

Foothill High School Parent-Teacher Organization (PTO), Inc.
BYLAWS

Foothill High School
19251 Dodge Avenue
Santa Ana, CA 92705

ARTICLE I - Name

The name of the organization is the Foothill High School Parent-Teacher Organization (PTO), Inc.

ARTICLE II - Purposes

- Section 1. The primary objectives and purposes of this organization shall be to: educate the public and parents regarding the needs and goals of Foothill High School; promote understanding and cooperation among students, parents, faculty, Board of Trustees, administration and the community; encourage a sound educational program; promote the best interest of the school; supply students with activities, recognition and educational needs.
- Section 2. This organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501c.3 of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

ARTICLE III - Membership and Dues

- Section 1. Membership in this PTO shall be made available to any individual who subscribes to the purposes and basic policies of the organization, without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.
- Section 2. The PTO shall conduct an annual enrollment of members but may admit persons to membership at any time.
- Section 3. Organization dues are collected annually on a per family basis; the amount, if adjusted, shall be determined by the PTO at the April meeting of the preceding year. The funds derived from the membership dues will be used for the operation of this organization and its projects.

ARTICLE IV - Officers and Their Election

- Section 1. Each officer and board member of this PTO shall be a member of the PTO.
- Section 2. Officers or co-officers of this organization shall be a president, vice president, recording secretary, financial secretary, treasurer, auditor, parliamentarian and Ed Fund President. These officers shall be elected annually, with the exception of the auditor, who shall be appointed by the president subject to ratification of the executive board. and the Ed Fund President, who shall be elected by the Ed Fund Board and who sits on the PTO board as a voting member.
- Section 3.
- a. Nominations for office shall be made by a nominating committee, which shall be elected by the organization.
 - b. The nominating committee shall be elected at the February meeting. The committee shall serve until the election meeting, held in April.
 - c. The nominating committee shall be composed of five (5) members, and one (1) alternate, all of whom shall be members of this PTO. One of these members shall be the parliamentarian, who shall serve as chairperson of the nominating committee. The principal of the school or a faculty representative appointed by the principal, if not an elected member of the committee, may serve in an advisory capacity. The president shall not serve *ex officio* or be elected to the nominating committee.

- d. With the exception of Parliamentarian, no member shall serve on the nominating committee for two (2) consecutive years.
- e. Immediately upon its election, the parliamentarian shall meet with the nominating committee to set the date of its first meeting (See Article V, Section 7).
- f. The alternate shall not attend meetings, unless an elected member cannot be present. In that event, the alternate becomes the permanent member, replacing the elected member until such time as the committee is discharged of its duties (at the time of election).
- g. The report of the nominating committee shall be submitted to the membership at the March meeting.

- Section 4.
- a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
 - b. Nominees for the offices of president, financial secretary, treasurer and auditor shall not be related by blood or marriage or reside in the same household.

Section 5. The privilege of holding office shall be limited to individuals who are dues-paying members during their term of office.

Section 6. Election shall be held by ballot at the PTO meeting in April. The slate shall be presented and additional nominations requested from the floor. If there is but one nominee for any office, the ballot for that office may be dispensed with, and the election held by voice.

Section 7. Officers shall serve for a term of one year or until their successors are elected. No officer shall be eligible to hold the same office for more than two consecutive terms or hold more than one elected office concurrently. Officers shall assume their duties on July 1st. A person who has served in an office for more than six (6) months of a full term shall be deemed to have served a full term in such office.

Section 8. The president-elect may call meetings, as necessary, of the officers-elect and the principal of the school, or a representative appointed by the principal, to ratify the appointments of appointed officers and chairpersons and to make plans for the coming year's work.

Section 9. If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-elect.

Section 10. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the executive board. Election to fill a vacancy shall require a majority vote of the executive board, with at least ten (10) days' previous notice. If notice is not given, the election to fill the vacancy shall require a two-thirds (2/3) vote. The vice president shall serve notice of the election to the executive board should a vacancy occur in the office of president. (Refer to Article VII, Section 2e).

Article V - Duties of Officers

- Section 1. The president shall:
- a. Coordinate the work of officers and committees of the organization to promote all objectives of the PTO.
 - b. Organize a budget review meeting in May with the principal and outgoing president(s) and incoming and outgoing treasurers.
 - c. Notify all officers and committee chairpersons of their budgets prior to July 1st.
 - d. Preside at all meetings of the organization and the executive board.
 - e. Be a member *ex officio* of all committees, except the nominating committee.

- f. Appoint the auditor and any open committee chairpersons, following the report of the nominating committee.
- g. Present audits and written responses from the executive board to the organization by the October and March meetings.
- h. Sign and maintain copies of all contacts.

Section 2. The vice president shall:

- a. Act as aide to the president and shall perform the duties of the president in the absence or inability of that officer to act.
- b. Coordinate the annual membership drive.
- c. Collaborate with the preparation of the PTO directory (if a directory is offered)
- d. Keep a current list of the paid members of the organization.
- e. Serve on the Contributor's Campaign committee of the Ed Fund.
Perform other duties as may be delegated to the vice president.

Section 3. The recording secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the organization and the executive board in a book, which will serve as the legal record of this PTO.
- b. Be prepared to refer to minutes of previous meetings.
- c. Record all expenditures in the minutes.
- d. Keep a current copy of the bylaws and standing rules.
- e. Perform such other duties as may be delegated by the executive board.
- f. Conduct all necessary correspondence of the organization upon authorization of the president, executive board, or organization.
- g. Send out notices of organization meetings.

Section 4. The financial secretary shall:

- a. Receive and immediately deposit all monies collected by the PTO and its committees.
- b. Provide treasurer and applicable committee chair with copies of the PTO Deposit Summary Form and the bank's deposit slip in a timely manner.
- c. Not be related by blood or marriage or reside in the same household as the treasurer, auditor and/or authorized signers of checks.

Section 5. The treasurer shall:

- a. Keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization.
- b. Receive and retain copies of deposit slips for any deposit made by the PTO financial secretary.
- c. Sign with the president all contracts and retain copies of all contracts entered into by and for the PTO and its committees.

- d. Pay bills of the organization upon receipt of a properly filled-out check request form and with verification of sufficient budgeted funds. Check request forms must have attached receipts or invoices and be signed by the requestor and committee chair.
- e. Secure two signatures on all checks. Any two of the following may be authorized to sign: president, treasurer, vice president, and secretary. The authorized signers shall not be related by blood or marriage or reside in the same household. Payment of all checks must be ratified at the following PTO meeting.
- f. Keep an accurate record of receipts and disbursements in a ledger, which is a permanent record of the PTO. All other financial records must be retained for seven years, including the current year.
- g. Present a report at every meeting of the organization and the executive board and at other times when requested by the organization of:
 - 1. budget versus actual income and expenses,
 - 2. balance sheet,
 - 3. listing of checks to be ratified since the previous meeting.
- h. Turn over all books to the auditor within one week of receipt and reconciliation of the December and June bank statements.
- i. Be responsible for filling out, forwarding and retaining copies of all necessary report forms required for insurance and for filing all tax returns and other forms required by government agencies for the fiscal year in which the term as treasurer is served. (See Article X -Fiscal Year and IRS Number)
- j. If the organization carries dishonesty bonding insurance, it must follow those rules set forth by the bonding company.

Section 6. The auditor shall:

- a. Audit the books and financial records of the organization semi-annually.
- b. Prepare and submit mid-term and year-end audits to the executive board within four (4) weeks of receipt of the books from the treasurer in accordance with Article V, Section 4h.
- c. Audit the books upon resignation of the treasurer and at any time deemed necessary.
- d. Not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signers of checks.

Section 7. The parliamentarian shall:

- a. Attend all meetings of the organization and of the executive board and give necessary advice in parliamentary procedure when requested.
- b. As chairperson of the nominating committee, call the first meeting and give instruction in procedure.
- c. Review the bylaws and standing rules annually and, if necessary, chair the bylaws committee.
- d. Organize and coordinate the PTO Installation to be held following the May PTO meeting and prior to June 30th.

Section 8. The Ed Fund president shall:

- a. Attend all meetings of the organization and of the executive board and represent the perspective and interests of the Ed Fund Board.

- Section 9. An updated notebook and an annual report from each officer shall be compiled by June 30th and turned over to the incoming officer. A copy of the report shall be emailed to the incoming president.
- Section 10. When an officer fails to attend three consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed by the bylaws or standing rules, or engages in conduct which the executive board determines to be injurious to the organization or its purposes, the executive board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the officer or making a formal recommendation that the officer be removed from office following a hearing conducted in accordance with Due Process.¹

¹ Due Process Procedures: Following the two-thirds (2/3) affirmative vote recommending that the officer be removed from office: (1) The officer must be given fifteen (15) days' written notice of the hearing to remove the officer from office; (2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the officer shown on the organization's records; (3) At the hearing, the officer must be given an opportunity to address the executive board, either orally or in writing; (4) Not less than five (5) days following the hearing, the executive board shall convene and vote whether the officer will be removed from office; (5) A two-thirds (2/3) vote of the executive board shall be sufficient to remove the officer from office; (6) The removal vote shall be recorded in the executive board minutes and shall specify the number of members voting in favor of and against such removal.

- Section 11. All officers shall perform the duties prescribed in the current edition of Robert's Rules of Order, Newly Revised, in addition to those outlined in these bylaws and those assigned to them from time to time. In case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office and shall return to the treasurer, without delay, all funds belonging to the organization.

ARTICLE VI - Organization Meetings

- Section 1. Organization meetings shall be held the first (1st) Tuesday of September, October, November, December, January, February, March, and April of the school year, unless otherwise ordered by the organization, the executive board or the school administration. Notice of any change in time or date of regularly scheduled meetings must be given to the entire membership at least five (5) days in advance.
- Section 2. The organization meeting in April shall be the annual election meeting, at which time officers shall be elected. At least thirty (30) days prior notice of the annual election meeting must be given.
- Section 3. The year's PTO budget, all expenditures, programs, and projects, including those specified in the budget, require approval and/or ratification by the membership. All approved expenditures, programs, and projects MUST be recorded in the minutes, the legal record of the PTO.
- Any increase to the PTO budget of more than 5% over the prior year budget shall require the approval of the Ed Fund Board after it has been approved by the organization membership.
 - A mid-year review of the PTO budget shall be conducted at the organization meeting in January and the membership shall vote on any proposed changes to individual line items.
 - If required, the Executive Board shall vote to approve any proposed adjustment to the Ed Fund grant to the PTO due to changes in PTO expenditure for the year.
- Section 4. Special meetings may be called by the executive board upon notice sent at least five (5) days prior to the meeting date.
- Section 5. Nine (9) members shall constitute a quorum.
- Section 6. The privilege of making motions, debating and voting shall be limited to members of the organization who are present and whose dues are paid.
- Section 7. Voting by proxy is prohibited.

- Section 8. Voting by email is allowed:
- a. When there is an issue of timeliness.
 - b. Voting is completed within three (3) days of the posting of the motion. If a quorum and required majority has not been reached within the deadline, the motion shall be tabled or resubmitted at the next regular PTO meeting.
 - c. The outcome of the voting shall be recorded in the minutes of the following PTO meeting.

ARTICLE VII - Executive Board

- Section 1. The executive board shall consist of officers of the organization and the principal of the school, or a representative appointed by the principal, all of whom shall be members of this PTO. The principal of the school or designated representative, although not an elected officer, serves in an advisory capacity with full voting privileges.
- Section 2. The executive board:
- a. Shall transact necessary business between meetings of the organization and other business referred to it by the organization.
 - b. May authorize the payment of organization bills within the limits of the budget adopted by the organization. Such action must be ratified at the next organization meeting.
 - c. May authorize the payment of other unbudgeted organization bills not to exceed a cumulative total of five hundred dollars (\$500) between meetings of the organization. Ratification of payment of these bills must occur at the next organization meeting.
 - d. Shall create committees deemed necessary to carry on the work of the organization.
 - e. Shall fill all vacancies in office, including that of president (Refer to Article IV, Section 10).
 - f. Shall receive a financial report from the treasurer at each meeting.
- Section 3. The executive board is subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.
- Section 4. A PTO member shall not serve as a voting member of this executive board while serving as a paid employee of or under contract to this PTO.
- Section 5. Voting by proxy is prohibited.
- Section 6. The executive board shall meet prior to the September PTO meeting. The executive board shall also meet as requested by the president or two (2) or more executive board members. Meetings must be held within fourteen (14) days of receipt of a request. All executive board members must be notified of special meetings at least seven (7) days prior to the meeting.
- Section 7. Three (3) members shall constitute a quorum.
- Section 8. Voting by email is allowed:
- a. When there is an issue of timeliness.
 - b. Voting is completed within three (3) days of the posting of the motion. If a quorum and required majority has not been reached within the deadline, the motion shall be tabled or resubmitted at the next regular PTO meeting.

- c. The outcome of the voting shall be recorded in the minutes of the following PTO meeting.

ARTICLE VIII - Committees

- Section 1. Committees shall be created by the president and/or executive board as required to carry on the work of the organization.
- Section 2. The chairpersons shall be members of this PTO and will be appointed by the president if not named by the nominating committee.
- Section 3. The term of office for chairpersons shall be one year.
- Section 4. The chairpersons shall report their committees' plans and/or work at one or more of PTO meetings.
- Section 5. An updated notebook and an annual report shall be compiled by June 30th and turned over to the incoming chairperson. A copy of the report shall be emailed to the incoming president.
- Section 6. When a chairperson is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the executive board determines to be injurious to the organization or its purposes, the executive board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the chairperson or making a formal recommendation that the chairperson be removed from office following a hearing conducted in accordance with due process (see footnote: Article V, Section 9).
- Section 7. In case of resignation or termination, each chairperson shall turn over to the president, without delay, all records, books and other material pertaining to the chairpersonship, and shall return to the treasurer, without delay, all funds belonging to the organization.

ARTICLE IX - Articles of Organization

The "articles of organization" of this PTO comprise these bylaws, which may be amended.

ARTICLE X -Fiscal Year and IRS Number

- Section 1. The fiscal year of this PTO shall begin July 1st and end June 30st.
- Section 2. This PTO shall not assume any financial obligation in any one term of office that will be carried over into the succeeding term.
- Section 3. The Internal Revenue Service Employer Identification Number (EIN) for this PTO is 91-2171069. The State Tax Identification Number is 33-0716457

ARTICLE XI -Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases in which they are applicable and not in conflict with these bylaws.

ARTICLE XII - Amendment of Bylaws

These bylaws may be amended by a two-thirds (2/3) vote at any organization meeting, provided notice has been given at the previous meeting, or thirty (30) days' notice has been given to the membership.

Adopted: March 21, 2002
Revised: January 5, 2021

PTO Parliamentarian

PTO Recording Secretary

Foothill High School PTO
STANDING RULES

1. At the beginning of her/his term of office, each officer and chairperson shall be given a copy of these bylaws and shall be responsible for making a thorough study of them.
2. At least twenty-four (24) hours' notice, in writing, must be given to the President in order to have an item of business or an announcement placed on the executive board or organization agenda.
3. When a recommendation for an item of business or an announcement that has not received prior consideration by the executive board is brought to an organization meeting, it can be referred to a committee and/or the executive board for study.
4. Any non-PTO material to be distributed at an organization meeting must be approved by the executive board prior to the meeting.
5. The standing committees of the organization may include but not be limited to:
 - Awards of Excellence
 - Chaperones
 - College and Career Support
 - College Prep Coordinator
 - Copy Room/Attendance Office Volunteer Coordinator
 - Disaster Preparedness
 - Event Supplies
 - Every 15 Minutes
 - Foothill Ed Fund Rep
 - Freshman Night / Ad Hoc Fundraisers
 - Grad Night
 - Health and Wellness
 - Health Events Coordinator (Vision/Hearing Screening and Blood Drives)
 - Hospitality – Back to School Night / Showcase
 - Hospitality – Coffee with the Counselors / Principal
 - Hospitality – Honor Roll Social
 - Hospitality – Knights in Progress
 - Hospitality – Order of the Knight
 - Hospitality – Principal's High Honor Luncheon
 - Hospitality – Reflections / Senior Awards
 - Monthly Dinners
 - Registration
 - Report Card Night
 - Scholarships
 - Senior Communications
 - Staff Appreciation – Back-To-School Lunch
 - Staff Appreciation – Holiday Lunch
 - Staff Appreciation – Teacher Appreciation Week Lunch
 - TPSF Liaison
 - Volunteer Coordinator
 - Webmaster

6. In addition to the duties described in the bylaws, the president shall be a member of the TUSD Coordinating Council and the FHS Ed. Fund.
7. All monies exceeding ten thousand dollars (\$10,000) shall be spent or designated toward future capital expenditures prior to the close of the fiscal year.
8. \$5000 has been established as a reserve for the incoming Grad Nite Committee. This \$5000 is available to cover any expenses or deposits incurred prior to receiving funds from the graduation class for which the committee has been formed. At the close of the year, \$5000 must be left as a reserve for the following year's Grad Nite Committee.
9. There will a meeting in May with the Principal, the incoming and outgoing PTO presidents, treasurers and Grad Night chairpersons.
10. Preceding the September Organization meeting, the PTO president and treasurer will train and distribute materials, as necessary, to inform and familiarize all Board members regarding PTO procedures.