

Cobblestone Crocs PTO Inc. Bylaws

As amended on May 3, 2016

ARTICLE I: NAME, DESCRIPTION & PURPOSE

Section 1: Name

The name of the organization shall be Cobblestone Crocs PTO Inc. Cobblestone Crocs PTO Inc. is located at 1718 Churchill Way, Plumas Lake, CA 95961.

Section 2: Description

The Cobblestone Crocs PTO Inc. 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 Cobblestone Crocs PTO Inc. is to enhance and support the educational experience at Cobblestone Elementary. The Cobblestone Crocs PTO Inc. strives to improve the environment at Cobblestone Elementary through volunteer and financial support by developing a closer connection between school and home by encouraging parent involvement.

ARTICLE II: MEMBERSHIP

Section 1: Membership

Any parent, guardian, or other adult standing in loco parentis for a student at Cobblestone Elementary may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Additionally, a parent, guardian or other adult standing in loco parentis for a student enrolled for the upcoming school year at Cobblestone Elementary, may be a member and have voting rights. Voting rights are restricted to one vote per household.

Section 2: Dues

Dues, if any, will be established by the executive board each new fiscal year. If dues are charged, a member must have paid his or her dues at least fourteen (14) calendar days

before the meeting to be considered a member in good standing with voting rights and qualify for nomination of any open board or committee position

ARTICLE III: OFFICERS

Section 1: Executive Board

The executive board shall consist of the following officers: president, vice president, secretary, treasurer and school liaison.

a. President

The president shall preside over meetings of the organization and executive board, prepare the agenda, serve as the primary contact for the 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. The president must deliver to the successor in office, all records in his/her possession by June 30th of the new fiscal year.

b. Vice President

The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president will open all bank statements within a week of receipt to review/audit and initial prior to providing to the treasurer. The vice president must deliver to the successor in office, all records in his/her possession by June 30th of the new fiscal year.

c. Secretary

The secretary shall keep all records of the organization, take and record minutes, 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. The secretary must deliver to the successor in office, all records in his/her possession by June 30th of the new fiscal year.

d. Treasurer

The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she 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. The treasurer must renew the incorporation of Cobblestone Crocs PTO Inc. as required by California state law. The treasurer must deliver to the successor in office, all records in his/her possession by June 30th of the new fiscal year.

e. School Liaison

The school liaison must be an employee of Cobblestone Elementary during their term of office. The school liaison will be responsible for representing the interest of Cobblestone Elementary and provide communication between Cobblestone Elementary and Cobblestone Crocs PTO Inc. to ensure mutual understanding and unity of purpose and action. The school liaison must deliver to the successor in office, all records in his/her possession by June 30th of the new fiscal year.

c. Donation Coordinator

The donations coordinator is responsible for gathering donations and sponsorships from restaurants and businesses throughout the year for all PTO events. He or she should ensure the sponsors receive thank you cards and recognition in the PTO newsletters, websites, etc. The Donation Coordinator must deliver to the successor in office, all records in his/her possession by June 30th of the new fiscal year.

Section 3: Nominations and Elections

Elections will be held at the last meeting of the current school year. Nominations are open to the floor. Members in good standing can nominate a candidate for any open office. Voting shall be by voice vote if there is only one nominee per open position. If more than one person is running for a position, a ballot vote shall be taken.

Section 4: Eligibility

Members are eligible for office if they are members in good standing at least fourteen (14) calendar days before the elections are held.

Section 2: Additional Officers

a. Public Relations

The Public Relations officer shall manage and create positive communications and marketing for the organization, including but not limited to PTO newsletters, email, website, bulletin boards, flyers, etc. The Public Relations officer must deliver to the successor in office, all records in his/her possession by June 30th of the new fiscal year.

b. Volunteer Coordinator

The Volunteer Coordinator shall coordinate volunteers for PTO events and school activities. He or she will collect a list of general volunteers at the beginning of the year and for special events. The Volunteer Coordinator will work with teachers, staff, and leaders to assure volunteers are adequate for various activities. The Volunteer Coordinator must deliver to the successor in office, all records in his/her possession by June 30th of the new fiscal year.

Section 5: Terms of Office

The term of office for all officers will be two (2) years, July 1st and ending June 30th of the second year. Each person elected shall hold only one office at a time. The elected President will also serve as the Director for Cobblestone Crocs PTO Inc.

Section 6: 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, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 7: Vacancies

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

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 IV: MEETINGS

Section 1: Regular Meetings

The regular meetings shall be held no less than once per month, and no more than once per week during the scheduled school year. The time and location of the organization’s meetings shall be determined by the executive board on the first meeting of the new school year. Once determined, all members shall be notified of meeting dates, times and location by an all-call and email.

Section 2: Special Meetings

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least three (3) days prior to the meeting by flyer.

Section 3: Quorum

Four (4) board members and three (3) members present at any meeting shall constitute a quorum for the transaction of business of the organization.

ARTICLE V: COMMITTEES

Section 1: Membership

Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2: Committees

Committees shall be created by the executive board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually. The chairpersons of each committee shall present their plans to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the executive board.

ARTICLE VI: FINANCES

Section 1: Budget

Every August a tentative budget shall be drafted by the treasurer and presented to the executive board. Once reviewed by the executive board, the budget shall be presented to the membership for approval and must pass by a two-thirds vote of those present at a membership meeting, assuming a quorum.

An approved budget must be completed by the first September meeting of the new fiscal year or no monies can be spent until approval is completed.

Section 2: Record Keeping

The treasurer shall keep accurate records of any disbursements, income, and bank account information. All correspondence received from the Cobblestone Crocs PTO Inc. bank shall be opened by the vice president, reviewed and initialed, then provided to the treasurer within a week of receipt.

Section 3: Unbudgeted Expenditures

The executive board, by majority vote of all officers, may approve unbudgeted expenditures up to a maximum of one hundred dollars (\$100.00). Unbudgeted expenditures over one hundred dollars (\$100.00) must be approved by a two-thirds vote of those present at a membership meeting, assuming a quorum.

Section 4: Check Signatures

Two authorized signatures shall be required on each check over the amount of two hundred fifty dollars (\$250.00) for unapproved purchases and five hundred dollars (\$500.00) for approved purchases. Authorized signers shall be the

president, treasurer, and secretary. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by two other board members.

Section 5: Reimbursements

To be reimbursed from the Cobblestone Crocs PTO Inc., a completed reimbursement form along with the receipt or invoice stapled to it must be submitted to the treasurer. If it is not an item as written in the budget, two board members must approve and sign the request form prior to reimbursement.

Section 6: Advance Payment

To request an advance payment from the Cobblestone Crocs PTO Inc., a completed advance payment form must be completed and submitted to the treasurer. If it is not an item as written in the budget, two board members must approve and sign the request form.

Section 7: Bank Account

There must be a minimum of two hundred dollars (\$200.00) in the bank account at all times. At the end of the fiscal year there must be a minimum of three thousand five hundred dollars (\$3,500.00) left in the bank account for the new fiscal year.

Section 8: Dissolution

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, monies left will be donated to the Cobblestone Elementary student body fund.

ARTICLE VII: PARLIMENATRY AUTHORITY

Robert's Rules of Order shall govern meetings when they are not in conflict with the Cobblestone Crocs PTO Inc. Bylaws. The president shall have a copy of Robert's Rules or Order for reference at all meetings.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting to all members in attendance by the secretary.

Amendments will be approved by a two-thirds vote of those present at the meeting, assuming a quorum.

ARTICLE IX: DISSOLUTION

The organization may be dissolved providing that previous notice was given in writing to all members fourteen (14) calendar days in advanced by the secretary. Notice will be provided by flyer sent home with the students at Cobblestone Elementary. Dissolution will require and a two-thirds vote of those present at the meeting, assuming a quorum.

These bylaws are adopted as prescribed on this date November 11, 2009.

AMENDMENT HISTORY

May 21, 2014

- 1. Delivery of records to officer successors changed to June 30th of each year.*
- 2. Added Public Relations, Volunteer Coordinator and Donation Coordinator positions and responsibilities.*
- 3. Elections amended to last meeting of school year*
- 4. Amended term of office to begin July 1st and end June 30th of second year.*
- 5. Meeting notifications amended to all-call and e-mail.*
- 6. Amended budget drafting and approval dates.*
- 7. Amended two authorized signatures for checks (\$250/\$500).*
- 8. Amended bank account balance minimum for start of new fiscal year.*

May 3, 2016

- 1. Removed requirement for minimum meeting attendance to qualify for nomination for any board or committee position.*
- 2. Added membership eligibility for parents of students for upcoming school year.*
- 3. Increased year-end bank account balance minimum to \$3500.*
- 4. Numerous editorial (non-substantive) changes.*