

ELK HILLS SCHOOL  
PTO BYLAWS

Article I: Purpose Statement

The purpose of this organization is to support our students and staff. We shall provide this support by engaging in fundraising projects, providing service for and organizing extracurricular school functions, and encouraging parent, teacher and community involvement.

Article II: Membership

All parents, step-parents or guardians of students, as well as all staff members of Elk Hills School are welcome to become members of the PTO. Other members of the community who do not have a child enrolled, but would like to participate in the PTO, can do so at the approval of the board.

Article III: Board Members

The Executive Board shall consist of the following elected officers: President, Vice President, Secretary and Treasurer ideally. However, allowing that we are a small school, one person may take responsibility for more than one position if the need arises. The Board members should be elected at the first PTO meeting every school year.

Article IV: Duties

SECTION I: Duties of the President

1. Shall preside at all PTO meetings. Contact Vice President if unable to attend.
2. Serve as an authorized signatory of PTO banking accounts.
3. Serve as primary contact for the Principal.
4. Schedule and notify members of dates and times of meetings.

SECTION II: Duties of the Vice President

1. Preside over meetings in the event the President is unable to attend. Contact President if unable to attend.
2. Perform duties of the President in the absence or inability of that officer to serve.

SECTION III: Duties of the Secretary

1. Attend meetings and record the official minutes. Contact President if unable to attend.

2. Publish a summary of the minutes within 5 school days.
3. Keep a log of attendance for the meetings.

#### SECTION IV: Duties of the Treasurer

1. Attend meetings to report financial status. Contact President if unable to attend.
2. Serve as an authorized signatory on PTO banking accounts.
3. Keep financial records, receipts and expenditures.
4. All deposits or reimbursements must be made within 14 school days.

#### Article V: Meetings

There will monthly general meetings throughout the school calendar. The time, place and date of meetings will be sent home to parents/guardians as well as being posted at school. Special meetings may be called to deal with a specific situation or event. Meetings should last no longer than 1 hour if at all possible. Unfinished business shall be carried over to the next meeting.

#### Article VI: Voting Privileges

All general members shall have the right to vote on all issues. All members will have one vote and must be present to vote.

#### Article VII: Finances

1. A potential budget shall be presented at the second PTO meeting every school year. This should include approximate information regarding planned fundraisers and school functions.
2. Updates on all financial information including account balances shall be presented at every meeting.
3. Two authorized signatures shall be required on each check. Authorized signers may be either the President or Treasurer, as well as the Principal of the school.
4. No reimbursements will be made without a valid receipt.
5. If the PTO should ever choose to discontinue their organization, any remaining funds should be spent for the benefit of the school.
6. A financial audit will be conducted yearly.

#### Article VIII: Amendment of Bylaws

These bylaws may be amended with a two-thirds vote of the members in attendance. These bylaws should also be reviewed at least every two years during a general meeting.

**These Bylaws were adopted by the Elk Hills Parent Teacher Organization by a majority vote during a general meeting called on March 18, 2010 and shall take effect immediately.**