

**BYLAWS of Frank McCoppin Elementary School
Parent Teacher Organization
Adopted on: [October 12th 2017]**

Article I: NAME & DESCRIPTION3

Article II: PURPOSE3

Article III: MEMBERSHIP3

Article IV: OFFICERS AND ELECTIONS3

 Section 1: Elected Officers..... 3

 Section 2: Other Officers 3

 Section 3: Duties 3

 Section 4: Nominations and Elections 4

 Section 5: Eligibility 4

 Section 6: Terms of Office 4

 Section 7: Vacancies..... 5

 Section 8: Removal from Office..... 5

Article V: MEETINGS5

 Section 1: Regular Meetings..... 5

 Section 2: Special Meetings..... 5

 Section 3: Quorum 5

Article VI: EXECUTIVE BOARD5

 Section 1: Membership 5

 Section 2: Duties 5

 Section 3: Quorum 5

Article VII: COMMITTEES6

 Section 1: 6

 Section 2: 6

 Section 3: 6

Article VIII: GENERAL POLICIES6

Article IX: FINANCES6

 Section 1: Fiscal Year..... 6

 Section 2: Budget 6

 Section 3: Banking..... 6

 Section 4: Authorization..... 6

 Section 5: Ending Balance 7

 Section 6: Dissolution..... 7

Article X: PARLIAMENTARY AUTHORITY7

Article XI: STANDING RULES7

Article XII: DISSOLUTION7

Article XIII: AMENDMENTS7

Article I: NAME & DESCRIPTION

The name of the organization shall be the **Frank McCoppin Elementary School Parent Teacher Organization** (referred hereafter as “PTO”). The PTO is located at 651 6th Avenue, San Francisco, California 94118.

The PTO is a state tax-exempt status organization and a not for profit 501(c)(3) classification with the Internal Revenue Code. The school district and the school hold this classification but the classification does not extend to clubs or other support organizations.

Article II: PURPOSE

The purpose of this organization is to

- enhance and support the educational experience of students at Frank McCoppin Elementary School,
- to develop a closer connection between school and home by encouraging parental involvement,
- foster a school community, and
- to improve the environment at Frank McCoppin Elementary School through volunteer and financial support.

Article III: MEMBERSHIP

Membership is open to any parent, guardian or other adult standing in loco parentis of a student currently attending Frank McCoppin Elementary School. The principal and any employed staff member whose home school is Frank McCoppin Elementary School may also be a member.

There will be no assessed fee for membership.

All members must sign-in on Welcome Day, Back to School Night, PTO meetings, or request membership through the McCoppin parents email address, which affords that member voting privileges.

Article IV: OFFICERS AND ELECTIONS

Section 1: Elected Officers

The elected officers shall be a Chair Person, Vice Chair, Secretary, Treasurer. Office positions can be shared.

Section 2: Other Officers

Additional officers include the School Principal and two Teacher Representatives.

Section 3: Duties

- **Chair Person** – The Chair Person shall preside over meetings of the organization and Executive Board, serve as the primary contact for the School Principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

- **Vice Chair** - The Vice Chair shall act as an aide to the Chair Person and perform the duties of the Chair Person in their absence. Where the role of Chair Person is shared, the role of Vice Chair is not required to be filled.
- **Secretary** – The Secretary shall keep all records of the organization, take and record minutes and register of members attending each PTO meeting, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The Secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- **Treasurer** - The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, pay out funds in accordance with the approval of the Executive Board. They will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year. They shall also prepare and submit tax statements after reporting them to the membership at a regular meeting.
- **Teacher Representatives** – The Teacher Representatives shall act as the liaison between the teaching staff and the PTO. They shall assist the Principal in the presentation of funding requests on behalf of the staff and report PTO activities at staff meetings.
- **School Principal** – The School Principal shall act as an advisor and represent the San Francisco Unified School District. They shall present funding requests at meetings for consideration.

Section 4: Nominations and Elections

- a. Each March, the Chair Person will call for nominations for the elected officer roles.
- b. A Nominating Committee, comprised of the Secretary and two regular members, will be established to promote the upcoming election, explain the requirements for the elected positions, reach out to potential candidates, accept nominations, and manage the actual election process. The nominating committee must be unbiased throughout its work.
- c. The Nominating Committee will announce the nominees at the April PTO meeting. Nominations may also be made from the floor at this meeting.
- d. Elections for the Chair Person, Vice Chair, Secretary and Treasurer will be held during the May PTO meeting, the last of the school year.
- e. Only members who are present can vote. Voting shall be by voice vote if only one person is running for an office. Where more than one person is running for an office, a ballot vote shall be taken. Two members of the Nominating Committee, not on the ballot, will tally the votes.

Section 5: Eligibility

Only parents, guardians or other adult standing in loco parentis of a student currently attending Frank McCoppin Elementary School are eligible to be nominated for elected office.

Section 6: Terms of Office

- a. The Chair Person shall serve a term of two years. The Vice Chair, Secretary and Treasurer may serve a term of one year.
- b. Officers may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

- c. Officers elected shall assume their official duties on, or around, the last day of the school term, allowing for an organized handover from the outgoing Officers.
- d. Outgoing officers will meet with newly elected officers to turn over any records and/or pertinent information regarding the position and/or organization.

Section 7: Vacancies

- a) If there is a vacancy in the office of the Chair Person, the Vice Chair (or individual who is sharing the Chair Person role) will become the Chair Person for the unexpired term.
- b) A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given to the general assembly.

Section 8: Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V: MEETINGS

Section 1: Regular Meetings

The regular meeting of the organization shall be on the second Thursday of each month during the school year at 5pm, or at a time and place determined by the Executive Board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers and conducting other business that should arise. The Secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

Section 2: Special Meetings

Special meetings may be called by the Chair Person, any two members of the Executive Board, or five regular members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and email.

Section 3: Quorum

The quorum shall be 10 members of the organization.

Article VI: EXECUTIVE BOARD

Section 1: Membership

The Executive Board shall consist of the Officers, the School Principal or their designee and two Teacher Representatives.

Section 2: Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, creating standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3: Quorum

Half the number of Board Members plus one constitutes a quorum. Board Members must be present physically or virtually to be counted towards the quorum.

Article VII: COMMITTEES

Section 1: Membership

Committees may consist of members and board members, with either Co-Chair acting as an ex officio member of all committees.

Section 2: Standing Committees

The Standing committees shall include all standing committees approved and appointed for the current school year. The following committees shall be held by the organization for the school year 2017-2018: After School Care, Curriculum Enrichment, Fundraising, Holiday Events, FMES Website, TechMaker Space and School Yard Greening.

Section 3: Additional Committees.

The board may appoint additional committees as required during the school year.

Article VIII: GENERAL POLICIES

- a. The FMES PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of FMES PTO's interests.
- b. The FMES PTO is a non-commercial, non-sectarian, non-partisan organization.
- c. The FMES PTO shall not in any way participate or intervene in any political campaign. The FMES PTO may, however, seek to educate people concerning school issues, such as school bond issues and similar concerns.
- d. The FMES PTO shall make no commitments on behalf of the FMES PTO unless specifically designated by the Executive Board.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the internal Revenue code, or (ii) by an organization, contributions to, which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Article IX: FINANCES

Section 1: Fiscal Year

The fiscal year shall be from 1st January to 31st December

Section 2: Budget

A tentative budget shall be drafted in the Spring term for each school year and approved by a majority vote of the members present.

Section 3: Banking

All funds raised by the PTO shall be deposited in an account designed by the Executive Board.

Section 4: Authorization

- a. The Executive Board shall approve all expenses of the organization.
- b. The Executive Board has the authority to approve up to \$5000.00 expenditure by a simple majority and up to \$15,000.00 unanimously.
- c. Two authorized signatures shall be required on each check over the amount of \$500.00. Authorized signers shall be the Chair Person, Treasurer and Principal.
- d. Any check written from the PTO account must have supporting documentation such as receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.

Section 5: Ending Balance

An amount of money will be left in the treasury at the end of each year to cover any unpaid bills and obligations plus a reserve amount of at least \$2,000.00 to begin the next school year.

Section 6: Dissolution

Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets are to be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under the state and federal tax laws. This will be determined by the Board upon dissolution.

Article X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article XI: STANDING RULES

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Article XII: DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XIII: AMENDMENTS

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the Secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.