

Bylaws of Cielo Vista Charter School

Parent Teacher Group

ARTICLE I: NAME, PURPOSE & MEMBERSHIP

Section 1: NAME

The name of the organization shall be Cielo Vista Charter School Parent Teacher Group (hereafter PTG). The PTG is located at Cielo Vista Charter School, 650 S. Paseo Dorotea, Palm Springs, CA. 92264.

Section 2: PURPOSE

The Cielo Vista Charter School PTG is organized for the purpose of supporting the education of children, welcoming new ideas, and fostering relationships among the school, parents, and teachers.

Section 3: MEMBERSHIP

Members of the PTG include all parents and guardians of CVC students, as well as all teachers and staff.

ARTICLE II: OFFICERS AND ELECTIONS

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following officers: President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

Section 2: TERM OF OFFICE

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. The term of office begins July 1 and ends June 30 of the following year.

Section 3: QUALIFICATIONS

Any PTG member in good standing may become an officer of the PTG. However, per PSUSD Board Policy 1230 and the School-Connected Organizations Informational Packet: "PSUSD employees may not hold any official position in a school-connected organization at the same school where they are employed."

Section 4: DUTIES

Executive Board: Develop the annual budget, establish and oversee committees to conduct the work of the PTG, establish fundraising programs, and approve routine bills. All Executive Board members must be fingerprinted and complete the PSUSD-sanctioned background check approval. This expense shall be paid for through PTG general funds.

President: Serve as leader and key contact for the PTG, preside at general PTG meetings and Executive Board meetings, appoint chairpersons for special committees, and coordinate the work of the officers and committees so that the PTG's objectives can be met.

First Vice-President: Act as aide to the President; carry out the president's duties in his/her absence or inability to serve, and assume other responsibilities as assigned by the Executive Board. Ideally be willing to serve as President in the future.

Second Vice-President: Responsible for membership and volunteer coordination. Act as an aide to the President and carry out the president's duties in his/her absence or inability to serve, and assume other responsibilities as assigned by the Executive Board. Ideally be willing to serve as President in the future.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTG meetings, prepare agendas, correspondence, and perform all other duties assigned; keep the calendar of events for the PTG.

Treasurer: Serve as custodian of the PTG's finances, receive all funds of the organization, keep an accurate record of receipts, pay authorized expenses, and follow all financial policies of the PTG. He/she will present a financial statement at each general meeting, or when requested by the Executive Board, and make a full report at the end of the school year. The treasurer may appoint an assistant.

Appointed Positions: Short and school-term positions within the PTG may be appointed by majority vote of the executive board. Any appointed person must be a PTG member in good standing. Any position that includes handling money, must also include fingerprinting and PSUSD-sanctioned background check approval. A member that is appointed to a specialized position continues to have the same rights as any general PTG member; they do not have the same voting privileges as an Executive Board member.

Section 5: BOARD MEETINGS

The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board. Missing three consecutive PTG meetings (general and/or executive board) shall be grounds from dismissal from the board.

Section 7: VACANCY

If there is a vacancy in the office of President, the First Vice-President will become the President. At the next regular meeting, a new First Vice-President will be elected. If there is a vacancy in any other office of the Executive Board, the President shall appoint a PTG member to fill the vacancy for the remainder of the officer's term.

ARTICLE III: MEETINGS

Section 1: GENERAL PTG MEETINGS

General PTG meetings shall be held to conduct the business of the PTG. Meetings shall be held once a track. The annual meeting will be held during the last general meeting of the school year. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. All PTG members shall be notified of general meetings at least one week prior to the meeting.

Section 2: CANDIDATE SUBMISSIONS AND ELECTIONS

Elections will be held at the last general meeting of each school year. Candidate Submission forms will go home at least one week prior to elections. Voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken for every office. Absentee ballots will be accepted at (a) specific time(s) during the designated Election Day. Proxy votes are not allowed.

Section 3: VOTING

Each PTG member in attendance at a general PTG meeting is eligible to vote, one vote per household.

Section 4: QUORUM

Seven (7) members of the PTG present and voting constitute quorum for the purpose of general meetings. Three (3) elected officers constitutes quorum for the PTG Executive Board.

ARTICLE IV: COMMITTEES

Section 1: MEMBERSHIP

Committees may consist of members and board members, with the President acting as an ex-officio member of all committees.

Section 2: STANDING COMMITTEES

The following committees shall be held by the organization: Fundraising, Publicity, Volunteers, Sustainability, Community Service, and Family Night Events. An executive board member must serve on each committee.

Section 3: ADDITIONAL COMMITTEES

The board may appoint additional committees as needed.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR AND BUDGET

The fiscal year of the PTG shall coordinate with the school year. A tentative budget shall be drafted the first month of the new school year and approved by a majority vote of the members present at the first general meeting.

Section 2: BANKING AND FINANCIAL RECORDS

All funds shall be kept in a checking account in the name of Cielo Vista Parent Teacher Group requiring two signatures of the Executive Board and held at a local financial institution. Authorized signers shall be the President, First Vice President, Second Vice President, Treasurer, and Secretary. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3: REPORTING

All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly. The PTG shall arrange for an independent review of its financial records each year, preferably one month prior to the last day of school.

Section 4: ENDING BALANCE

The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS

Authority to sign contracts is limited to the President or the President's designee.

These bylaws were adopted: 08/04/2010

Amended: 01/10/2012

Amended: 06/06/2013

Amended: 06/05/2014

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTG member.

Amendments presented at a PTG meeting shall be voted on providing that previous notice was given in writing, and posted at least one week before the meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

In the event of dissolution of the PTG, any funds remaining shall be donated to Cielo Vista Charter School.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

ARTICLE IX: ADDITIONAL POLICIES

In the event that the Bylaws of the Cielo Vista Charter School Parent Teacher Group do not address governance, policy or guideline for a particular circumstance, the following should also be used as reference until a revision of the Bylaws can be made:

- Cielo Vista Charter School Parent Teacher Group Policies
- Cielo Vista Charter School Parent Teacher Group Guidelines
- Cielo Vista Charter School Governing Board Bylaws
- PSUSD School-Connected Organizations Informational Packet
- PSUSD Board Policy