

**VISTA CHARTER SCHOOL  
PARENT TEACHER ORGANIZATION  
EIN#: 84-4245114**

**BYLAWS**

**ARTICLE I – PURPOSE**

Vista Parent Teacher Organization, hereinafter Vista PTO, is organized for the purpose of:

- a. Enhancing the education experience by supporting academic and enrichment activities.
- b. Providing a non-biased forum for sharing information on issues that impact our children.
- c. Supporting school and family social interaction.
- d. Improving the environment at our school by providing and encouraging volunteer support.
- e. Providing financial support for programs funded outside of the annual school budget.

**ARTICLE II – POLICIES**

Section 1 – The program of this organization shall be educational and shall be implemented through committees, projects, and events.

Section 2 – This Organization shall be non-commercial, non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3 – This Organization shall not seek to direct the administrative activities of the school, or to control its policies.

Section 4 – This Organization may cooperate with other organizations and agencies active in student welfare, provided they make no financial nor manpower commitments, which bind their members.

Section 5 – All funds shall be kept in a checking account in the name of Vista PTO, requiring two signatures of the Executive Board and held at a local financial institution. All cash deposit amounts to be reviewed by both Treasurer and President.

Section 6 – The Organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 7 – Reimbursement requests/reimbursements must be made within 45 days of the expenditure, otherwise the request may be denied at the discretion of the Treasurer.

Section 8 – Contract signing authority is limited to the President, or the President's designee, and the Vice President.

### **ARTICLE III – MEMBERSHIP**

Section 1 – Membership is open to the teaching staff of our School and all parents or guardians of children attending our School; there shall be one vote per membership, one membership per household.

Membership is free with no dues required.

### **ARTICLE IV – FISCAL YEAR**

The fiscal year of our School PTO shall be from August 1 through July 31 of the following year.

### **ARTICLE V – OFFICERS AND THEIR ELECTION**

#### Section 1

- a. The officers of this Organization shall consist of President, Vice President, General Secretary, Social/Print Media Secretary, Treasurer, Fundraiser, Administration Liaison, and Committee Coordinator(s).
- b. Officers shall be elected annually in the month of May. Election and freeze dates determined each calendar year.
- c. Each position shall be voted for independently.
- d. The newly elected Officers shall assume their duties August 1 and shall serve for a term of one year or until the election of their successors.
- e. A person shall not be eligible to serve more than two consecutive terms in the same office.
- f. The outgoing President shall be invited to serve as an advisor to the Executive Board for one year in order to ensure continuity.

#### Section 2

- a. There shall be a Nominating Committee composed of at least four (4) members, one of whom is a current Officer or the immediate past President, as selected by the Executive Board, and at least three of whom are volunteers from the members at large.
- b. The Nominating Committee shall nominate at least one eligible person for each office to be filled and report its nominees at the April General Membership meeting. Additional nominations may be made from the membership at large and faculty. Voting shall take place in the month of May among the membership at large.
- c. Nominations for all PTO positions will be open up to one week prior to the election meeting (the “freeze date”). Nominees who meet the deadline will appear on the pre-printed ballot and will be publicly announced. Nominees who come forward after the freeze date will be considered write-in candidates on the ballot and will receive no public announcement.
- d. The consent of each nominee shall be secured before his/her name is presented.
- e. Plurality elects.

- f. The outgoing Executive Board and the newly elected Officers shall have a combined meeting before July 31 to provide an orderly transfer of responsibility.

Section 3 – A vacancy occurring in any office shall be filled by a majority vote of all remaining members of the Executive Board. If the office of President becomes vacant, the Vice President shall assume the duty for the remainder of the school year, or until the office is filled.

Section 4 – By a two-thirds (2/3) vote of the entire Executive Board, an officer may be removed from office for failure to perform duties. Officers will be allowed a 2-meeting-per-year absence for miscellaneous circumstances. Absence beyond two, will be reviewed by the remaining Board members.

## **ARTICLE VI – DUTIES OF OFFICERS**

### **Section 1- President**

- a. Preside at all meeting and PTO functions. Present any new business.
- b. Prepare the agenda for the General Membership meetings with assistance from the Secretary.
- c. Be the official Spokesperson for the Organization.
- d. Create and publish the annual PTO calendar by the first PTO meeting of the school year. Distribute responsibilities and budgets for events.
- e. Act as custodian of all records of the organization.
- f. Contract signing authority. Verify and complete financial transaction. Maintain bank account.
- g. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end (July 31). Report will contain recommendations obtained from all the members of the Executive Board.
- h. Deliver to the successor in office, all records in his/her possession by fiscal year end.

### **Section 2 – Vice President**

- a. Aid the President in any function relating to his/her duties.
- b. Preside at meetings and PTO functions as needed. Present any new business.
- c. Perform the duties of the President in the event of that officer's absence or inability to serve.
- d. Generate and manage the recruitment of volunteers for PTO Committees. Coordinate with Secretary to maintain a current Volunteer log and email/contact list.
- e. Act as liaison between Committee Coordinators and Executive Board. Oversee Committee Coordinators during PTO events and activities.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end (July 31).

### **Section 3 – General Secretary**

- a. Assist the President in preparing an agenda for and take minutes at Executive Board and General Membership meetings.
- b. Finalize minutes, obtain necessary approvals, and post minutes within 45 days of last general membership meeting.
- c. Complete and submit event information and approval forms for PTO events to Administration.
- d. Keep file of communications, papers, and documents belonging to the Organization.

- e. Assist Vice-President in creating and maintain a current Volunteer log and email/contact list.
- f. Assist Executive Board members with their duties and responsibilities, as needed.
- g. Deliver to the successor in office, all records in his/her possession by fiscal year end (July 31).

#### Section 4 – Social/Print Media Secretary

- a. Prepare any material needed for distribution at General Membership meetings.
- b. Prepare any correspondence and publicity for the organization as needed, including meeting announcements, Sign-up Genius, Dollar Denim Day, Newsletter posts, online posts, fliers, and PTO-sponsored school events.
- c. Regularly post to social media accounts to promote upcoming events and activities.
- d. Keep PTO page current on Vista website.
- e. Deliver to the successor in office, all records in his/her possession by fiscal year end (July 31).

#### Section 5 – Treasurer

- a. Be custodian of all organization funds and shall be authorized to disperse funds on behalf of the PTO. All checks require signature of both Treasurer and President/Vice President.
- b. Give written monthly financial reports for review at all General Membership meetings, and to the Executive Board in months with no General Membership meeting.
- c. Provide a monthly cash-flow report at Executive Board meetings.
- d. Prepare a year-end financial report by fiscal year end (July 31).
- e. Deliver to the successor in office, all records in his/her possession by fiscal year end (July 31).
- f. Provide financial information to appointed registered agent/CPA for preparation of federal tax forms (Form 990 and Form 990EZ) as required by the IRS and submit by December 15 of each year. NOTE: Registered Agent/CPA will renew the incorporation of the PTO as required by the State of Utah.
- g. Facilitate an annual audit of the financial records and practices during the summer of each year.

#### Section 6 – Fundraising Coordinator

- a. Research opportunities for fundraising in the community and present to the Executive Board for approval.
- b. Communicate details of revenue opportunities in the community:
  - a. AmazonSmile, Smith's Inspiring Donations, Restaurant fundraiser nights, community and parent donations.

#### Section 7 – Administration Liaison

- a. Relate input and ideas between the teachers and PTO Executive Board in the interest of the PTO mission statement and benefit of the school and students.
- b. Obtain approval from Administration for use of school property and/or facilities for PTO-sponsored events and activities.
- c. Coordinate school calendar and PTO events with President prior to the start of the current school year.
- d. Publish the annual PTO calendar on Vista website prior to the start of the current school year.

## Section 8 - Committee Coordinator

- a. Solicit and acquire volunteers for the event/activity for which each Coordinator is responsible.
- b. Determine the number of members needed for respective event/activity and delegate tasks to volunteers before, during, and after.
- c. Provide progress reports to the President and Vice President at regular intervals leading up to an event/activity and provide follow-up at the conclusion of each, including budget details.

## **ARTICLE VII – EXECUTIVE BOARD**

### Section 1 – Composition

The Executive Board shall consist of the Officers of the Organization and may include a representative from the teaching staff.

### Section 2 – Responsibility

The Executive Board shall be subject to the orders of the Organization and none of its acts shall conflict with action taken by the Organization.

### Section 3 – Duties

- a. To transact necessary business in the intervals between General Membership meetings.
- b. To approve the plans of the Project Committees.
- c. To present a report at the General Membership meeting of any action taken by the Executive Board.
- d. To facilitate an annual audit of the Treasurer's records after fiscal year end, and before the first fall General Membership meeting.
- e. To prepare an annual budget for membership approval.
- f. To approve routine bills within the limits of the budget.
- g. To fill vacancies of elected positions.
- h. To oversee fundraising activities of the school year.

### Section 4 – Meetings

The Executive Board shall meet monthly prior to the General Membership meeting. Special meetings may be called by the President or by a majority of the members of the Board.

Section 5 – The Executive Board, by majority vote of all Officers, may approve unbudgeted expenditures up to a maximum of \$500.00. Expenditures over \$500.00 must be put to a vote of the general membership.

## **ARTICLE VIII – COMMITTEES**

Committees shall be created by the Executive Board as needed to promote the purpose and interests of the Organization. The need for specific committees will be reviewed annually.

Section 1 – The Chairpersons of each committee shall present their plans to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Board. The Chairpersons shall report on committee activities to the President or Vice President monthly and at the General Membership meetings as necessary.

Section 2 – Special committees may be established by the Executive Board, or by action taken at a General Membership meeting.

## **ARTICLE IX – MEETINGS**

### Section 1 – Frequency

Regular meetings of the Organization shall be held monthly during the school year or as designated by the Executive Board.

### Section 2 – Quorum

- a. General Membership Meetings – 5 members shall constitute a quorum for the transaction of business at any General Membership meeting.
- b. Executive Board Meetings – 3 Executive Board members shall constitute a quorum for the transaction of business and/or approval of routine bills in the intervals between General Membership meetings.

## **ARTICLE X – DISSOLUTION**

### Section 1 – Procedure

- a. The Organization, by majority vote in a General Membership meeting, shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken.
- b. Notice of intent to disband shall be given to all members, in writing, at least 30 days prior to the General Membership meeting.
- c. The committee shall submit a report at the next General Membership meeting.
- d. A quorum for the purpose of dissolution shall be 25% of the current year's total membership.
- e. A two-thirds (2/3) vote of those in attendance is required for passage.

### Section 2 – Funds

The funds remaining in the treasury at the time of dissolution shall be submitted to the School Board. These funds shall be earmarked for use at our School.

## **ARTICLE XI – REVISION OF BYLAWS**

### **Section 1 – Revision Procedure**

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a General Membership meeting, or by a two-thirds (2/3) vote of the entire Executive Board.
- b. Amendments and/or revisions must be posted on the PTO webpage at least one General Membership meeting prior to the meeting in which all proposed changes are read and discussed.
- c. Bylaws may be amended or revised by the affirmative vote of two-thirds (2/3) of the members present and voting at any General Membership meeting provided that the proposed amendment has been presented at a previous regular meeting.

### **Section 2 – Revision Schedule**

These Bylaws may be revised on a three-year schedule, or as needed.

These Bylaws were adopted and approved by the Vista Parent Teacher Organization's Executive Board on July 28, 2021.