programs, activities and items that the Membership find to be consequential and important to the education and/or welfare of the children and staff at Lakeview Elementary School. To provide opportunities for the school and community to gather together so that the positive relationships between families, staff and community members become stronger and to assist with school activities.

**SECTION B.** To provide a forum for and to foster communication between and among teachers and parents of Lakeview 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.

**SECTION D.** Operational policies and procedure not addressed in the Lakeview PTO bylaws would adhere to the parliamentary authority outlined in Robert's Rules of Order Newly Revised.

**ARTICLE IV.**

**MEMBERSHIP**

Parents or guardians of pupils attending Lakeview School, teachers, or any adult interested in serving the interests of the school may become a voting member by submitting a completed membership application. The suggested membership donation will be decided by the Board at the beginning of each year.

## ARTICLE V.

### PARENT TEACHER ORGANIZATION BOARD

SECTION A. The Board shall consist of elected officers: President, Vice President, Treasurer, Secretary, Financial Secretary, Parliamentarian, Scrip Committee Chairperson, Scrip Committee Treasurer, Webmaster, and Past President. All members of the Board shall be voting members; except the past president who shall be a non-voting member. If a Board position is split by two or more people that have been elected on the board their votes will each count separately. A quorum shall consist of the majority of the Board and is necessary for all board motions to pass.

### SELECTION OF OFFICERS

SECTION A. The elected officers shall be elected for a term of one school year.

Section B. After the initial establishment of this organization, the officers shall be elected at a meeting in *April* each year and *will be expected to attend the May board meeting in an ex-officio capacity with the existing board members and will* assume their active duties in June of that year.

SECTION C. It shall be the responsibility of all outgoing and returning officers to help fill all vacancies that occur on the board, by communicating with all parents and staff and inviting them to join the organization.

Section D. All names of those persons interested in serving on the Board shall be submitted *between the March and April* meetings. They must be placed in nomination, provided the agreement of the candidate has been obtained beforehand, and then voted on in *April*.

SECTION E. Any vacancy occurring among the officers, other than the Presidency, shall be filled by vote of the Board from the candidates presented. If the office of the President is vacated, it shall be automatically filled by the Vice-President.

### DUTIES OF THE OFFICERS

SECTION A. 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 Lakeview 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. Shall be a member ex-officio of all committees. Shall serve in an advisory capacity the following year.

SECTION B. Vice President-: The Vice President shall render such assistance to the President as may be required. Responsible to the PTO and Board of Directors for the fundraising efforts or programs which are sponsored (wholly or partially) by the PTO, except Scrip. This means organizing committees by gathering and scheduling of people and volunteers; Collecting ideas, resources and materials; Holding fundraising meetings

on a regular basis with a fundraising committee; Communicating fundraising information to and among parents, teachers, general membership of the PTO and the 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.

SECTION B (continued). In addition, it shall be the responsibility of this officer to start the membership drive for this organization in August and throughout the school year primarily through promotion of the Boosters Club. The chairperson will collect monies, make a financial report, and maintain a directory of all members consisting of the member's name, address, telephone number, and email address. Those members who choose not to have their personal information published in the school directory will have an opportunity to make this request on the membership form. A complete roster of the members will be given to the Secretary for reference. Monies and financial report will be turned over to the Treasurer periodically throughout the year when applicable. The chairperson will work with the office staff and make sure that all new student's parents or guardians receive PTO information and the opportunity to become a member of this organization throughout the school year.

SECTION C. Treasurer- The Treasurer will maintain a set of record books and the bank account for the PTO General Fund which includes, but is not limited to, receiving and paying of approved warrants; Coordinate with the Financial Secretary for receipt of written statements of deposits; balance bank statements; compile a 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). If the PTO has no Script Treasurer the Treasure will work with the Script Chairperson to fulfill that positions requirements.

SECTION D. 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 to the Board for approval at the following meeting, and will post on Lakeview School's PTO bulletin board. Responsible for posting meeting dates. Shall keep a copy of the membership for reference.

SECTION E: 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.

SECTION F. Parliamentarian- the Parliamentarian will keep order, and ensure that proper procedures are followed at each meeting. Should have complete knowledge and understanding of the articles and bylaws of the organization.

SECTION G. Scrip Committee Chairperson- the Scrip Committee Chairperson will oversee the committee that sells the Scrip on behalf of the PTO. Will report on the Scrip Program's progress monthly at the PTO general meeting.

SECTION H. Scrip Treasurer- The Scrip Treasurer will maintain 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 warrants; 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 books at the end of the fiscal year (June) In absence of a Scrip Treasure, the Scrip Chairperson and the Treasurer will work together to fulfill this position.

SECTION I. Webmaster- To create and design a Lakeview Elementary Website. The webmaster is responsible for gathering information from all facets of the school. Consistently updating and facilitating an active website. Be responsible for collecting data for the website.

SECTION J. Past President- the President of the previous term shall be a non-voting advisory Board member.

SECTION L. Publicity Chairperson-: The duties of this office shall be to cover publicity for all general membership meetings and special events of this organization, which shall include, but not be limited to, local area newspapers, local area television coverage, and other media.

SECTION M. Historian-: The Historian shall keep a scrapbook containing pictures, newspaper clippings, and articles describing the activities of the school and this organization. The Historian shall keep all reports made to the PTO by event chairpersons and have them available as needed. This officer may also help supplement yearbook coverage when necessary.

#### THE PRESIDENT MAY APPOINT PTO MEMBERS TO ACT AS LIAISONS AS FOLLOWS:

SITE COUNCIL LIAISON - This PTO member would be designated to act as our liaison between the PTO and Site Council. This would include attending Site Council meetings and reporting back to the general membership.

PTO/TEACHER LIAISON - 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.

#### ARTICLE VI.

##### NON-COMMERCIAL / NON-PROFIT STATUS

SECTION A. This organization is organized and operated exclusively for education 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 names of its officers in their 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 distributable 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 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 State 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. The organization will hold periodic meetings throughout the school year as set by the Board.

SECTION B. Special meetings may be held at the discretion of the Board or upon written request of ten members of the PTO general membership. Notice of the meeting must be given 24 hours in advance.

SECTION C. Members of the organization present shall constitute a quorum for regular and special meetings of membership provided there is a minimum of four (4) voting members of the PTO Board present. When voting on a motion, in the case of a tie, the President will abstain from voting.

## ARTICLE VIII.

### AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members present at any regular meeting providing notice was given at the previous regular meeting. Any amendments to these bylaws must be dated and included with the organization's master copy held on file in the Lakeview School PTO office for general membership access.

## ARTICLE IX.

### FUNDS

#### SECTION A. TREASURY

The treasury of this organization shall consist of money accrued by donations paid by the membership and from all monies raised by this organization. The monies from this treasury shall be issued as per the stated objectives in our Mission Statement.

#### SECTION B. 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 general membership 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 general membership at a general or special meeting, as described in Article VII, Section B.
4. A special project fund may be carried over from year to year until completion of the designated project.
5. Upon approval of a majority of the general membership in attendance, the PTO may set aside an amount from the treasury for investment in a secure long term financial vehicle.
6. 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 general membership for approval at a general meeting or at a special meeting as described in Article VII, Section B.

#### SECTION C. ACCOUNTABILITY

1. Those members who should chose 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) signers on each account. At least four (4) Board members should be approved signers on the account should the primary signatures not be available.
3. 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.
4. The PTO shall engage a competent professional to prepare the annual tax return at the end of each fiscal year.

### ARTICLE X.

#### TERMINATION

SECTION A. If at any time this organization does not function in the best interest of the Lakeview 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 Lakeview 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 distributee, 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.

These Bylaws/Articles were created on June 6, 2005 they will be voted and in place only by a majority vote of the members at large.