

Santa Ynez Valley Charter School

PTSO BY-LAWS

Revised April 2011

Article I

NAME

The name of this organization shall be: Santa Ynez Valley Charter School Parent Teacher Student Organization (SYVCS PTSO)

Article II

PURPOSE

The purpose of this organization is to:

- provide financial assistance for school/educational needs through various fundraising projects;
- provide a forum for parents, teachers, and students to discuss issues pertinent to our school environment and maintain communication with the Board of Directors;
- promote the school community;
- provide volunteer opportunities for parents to be involved on a regular basis.

Article II

POLICIES

The following are basic policies and procedures of this organization:

- Meeting agenda items will be posted prior to any meeting of the general membership

Article IV

MEMBERSHIP

Membership is open to anyone in the SYVCS community.

Article V

EXPENDITURES

A proposed budget for the school year must be presented to the Board of Directors at the first Board meeting of the school year for approval.

Any expenditures over \$100 that come up during the school year (and not listed in the proposed budget), must first be approved by the Board.

Any checks over \$500 must be signed by two of the four elected officers of the PTSO (usually President and vice-President).

All expenses incurred by PTSO members in the performance of official duties shall be reimbursed upon submission of receipts.

Article VI
GENERAL MEMBERSHIP MEETINGS

There will be a minimum of monthly meetings during the school year that are planned and publicized in advance. The time and place of the meetings may be set by the Executive Board.

All PTSO members may have a vote, that vote being interchangeable among adult family members, but not exceeding one vote. Any change in the schedule of the monthly meetings must be approved by a simple majority of the members present.

Article VII
OFFICERS AND THEIR ELECTION

Officers of the Executive Board shall hold the office for one school year ending June 30. Officers shall consist of the President, Vice-President, Secretary, and Treasurer.

Candidates may be recommended by a Nominating Committee or receive nomination from the floor of the April general membership meeting. Officers shall be elected by the simple majority of PTSO members attending the May general membership meeting. Officers elected at the May general membership meeting shall be approved by the Board of Directors at the June meeting.

Article VIII
DUTIES OF THE OFFICERS

Section A: Duties of the President

- preside at all meetings
- call special meetings as needed
- be the ex officio member of all PTSO Committees
- represent PTSO at the Board of Directors regular meetings
- be limited to 2 (two) consecutive years in office, unless overruled by the Board of Directors
- sign and approve checks for reimbursement (unless to oneself)
- create budget and manage expenses
- with the Treasurer, collect, count and prepare for deposit any monies from fundraising projects or other income
- make deposits to PTSO bank account
- serve as past president/advisor to the successor President
- lead or assist with PTSO fundraising projects and events
- carry out the purpose of this organization

Section B: Duties of the Vice-President

- perform the duties of the president in his/her absence
- be responsible for organizing and chairing the Nominating Committee, if needed

- be limited to 2 consecutive years in office, unless overruled by the Board of Directors
- sign and approve checks for reimbursement (unless to oneself)
- lead or assist with PTSO fundraising projects and events
- carry out the purpose of this organization

Section C: Duties of the Secretary

- keep an accurate account of the minutes of the PTSO meetings
- create signs and posters for PTSO events
- assist with PTSO fundraising projects and events
- create and maintain a weekly newsletter and SYVCS website updates
- carry out the purpose of this organization

Section D: Duties of the Treasurer

- prepare a financial report for each general membership meeting and Board of Directors meeting
 - prepare a closing financial statement of the school year by June 30
 - with the President, collect, count and prepare for deposit any monies from fundraising projects or other income
 - serve as advisor to the successor treasurer, as needed
 - assist with all PTSO fundraising projects and events
 - carry out the purpose of this organization
- (Treasurer does not make deposits or have check-signing responsibilities)

Article IX EXECUTIVE BOARD

The Executive Board shall consist of the Officers of this organization, the Chairs of the PTSO committees, and a teacher representative. The Director may serve in an advisory capacity with full voting privileges.

The Executive Board shall meet as deemed necessary by the President and the President shall preside at all Executive Board meetings. The President must call an Executive Board meeting upon the written request of four Executive Board members.

For the purpose of transacting business, 6 members of the Executive Board shall constitute a quorum. Action may be taken by a simple majority vote.

Article V COMMITTEES

The Board of Directors has approved formation of the following committees to be governed by the PTSO:

- Fundraising
- Garden
- Facilities and School Grounds
- Educational Assemblies

The PTSO shall promote participation of these committees and appoint Committee Chairpersons at the September General Meeting, to the extent possible.

Article XI
AMENDMENTS

These By Laws may be changed or amended by a simple majority vote of those members present at any PTSO meeting. Any action resulting in changes or amendments to the By Laws must be adequately publicized and posted prior to the meeting.