

Sun Valley School Parent-Teacher Organization Bylaws

1. Name

- 1.1. The name of this organization shall be the Sun Valley School PTO (PTO).

2. Purpose

- 2.1. To promote the development of the children in the school and the community.
- 2.2. To promote a closer relationship between home and school by working toward mutual goals to benefit the children.
- 2.3. The PTO shall be non-commercial, non-sectarian and non-partisan. No candidate may be endorsed by it and commercial enterprises or ballot proposals may only be endorsed when such enterprises or ballot proposals directly contribute, with no personal gain, to educational programs and opportunities for the children.

3. Membership, Dues, and Contributions

- 3.1. All parents of current Sun Valley School students, guardians of current Sun Valley School students, current Sun Valley School teachers, and current Sun Valley School staff members shall be voting members of this PTO. No other persons shall be PTO voting members.
- 3.2. Dues are not a prerequisite to PTO membership, and dues are not presently charged.
- 3.3. Contributions made to the PTO do not convey PTO membership status in any way.

4. Officers

- 4.1. Officers have positions of executive level responsibility for the PTO. The officers of this PTO shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.
- 4.2. PTO officer candidates shall be identified as the result of the Executive Board's polling the general PTO membership at the March or April general membership meeting, via email, and/or via written communication. The Executive Board subsequently shall present a recommended slate of officers at the May or June general meeting. Following the Executive Board's presentation of its recommended slate, an opportunity shall be given for nominations from the floor at this same

- May or June meeting. The consent of each candidate must be obtained before his or her name is placed in nomination.
- 4.3. Officer election shall be held by ballot or voice vote at the May or June general meeting.
 - 4.4. Officers shall serve for a term of one year. No officer shall be eligible for the same office for more than three consecutive terms. No one person may hold more than one officer position simultaneously. Officers shall assume their duties in August.
 - 4.5. Officers may be removed by a two-thirds vote of members present at any general membership meeting, provided notice of the proposed removal has been given to the membership by either the Executive Board or another PTO member at least two weeks prior to the vote.
 - 4.6. Vacancies in office – whether caused by resignation or removal – may be filled by the Executive Board.

5. Officer Duties

- 5.1. The President shall preside at all PTO general meetings and Executive Board meetings, and shall be a member ex-officio of all committees. The President shall set meeting agendas, shall invite meeting guests, and shall solicit feedback from attendees at all meetings. The President shall act as the operations chair (including the formal management of PTO employees).¹ The President shall be considered the equivalent of the Chief Executive Officer for purposes of certain organizational filing statements (e.g., for the California Secretary of State).
- 5.2. The First Vice President shall act as an aide to the President, and in his/her absence shall perform the duties of the President. The First Vice President shall act as the fundraising chair.
- 5.3. The Second Vice President shall act as an aide to the President, and in the absence of the President and the First Vice President, shall perform the duties of the President. The Second Vice President shall assist the President as needed on policy and service delivery issues.
- 5.4. The Secretary shall keep an accurate record of the proceedings of all PTO general and Executive Board meetings, shall be prepared to refer to minutes of previous meetings, shall provide a copy of each meeting's minutes to the Executive Board members in advance of the next meeting, and shall handle all other relevant official correspondence for the PTO.

¹ PTO employee reviews will include feedback from the Sun Valley School Principal and designated Sun Valley School teaching staff.

- 5.5. The Treasurer shall receive all money for the PTO, and shall deposit it in the name of the PTO in a bank account(s) approved by the Executive Board. Payment of sums under \$500 may be paid by check signed by the Treasurer only, the President only, or an alternative person designated by both the President and the Treasurer. Payment of sums of \$500 or more may be paid by check signed by both the Treasurer and the President. The Treasurer shall give an accurate accounting of the books/financial records at every general meeting of the Sun Valley School PTO, and at other times when requested by the Executive Board. The Treasurer shall work regularly with the Auditor, per the requirements of Section 7.3. The Treasurer shall act as the budgeting chair. The Treasurer shall be considered the equivalent of the Chief Financial Officer for purposes of certain organizational filing statements (e.g., for the California Secretary of State).

6. Managers

- 6.1. Managers have more specific positions responsibility for the PTO than officers, but nonetheless have significant PTO governance and oversight roles. The manager positions for this PTO shall be Volunteer Coordinator, Grade Level Representative, and Auditor. All managers shall act as aides to the President.
- 6.2. PTO manager candidates will be identified as the result of the Executive Board's polling the general PTO membership at the March or April general membership meeting. The Executive Board subsequently will present a recommended slate of managers at the May general meeting. Following the Executive Board's presentation of its recommended slate, an opportunity shall be given for nominations from the floor at this same May meeting. The consent of each candidate must be obtained before his or her name is placed in nomination.
- 6.3. Manager election shall be held by ballot or voice vote at the May general meeting.
- 6.4. Managers shall serve for a term of one year. No manager shall be eligible for the same position for more than three consecutive terms. No one person may hold more than three manager positions simultaneously. Managers shall assume their duties in August.
- 6.5. Managers may be removed by a two-thirds vote of members present at any general membership meeting, provided notice of the proposed removal has been given to the membership by either the Executive Board or another PTO member at least two weeks prior to the vote.

- 6.6. Vacancies in office – whether caused by resignation or removal – may be filled by the Executive Board.

7. Manager Duties

- 7.1. Volunteer Coordinators shall administer volunteer programs and efforts at the school. There will be two Volunteer Coordinator positions.
- 7.2. Grade Level Representatives shall coordinate delivery of designated PTO services and communications within grade level-specific and classroom level-specific channels. There will be one Grade Level Representative position for each grade level, one additional Grade Level Representative for multi-age grade level configurations, and two additional “at-large” Grade Level Representatives (who may be assigned by the Executive Board to specific grade levels or multi-age grade level configurations as needed).
- 7.3. The Auditor shall reconcile all bank statements on a monthly or bimonthly basis, shall audit the books/financial records maintained by the Treasurer on an annual basis, and shall prepare a report for the Executive Committee regarding the results of the annual audit no later than 90 days after the close of the budget year. The Auditor also shall review and report on the records maintained by the Secretary on a quarterly basis regarding PTO adherence with these Bylaws, and with policies and procedures that have been adopted by the Executive Board or the general membership.

8. General Membership Meetings

- 8.1. All general meetings shall be open to the general membership, and shall be held at least quarterly during the school year at times selected by the Executive Board. Additional meetings may be called by the Executive Board or by a majority of the membership.
- 8.2. All general meetings shall be held at Sun Valley School unless otherwise designated by the Executive Board.
- 8.3. The privileges of holding office, making motions, and voting shall be limited to members of the PTO.
- 8.4. A quorum shall consist of a minimum of three Officers and five non-officer PTO members.
- 8.5. All voting shall be done in-person. Vote results will be based on the simple majority of members present.

9. Executive Board

- 9.1. The Executive Board shall consist of the President, Vice Presidents, Secretary, Treasurer, Volunteer Coordinators, Grade Level Representatives, and the Sun Valley School Principal. Although the Principal is not a PTO elected officer, the Principal shall be a permanent member of the Executive Board.
- 9.2. The Executive Board shall transact necessary business between PTO meetings, and such business referred by the PTO. The Executive Board also shall create and maintain committees as necessary to carry on PTO work. At a minimum, these committees will consist of an Operations Committee (chaired by the President), a Fundraising Committee (chaired by the First Vice President), and a Budget Committee (chaired by the Treasurer).
- 9.3. The Executive Board is subject to the PTO general membership, and none of its acts shall conflict with generally approved PTO wishes.
- 9.4. All Executive Board meetings shall be held at Sun Valley School unless otherwise designated by the President.
- 9.5. Executive Board meetings shall be held semi-weekly or monthly. Additional meetings may be called by the President or by a majority of the Executive Board.
- 9.6. A quorum shall consist of a minimum of three Officers and three Managers.
- 9.7. All voting shall be done in-person. Vote results will be based on the simple majority of Executive Board members present.

10. Finance

- 10.1. The PTO shall raise funds as necessary to carry out its objectives, with all such money to be deposited in a general fund, a general reserve fund, or a capital reserve fund (as appropriate).
- 10.2. An annual budget will be developed by the Budget Committee by the end of May, based in part on expenditure requests from administrators, teachers, and parents of Sun Valley School. The annual budget shall be submitted in writing by the Executive Board to the general membership at the September general meeting, and shall be approved or amended at the general meeting by a simple majority of members present.
- 10.3. Budgeted money may be expended with the authorization of the Executive Board.
- 10.4. Any amendments to or deviations greater than \$5,000 from the budget must be reported at the next general membership meeting.

- 10.5. The budget year shall be August 1 to July 31. On July 31, all money allocated but not expended shall revert to the general or reserve fund with the exception of money designated to a specific fund (e.g., a specific capital improvement project).
- 10.6. Upon the winding up and dissolution of the PTO, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be distributed to a non-profit fund which has established its tax exempt status under Section 501C(3) of the Internal Revenue Code.

11. Rules of Order

- 11.1. The rules contained in *Robert's Rules of Order Newly Revised*, shall govern this PTO in all cases where they are applicable and not inconsistent with these bylaws.

12. Amendments

- 12.1. These Bylaws may be amended by a two-thirds vote of members present at any general membership meeting, provided notice of the proposed change has been given to the membership by either the Executive Board or another PTO member at least two weeks prior to the vote.

13. Standing Rules

- 13.1. A copy of these by laws shall be given to members of the Executive Board at the beginning of their terms in office. A copy of these bylaws shall be made generally available to every member of the PTO.
- 13.3. Should a motion be made at a general membership meeting affecting policy, the President must table the motion. If a simple majority of members present favors a review, the President shall appoint either an existing committee or an ad hoc committee to review the merits of the motion and report its findings at the next general membership meeting.

14. Start-Up Operations

- 14.1. During the first 180 days following the PTO's official incorporation by the California Secretary of State's office, all officer and manager duties and titles may be held by the PTO Incorporator. During this time, the PTO Incorporator may conduct all necessary business consistent with the PTO's Purpose, and may forego the conducting of general membership or Executive Board meetings.

- 14.2. During the first 180 days following the PTO's official incorporation by the California Secretary of State's office, the PTO Incorporator will propose and approve an initial slate of officers and managers.
- 14.3. The initial annual budget shall be developed during the first 210 days following the PTO's official incorporation by the California Secretary of State's office.