



Summit Charter Academy Parent Teacher Organization Inc. Bylaws

Article I **Name**

The name of and location of this organization shall be the Summit Charter Academy Parent Teacher Organization Inc. (S.C.A. P.T.O. Inc.), 175 South Mathew, Porterville, California, 93257.

Article II **Purpose Statement**

The relationships within the Summit Charter Academy Community, which includes students, teachers, staff, parents, and patrons, are a vital influence on the success of our children's futures. As a charitable organization our purpose is to foster a sense of support, pride, and enthusiasm through fund-raising and family activities. We will promote positive school/community relationships that shall enhance our children's educational environment.

Article III **Objectives-Mission**

- a) To promote the welfare of children and youth in home, school and community.
- b) To bring closer the relationship of home and school so that parents and teachers may cooperate intelligently in the education of the child.
- c) To enhance the educational facilities and opportunities for the students of the Summit Charter Academy that is not otherwise provided for in the school budget.

Article IV **Policies**

- a) The policies shall be developed through meetings, conferences and committees.
- b) This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- c) This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned. (i.e. students, teachers, administrators and parents.)
- d) All fundraising materials, items and orders mailed to Summit Charter Academy school site that pertain or are owned by S.C.A. P.T.O. INC. shall be opened and processed only by P.T.O. Inc. officers.



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- e) All written materials produced by and for the organization prior to publication and/or distribution must be approved by the S.C.A.P.T.O., Inc. President or by a vote of the general membership.
- f) An annual report will be given to the SCA Board of Directors annually at their May or June meeting.

Article V Membership

- a) Membership in this PTO shall be made available without regard to race, sex, color, creed or national origin.
- b) Any parent, guardian, or other person with a child enrolled and attending the Summit Charter Academy Mathew Campus (SCA-M) or Summit Charter Collegiate Academy (SCCA).
- c) Each member of the licensed teaching staff working at SCA-M and SCCA.
- d) Any member shall have the privilege of making motions and serving as a member and/or officer.
- e) The Principal(s) shall be considered as a sitting advisor and/or consultant to S.C.A.P.T.O. Inc.

Article VI Officers and Their Elections

- a) The executive officers of this organization shall be no more than one (1) of each of the following; President, Vice President, Secretary, Treasurer, Historian/Parliamentarian. All members shall be invited to all General Meetings.
- b) Nominations will be opened at the March meeting and remain open until nominations are closed at the April Meeting.
- c) Officers shall be elected at the April meeting of the organization by the members present.
- d) Officers shall assume their official duties at the close of the May transitional meeting of that current school year.
- e) Officers shall serve a term of one (1) years and/or until their successors are elected. Elections shall be held yearly.
 - 1) The PTO members will bring forth the nominations for the General Elections.
 - 2) Appropriate notification of elections will be given to the school populace.



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- 3) The PTO officers shall present a slate of nominees for offices to be filled and report the slate of nominees to the PTO members at the April meeting of the organization. If there is no nominee for a position then the incumbent board will continue to search the membership to fill the vacancies following the vacancy procedure below.
 - 4) Following the report from the PTO officers, an opportunity shall be given for nominations from the floor.
 - 5) Only those who have consented to serve shall be eligible for nomination, either by the officers or from the floor.
 - 6) All members of the PTO are eligible to vote during general meetings and/or elections.
 - 7) Balloting will take place at the April General Membership Meeting.
 - 8) Non-elected members and/or SCA office staff will count ballots.
- e) Term Limits – There is no limit as to the number of terms that an officer may hold the same position. However, they shall follow election procedures at the beginning of each term.
- f) Vacancies - A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the PTO officers and/or PTO members.
- g) Removal – An officer may be removed from office if absent from three (3) consecutive board or three (3) general meetings, and/or by a majority vote of the membership for failure to fulfill the duties of their office.

Article VII **Installation of Officers**

- a) There will be a required transitional officers meeting of current and new officers in May, to be scheduled after elections of the April meeting.
- b) Upon installation, the new officers will assume their duties.
- c) The new officers will meet prior to the last day of school. The meeting will be scheduled after the last scheduled general meeting of the school year. (This can also be scheduled in conjunction with the transition meeting.) Bylaws will be read at this meeting to ensure awareness by all officers.



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Article VIII **Duties of Officers**

ALL OFFICERS SHALL:

- a) Perform duties as outlined as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to him/her.
- b) Decide on fund-raisers and services to be provided during the school year.
- c) Approve the budget and financial report monthly during a board meeting or at the next general meetings.
- d) Deliver all appropriate records, including Event Records to the President.
- e) PTO Board Members will be in charge of handling money during a PTO event/fundraiser. A designee will be assigned at the discretion of the P.T.O. Board if needed.
- f) All officers are required to deliver to their successor's official materials at the close of their service of office.
- g) At least two (2) PTO members, one of which must be a PTO Officer, must be present when counting money.
 - * Money will be counted and verified by two people of no family relation.
 - * Money will be sealed into a bank deposit bag with a verified deposit slip
 - * Money will be deposited no later than the 2nd business day after the fundraiser/event.
 - * Money will be kept in school safe when accessible until the day of deposit.
 - * Money will be deposited by any PTO board member available.

THE PRESIDENT SHALL:

- a) The president is the presiding officer and the official representative of the organization.
- b) Preside at all meetings of the organization.
- c) Proofread and approve all written materials produced by the organization prior to publishing and/or distribution.
- d) Coordinate the work of the officers of the organization in order that the objectives may be accomplished.
- e) Obtain and distribute all necessary materials for the PTO organization members.



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- f) Serve as an authorized signatory of all PTO checks.
- g) Ensure that the Statement of Information is filed with the Secretary of State on even years before June 1st.
- g) Perform such other duties as assigned by the organization.

THE VICE PRESIDENT SHALL:

- a) Attend all PTO meetings.
- b) In the event the President is unable to attend meetings, the Vice-President will preside.
- c) Should the President be unable to complete his/her term, the Vice-President would assume the office of President.
- d) Complete all duties and/or assignments designated to you by the President.
- e) Assist the President with all of his/her duties.
- f) Serve as an authorized signatory of all PTO checks (When needed).
- h) Perform such other duties as assigned by the organization.

THE SECRETARY SHALL:

- a) Attend all PTO meetings.
- b) Record and keep an accurate, concise, permanent record of all proceedings of all meetings.
- c) Have agenda and minutes on hand at each meeting for reference.
- d) Distribute a summary of the minutes soon after each meeting to PTO officers.
- e) Update/amend all minutes and/or bylaws when needed and distribute to the PTO officers.
- f) Update and distribute the yearly PTO Information Packet after it has been proofread by the President.



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- g) Serve as an authorized signatory of all PTO checks (When needed).
- h) Perform such other duties as assigned by the organization.
- i) Ensure a copy of the agenda, treasurer report, minutes and any other handouts from each meeting into the PTO binder located in the SCA-M office.

THE TREASURER SHALL:

- a) Attend all PTO meetings.
- b) Obtain the two (2) authorized signatures required on each check as listed in *Article X*.
- c) Keep an accurate record of receipts, donations, and expenditures.
- d) Serve as an authorized signatory on all PTO accounts.
- e) Maintain and present a financial statement at each PTO meeting.
- f) At the end of the current school year, the treasurer will prepare and present an approved written annual financial report to the incoming PTO officers.
- g) Ensure that the taxes are completed and filed by October 15th of every year, and made available for review at the November PTO general meeting.
- h) Ensure that the insurance is paid in August of every year, and a copy of the certificate placed in the PTO binder located in the SCA-M office.
- j) Perform such other duties as assigned by the organization.
- k) Provide a list of outstanding bills to be voted on and approved for payment by the members.
A check request form will be submitted with all bills.

THE HISTORIAN/PARLIAMENTARIAN SHALL:

- a) Attend all PTO meetings.
- b) Keep accurate year-to-year history of PTO officers, members, bylaws, and photographs.



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- c) Keep a report of PTO events and activities and their outcome.
- d) Update information on the Social Web sites of the PTO.
- e) Maintain, record, and update all volunteer hours to be submitted to SCA-M and SCCA.
- f) Assure and enforce the bylaws of the organization.
- g) Keep accurate list of all P.T.O. awards given and/or received.
- h) Serve as an authorized signatory of all PTO checks (when needed)
- i) Organize and maintain a list of all volunteers and keep all information confidential.
- j) Perform such other duties as assigned by the organization.
- k) Will balance checkbook (bank reconciliation) and have available at the following month's meeting

Article IX **PTO Meetings**

- a) Meetings of the PTO officers will be held as needed or as designated by the President and will be posted for the General Membership.
- b) General Membership meetings will be scheduled monthly. During the school year- excluding December, June and July.
- c) Dates of meetings shall be determined by the PTO officers, with consideration of the principal(s) and will be sent home at the beginning of the school year.
- d) Special meetings of the general organization may be called by the president, or by a majority of the PTO officers, five (5) days notice having been given.
- e) The annual election of officers meeting shall be held in April.
- f) The budget meeting, which shall include the presentation of the budget and calendar, shall be held at the beginning of the school year for approval by the membership.
- g) A simple majority of PTO officers (3) and members present shall constitute a quorum for the transaction of business at any meeting of this organization.



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- h) All **PTO GENERAL** Meetings shall be open to the public.
- i) The bank statement with the reconciliation report of the prior month(s) will be reviewed and signed by the PTO officers present at each general or board meeting.
- j) PTO meetings shall run under Robert's Rules of Order.

Article X **Organization Bank Account**

- a) All monies of the Summit Charter Academy PTO, Inc. shall be deposited by the Treasurer or PTO Board member in a Federal or State chartered bank or credit union approved by the PTO officers.
- b) Two (2) authorized signatures shall be required on all checks. The authorized signatures of the account shall be two (2) of the following: President, Vice-President, Secretary, Treasurer, and Historian/Parliamentarian.
- c) The account shall be carried in the name of **Summit Charter Academy PTO, Inc.**
- d) Any and all expenses incurred by the PTO members/officers for reimbursement must be approved by the PTO officers.
- e) The Signers on the PTO bank account will be changed within two weeks of the transition meeting.
- f) An annual review of the books will be completed by a Committee at the end of each Fiscal Year. (no current board members may serve on the committee, but the President and Treasurer will be available to answer questions to the committee). The committee report will be made available at the 1st general meeting of the school year. (If Committee is not available the PTO board members will seek a review an annual review of the books from a CPA or other certified person).
- g) Reimbursements will be paid on the 1st and 15th of every month, once they are approved by the PTO Board or members. All necessary documentation must be provided along with a reimbursement request form.

Article XI **Dissolution of Organization**

- a) If this organization wishes to disband it must proceed in the following manner:



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1) The Summit Charter Academy PTO, Inc. shall adopt a resolution recommending that the organization be dissolved and directing that the questions of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice that the purpose of such meeting is to consider the advisability of dissolving the organization shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.

2) Only those persons who were members in good standing of the PTO on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of the dissolution.

3) Approval of the dissolution of the PTO shall require the affirmative vote of at least three-quarters (3/4) of the members who are entitled to vote at the special meeting, and who are present and voting at such meeting, with a quorum having been established in accordance with these bylaws.

4) Any remaining funds shall be distributed to a qualified 501(c) (3) organization for the exempt purpose of education.

Article XII **Amendments to the Bylaws**

a) Bylaws may be amended at any General Membership Meeting by a vote of two-thirds of the members present. Notice shall be given at least two (2) weeks prior to the meeting.

b) These bylaws may be reviewed and/or revised by the PTO officers as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.

c) Amendments to these bylaws must be approved by the PTO members before they become effective. A copy of the bylaws shall become available to the SCA Administration upon request.

Originally Drafted by the 2005/2006 Summit Charter Academy PTO officers.



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Amendments made by SUMMIT CHARTER ACADEMY PTO OFFICERS 2014-2015

President – Ashley Martinez-Smith

Vice President – Summer Recek

Secretary – Pilar Orosco

Treasurer – Shari Hernandez

Historian – Michelle Johnson

Revised 11/12/2014

Bylaws adopted by the PTO organization in July 2005

Bylaws revised and approved on November 12, 2014

INCORPORATED BY SUMMIT CHARTER ACADEMY

PARENT/TEACHER ORGANIZATION INC. 2006

Laws adopted by Articles of Incorporation

Office of Secretary State of California.

END OF DOCUMENT



Summit Charter Academy Parent
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