



# Lodi Parent Teacher Organization

## BY-LAWS

### ARTICLE I. MISSION STATEMENT

Sec. 1 To provide support for educational opportunities and enrichment experiences, and to facilitate communication between the teachers, administrators and the Lodi community.

### ARTICLE II. MEMBERSHIP

Sec. 1 Membership shall be open to all adult members of the school district and Lodi teachers and school administrators regardless of residence.

### ARTICLE III. OFFICERS AND DIRECTORS

Officers of the PTO: President, Past-President, Vice-President, Secretary and Treasurer.

Sec. 1 Officers shall be elected at the May meeting.

Sec. 2 Vacancies, except for that of president, occurring during a term shall be appointed by the Executive Board.

Sec. 3 In the event of vacancy in the office of President, the Vice President shall assume his/her duties.

Sec. 4 The duties of the officers shall be as follows:

- a. The President shall:
  - Preside at all general and Executive Board meetings.
  - Deposit and withdraw monies from the club organizational account in the absence of the treasurer.
  - Chair the Executive Board.
  - Appoint committees as necessary.
  - Perform all such other duties as usually pertain to the office of the president.
- b. The Vice-President
  - Perform the duties of the president in his/her absence.
  - Perform other duties as may be assigned by the President.
- c. The Secretary shall:
  - Record the attendance and minutes of all monthly and Executive Board meetings.
  - Minutes shall be prepared by the Secretary and made available for distribution.
  - The Secretary shall be the custodian of the minutes.



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d. The Treasurer shall:

- Receive all organizational funds and pay all monies as approved by the Executive Board.
- Present a statement of the finances of the organization at all meetings of the Board and at general meetings.
- Prepare printed copies of annual reports to be available to each member at the first general meeting of the school year.
- Submit all financial reports to the Audit Committee at least one (1) week before the first general meeting of the school year.

Sec. 5 All officers serve as a member of the Executive Board.

### ARTICLE IV. EXECUTIVE BOARD

Sec. 1 The Executive Board (Board) shall consist of all elected officers and emeritus officers (past officers) if they choose.

Sec. 2 Meetings shall be called by the president and shall be held whenever he/she feels it is necessary.

Sec. 3 The quorum for a meeting of the Executive Board shall be not less than 3 (three) members.

### ARTICLE V. MEETINGS

Sec. 1 Lodi PTO shall hold regular meetings throughout the school year.

Sec. 2 Annual schedule to be determined by the Executive Board.

### ARTICLE VI. COMMITTEES

The committee size and makeup will be determined by the Chair the President appoints. There shall be the following standing committees:

1. Service
2. Program
3. Appreciation/Awards
4. Fundraising
5. Media Community Relations



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Sec. 1 The Service committee shall:

- a. Annually facilitate the Holiday Gift Shop.
- b. Annually facilitate the School Kits.

Sec. 2 The Program committee shall:

- a. Plan at least one evening program of interest to parents, to be held in addition to the PTO meetings such as the School Board Candidate Forum.

Sec. 3 The Appreciation/Awards committee shall:

- a. Annually select a Lodi High School graduate who is furthering his/her education, to receive the scholarship.
  - Require each applicant to submit a completed application form
  - Select a recipient according to the guidelines approved by the Executive Board
  - Disburse the scholarship after the successful completion of one semester.
  - Be subject to review for conflict of interest
  - Periodically review the amount of scholarship and make recommendations for adjustment.
- b. Annually sponsor the Teacher Appreciation event as well as the PEACE and ABCD Awards.

Sec. 4 The Fundraising committee shall:

- a. Implement the fund raising projects selected by the Board.

Sec. 5 The Media Community Relations committee shall:

- a. Maintain the website.
- b. Maintain the volunteer list.
- c. Produce a newsletter article and/or any other notifications for any school or community publications.

Sec. 6 Special committees shall be appointed by the President with their duties defined at the time.



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### ARTICLE VII. FINANCES

Sec. 1 The Executive Board shall prepare an annual budget to be presented for approval by the membership at a regular meeting at the beginning of the school year.

Sec. 2 If deemed necessary, committees may be required to submit a detailed financial proposal to the membership, for approval, the greater of 30 (thirty) days or one meeting prior to the event.

#### Sec. 3 Reimbursements

- a. Any expense greater than \$25 (twenty-five dollars) without prior approval shall be reimbursed only by a vote of the Executive Board.
- b. All reimbursements must be accompanied by an appropriate receipt.

#### Sec. 4 Expenses

- a. Two of the four Executive Board members are required to approve all checks over \$50 (fifty dollars).
- b. Annual disbursements to each of the four (4) schools will be considered at regular intervals during the school year at the discretion of the Executive Board.
- c. New applications for unbudgeted Special Funds Disbursement will be considered based on the following criteria:
  - Current budget/financial status
  - Student, school or community need in line with Mission statement
  - Up to \$250 for community based requests
  - Up to \$500 for school based requests

### ARTICLE VIII. NOMINATIONS AND ELECTIONS: SEE ARTICLE VII, Sec. 5

Sec. 1 Following the presentation of the nominating committee slate of officers, nominations may be made from the floor, providing consent can be obtained from the candidate at the discretion of the President.

#### Sec. 2 The election shall be held as follows:

- a. A majority of the votes cast shall elect.
- b. In case of a tie vote, a second vote shall be taken consisting of the names of the tied candidates.



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### ARTICLE IX. REMOVAL FROM OFFICE

Sec. 1 Any member (including officers), whose conduct shall be detrimental to the best interest of the PTO, or who shall willfully violate its by-laws may be suspended or expelled by a majority vote of the Executive Board prior to any action that could result in suspension or expulsion.

Sec. 2 The vacancy shall be filled per ARTICLE III, Sec. 2.  
ARTICLE X. PARLIAMENTARY AUTHORITY

Sec. 1 Robert's Rules of Order Revised shall be the authority of the organization, where they do not conflict with the by-laws.

### ARTICLE XI. AMENDMENTS

Sec. 1 The by-laws shall be reviewed minimally every five years.

Sec. 2 The by-laws may be amended at any general meeting by a vote of two-thirds of the members, present or voting by proxy as long as notice was provided at the previous meeting.

### ARTICLE XII. RULES OF ORDER

Sec. 1 A quorum of not less than 3 (three) members present and voting is necessary to transact business at any general meeting. If a quorum is not present, only a vote to adjourn can be taken.

Sec. 2 The following will be the regular order of business at all meetings:

1. Call to order
2. Reading of the minutes of the previous meeting and their adoption
3. Treasurer's report and its filing for audit
4. Reports of standing committees
5. Reports of ad hoc committees
6. Unfinished business
7. New Business
8. Adjournment