

Cameron Park Elementary School

PTGO Bylaws

Article I: Name

The name of this organization is Cameron Park Elementary Parent Teacher Governance Organization (PTGO), Inc.

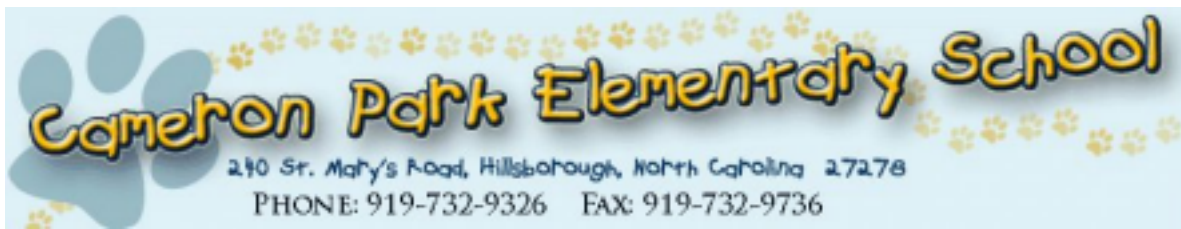
Article II: Purpose

The purpose of the Cameron Park Elementary PTGO is to form a partnership between parents, school administration, teachers, and staff to provide a supportive learning environment and community for students. This is achieved through coordinated volunteer opportunities, communications, community-building events, and fundraising.

Article III: Basic Policies

The following are basic policies of the Cameron Park Elementary School PTGO:

- a. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with Orange County School District, State, and Federal policies.
- b. Membership is open to all parents, grandparents, guardians, faculty, staff, and friends of Cameron Park Elementary School.
- c. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- d. The organization shall work to promote the health and welfare of all children and seek to promote collaboration between parents, schools, and the community-at-large.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members or officers.
- f. The organization, or members in their official capacities shall not - directly or indirectly - participate or intervene (in anyway, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- g. The organization, or members in their official capacities, shall not endorse a commercial entity, or engage in activities not related to promoting the



purposes of the organization.

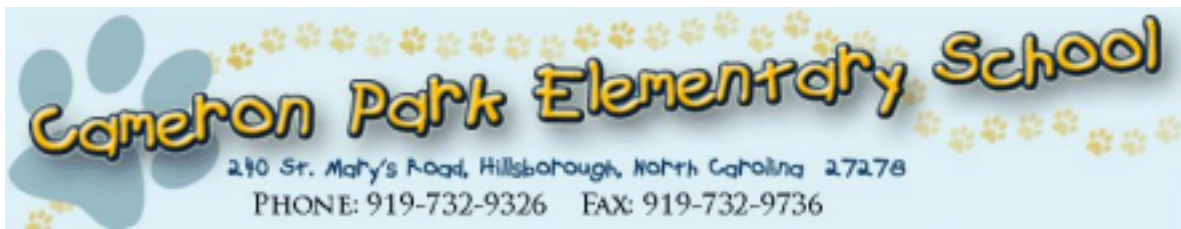
- h. The organization shall keep permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall be open and available to inspection by members of the organization upon written request.

Article IV: Membership and Dues

- a. Each member of the organization, with the exception of Cameron Park staff, shall pay annual dues to the organization. The cost of membership will start at \$5.00 per family per year and can be revised, as needed, by a simple majority vote of the General Membership.
- b. A Cameron Park Elementary School PTGO member shall not serve as a paid employee or under contract to this organization while a voting member or for a period of 12 months from such time as said member ceases to be a voting member of this organization.
- c. A member in good standing is defined as one that has paid annual dues and supports the policy and procedures of this organization.

Article V: Executive Committee

- a. The Executive Committee will consist of up to 7 elected parents and 5-7 staff representatives. Staff representatives include a minimum of 3 volunteers, the Principal and the Vice Principal. All staff PTGO representatives are considered Executive Committee members, including the Principal and Vice Principal.
- b. All parent executive committee members will be elected to two-year terms. c. All staff executive committee members will serve a one-year terms. d. Executive Committee membership is non-transferable and can be terminated if the member is absent without cause for three consecutive meetings. All resignations will be submitted in writing to the PTGO Chairperson. e. In the event of a parent vacancy on the board, the position will be filled via nomination and voting by the General Membership. The new board member will serve until the completion of the term.
- f. In the event of a staff vacancy, the position, if needed, will be filled by staff volunteers.
- g. In the event of a vacancy in an Executive Committee officer, (with the exception of the Chairperson) the Executive Committee shall appoint a replacement from the remaining members of the Executive Committee (e.g., parent or staff). The appointed committee member will serve until the completion of the term. In the event of vacancy of the Chairperson, the Vice



Chairperson shall become the Chairperson.

Article VI: Executive Committee Tasks

- a. The Executive Committee shall have the authority to conduct the business of this organization between regular meetings of the membership, and shall be directed to review and give reports of such business transacted to the membership at subsequent meetings.
- b. The Executive Committee shall recommend a provisional annual budget for the next to the general membership during the spring with a vote on the provisional budget to be completed by the end of May. A final budget will be presented and voted on by the General Membership by the end of October of the current school year. Expenditures for that school year will be made in accordance with the approved budget.
- c. The Executive Committee will designate the person or persons authorized to make and sign bills, notes, checks, contracts or other documents, which shall be binding on the PTGO.

Article VII: Executive Committee Officers

- a. The Executive Committee shall elect officers for the coming school year by July 1.
- b. Executive Committee officer terms shall be for one year. Any officer can be re-elected for a second term by vote of the Executive Committee.
- c. Any officer who shall have served two consecutive terms shall be ineligible for re-election to the same office.
- d. Responsibilities for each officer are as follows:

Chairperson

- The Chairperson shall preside at meetings, sign correspondence and communications, review and edit minutes before distribution, shall be informed of all committee meetings and shall have the ability to appoint special committees.
- The Chairperson shall ensure that the other officers of the Executive Committee perform their duties and shall require reports from the Treasurer, Secretary, and committee chairs, as necessary.
- The Principal and the Vice Principal cannot be elected as Chairperson.
- The Chairperson is a member ex-officio of all committees.
- The Chairperson must appoint an auditing committee of not less than three members, including the Chairperson, to review the annual Treasurer's report.

- The Chairperson shall set the agenda for Executive Committee meetings in consultation with the Principal, and will make them available 3 days prior to the meeting.

Vice-Chairperson

- The Vice-Chairperson shall assume full responsibility in absence of the Chairperson.
- In case of Chairperson's resignation, the Vice- Chairperson shall become the Chairperson.
- The Vice-Chairperson shall be in charge of the membership database, including:
 - o Updating the annual membership form
 - o Collecting and recording membership data
- The Vice-Chairperson works closely with the volunteer coordinator by sharing information necessary for school year sign-ups, etc.

Secretary

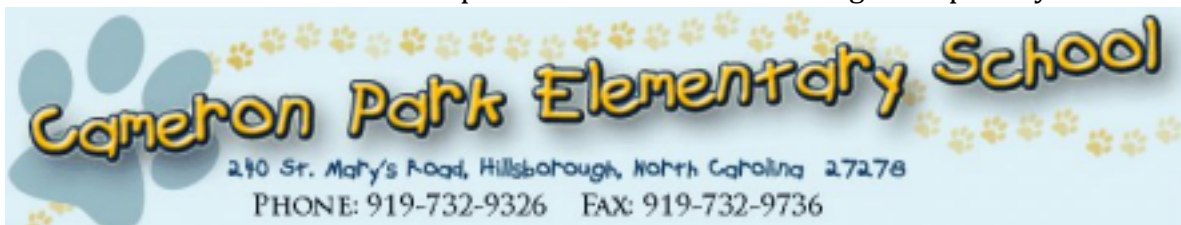
- The Secretary shall keep minutes of all regular and Executive Committee meetings and consult with Chairperson concerning editing and distribution of communications.
- The Secretary will ensure the minutes are available to the general membership. Minutes shall be available 3 days prior to next meeting for distribution at such meeting.
- The Secretary shall be responsible for group correspondence.
- The Secretary shall maintain and hold on file a current copy of the Bylaws.
- The Secretary, in conjunction with the Chairperson, shall conduct an annual review of the Bylaws and report to the Executive Committee all items requiring attention.

Parliamentarian

- The Parliamentarian shall be knowledgeable with Robert's Rules of Order.
- The Parliamentarian shall help to ensure that meetings are conducted in a timely and productive manner.

Treasurer

- The Treasurer shall have custody of all funds of the organization; shall keep a full and accurate account of receipts and expenditures; shall be responsible for the maintenance of such books of account; and in accordance with the provisions in the annual budget adopted by the



organization, shall make disbursements as authorized by the Executive

Committee.

- Two persons shall sign checks or vouchers, the Treasurer and one other person designated by the Executive Committee.
- The Treasurer shall compile a monthly and annual financial report regarding fund-raising activities, allocations, and expenditures and make a report available to the Executive Committee and General Membership.
- The Treasurer will be bonded.
- The Treasurer cannot be a paid employee or under contract to Cameron Park Elementary School.

Treasurer-elect

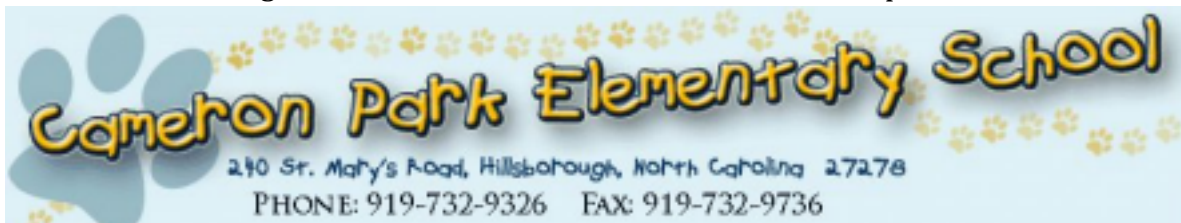
- The Treasurer-Elect shall succeed the Treasurer at the expiration of the term or upon resignation of the Treasurer.
- The Treasurer-elect shall become familiar with the duties of the Treasurer to ensure a smooth transition from term to term.
- In addition, the Treasurer-elect performs the duties of the office of the Treasurer in the absence of the Treasurer or in the event that the Treasurer is unable to act.

Member At-Large

- Any Executive Committee member not serving in an Officer position will be deemed a "Member-At-Large" and have equal voting rights.
- e. The Treasurer's accounts shall be examined annually by a review committee of not less than three Executive Committee members. The review committee, once satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Executive Committee shall select the review committee at least one month before the end of the organization's fiscal calendar.
- f. All officers shall perform the duties outlined in these Bylaws and those duties that may be assigned from time to time.
- g. Upon expiration of their term of office, or in the case of resignation, each officer shall turn over to the Chairperson, without delay, all records, books and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

Article VIII: Meetings and Quorum

- a. A PTGO meeting schedule will be established no later than September 15 of



the current school year. All CPES PTGO meeting times will be posted at school and online.

- b. All meetings are open to the public.
- c. Special meetings may be called when a simple majority of Executive Committee members agree and public notice is given three days in advance.
- d. The quorum of the Executive Committee shall be a majority of its members (half plus one). A quorum is required for the transaction of business in any meeting of this organization.
- e. The quorum of any subcommittee shall be a majority of its members (half plus one).
- f. Each meeting will begin with approval of the (a) agenda and (b) minutes from the prior meeting. Public comment at meetings is welcome. A maximum of 30 minutes will be allowed for public comment.
- g. Items not attended to in the meeting will be postponed and placed on the next meeting's agenda.

Article IX: Voting

- a. The annual PTGO budget shall be voted on by members in attendance at a General Membership meeting of the organization.
- b. Voting by proxy is prohibited.
 - c. General members nominate and elect parent members of the Executive Committee. Staff members are volunteers. If more staff volunteer than are needed, staff will vote for staff members of the Executive Committee.
 - d. The election of PTGO Executive Committee Members to specific positions will take place at the last General Membership meeting of the school year and shall be voted on by members in attendance at the General Membership meeting of the organization. New Executive Committee members will take office on July 1.
- e. The Executive Committee has the authority to vote on PTGO policy.
- f. The Executive Committee can vote on funding requests as long as those expenditures fall within the approved budget. Any requests that do not fall within the approved budget require a vote by the members in attendance at a General Membership meeting of the organization.
- g. All votes by the Executive Committee must be documented in the meeting minutes for the next General Membership meeting.
- h. Email communication can be used to expedite business, relay information, or be used for announcements. Discussion topics should be limited to Executive, General, or Special Meeting agendas.
- i. Executive Committee voting via email is not acceptable.
- j. Executive Committee voting via phone is acceptable as long as the voting meets the following requirements:
 - Notice is provided at least 2 days in advance.



- A quorum is present.
- A majority vote is needed for approval and advancement.
- A good faith effort is made to reach all Executive Committee

members.

- Discussion topics and voting results are documented in the meeting minutes for the next General Membership meeting.

Article X: PTGO Sub-Committees

Standing committees shall consist of the following. The Executive Board has the authority to add additional committees.

a. Community Events

This committee works to organize opportunities for Cameron Park families to come together for fun events (i.e., Ice Cream Social, Science Night, etc.) and also provides opportunities for parents to learn about support systems and resources that are available within the school and between the school and the community.

b. Fundraising

This committee organizes and coordinates all aspects of the Fall and Spring fundraisers. It also organizes other fundraisers, such as restaurant promotions and other corporate outreach.

c. Volunteer

This committee coordinates volunteer needs of the PTGO and school.

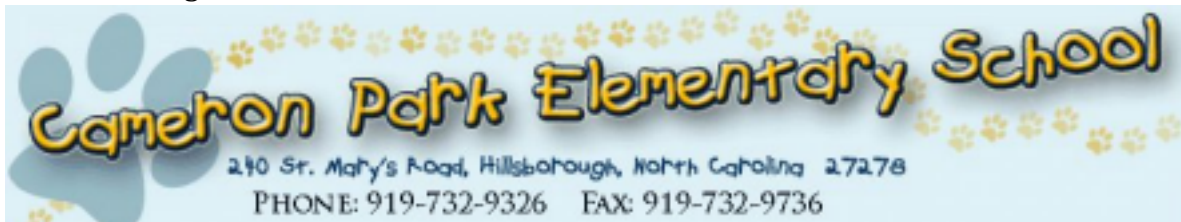
For more information, contact cameronparkptgo@gmail.com

Article XI: Fiscal Year

The fiscal year of the organization shall run from July 1 to June 30.

Article XII: Funding Requests

- Individual requests for funding from the organization shall be submitted in writing, so that the Executive Committee has an opportunity to review the request.
- Funding requests for items not specifically budgeted for shall be submitted in writing to the Executive Committee and will be reviewed on a



case-by-case basis.

- Funding requests submitted at any PTGO meeting can be discussed at the discretion of the Chairperson. If the request is subject to time constraints (e.g. grant submission deadline, program registration date, etc.), the Chairperson can

ask for a vote from the Executive Committee, if an Executive Committee quorum is present.

Article XIII: Proceedings

The conduct of membership meetings, meetings of the Executive Committee and Subcommittee meetings, shall be governed by the latest edition of Robert's Rules of Order. Disputes at any such meetings shall be resolved by reference to Robert's Rules by the Chairperson or presiding officer at such meeting.

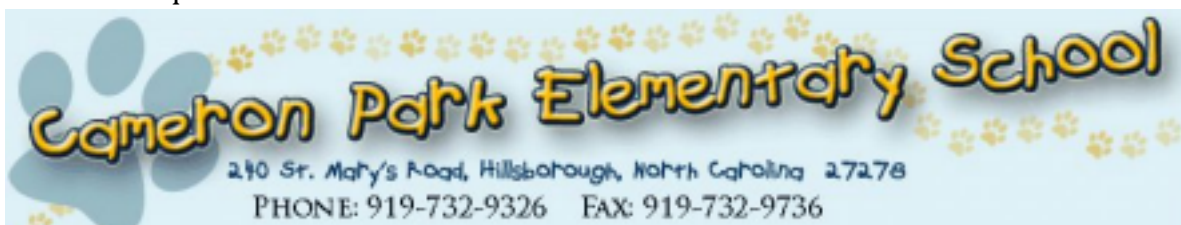
Article XIV: Books and Records

The Cameron Park Elementary School PTGO will keep correct and complete books and records of account, and also keep minutes of the proceedings of its members, its Executive Committee and committees. The Cameron Elementary School PTGO will keep a membership roster of the names, addresses, and other details of the membership of the PTGO in a designated filing cabinet at the school. All items mentioned herein shall be available to members or the public for inspection upon reasonable request during normal business hours.

Article XV: Dissolution

The organization may dissolve and conclude its affairs in the following manner:

- a. The executive committee shall adopt a resolution recommending that the organization be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating 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 least thirty (30) days prior to the date of such meeting.
- b. Only those members which were in good standing and able to vote on the dates of 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 dissolution.



- c. Approval of dissolution of the organization shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.

Article XVI: Amendments

- a. The by-laws can be changed by majority vote of the General Membership present at any meeting of the Cameron Park Elementary PTGO, at which a quorum is present, provided that the notice of the meeting contains a full statement of the proposed changes;
- b. These By-laws were first adopted on June 3, 2008 by the General Membership of the Cameron Park Elementary School PTGO, Inc.;

Signature_____

Name_____

Date_____