

SANTA TERESA HIGH SCHOOL PARENT TEACHER ORGANIZATION (ST PTO) BYLAWS

ARTICLE 1: NAME

The name of the organization shall be the Santa Teresa High School Parent Teacher Organization (ST PTO).

ARTICLE II: PURPOSE

The purpose of this organization shall be to foster a closer relationship between home and school and to assist in the general welfare of the school, the students and the community. To achieve this goal, the organization will aim to conduct monthly informational meetings, and related activities such as assemblies, parent education, camaraderie events and fairs, may solicit donations from the Santa Teresa community, and conduct other fundraising activities in a safe manner. ST PTO will also serve in an advisory capacity to the school as determined by the Principal.

ARTICLE III: POLICIES

Section 3.01: This organization shall be educational, non-sectarian and non-partisan.

Section 3.02: The name of this organization shall not be used by any of its members, nor in connection with the name of any member, for political interest.

Section 3.03: It is the explicit intent of this organization to comply with all IRS 501(c) 3 code requirements.

ARTICLE IV: MEMBERSHIP

Section 4.01: Membership will be awarded to all parents and guardians of children currently attending Santa Teresa High School, and faculty.

Section 4.02: Members can only vote for election and recall of board members, adoption of bylaws, the first proposed budget of the academic year, and approval of ST PTO general meeting minutes. Non-members are welcome to attend meetings and can enter into discussions but are not entitled to place a motion before the chair, to vote on motions, or to hold elective office. Individuals who are parents or guardians of incoming freshman students may vote in the election covering the year in which they will be ST PTO members.

Section 4.03: There are no dues or fees associated with membership.

ARTICLE V: EXECUTIVE BOARD

Section 5.01: The ST PTO Executive Board shall consist of the officers of the organization. Santa Teresa PTO Executive Board Positions– President, Vice President, Secretary, Treasurer– must be parents of students currently enrolled at Santa Teresa High School. Santa Teresa PTO General Board Members can be parents of students currently enrolled at Santa Teresa High School or teachers; no more than one teacher can be on the Executive Board in any one year. There will be no more than two General Board Members at any point in time. ST PTO executive board members shall not serve as executive board members on two boards at Santa Teresa High School within the same school year.

Section 5.02: The ST PTO Executive Board meets at least 30 minutes before the general ST PTO meeting and additional meetings can be called as determined by the president.

Section 5.03: A quorum of the ST PTO Executive Board shall consist of a majority of the current board members, including executive board officers and general board members.

Section 5.04: The ST PTO Executive Board shall have the power to make decisions and be responsible for all business conducted by this organization.

Section 5.05 The term of office shall be from the last day of the academic school year to the last day of the following academic school year. Board members shall serve without compensation.

Section 5.06 Notwithstanding section 5.05, a Board member may be removed from office by a unanimous vote of the other Board members. If a Board member misses 4 consecutive ST PTO meetings, they may be removed by a simple majority vote of other Board members. In the case where a Board member is removed, an election to fill the vacancy on the Board should be held at the next ST PTO general meeting. For vacancies due to unfilled positions at time of election, or due to resignation, see section 6.02.

Section 5.07 An individual may hold only one board position at a time in one academic school year. Any elected officer authorized to sign checks should not be related by blood, marriage or reside in the same household as any other elected officer authorized to sign checks.

ARTICLE VI: OFFICERS AND DUTIES

Section 6.01: Officers of the Executive Board

The officers shall consist of the following: President, Vice-President, Secretary, and Treasurer. The board also includes 2 general board members, with full voting rights who are members of the Executive Board.

Section 6.02: Vacancies

The organization must fill the offices of President, Treasurer, and Secretary. Other Board positions may be left vacant (for example, if there are insufficient volunteers). The ST PTO Executive Board may fill a vacancy due to non-election or resignation, occurring during the term year and outside of the annual election process (see 7.02) by a simple majority vote of the Board.

Section 6.03:

Duties

The President shall preside at all meetings of the organization and of the ST PTO Executive Board; shall oversee the Fundraising Committee; overseeing all Fundraising activities. The President shall be an ex-officio member of all committees; shall appoint the chairman of all standing committees. In the absence of a Vice President, the President will also assume the duties of the Vice Presidents roles.

The Vice-President shall assist the President and in the absence of the President shall assume the duties of the President; shall be the Grant Committee Chair and manage all aspects of the grant process. Shall perform other duties as aligned with the President.

The Secretary shall reserve the room for, and announce the ST PTO general meetings, create agendas and keep an accurate record of the proceedings at all organization meetings and shall take care of all necessary correspondence and social media accounts. The Secretary shall see that meeting minutes are made available to the members in a timely fashion. In addition, the secretary shall keep 1 copy of each financial report, agenda or minutes in a file for historical purposes and perform other duties as aligned with the President.

The Treasurer shall receive all money and shall deposit it under the name of this organization in a bank approved by the ST PTO Executive Board. The Treasurer shall keep an accurate statement of the finances of the organization, and make an audited annual report to the association; such audit to be conducted by one or more persons other than the Treasurer, which is selected by the ST PTO Executive Board no later than July 30 of said calendar year.

The Treasurer shall be responsible for timely distribution of funds. Funds will only be disbursed as approved by the Executive Board. A purchase/check request shall include a statement of purpose for the funds, amount and an attached quote, invoice or receipt. Checks drawn against the ST PTO bank account must bear two signatures from among the following: President, Treasurer, and other officer on bank account signature card.

The Treasurer shall file annual tax returns and perform other duties as aligned with the President.

The General Board Member attends and participates in board meetings and performs duties as aligned with the President.

ARTICLE VII: MEETINGS, NOMINATIONS, AND ELECTIONS

Section 7.01: The general membership will be informed of the place, time and date of ST PTO meetings at the Back to School Night Program, via parent email, ST PTO website or any other means approved by the ST PTO board.

Section 7.02 All ST PTO Executive Board meetings will be open to the general membership wishing to attend. A quorum of the Executive Board may vote to meet in closed session for purposes of information gathering and discussion, but all Executive Board votes must occur during open Executive Board meetings.

Section 7.03: Meetings shall generally follow Roberts Rules of Order, inasmuch as such rules do not conflict with these bylaws or applicable state laws.

Section 7.04: The elections shall take place at the final general ST PTO meeting prior to the end of the academic year (usually the May meeting). At a prior general meeting (usually the March meeting) up to three members shall be selected to serve on the nominating committee. This committee shall present nominations for board members at the election meeting, at which time nominations may also be made from the floor. A nominee or their designee must be present at the election. The election shall take place using a procedure established by the ST PTO Board.

Section 7.05: An off-cycle recall and election may be held, using the following procedure: A ST PTO member may submit a written petition to the Principal. The petition must have been signed by ST PTO members numbering no less than 3 times the number of the currently serving ST PTO board members. The Principal shall inform the Board within 14 days of receipt of the petition and the Board shall schedule a recall/new election at the next ST PTO general meeting. A vote of 2/3 majority of the general membership who are present at the recall meeting shall be required to recall a board member.

ARTICLE VIII: ST PTO COMMITTEES

Section 8.01: To accomplish the goals of the organization, work may be done through a specific committee, such as Fundraising Event, Hospitality, Teacher Appreciation, and the like. The President, with ratification by the ST PTO Executive Board, shall appoint committee chairpersons (6.03) and define the duties of each.

Section 8.02: The committee chairperson may be called upon to meet with the ST PTO Executive

Board prior to a general membership meeting.

Section 8.03: Non-members from the STHS community may serve on a committee as determined by the committee chairperson.

ARTICLE IX: PROGRAMS

All fundraising activities of ST PTO shall be submitted to the Principal of Santa Teresa High School, or a designee, for review and comment prior to implementation. The Board will be notified of other activities such as social luncheons, assemblies, and related functions, as advised by the Principal.

ARTICLE X: RECORDS AND REPORTS

Section 10.01: ST PTO shall keep at its primary office or at such other place authorized, and maintain adequate and correct accounts of its properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

Section 10.02: ST PTO books of account and minutes of meetings shall be open to inspection on written request of any member at any reasonable time. Such inspection may be made in person or by agent and the right of inspection includes the right to make extracts. Request of inspection shall be made in writing to the President.

Section 10.03: ST PTO shall provide for the preparation and submission to the membership of a written annual report including a financial statement. Such report shall summarize ST PTO activities for the year ended. The financial statement shall consist of a summary profit and loss statement projected for the ST PTO fiscal year ending June 30. An audit of the years' activities will be completed within a reasonable time after June 30 by a person unrelated to the Treasurer, in accordance with generally accepted principles of accounting.

Section 10.04: The ST PTO Executive Board shall provide for the preparation and submission to the membership for approval of a budget for the forthcoming year.

ARTICLE XI: AMENDMENTS AND REVISIONS TO BYLAWS

Section 11.01: A proposed amendment to the bylaws must be presented to the ST PTO Executive Board. It will then be presented and voted upon at the next ST PTO General Meeting, with approval requiring a 2/3 majority vote of the attending members.

Section 11.02: The bylaws shall be reviewed at least every two years. The bylaws shall be revised when

deemed necessary by the ST PTO Executive Board. A committee shall be picked by the ST PTO Executive Board to carry out this revision. The revised bylaws shall be voted upon by the ST PTO Executive Board during a board meeting. Following that, the general membership will vote to adopt them at a general membership meeting.

ARTICLE XII: DISSOLUTION

Section 12.01: In the event of the dissolution of ST PTO, all assets shall be transferred to Santa Teresa High School.

Section 12.02: The Treasurer at time of dissolution shall be responsible for the timely settlement of outstanding receivables and re-direction of outstanding payables. Further, the Treasurer shall provide a final financial statement for the receiving institution within 45 days of dissolution, and file the final tax return.

ARTICLE XIII: DEFINITIONS

Section 13.01: Membership- all parents and guardians of children currently attending Santa Teresa High School and faculty are eligible to membership in the Santa Teresa PTO.

Section 13.02: Officers- Officers are members of the Executive Board.

Section 13.03: Executive Board: Executive Board shall consist of President, Secretary and Treasurer at a minimum. A Vice President may also be elected in so long as all other positions are filled first.

Section 13.04: General Board Members: A Board member voted in by PTO members.