

---

*Bylaws of Audubon K-8 PTO*

---

**ARTICLE I: NAME, DESCRIPTION, & PURPOSE**

Section 1: NAME—The name of the organization shall be Audubon K-8 PTO. The PTO is located at Audubon K-8 | 8111 San Vicente St. | San Diego, CA 92114 .

Section 2: DESCRIPTION—The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE—The purpose of the PTO is to enhance and support the educational experience at Audubon K-8, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Audubon K-8 through volunteer and financial support.

**ARTICLE II: MEMBERSHIP**

Membership shall be granted to all community members of Audubon K-8, plus all staff at Audubon K-8 that have paid their membership dues. Membership dues are \$10 per school year. Members have voting privileges, one vote per household.

**ARTICLE III: OFFICERS**

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for all officers is one year, beginning August 1 and ending July 31 of the following year. Nominations for the following school year will be in writing and submitted to the current President one week prior to the February PTA general meeting. Elections will be held by secret ballot during the March meeting. Officers shall assume their duties July 1st.

Section 3: QUALIFICATIONS—Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

Communications: Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO and hold all financial records.

Translation Specialist: Assist in English/Spanish translations at meetings if no interpreter is available. Ensure Spanish-Speaking families feel welcome and included in PTO activities

Section 5: BOARD MEETINGS—The Executive Board shall meet quarterly during the school year, or at the discretion of the President.

Section 6: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY—If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

#### **ARTICLE IV: MEETINGS**

Section 1: GENERAL PTO MEETINGS—General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Agendas will include:

- Welcome
- Approval of minutes (from last meeting)
- President's report
- Treasurer's report
- Principal's report
- Committee reports
- Unfinished business
- New business
- Announcements (including date and time of the next meeting)
- Adjournment

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Attendance can be in-person or via conference call. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Five (5) members of the PTO present and voting constitute quorum for the purpose of voting.

#### **ARTICLE V: FINANCIAL POLICIES**

Section 1: FISCAL YEAR—The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of Audubon K-8 PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE—The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the President or the President’s designee.

**ARTICLE VI: BYLAWS AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

**ARTICLE VII: DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Audubon K-8 School.

**ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The authority for this organization shall be Robert’s Rules of Order Newly Revised.

These bylaws were adopted on 10/09/2019.

Amended (date): \_\_\_\_\_