

10/7/2010

## SHANDIN HILLS PTO BYLAWS/CONSTITUTION

### ARTICLE 1 - NAME

The name of the organization shall be Shandin Hills Parent Teacher Organization (Shandin Hills PTO).

### ARTICLE II - ANNUAL OBJECTIVE

The annual objective of the Shandin Hills PTO is to support academic, elective, and extra curricular programs and events through material and supply purchases, sponsorship of student events and fieldtrips and to enhance the recognition and rewards/awards program.

In addition the Shandin Hills PTO will promote and help to facilitate involvement with fundraisers and events between teachers, parents, students and community. Additionally, the Shandin Hills PTO will encourage a positive, supportive atmosphere to enhance student's educational, social and extracurricular experiences.

### ARTICLE III - PURPOSE

The Shandin Hills PTO will engage in the following services: supporting the social and supplemental academic, elective and extra curricular activities, such as school dances, trip sponsorships, athletic awards banquets, and awards celebrations, through the use of fundraising. Financial support will be provided to support teachers and student programs not covered by SBCUSD. The Shandin Hills PTO will encourage parent, teacher and community involvement and cooperate with school administration to enhance educational opportunities before, during and after school hours. Areas of concern will be brought to the attention of the principal through a scheduled meeting.

### ARTICLE IV - POLICIES

Section 1 In the event of the dissolution of the Shandin Hills PTO, the net monetary assets will be

10/7/2010

distributed to Shandin Hills Middle School ASB for the benefit of the students.

Section 2 Shandin Hills PTO funds will not be used for any items, programs or events that do not directly benefit the students' academic, extra curricular, or social development at Shandin Hills Middle School.

Section 3 Special monetary requests for non-budgeted items must be submitted to the Shandin Hills PTO Board for discussion at the Shandin Hills PTO General Meeting. Vote for approval of the request will be made at the meeting.

Section 4 If specific long-term goals or annual goals have been approved, funds may be carried over to the next school year.

#### Section 5 Accounting Practices

##### A. Expense Internal Controls

1. The President and a board member sign all pre-authorizations for an expenditure upon a 3/4 board approval of the expenditure at a general meeting.
2. The expenditure reviewer reviews the preauthorization form for accuracy and completeness.
3. The President and the second authorized bank signer sign the check when a confirmation delivery slip or packing slip, a purchase order, an original invoice, or a receipt matching the approved preauthorization form is submitted.
4. All checks must be pre-numbered and voided checks retained.
5. Requisitions must be submitted for prior approval of purchases of merchandise or services.
6. All expenditures must be supported by invoices or other acceptable documentation.

10/7/2010

7. Pay only from original invoice. Do not pay from statement.

8. Checks should never be written to "Cash" or issued without a name or an amount (blank check).

9. The Treasurer is responsible for reconciling the financial statements from the bank account with the PTO's Treasurer's book, as an auditor would.

10. San Bernardino City USD may request to have an audit perform of the PTO's financial records at any time, either by district personnel or by a CPA.

11. Reimbursements for all expenses will be made only if prior written approval for the purchase to occur was given by the PTO President and elected PTO Officer.

12. Reimbursements for all expenses will be made only after receipts for expenditures have been documented on a check request form. Requests made without paper receipts will not be processed for reimbursement.

13. Cash expenses to be reimbursed with documented receipts will only be in the form of a check signed by both the President and PTO Authorized Check Signer. All check advances/reimbursements will be given to Shandin Hills PTO member only or approved by PTO Board for disbursements.

14. Online banking will not be established through the financial institution. Cash withdrawals will not be authorized by the financial institution.

15. A budget should be developed at the beginning of the year to project expected revenues and expenses, and should be revised as needed.

B. Deposit Internal Controls

1. Pre-numbered cash receipt books should be used.

2. Copies of voided receipts must be retained.

10/7/2010

3. All cash is recorded promptly when received and checks endorsed with the bank endorsement stamp upon receipt.
4. All cash received should have adequate back-up in the form of a cash collection sheet.
5. All deposits will be kept under lock and key prior to bank deposit in both a locked bank bag and a fireproof safe.
6. Cash collection sheets and deposit slips will include both the master receipt book number and receipt numbers used.
7. All monies to be two-person counted, documented and deposited to the safe or bank.
8. All deposits greater than \$200.00 are to be made to the bank within (3) three business days. All deposits less than or equal to \$200.00 are to be made to the bank within one week of totaling.
9. Financial statement of account to be presented at monthly meeting. Statement will include deposits, expenses and current balance.

C. Ticketed Event Internal Controls

1. Use pre-numbered tickets for all athletic events, social events and student activity cards.
2. Keep the tickets in a locked and secure place.
3. The person selling the tickets should not have access to the ticket stock.
4. Keep a master log in the safe listing by number the tickets issued and returned.
5. Account for all tickets sold and unsold at each event.

**BANK: San Bernardino School Employees Federal Credit Union**

10/7/2010

The Tax ID that is be used for our school PTO Account is: **EIN 27-3388411**

The following persons are to be added as authorized signers on matters related to the PTO Account:

<u>Name</u>	<u>CDL</u>	<u>Exp. date</u>	<u>Date of Birth</u>
Catrina Osteen	A9153957	3/11/12	3/11/75
Venita Hicks	C1666514	10/18/10	10/18/54

Additionally the following names are of persons who can make deposits and make inquiries about the account. They are not signers.

Name  
Sandra Leon

#### ARTICLE V - MEMBERSHIP

Section 1 Shandin Hills PTO membership will be open to teachers, staff, students, parents or guardians of students of Shandin Hills Middle School.

Section 2 The Shandin Hills PTO will accept and actively pursue memberships throughout the school year.

Section 3 A family is considered a member of Shandin Hills PTO when they attend monthly meetings. All children enrolled at Shandin Hills Middle School will get credit for parents/guardians membership.

Section 4 Any member is eligible to vote on any motion at Shandin Hills PTO Monthly General Meetings.

Section 5 All members need to abide by all school and district policies.

#### ARTICLE VI - OFFICERS (BOARD MEMBERS)

Section 1 Qualification for Officers:

10/7/2010

A. An officer must be an adult member of the Shandin Hills PTO.

B. All officers need to abide by all school and district policies.

Section 2                    The officers of the Board of the Shandin Hills PTO will consist of President, Secretary, Treasurer, and Expenditure Reviewer. If Vice Presidents and Carnival Chairperson are elected they also will be members of the Board.

Section 3                    No board members may be elected from the same family, they may volunteer and help coordinate activities but may not be on the check book account.

#### ARTICLE VII - ELECTION OF OFFICERS

Section 1                    The Election Committee shall consist of three (3) members of the Shandin Hills PTO.

A. The Shandin Hills PTO Board shall appoint the three members in April.

B. The Election Committee shall choose a spokesperson that will report to the President.

C. The Election Committee duties shall include: notifying the membership of the upcoming election, identifying candidates through anonymous written nominations, and counting the ballots cast (if needed for a written vote).

D. An election ballot will be developed to include nominations for each board position. Nominees will be notified and may decline his/her nomination and will be removed from the ballots.

E. Slate of officers may also be drawn up through notes and information going home and at the April PTO meeting. Nominees should contact the President and/or Secretary as to their wishes to have their names included on the ballot.

F. Shandin Hills PTO members will be notified in writing at least seven (7) days prior to the voting.

10/7/2010

Section 2            The election committee will provide a written list of candidates to the Shandin Hills PTO Board.

A. The elections will be held at the May general meeting, and in September for year one of establishment.

B. A nomination during the meeting may be made from the floor and added to the ballot.

C. A person receiving the majority of votes for each position will become next year's officer.

D. In the case of a tie, the Shandin Hills PTO Board will cast the deciding vote.

Section 3            An officer's service date corresponds with the PTO school year, August to June. A term is defined as two school years.

Section 4            A Shandin Hills PTO member through a special election can fill a vacancy occurring on the Shandin Hills PTO Board for the unexpired term. This special election will follow the same guidelines as the general election. A vacancy also can be filled by a nomination from the floor at a general meeting then voted on by the members.

Section 5            Officers Duties

A. All officers will attend the monthly general meeting and the monthly board meeting of Shandin Hills PTO.

B. Non-attendance of (3) three consecutive meetings will be grounds for removal from office.

C. Shandin Hills PTO Board Meetings shall be held monthly with the day and time to be determined by the Shandin Hills PTO Board.

#### PRESIDENT DUTIES

1. Will preside at all PTO Board and Shandin Hills PTO General and Special meetings.

10/7/2010

2. Will coordinate the work of the officers and the committees to facilitate educational, social and extra-curricular activities.
3. Shall cooperate with the Principal and maintain a supportive relationship between the school and Shandin Hills PTO.
4. Will appoint special committees when needed (carnival, elections, fundraisers, etc.).
5. Will work with Treasurer regarding financial information needed, also help coordinate fundraising.
6. The President must co-sign all checks and all pre-authorization forms for a purchase to be pre disbursed or reimbursed later.
7. Will preside over the membership enrollment, conducting an active membership campaign.
8. Will provide a summary year-end report of his/her year in office to give to the new President at the Joint PTO Board Meeting at end of year.

#### SECRETARY DUTIES

1. Record in a permanent form all business transacted at each meeting of the Shandin Hills PTO.
2. Present the minutes for approval at the Shandin Hills PTO General meetings
3. Will keep a copy of agenda, sign-in sheets and attendance record for all meetings.
4. Will keep an up-to-date list of Shandin Hills PTO members and addresses.
5. Will notify Shandin Hills PTO members of special meetings called by the Shandin Hills PTO Board five (5) days prior to such meetings.
6. In case of absence by secretary from any meeting, a board member will be appointed to take minutes.



10/7/2010

7. Will keep any correspondence necessary for the permanent record.
8. Will transfer his/her secretary's book to new secretary at end of year.

#### TREASURER DUTIES

1. Will work with the President/Secretary to provide a written financial statement at each Shandin Hills PTO General meeting.
2. Will work with Shandin Hills PTO Board, for new PTO budget to be approved by general membership each year.
3. Will maintain a Treasurer's book with all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by Shandin Hills PTO; will furnish these documents for review at the request of any member.
4. Will help provide any financial information to the Audit Committee at the end of year so the financial books may be audited.
8. Will transfer said treasurer's book to new Treasurer at the joint meeting at end of year.

#### EXPENDITURE REVIEWER DUTIES

1. Attend all general membership PTO meetings.
2. Review and Confirm that the Pre Authorization for Expenditure Forms are accurate and complete.
3. May second count any deposits, and order or make expenditures on behalf of the PTO with their permission.
4. Will work with the President to ensure authorized expenditures and disbursements are made in a timely manner.

Section 6                    The Shandin Hills PTO Board will submit a tentative allocation of funds (budget) to the membership

10/7/2010

for approval at the second Shandin Hills PTO General meeting for the new school year.

ARTICLES VIII - MEETINGS

Section 1 Shandin Hills PTO General meetings will be held monthly, after school hours and conducted by the President and/or secretary. Dates will be distributed to members at the first monthly meeting of the school year.

Section 2 Shandin Hills PTO Board Meetings shall be held monthly with the day and time to be determined by the Shandin Hills PTO Board.

Section 3 Special Meetings may be called by the Shandin Hills PTO Board. The Shandin Hills PTO will be informed in writing of time and place at least (5) five days prior to the meeting.

Section 4 A quorum will consist of at least (3) three Shandin Hills PTO members (parents), for the conducting of business at a general meeting.

ARTICLES VIIII - COMMITTEES

Section 1 The chairperson will present written or oral progress reports to the membership at the Shandin Hills PTO General meetings.

Section 2 The chairperson of committees shall present plans, verbally or in writing, to the Shandin Hills PTO Board before he/she begins work.

Section 3 A person will not be eligible to serve as a chairperson or co-chairperson on the same committee more than (3) three consecutive years, unless approved by the Shandin Hills PTO Board.

Section 4 The chairperson must keep track of all expenses and profits according to the Treasurer's accounting procedures.

Section 5 Prior to the event or activity occurring, the chairperson must inform the Shandin Hills Middle School students, staff, and parents.

10/7/2010

ARTICLE X - AMENDMENTS

The bylaws may be amended or changed by a 2/3 vote of the majority members present at any general meeting of the Shandin Hills PTO and ¾ vote of the PTO board. It is the responsibility of the member(s) requesting the amendment to submit the proposed changes in writing to the general membership prior to the vote and present it at a previous general meeting. The PTO Board and Members will vote by ballot on the proposed changes.

Officers Elected/Appointed By Board 2010-2012

President: Catrina Osteen 909-800-7869  
5519 N Berkeley Street  
San Bernardino, CA

Treasurer: Sandra Leon 909-227-5571  
1054 Sierra View St  
San Bernardino, CA

Secretary: Stayc Paul 909-272-8718  
4080 North F Street #H  
San Bernardino, CA

Expenditure Reviewer: Maryhelen Coleman 909-880-3567  
5075 Auburn Ave  
San Bernardino, CA

Dated: August 30, 2010 / Amended September 9, 2010/  
Amended September 14, 2010 / Amended September 22, 2010/  
Amended September 29, 2010