



# **Pueblo Gardens K-8 Parent Teacher Organization**

## **By-Laws**

**August 22<sup>nd</sup>, 2019**

### **ARTICLE I: NAME**

The name of this organization shall be Pueblo Gardens K-8 Parent Teacher Organization.

### **ARTICLE II: OBJECTIVE/PURPOSE**

**Objective/Purpose** – The purposes of the Pueblo Gardens K-8 PTO are to promote a collaborative effort between school and home through which parents are enabled to become actively involved in meetings, events, and projects at Pueblo Gardens K-8 School, to provide opportunity for dialogue between school and parents, and to raise funds that may be necessary to achieve the overall objectives of the PTO.

1. Support the school staff in the classroom.
2. Provide support for the students and staff at Pueblo Gardens K-8 for the advancement of education
3. To facilitate and encourage parent and public involvement in our school and community through school activities.
4. Provide opportunities to recognize school staff.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1:**

Membership is open to any person(s) with an interest in supporting the Pueblo Gardens K-8 Parent Teacher Organization.

#### **Section 2:**

Officers shall be elected to the following positions:

President- Angela Cisneros  
Vice-President- Josie Moreno  
Treasurer- Elizabeth Almeida

Secretary- Monet Martin  
All other members will be: members-at-large

**Section 3:**

The board shall have at least 3 members

**Section 4:**

Board meetings shall be called by the President as deemed necessary at an agreed upon time.

**Section 5:**

After the 2019-2020 school year has been completed and before the end of the school year, the board will meet to elect officers for the next year and replace retiring board members.

**ARTICLE IV: OFFICERS**

**Section 1:**

Officers shall consist of a President, Vice-President, Secretary and Treasurer. It is the role of the elected officers to preside over and direct the PTO in all activities that direct or indirect bearing upon the fulfillment of the PTO objectives as outlined under Article II.

Any person or persons holding an elected position, or acting in the capacity of any officer of the organization, does so on a strictly voluntary basis. All proceeds generated by or for the Pueblo Gardens K-8 PTO shall be directed to and for Pueblo Gardens K-8 PTO activities, and Teacher recognition.

**Section 2:**

Term of Office: All elected officers shall serve a one-year term and are eligible for re-election for as many terms as they want and are voted in for.

**Section 3:**

Vacancies: In the event a vacancy occurs during a normal term of office, nominations for members to fill the position(s) shall be accepted and voted upon at the next meeting.

**Section 4:**

Resignations: An officer wishing to relinquish all duties associated with their current office must present a letter of resignation to the President. If, the President is the resigning officer, any other officer may accept the letter of resignation.

## **Section 5:**

Officer Termination: In the event that an officer fails to maintain their officer responsibilities or is deemed to be acting in a manner that is contrary to the Pueblo Gardens K-8 PTO purpose as outlined in Article II, that officer may be removed from office. Removal from an officer position requires a two-thirds (2/3) vote of the current board members. An officer removed from office may remain a member of the board.

## **ARTICLE V: DUTIES OF OFFICERS**

### **Section 1: President**

- Preside at all meetings,
- Call meetings as deemed necessary for the benefit of the organization, and perform other duties as may pertain to his/her office.
- Sign orders,
- Be a second signer of checks if the president is not a TUSD school employee.
- Assist the Treasurer in preparing a financial policy and budget,
- Appoint all committees,
- Arrange for other officers to preside over meetings in the event of an unavoidable absence. Officers so appointed will have full authority of the office of President during that meeting. Order of selection will be Vice-President, Secretary, Treasurer.

### **Section 2: Vice-President**

- Sign checks if not a TUSD employee
- Assist in preserving order at meetings and special functions,
- Guide and monitor the actions of all appointed committees,
- Assist committee chairpersons if needed,
- In the absence of the President, preside at all meetings and functions of the organization.

### **Section 3: Secretary**

- Responsible for keeping a correct, full and impartial account of proceedings at all meetings.
- Maintain Pueblo Gardens K-8 PTO Bylaws,
- Conduct all correspondence of the organization including sending or coordinating distribution of meeting minutes, meeting announcements, and all information about Pueblo Gardens K-8 PTO activities.

### **Section 4: Treasurer**

- Responsible for all monies received by the organization; deposit these monies in the name of the Pueblo Gardens K-8 PTO in such bank as the board may direct.
- Sign all checks along with the President or Vice President for payment of bills sanctioned and approved by the organization,

- Prepare and present a financial report clearly showing all of the club's assets and liabilities at each meeting. No monies shall be distributed from Pueblo Gardens K-8 PTO funds unless recorded by the Treasurer. Financial decisions must be available to at least 2 other officers before acted upon.

## **ARTICLE VI: COMMITTEES**

The officers may create committees as needed to fulfill Pueblo Gardens K-8 PTO objectives as outlined in Article II. Participation in committees is strictly voluntary. Chairpersons will be elected by majority vote of the individual committee members or through appointment by the President. Committees needed to fulfill the obligations normally realized during the school year may include but are not limited to:

1. Fundraising Committee

## **ARTICLE VII: FUNDRAISING**

### **Section 1:**

Fundraising activities are the primary method by which we as Pueblo Gardens K-8 PTO fulfill our objectives as outlined in Article II. While participation is strictly voluntary, it is considered the responsibility of all members to participate to their fullest capacity when these activities are taking place.

### **Section 2:**

Fundraising activities may be proposed during meetings throughout the school year or during fundraising committee meetings.

### **Section 3:**

All proceeds generated by or for Pueblo Gardens K-8 PTO shall be directed to and for school activities and Teacher Recognition.

## **ARTICLE VIII: VOTING**

While consensus is desirable, any action of the organization requiring a vote of the membership will be made by a simple majority vote of the members present unless otherwise stated in these bylaws.

## **ARTICLE IX: AMENDMENTS**

Any member may, at any meeting, introduce an amendment, which will be reviewed by the elected officers and brought forward for a vote at the next meeting. To be enacted, the proposed amendment requires a two-thirds (2/3) vote of the members present.

## **ARTICLE X: LEGAL**

### **Section 1:**

Any officer or member-at-large convicted of a felony, which was performed while operating at a club function or activity or in the name of the club shall lose all rights to membership. All items belonging to the club shall be returned, or paid in full by the offending officer or member.

**Section 2:**

Any bylaw written or inferred in this document is written or executed with the goodwill intent of following current state laws. Any state laws that pertain to any item written herein shall supersede those items.

**ARTICLE XI: DISSOLUTION AND DISPOSAL OF FUNDS**

In the event that no meeting of the Pueblo Gardens K-8 PTO is held over a period of fifteen (15) months following the last meeting, or upon two-thirds (2/3) vote of the membership to disband, any unexpected and/or unencumbered funds remaining in the treasury shall be transferred to Pueblo Gardens Optimist Club account by authorized agents of the Pueblo Gardens K-8 PTO, or upon written request of any (3) members of the last group of officers.