

## **MACE RANCH PTO BYLAWS SUMMARY**

### **Purposes**

Foster relations among the parents, teachers and administrators, and to raise funds to make charitable contributions and fund programs and activities that will benefit the students who are or will attend the School by:

- Providing prospective parents with information regarding School District staff and Board meetings and activities regarding school opening decisions, such as school curriculum, grades, magnet programs, and non-elementary uses of the School.
- Assisting students, teachers and administrators to improve the learning environment.
- Participating in the decision-making process establishing School policy.
- Implementing educational programs.
- Offering supportive services.
- Purchasing materials and supplies.
- Constructing facilities and site improvements.

While it is the intent of the organization that its programs and events benefit all of the future students at the School, the organization may expend funds for programs or events that benefit the efforts to open the School as a full K-6 elementary school, and after the School opens, to benefit one grade, class, or student, at the discretion of the membership, as long as the purpose of the expenditure is reflected in at least one of the foregoing purposes of the organization.

### **Members and Dues**

Any parent, guardian, or adult with a child who may attend the School or who resides with the School boundaries upon payment of dues. Dues for teachers and administrators is waived. Dues amount set by Executive Board.

### **Officers**

President, Vice- President, Secretary and Treasurer. May only serve two consecutive one year terms. However, the first slate of Officers will serve from March 2005 through June 2007.

### **Committees**

Chairpersons and members of the committees are appointed by the President, or by the membership at a regular meeting. Standing Committees are: Membership, Newsletter, Fundraising and Nominations. A committee only has the authority and budget authorization as approved by a majority vote of the membership at a regular meeting.

## **Meetings**

Notice of the date, time and location of a regular or special meeting shall be delivered or mailed to all prospective parents of students who will attend the School and PTO members, announced at a prior regular meeting, and notice sent to the members by posting on the Mace Ranch Association website, the PTO listserv, and/or in the PTO newsletter at least one week in advance of the meeting.

## **Quorum and Voting**

A quorum constitutes either 10% of the total members (e.g., 200 members = 20) or at least 10 members, whichever figure is less. If a quorum is not present but all of the officers are present, then any business of the organization may be transacted other than election of officers, approval of the annual budget, or approval of expenditures in excess of \$1,000. Voting by proxy is prohibited.

## **Distribution of Materials**

Any non-PTO materials may not be distributed at a PTO meeting, activity or event unless the material is approved in advance by the President (and may need to consult with the Principal).

## **Expenditures**

The Executive Board must approve all advances, encumbrances and obligations (collectively "expenditures") of the organization to verify that such amounts have been authorized in advance by the membership. All checks over \$1,000 must be approved and signed by any two (2) of the elected officers, one of which may be the Treasurer.

Budget - Adoption by the membership of the Annual Budget is authorization for the purpose and amount of such expenditures. Other expenditures must be approved at a regular or special meeting.

Ratification - Any expenditure that was approved as part of the Annual Budget but exceeds \$1,000, including multiple expenditures for the same activity or event that in the aggregate exceed \$1,000, must be ratified by a vote of the membership. Any expenditure in excess of the budgeted amount by more than \$100 must also be ratified by a vote of the membership.

Executive Board - Authority to approve expenditures of \$100 or less that are not included in the Annual Budget by an affirmative vote of at least three members of the Executive Board.

Advances and Receipts - The Treasurer may advance funds for approved expenditures to avoid financial hardship for any member or Committee Chairperson who has been delegated the responsibility for organizing an event which requires making expenditures in advance of the event. All expenditures shall be verified by receipts; however, any expenditure of less than \$100 for which a receipt is not available may be reimbursed if it is a budgeted expenditure and an officer authorizes payment, or if the membership approves payment.

Gifts - The limit for gifts and acknowledgements is \$50 and such expenditures must be approved by the Executive Board; however, the President is authorized to approve such expenditures if it is necessary to act before the next Executive Board or regular meeting. The membership may approve expenditures in excess of this limitation.

Reporting – The Treasurer shall report all expenditures in excess of \$100 at each regular meeting for the period from the date of the prior regular meeting.

### **Amendments**

The Bylaws may be amended at any regular meeting by a two-thirds vote of the members present, provided that the amendment has been introduced a previous regular meeting or has been published at the direction of the Executive Board in the PTO Newsletter and posted on the list serve and at least 10 days in advance of the meeting at which a vote on the amendment is scheduled.