



## Park Place PTO Bylaws

Affiliated school: Park Place Elementary (School)

### Article I: Name and Purpose

- **Name:** The name of this organization is **Park Place PTO (PTO)**.
- **Purpose:** The PTO is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The goals are to enhance the educational experience of students through supporting school staff, sponsoring student/community events, and fundraising for school needs.
- **Dissolution:** The PTO shall only be dissolved if it is no longer associated with Park Place Elementary School, or requested by custodian upon the expiration of an extended custodial period as defined in Article III. Upon official dissolution, remaining assets shall be distributed exclusively for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed directly to Park Place Elementary School.

### Article II: Membership

- **Eligibility:** Membership is open to parents, guardians, and staff of Park Place Elementary regardless of race, color, creed, or background.
- **Dues:** No dues are required for members/volunteers.

### Article III: Executive Board (Officers)

The Executive Board consists of the **President, Vice President, Secretary, and Treasurer**.

- **Elections:**
  - Nominations start in April and remain open for a minimum of 3 full weeks.
  - Voting will be scheduled between the last week of April and May.
  - A minimum of 6 members (in-person or virtual) is required to conduct an official election.
  - A majority vote wins. If a single candidate does not receive 50% of the vote, a runoff vote is conducted between the top 2 candidates or highest tied candidates.
- **Fiscal Year:** The official fiscal year of the PTO shall begin on July 1st and end on June 30th.
- **Special Appointments:**
  - The PTO Board may create additional general advisor roles via majority vote with a quorum of 3 officers.
  - If an officer cannot complete their term, the remaining Board may appoint an interim replacement via majority with a quorum of 3 officers.
  - Appointed and interim positions expire at the end of the fiscal term (June 30<sup>th</sup>).
- **Removal from Office:** Any officer may be removed by a two-thirds (2/3) vote of the Executive Board for misconduct or failure to perform duties. The officer in question must receive written notice at least 7 days prior to the vote and be given an opportunity to speak to the Board.
- **Minimum Operating Board and Vacancies:** The absolute minimum number of elected officers required to operate the PTO is three (3).



- If a full four-member board cannot be elected, the priority positions to fill are President, Secretary, and Treasurer. The role of Vice President may remain vacant.
- If the board drops below three (3) officers during the fiscal year, the remaining officers must immediately call an emergency general meeting within 14 days to open floor nominations and hold a special election to fill the vacant seats.
- **School Representative Emergency Fill-In:** If a vacancy occurs on the Board and no general PTO member steps forward to fill the seat, a designated school staff representative (appointed by the school principal) may step in to fill the vacant role.
  - This school representative fill-in rule strictly applies only to general board seats or the Vice President and Secretary roles. Under no circumstances may a school representative fill the role of President or Treasurer; these two primary executive roles must always be held by an elected, general PTO member.
  - This arrangement is strictly temporary. Normal, continuous recruiting efforts must be made by the remaining board to find a general PTO member to permanently replace the designated school staff volunteer. Once a general member is identified, a special election or appointment process will be triggered to transition the role back to the general membership.
- **Automatic Board Dissolution and Interim Elections:** The entire Executive Board shall be automatically dissolved if the board fails to hold a scheduled meeting for three (3) consecutive months during the school year, if three (3) out of four (4) elected officer seats become simultaneously vacant, or any reported material non-compliance or breach of Bylaw rules not rectified within 90 days.
  - Upon automatic dissolution, all board member voting authority is instantly revoked, and the school principal (or a designated school staff representative) shall immediately step in as temporary custodian of the PTO records and bank account.
  - The custodian must issue an emergency notice to the general membership within forty-eight (48) hours of dissolution, calling for an extraordinary general meeting to be held within seven (7) business days.
  - At this meeting, the general membership present shall nominate and elect an interim board (comprising a temporary President, Secretary, and Treasurer) by a simple majority vote to restore legal operations. These interim officers shall serve only until the next regular annual election cycle.
- **Failure to Convene Board (Emergency Custodianship):** If a new board fails to be elected by June 30th, the school principal (or a designated school staff representative) shall serve as the emergency custodian of the PTO.
  - The custodian shall hold the PTO bank account and assets in escrow to prevent legal dissolution.
  - The custodian has no voting rights and cannot spend PTO funds except to pay pre-existing, legally binding operational bills (e.g., insurance premiums, website hosting, or tax filing fees).
  - The custodian must call a general membership meeting within the first 30 days of the upcoming school year to elect a new board and restore full operations.
  - The custodian must continue to make active, ongoing efforts to recruit volunteers and schedule subsequent election meetings thereafter until a new board is successfully voted in.



- An extended custodial period is defined as persisting beyond a full academic year (from July 1 to June 30)

## Article IV: Concurrent Service (The Transition)

To ensure a smooth handoff for the PTO-elect, the PTO operates with a **Concurrent Service Period**:

- **The Window:** From the April election through June 30th, the *Outgoing* board and *Elect* board serve together.
- **Authority:** The *Outgoing* board maintains final voting authority until June 30th.
- **Mentorship:** *Elect* officers shall shadow their counterparts and assist in planning for the upcoming school year.

## Article V: Standing Committees

Committees are led by a Chairperson (appointed by the Board) and consist of officers and general members.

1. **Finance Committee:** Overseen by the Treasurer. Responsible for drafting the annual budget, conducting internal audits, and ensuring general organizational compliance.
2. **Events Committee:** Responsible for planning and executing school socials, teacher appreciation weeks, and community-building activities.
3. **Marketing & Communications Committee:** Manages the PTO website, social media, newsletters, and flyer distribution.
4. **Executive Committee:** Comprised of the four elected officers; responsible for setting meeting agendas and emergency decision-making.

## Article VI: Meetings

- **General Meetings:** Once the first full month of each semester, and as requested by the Board. Announcements will be made at least 2 business days in advance and communicated via established public channels. Open to all members.
- **Board Meetings:** Held monthly. Attended by Officers and key Committee Chairs/Members.
- **General Voting and Quorum:** To pass any motion at a general meeting, a minimum quorum of 6 members (including at least 3 elected officers) must be present. A simple majority vote passes a motion. In the event of a tie, the motion fails.
- **Electronic & Urgent Voting (Action Without Meeting):** For urgent, time-sensitive, or minor matters arising between scheduled meetings, the Executive Board may vote electronically (via email, text, or dedicated board messaging platforms).
  - This rapid-vote process may only be initiated by the President or by a joint request of any 2 elected board officers and announced to the entire board via established internal channels.
  - The electronic motion must explicitly state a clear response deadline, which cannot be less than 24 hours from the time the notice is transmitted.
  - For an electronic vote to be valid, a full quorum of the board (at least 3 elected officers) must cast a vote. A simple majority of those votes determine the outcome.
  - The Secretary must print or digitally archive the message thread containing the final vote tally and formally attach it to the minutes of the next scheduled board meeting.



## Article VII: Finances

- **Account Management:** The PTO bank account shall be managed primarily by the Treasurer and the President. The Executive Board may authorize other designated officers as signers on the account if necessary.
- **Budget Approval:** The Finance committee will present a budget at the first general meeting for member approval.
- **Expense Thresholds:** Expenses over **\$500** require approval from at least 2 elected officers.
- **Transition Reserve:** A minimum balance of **\$5000** should be maintained during transition between outgoing and incoming board. Deficits must be prioritized through targeted fundraising prior to the next school year.

## Article VIII: Conflict of Interest

Any board member who has a financial or personal interest in a matter pending before the Board shall disclose such interest and abstain from voting on the matter.

## Article IX: Amendments

These bylaws may be amended by a two-thirds vote of members present at any general meeting, provided the change was proposed publicly at least a week before voting.

## Article X: Dissolution Voting Process

- **Voluntary Dissolution:** If the Board desires to voluntarily dissolve the PTO due to a permanent loss of association with the school, dissolution may be initiated during a General Meeting when requested by a Board majority and approved by a two-thirds (2/3) vote of members present.
- **Final Asset Distribution:** Upon approval of voluntary dissolution, operations will cease immediately, and all remaining assets will be liquidated and distributed to Park Place Elementary School or an alternate 501(c)(3) entity as dictated by Article I or as guided by Park Place Elementary’s affiliated district.

The bylaws/changes are hereby adopted this 29th day of May 2026.

By

**Peter Tran**

President

\_\_\_\_\_ signature

\_\_\_\_\_ date

**Kimberly Zuniga**

Vice-President

\_\_\_\_\_ signature

\_\_\_\_\_ date