

**DIXON MONTESSORI CHARTER  
SCHOOL  
PTO BYLAWS**

DMCS PTO BYLAWS

**PTO BYLAWS AUTHORED BY: Erica Hurtado, Governing Board**

**REVISED SEPTEMBER 11<sup>TH</sup>, 2011 By Sonia Sedillo Green**

**REVISED NOVEMBER 2012 BY BYLAWS REVIEW COMMITTEE: Donny Everhart,  
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**Standing Committees**

**1. Fundraising Committee**

- a. Scholastic Book Fair Coordinator**
- b. Fall Fundraiser Coordinator**
- c. Box Tops/Tyson etc... Coordinator**
- d. Escrip/Shop With Scrip Coordinator**
- e. Dragonfly Dinner Coordinator/Liaison**

**2. Social/Spirit Committee**

- a. Spirit Wear coordinator**
- b. After school activities coordinator**
- c. School Uniform Exchange coordinator**
- d. Spirit Days Coordinator**
- e. Teacher Appreciate Coordinator**
- f. Monthly Activity Enrichment**
- g. Fall Festival Coordinator**
- h. Field Day Coordinator**

**3. Academic Enrichment Committee**

- a. Art Coordinator**
- b. Music Coordinator**
- c. Science Coordinator**
- d. Athletic Coordinator**
- e. Library**

**4. Review Committee**

- a. Financial Audit Committee**
- b. Bylaws Committee**
- c. Nominating Committee**

**5. Publicity Committee**

**6. Volunteer Committee**

- a. Parent Liaison Coordinator**

**7. Site Beautification Committee**

- a. Garden Coordinator**
- b. Clean Up Coordinator**

DMCS PTO BYLAWS

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## ARTICLE I – NAME

The organization shall be named Dixon Montessori Charter School Parent Teacher Organization (PTO); herein referred to as the PTO.

## ARTICLE II – MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experiences of DMCS Students by:

1. Providing an organization through which the parents, school, and the teachers can work cooperatively **and**
2. Provide financial support for programs funded outside of the annual school budget.

## ARTICLE III – POLICIES

**Section 1:** The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

**Section 2:** The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501©3 of the United States Internal Revenue Code.

**Section 3:** The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the mission of the PTO.

**Section 4:** The PTO may cooperate with other PTO's within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

## ARTICLE IV – FISCAL YEAR

The fiscal year of the PTO shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.

## ARTICLE V – MEMBERSHIP & DUES

### Section 1: Membership & Dues

Any parent or guardian of a student at Dixon Montessori Charter School (DMCS), the Director, or any teacher currently employed at DMCS may become a PTO member by filling out a membership form and returning it to the PTO Secretary, in order to gain the right to vote. There will be no membership dues.

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### **Section 2: Vote**

Each PTO member shall have one vote. Voting may take place by voice, or upon request, by written ballot. Approval/disapproval will be based on 51% of the vote of total members in attendance at a general PTO meeting.

## **ARTICLE VI – EXECUTIVE OFFICERS**

### **Section 1: Executive Officers**

The Executive Officers shall consist of an elected President (parent), Co-President (teacher), Secretary, and Treasurer. The positions of President may choose to appoint a Vice President if either of the Presidents are not able to carry out the functions of their position.

### **Section 2: Nominations & Elections**

The Nominating Committee shall submit Nominations for the four Executive Officer positions at the April PTO meeting. At this meeting, additional nominations may also be made by any PTO members.

### **Section 3: Terms of Service**

Voting shall take place by written ballot at the May PTO meeting. Executive Officers shall be elected for a term of one calendar year (beginning July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year.) A person may hold only one Executive Officer position at a time. An Executive Officer may also act as a Committee member of up to two Standing Committees.

### **Section 4: Unfilled Positions**

In the event that the PTO fails to fill all Executive Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting.

### **Section 5: Executive Officer Position Expectations**

All Executive Officers shall act in the best interest of the PTO. No Officer shall be compensated for their service; it is strictly voluntary. One PTO Executive Officer shall attend and report out to the monthly Governing Board Meetings. Executive Officers are expected to train incoming Officers during the summer break.

### **Section 6: Contracts & Purchases**

No Executive Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

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### **Section 7: Removal from Office**

Any Executive Officer can be removed from office, with or without cause, by a two-thirds majority vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO membership at least one week prior to the meeting.

### **Section 8: Incoming Standing Committee Chair Persons**

Each Executive Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

## **ARTICLE VII – EXECUTIVE OFFICER DUTIES**

### **Section 1: President**

#### **The President(s) shall:**

1. Preside over all meetings of the PTO.
2. Prepare and post each meeting's agenda in conjunction with the Secretary.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Represent the PTO at city-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Sign checks, notes, etc. in the absence of the Treasurer.
7. Appoint Special Committees as needed.

### **Section 2: Co-President (suggest Teacher)**

#### **The Co-President(s) shall:**

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.

### **Section 3: The Secretary shall:**

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Prepare and post each meeting's agenda within 24 hours in conjunction with the President.
3. Record the minutes of all PTO meetings and forward copies to each Executive Board member within two weeks of the recorded meeting, for approval, and then post them on the schools website.
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the school and should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the Secretary to hold this position.

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5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership List (readily available upon request to any PTO Member at any PTO Meeting).
7. Provide a printed copy of these Bylaws to each newly elected Executive PTO Board member prior to the first regular PTO meeting.
8. Announce PTO meetings to the population at DMCS at least one week in advance of that meeting.
9. Record volunteer hours for monthly PTO meeting attendees.

### **Section 4: Treasurer**

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations and fundraising sales & contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive PTO Board Meeting and at other times upon request of the Executive PTO Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the PTO.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501©3 status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
8. Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.
9. Create a suggested Budget with the Presidents over the summer, for approval/discussion at the first Executive PTO Board meeting???

## **ARTICLE VIII – EXECUTIVE PTO BOARD**

### **Section 1: Executive PTO Board:**

The Executive board shall consist of the President, Co-President, Vice President, Secretary, Treasurer, a DMCS Director, and the Chairperson of any Standing Committees.

### **Section 2: Director**

The Director acts as a liaison between the school and the PTO and ensures that all PTO activities are in accordance with school policies and procedures.



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### **Section 3: Duties**

The Executive Board shall conduct necessary business in preparation for the regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO membership at the first regular PTO meeting of the fiscal year.

## **ARTICLE IX—MEETINGS**

### **Section 1: Regular Meetings of the PTO**

The Regular meetings of the PTO shall be held monthly except during the months of June and July. The date and time will be pre-established by the PTO President and Co-President. The President at the first regular meeting of the school year shall present dates and times of the monthly meetings.

### **Section 2: Executive Board Meetings**

Executive board meetings shall be held no less than quarterly on a date mutually agreed upon by the chairs.

The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal. The proposed budget shall be presented at the first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meetings as to either accept or amend the Executive Board's proposed budget.

### **Section 3: Special Meetings of the PTO**

Special meetings may be called at any time during the school year by the President or upon written request to the Secretary of a least five (5) PTO members in good standing. The objectives of such special meetings must be set and presented to the PTO membership at least ten (10) days prior to the meeting.

### **Section 4: Voting**

Each PTO member shall have one vote. Voting may take place by voice, or upon request, by written ballot. At least 11 members of the PTO shall constitute a quorum. A quorum must be met in order for any vote to take place. Approval/disapproval will be assessed on 51% of the vote of total members in attendance at a general PTO meeting. *If a meeting attendance is not enough to establish a quorum, the PTO will issue a public notice regarding item or issues to be voted on and offer PTO members an opportunity to vote at the following regular PTO meeting.*

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### **Section 5: Final Meeting**

The final PTO meeting shall take place in May, prior to the close of the school for summer.

## **ARTICLE X—FUNDS**

Chairs may only fundraise money for their own exclusive committee use with prior authorization and vote of the PTO. No Chair is to engage in any fundraising (exclusive or for the benefit of all PTO committees) without prior consent of the PTO membership.

### **Section 2: Use**

PTO funds shall be used for programs, events and items that directly benefit the students of the school.

### **Section 3: Income**

All funds raised for the PTO must be documented and submitted to the PTO Treasurer within ten (10) days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 days of receipt. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

### **Section 4: Expenses**

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 15 days of the incurred expense or by four weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt.

Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned with a receipt to the PTO Treasurer immediately following the purchase.

### **Section 5: Non-Budgeted Requests**

Any PTO member in good standing may submit monetary requests for non-budgeted items to the PTO at a monthly PTO meeting. A vote for approval of the monetary disbursement shall be taken at the NEXT scheduled meeting of the PTO, and will be recorded in the minutes. Advanced notice of the upcoming vote shall be publicized on the agenda at least one (1) day prior to the vote.

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### **Section 6: Reporting**

An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

### **Section 7: Carry Over**

The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry over amount shall not exceed \$10,000.

## **ARTICLE XI—COMMITTEES**

### **Section 1: Standing Committees**

The following Standing committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Academic Enrichment, Social, Site Beautification, and Review. Special committees may be formed at any time at the request of any PTO member with a majority vote of the PTO membership in good standing. It is recommended that each committee should have at least 3 members. Within each committee, there shall be one chairperson to serve on the Executive Board.

### **Section 2: Chairpersons**

Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the April PTO meeting. Elections shall take place at the May PTO meeting.

### **Section 3: Chairpersons Records**

The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to the future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

### **Section 4: Committee Members**

Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

### **Section 5: Contracts and Purchases**

No committee chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchase must be made within the budgetary restrictions.

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### **Section 6: Terms of Service**

A Chairperson shall be elected to a term of one calendar year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>, of the following year. A person may hold only one Chair position at a time.

### **Section 7: Attendance**

Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

### **Section 8: Standing Committee Chairs and Nomination Decisions**

Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

## **ARTICLE XII—STANDING COMMITTEE DUTIES**

*(The following language regarding committees is a basic outline only and will be revised to fit DMCS, DMCS PTO and updated by the Bylaws Committee as needed. Details in the descriptions are not definitive in nature and may change as the Chair sees fit.)*

### **Section 1: Fundraising Committee**

The Fundraising Committee shall:

1. Research options, plans and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the Executive board
3. Solicit volunteers to assist with each Fundraiser.
4. Report all Fundraising activities, expenses and profits at each monthly PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee and execute the Savings Programs (i.e. Box Tops, cartridges, GoodSearch, Escrip etc...)

### **Section 2: Academic Enrichment Chair**

The Enrichment Chair Shall:

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1. Coordinate educational enrichment programs for students in all grades.
2. Work with the Director and teachers to coordinate events that enhance current curriculum in areas including but not limited to Art, Science, and Music.
3. Notify the Publicity Committee in advance of event dates for photo coverage.
4. Write a summary of each event for publication in the newsletter or School website for the purposes of informing School parents that the event was sponsored by the PTO.

### **Section 3: Social/Spirit Chair:**

The Social/Spirit Chair shall:

1. Plan and implement all not-for-profit social activities for students and their families; including but not limited to the Ice Cream Social/back to school picnic, Spirit Days, Fall Festival and Field Day.
2. Coordinate a monthly not-for-profit Fun Event for the students
3. Coordinate after-school programs (i.e. an introduction to Sign Language, Crafts and More, Lego Engineers etc...)
4. Coordinate Spirit wear sales and the uniform exchange program.
5. Coordinate Teacher Appreciation Luncheon and Teacher Appreciation Week.

### **Section 4: Review Committee**

The Review Committee Shall:

1. Publicize PTO positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.
2. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PTO meeting. This list shall be completed and publicized to all PTO members two weeks prior to the April meeting.
3. Form a Financial Audit Committee, which shall be made up of three PTO members that do not currently serve on the Executive Board. The committee shall audit the financial records of the PTO for the fiscal year and prepare a year-end report.
4. Review PTO bylaws and make suggested changes.

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### **Section 5: Publicity Committee**

The Publicity Committee shall:

1. Attend School functions and events to take photos and write articles for submission to the local newspaper, School newsletter and School website.
2. Decorate and maintain the PTO bulletin board in the School Foyer to reflect a positive and informative display.
3. Oversee all publicity and web communications that may impact the reputation of the PTO and DMCS at large.

### **Section 6: The Volunteer Committee**

The Volunteer Committee shall:

1. Solicit volunteers, create and maintain records of their interests, skills and contact information in order to coordinate with other committees and school staff for the dispersement of information.
2. Coordinate room parent representatives, reviewing their responsibilities and creating a core task force of volunteers.

### **Section 7: Site Beautification Committee**

The Site Beautification Committee Shall:

1. Coordinate the general clean up, maintenance and improvement of the school grounds including but not limited to the playground equipment, exterior grounds and garden.
2. Work closely with the Fundraising Chair to coordinate fundraising for maintenance and improvements of the School's playground equipment and grounds.
3. Purchase equipment, supplies and services necessary to maintain and improve the playground equipment and grounds as approved (by vote) by the PTO membership.

## **ARTICLE XIII—PARLIAMENTARY AUTHORITY**

### **Section 1: Rules:**

The rules contained in Robert's Rules of Order, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and made available at each meeting.

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### **Section 2: Bylaws Amendment**

These bylaws may be amended under the following conditions:

1. By the Review Committee or at least five (5) PTO Members shall submit the revision to the Secretary: and
2. At least fourteen (14) calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the net scheduled Regular PTO meeting; and
3. A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
4. All approved amendments shall become effective immediately and recorded by the Secretary

## **ARTICLE XIV—DISSOLUTION**

### **Section 1: Dissolution.**

The PTO may be dissolved provided prior notice is given to the PTO membership, a vote is taken at the next schedule Regular PTO meeting (a quorum must be met) and the request is approved by a majority vote of those present.

### **Section 2: Remaining Funds:**

Upon a vote to dissolve the PTO the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. A vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. The remaining funds will be held in escrow by the Director for use by a future school PTO. If a PTO is not formed within 24 months, the funds shall revert to the DMCS and be used toward the benefit of the students under the discretion of the Director.

