

# **Linda Vista Elementary School** **Parent Teacher Student Organization Inc. Bylaws**

## **Article I - Name**

The Name of the organization shall be as follows:

**Linda Vista Elementary School Parent Teacher Student Organization Inc.**

## **Article II - Purpose**

The corporation is organized for the purpose of supporting the education of the children at Linda Vista Elementary School by fostering relationships among the school, parents, student council, and teachers.

## **Article III - Members**

**Section 1. Membership:** Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. Any of the school's administrating staff may be members (Principal, Vice Principal, and office staff) as well as any teacher employed at the school.

***a. Voting Rights:*** All adult members shall have a voting right as long as they are a member of at least one (1) of the following; Governing Board, Advisory Council, any Committee or Sub-Committee.

***b. Obligations:*** All adult members must be on at least one (1) of the following; Governing Board, Advisory Council, Committee or Sub-Committee.

**Section 2. Exclusion of Membership:** Only legal exclusions shall prohibit becoming a member of the PTSO, (i.e. Registered Sex Offenders - children).

**Section 3. Illegal Discrimination:** There shall (must) be no discrimination due to age, race, color, religion, sex, disability, nationality, national origin, familial status or sexual orientation.

**Section 4. Dues:** Due to the financial disposition of the majority of the parents and the economical disposition of the community in general, no membership dues shall be charged. This may be changed if the community character and the financial outlook improves.

## **Article IV - Officers and Elections**

**Section 1. Officers of the Governing Board:** The officers shall be constituted as follows;

*a. Co-Chairs:* The elected parent President and the residing Principal shall preside over the meetings of the organization and the Governing Board as Co-Chairs. They shall serve as the primary contacts for the members and parents. They shall serve as ex-officio members of all committees except the nominating committee, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.

*1. Parent President:* Shall be the only member to have his/her vote count double (Tie Break Vote) , however, only if there are an equal number of votes on both sides.

*2. Principal:* The Principal shall have the Right of the Veto.

*3. Veto Over- Ride:* The veto over-ride procedure shall require two thirds of all PTSO members votes (not 2/3 of the members present). The Parent elected

President=s vote shall only count as one (1) vote.

***b. The Vice President and Vice Principal or the Executive Vice President:***

Shall assist the co-chairs and carry out their duties in their absence or their inability to serve. Whenever possible the office of Vice President (parent elected) shall be shared by an English and a non-English speaking parent, each having one vote.

***c. Secretary (parent elected) and the staff appointed secretary/translator/executive vice president (or alternate, i.e. community liaison):***

Shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the members and parents. They shall also keep a copy of the minutes book, bylaws, rules, membership list, and any necessary supplies, and bring them to meetings. Whenever possible the office of Secretary (parent elected) shall be shared by an English and a non-English speaking parent, each having one vote.

***d. Treasurer (parent) and appointed Book Keeper (or alternate, i.e. community liaison):*** Shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and shall pay out funds in accordance with the approval of the executive board. They will present a financial statement at every meeting and at other times of the year when so requested by the Governing Board, and make a full report at the end of the year.

**Section 2. Advisory Council:**

The presiding officers on the Advisory Council include the following members, Vice Principal, (5<sup>th</sup> grade) classroom teachers serving as Co-Leaders and Co-Chairs of the Linda Vista Student Council, and the Student Council Officers; President, Vice-President, Secretary and Treasurer. All Linda Vista Student Council

members serve a one-year term and are elected in October of each school year by a majority vote from the student population.

All members, student officers and co-chairs, of the Linda Vista Student Council may attend PTSO meetings and hold voting rights when present.

**Section 3. Committees:**

*a. Membership:* Committees may consist of all PTSO members, Governing Board and Advisory Council members included. The PTSO President, Vice President, and/or the Community Liaison Assistant may serve as an acting ex-officio member of all committees.

*b. Sub-Committees:* The following sub-committees shall be held by the PTSO: Fundraising and Hospitality, Arts and Curricular Enrichment, Family Events, Nominating and Auditing.

*c. Other Committees:* The governing Board may appoint additional committees as needed.

**Section 4. Nominations and Elections:** Elections will be held at the second to last meeting of the year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At the meeting, nominations may also be made from the floor. Voting shall be by voice vote even if more than one person is running for an office.

**Section 5. Eligibility:** Members are eligible for office if they are members in good standing at least fourteen (14) calendar days before the

nominating committee presents its slate.

**Section 6. Terms of Office:** Officers are elected for one (1) year term, except the President in the establishing of the PTSO period shall hold office for a two (2) year term. There shall be no term limit, however, the parent must have a student attending the school for the term he/she is serving. Each person elected shall hold only one office at a time.

**Section 7 Vacancies:** If there is a vacancy in the office of the president, the vice president will become president. At the next regular scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 8 Removal from office:** Officers can be removed from office only with cause by a two-thirds (2/3) vote of those present (assuming) a quorum) at a regular meeting where previous notice has been given.

## **Article V - Meetings**

**Section 1. Regular meetings:** The regular meetings of the organization shall be on the first Tuesday of each month during the school year at 6 p.m., or at a time and place determined by the governing board at least one (1) month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that shall arise. The secretary will notify the members of the meetings in flyers sent home with the students at least one (1) week prior to the meeting.

**Section 2. Special meetings:** Special meetings may be called by the co-chairs or any two (2) members of the governing board, or by five members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least ten (10) days prior to the meeting, by flyer and

phone calls.

**Section 3. Attendance:** Any parent, guardian, or other adult standing in loco parentis for a student at the school may attend the meetings, as well as any of the school's administrating staff and or teachers employed as well as any student (only officers of the student body have a voting right) at the school.

**Section 4. Quorum:** The quorum shall be ten (10) members of the organization.

## **Article VI - Governing Board**

**Section 1. Members:** The Governing Board shall consist of the parent elected officers, the residing school principal, book keeper, secretary, fund raising coordinator, and the elected combined class level teacher representative or their alternates.

**Section 2. Duties:** The duties of the governing board shall be to transact business between meetings in preparation for the general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings:** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two (2) board members, with twenty-four (24) hours notice.

**Section 4. Quorum:** Half the number of the board members plus one (1) constitutes a quorum.

**Section 5. Vacancies and Removal:** See Article IV, Sections 7 and 8.

## **Article VIII - Finances**

**Section 1.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

**Section 2.** The treasurer and book keeper (or alternate) shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The governing board shall approve all expenses of the organization.

**Section 4.** Two (2) authorized signatures shall be required on each check over the amount of two-hundred (\$200.00) U.S. dollars. Authorized signers shall be the co-chairs, treasurer, and book keeper.

**Section 5.** The treasurer and book keeper shall prepare a financial statement at the end of the year to be reviewed by the Audit Committee.

**Section 6.** The fiscal year shall coordinate with the school year, ending July 31 of each year and the new school year beginning August 01 of the same year.

**Section 7.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership=s approval, spent for the benefit of the school.

## **Article IX - Parliamentary Authority**

ARoberts= Rules of Order@ shall govern meetings when they are not in conflict with the organization=s bylaws.

## **Article X - Standing Rules**

Standing rules may be approved by the governing board, secretary and the secretary/translator (or alternate) shall keep a record of the standing rules for future reference.

## **Article XI - Dissolution**

The organization may be dissolved with previous notice fourteen (14) calendar days, and a two-thirds (2/3) vote of those present at a meeting.

## **Article XII - Amendments**

These bylaws may be amended at any regular or special meeting, provided that previous notice was given at a prior meeting in writing and then sent to all members of the organization by the secretary, and secretary/translator. Notice may be given by postal mail, e-mail, fax, or handouts given to the children to take home. Amendments will be approved by two-thirds (2/3) vote of those present, assuming a quorum.

Date Adopted: February 5, 2008

Theodore A. Burns  
President (Co-Chair)  
Linda Vista Elementary School  
2772 Ulric Street  
San Diego, CA 92111  
Telephone: (858) 496-8196

Debbie Hatchell-Carter  
Principal (Co-Chair)  
Linda Vista Elementary School  
2772 Ulric Street  
San Diego, CA 92111  
Telephone: (858) 496-8196

**PTSO Linda Vista Elementary School**

By State and Federal Laws The Elected Officers (Parent elected) must hold the following offices;  
(President, Vice President, Treasurer and Secretary) any appointed officers assist their counterparts, except the  
Co-chair.

<b>Elected Officers</b>	<b>Governing Board</b>	<b>School Officials Appointed</b>
Co- Chair (President) Setup Period 2 yr. Term Standard Period 1 yr. Term Tie Break Vote	Veto Over-ride 2/3 of all Voting Members (Not Present Members)	Co-Chair (Principal) Residing Principal Veto Right
Vice President 1 yr. Term		Fund Raising Coordinator Teacher Appointed Member/Volunteer Chair of all fund raising committees
Treasurer 1 yr. Term		Book Keeper (or alternate, i.e. Community Liaison) Appointed Member/Volunteer
Secretary 1yr. Term		Secretary/Translator (or alternate, i.e. Community Liaison) Appointed Member/Volunteer
Combined Class Level Representative 1 yr. Term		Combined Class Level Teacher Representative 1 yr. Term
<b>Elected</b>  5th Grade Level Parent Rep 1 yr. Term	<b>Advisory Council Chair</b>  Vice Principal Chair of Advisory Council Alternate Co-Chair Governing Board	<b>Elected / Appointed</b>  Grade 3 to Grade 5 Class Level Teacher Representative (or alternate) 1 yr. Term
4th Grade Level Parent Rep 1 yr. Term	Student Council President 1 yr. Term	Pre School to Grade 2 Class Level Teacher Representative (or alternate) 1 yr. Term
3rd Grade Level Parent Rep 1 yr. Term	Student Council Vice President 1 yr. Term	
2nd Grade Level Parent Rep 1 yr. Term	Student Council Treasurer 1 yr. Term	
1st Grade Level Parent Rep 1 yr. Term	Student Council Secretary 1yr. Term	
Kindergarten Level Parent Rep 1 yr. Term		
Pre-School Level Parent Rep 1 yr. Term		
Committee Chairs	Committees / Sub - Committees	
Fund Raising Coordinator	Fund Raising Committee or sub- committees	

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<b>Elected Officers</b>	<b>Governing Board</b>	<b>School Officials Appointed</b>
	Hospitality Committee - Child Care	
	Art and Family Enrichment Committee	
Volunteers ( Parent Officers and Principal may not serve)	Nomination Committee	
President, Principal and Fund Rasing Coordinator	Audit Committee	
	Membership/Community Committee	

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(President, Vice President, Treasurer and Secretary) any appointed officers assist their counterparts, except the Co-chair.

**Board For The School Year 2007 - 2008**

<b>Elected Officers</b>	<b>Governing Board</b>	<b>School Officials Appointed</b>
<p>Co- Chair (President) Setup Period 2 yr. Term Standard Period 1 yr. Term Tie Break Vote <b>Theodore A. Burns</b></p>	<p>Veto Over-ride 2/3 of all Voting Members (Not Present Members)</p>	<p>Co-Chair (Principal) Residing Principal Veto Right <b>Debbie Hatchell-Carter</b></p>
<p>Vice President 1 yr. Term <b>1.) Francisco Pe_a - English Speaker</b> <b>2.) Silvia Marceleno - Non English Speaker</b></p>		<p>Fund Raising Coordinator Teacher Appointed Member/Volunteer Chair of all fund raising committees <b>Deborah Hoeltgen</b></p>
<p>Treasurer 1 yr. Term <b>Leticia Veloz</b></p>		<p>Book Keeper (or alternate, i.e. Community Liaison) Appointed Member/Volunteer <b>1.) Felicia Corveia</b> <b>2.)</b></p>
<p>Secretary 1yr. Term <b>1.) Michelle N. Delgado - English Speaker</b> <b>2.) Elia Su_rez - Non English Speaker</b></p>		<p>Secretary/Translator/Executive Vice President (or alternate, i.e. Community Liaison) Appointed Member/Volunteer <b>1.) Mrs. Carolina Lozano</b> <b>2.)</b></p>
<p>Combined Class Level Representative 1 yr. Term</p>		<p>Combined Class Level Teacher Representative 1 yr. Term <b>Mrs. Noreen Bruno</b></p>
<p><b>Elected</b>  5th Grade Level Parent Rep 1 yr. Term</p>	<p><b>Advisory Council Chair</b>  Vice Principal Chair of Advisory Council Alternate Co-Chair Governing Board</p>	<p><b>Elected / Appointed</b>  Grade 3 to Grade 5 Class Level Teacher Representative (or alternate) 1 yr. Term</p>
<p>4th Grade Level Parent Rep 1 yr. Term</p>	<p>Student Council President 1 yr. Term <b>Consuelo Gueda</b></p>	<p>Pre School to Grade 2 Class Level Teacher Representative (or alternate) 1 yr. Term</p>

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**Board For The School Year 2007 - 2008**

<b>Elected Officers</b>	<b>Governing Board</b>	<b>School Officials Appointed</b>
3rd Grade Level Parent Rep 1 yr. Term	Student Council Vice President 1 yr. Term <b>Gabriela Torres</b>	
2nd Grade Level Parent Rep 1 yr. Term	Student Council Treasurer 1 yr. Term <b>Cynthia Nguyen</b>	
1st Grade Level Parent Rep 1 yr. Term	Student Council Secretary 1yr. Term <b>Melissa Torres</b>	
Kindergarten Level Parent Rep 1 yr. Term		
Pre-School Level Parent Rep 1 yr. Term		
Committee Chairs	Committees / Sub - Committees	
Fund Raising Coordinator	Fund Raising Committee or sub-committees	
	Hospitality Committee - Child Care	
	Art and Family Enrichment Committee	
Volunteers ( Parent Officers and Principal may not serve)	Nomination Committee	
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