

Bylaws
of the
Hermosa Valley View Parent Teacher Organization
dba Hermosa View, Vista & Valley Parent Teacher
Organization

Article I: Name & Description

Section 1: Name

The name of the organization shall be Hermosa Valley View Parent Teacher Organization ("HVPTO") with a registered DBA name of Hermosa View, Vista & Valley Parent Teacher Organization. The organization is located at Hermosa Valley School, 1645 Valley Drive, Hermosa Beach, California, 90254.

Section 2: Description

The HVPTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code and whose operations are consistent with our purpose, as defined in Article II. The HVPTO operates under the supervision of the Hermosa Beach City School District and manages authorized and permissible activities in accordance with the public educational purpose of the District.

Article II: Purpose

The purpose of HVPTO is to enhance and enrich the educational experience of Hermosa View, Hermosa Vista, and Hermosa Valley students by encouraging parent and teacher participation and developing a closer connection with the community.

Article III: Membership Requirements

Section 1: Membership

Membership shall automatically be granted to all parents and guardians of students currently enrolled in Hermosa View, Hermosa Vista, and Hermosa Valley schools and to all staff members currently employed by Hermosa Beach City School District. All members have voting rights.

Section 2: Dues

Membership in HVPTO does not require dues. No dues shall be collected.

Article IV: Executive Board and General Board Requirements

Section 1: Executive Board

The Executive Board of the HVPTO shall consist of the following elected officers: President, Co-President, Treasurer, Assistant Treasurer, Deposit Treasurer, Secretary, Co-Vice Presidents of Communications, Vice President of Community Service, Vice President of Operations, and Co-Vice Presidents of Special Events and Volunteer Recruitment (to be served either as a joint position or individually).

Section 2: General Board

The General Board of the HVPTO shall consist of the Executive Board plus the following persons: Kindergarten-8th Grade Level Coordinators, School Board Representative(s), Hermosa View, Hermosa Vista, and Hermosa Valley School Site Council Representatives, Hermosa Beach Education Foundation Board of Directors, Hermosa View (K-2) Teacher Representative, Hermosa Vista (3-4) Teacher Representative, and Hermosa Valley (5-8) Teacher Representative. The Principals and Assistant Principals of Hermosa View/Vista and Hermosa Valley schools shall serve as advisors to the General Board.

Section 3: Duties of the Executive Board

The Executive Board shall: approve the formation of all standing and special committees, including the scope of the committees' duties and budgets; authorize officers to perform such duties as deemed necessary from time to time; establish events and fundraising programs; approve by a majority vote (2/3 need be present) expenditures from the Reserve Fund; and appoint members to fill vacant positions.

Section 4: Duties of General Board

The General Board shall: effectively communicate and be present for voting when a quorum is required.

Article V: Officer Requirements

Section 1: Eligibility

Any HVPTO member in good standing may become an officer of the HVPTO.

Section 2: Nomination Committee and Election of Officers

There shall be a Nomination Committee composed of three HVPTO members, the Vice President of Operations and the Co-VPs of Special Events and Volunteer Recruitment. Should one of those positions be vacant, the President shall assign a third Board member to the Nominating Committee. The Nomination Committee shall survey all members of the HVPTO for their nominations for Executive Board officers. HVPTO members may volunteer for positions. After compiling the returned surveys, and upon acceptance by nominees, the Nomination Committee shall present a slate of Executive Board officers to the members of the HVPTO at its June General Meeting. The final ballot shall be presented to members present at the meeting, at which time floor

nominations will be solicited. The election will be decided by a simple majority. If there is only one candidate for any position, the ballot for that position may be dispensed with and the election confirmed by a voice vote.

Section 3: Term of Office

The term of office for all officers (excluding the President and Co-President) is one (1) year, beginning July 1 and ending June 30 of the following school year, or earlier in the event of resignation or removal from office or circumstances beyond the officer's control (i.e., medical, health or family issues). Co-President shall serve one (1) year in that position, followed by one (1) year as President. At the discretion of the Executive Board, a President may serve one (1) additional year. Any officer who has already served for at least two (2) years in any one office may run for one (1) year term in the same office on an annual basis. An officer shall not be eligible to serve more than two (2) consecutive terms in the same office, unless there are no other candidates for that position.

Section 4: Resignation or Vacancy

Any officer may tender their resignation at any time for any reason. Resignations are effective upon receipt of written notification to the President. If a vacancy occurs on the Executive Board due to either resignation or removal, the President shall appoint a HVPTO member to fill the vacancy for the remainder of the officer's term.

Section 5: Removal of Officer

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote (2/3 need to be present) of the Executive Board.

Article VI: Duties of Officers

Section 1. The President shall:

- a. preside at all HVPTO General Meetings and Executive Board Meetings;
- b. work with the HVPTO Secretary to prepare meeting agendas;
- c. send out meeting notices and maintains RSVPs;
- d. serve as the official representative of the HVPTO;
- e. appoint and coordinate the work of officers and committees of the HVPTO;
- f. sign all authorizations for payment required by the HVPTO;
- g. in coordination with the Treasurer, pay authorized expenses via HVPTO-authorized debit card;
- h. manage all Executive Board initiatives (i.e., teacher grants and special projects)
- i. be responsible for obtaining approval from the Hermosa Beach City School District and/or View/Vista and Valley school principals on marketing materials (i.e., flyers, etc.);
- j. and perform all other duties pertaining to the office or as may be prescribed in these bylaws or assigned by the HVPTO.

- k. Additionally, the President will teach, guide and transition duties to the Co-President as the year progresses.

Section 2. The Co-President Shall:

- a. shadow and assist the President for one year in preparation for his/her term as President the following year;
- b. attend all HVPTO General Meetings and Executive Board Meetings and chair meetings in the absence or inability of the President;
- c. serve as the second official representative of the HVPTO;
- d. assist in coordinating the work of officers and committees of the HVPTO as well as the duties listed above;
- e. serve as an authorized signatory on HVPTO checks;
- f. and carry out all other responsibilities as deemed by the President.

Section 3. The Co-Vice Presidents of Communications shall:

- a. assist the President in managing communications, public relations and marketing for the HVPTO, including, but not limited to: oversee and manage HVPTO's communication channels including but not limited to: the newsletter, room parent communications, website, social media, and display cases;
- b. coordinate communications pertaining to all HVPTO and other school groups' events and fundraisers with the HVPTO Communication Chairs and Committees;
- c. attend all HVPTO General Meetings and Executive Board Meetings;
- d. serve as the third official representative(s) of the HVPTO;
- e. and carry out all other responsibilities as deemed by the President.

Section 4. The Vice President of Community Service and Outreach shall:

- a. manage or oversee community service opportunities for the HVPTO;
- b. manage or oversee HVPTO community outreach;
- c. attend all HVPTO General Meetings and Executive Board Meetings;
- d. and carry out all other responsibilities as deemed by the President.

Section 5. The Vice President of Operations shall:

- a. lead and coordinate changes to standing rules and bylaws;
- b. develop policies as needed;
- c. oversee the Nominating Committee for the following year;
- d. manage the distribution of the bylaws and acquire signatures from the officers and committee chairs upon receipt of the bylaws, policies and standing rules;
- e. keep a copy of the bylaws and make them available to members upon request;
- f. attend all HVPTO General Meetings and Executive Board Meetings and bring a current copy of the bylaws to every meeting;

- g. coordinate the storage of all non-financial records including but not limited to meeting agendas and minutes, insurance policies, bylaws and rules, in accordance to the Records Retention Schedule (see attached);
- h. manage the insurance of the HVPTO;
- i. manage and maintain the distribution and upkeep of the electronic HVS Directory;
- j. supervise all HVPTO related subscriptions, policies, services & contracts;
- k. continually develop and manage knowledge databases, as well as oversee the upkeep of the school calendar;
- l. manage HVPTO online store and purchasing platforms, including adding/subtracting mobile credit card cashiers and keeping PTO-owned mobile devices up-to-date;
- m. and carry out all other responsibilities as deemed by the President.

Section 6. The Co-Vice Presidents of Special Events and Volunteer Recruitment shall:

- a. oversee committee chairs that handle fundraising and non-fundraising events;
- b. solicit and coordinate volunteers for HVPTO fundraising and non-fundraising events;
- c. maintain a database of volunteers;
- d. serve on the Nominating Committee;
- e. collect year-end committee chair reports from all reporting chairs;
- f. review all procedures with all committee chairs to including finance, marketing and volunteer procedures;
- g. attend all HVPTO General Meetings and Executive Board Meetings;
- h. and carry all other responsibilities as deemed by the President.

Section 7. The Secretary shall:

- a. attend all HVPTO General Meetings and Executive Board Meetings, where he/she will provide necessary advice in parliamentary procedure ("Robert's Rules of Order Newly Revised");
- b. record and distribute minutes of all HVPTO General Meetings and Executive Board Meetings;
- c. with the President, prepare agendas and sign-in sheets for all meetings;
- d. upload historical records (i.e., agendas, minutes and sign-in sheets) to HVPTO's cloud-based storage system on a monthly basis;
- e. conduct all necessary correspondence of the HVPTO including, but not limited to, notes of appreciation and acknowledgement;
- f. and carry out all other responsibilities as deemed by the President.

Section 8. The Treasurer shall:

- a. serve as custodian of the HVPTO finances;
- b. collect revenue, pay authorized expenses including payments via HVPTO-authorized debit card;

- c. attend all HVPTO General Meetings and Executive Board Meetings and report financial activity every month and prepare additional financial reports for the meetings as requested by the President when needed;
- d. hold all financial records and facilitate an annual audit;
- e. coordinate the storage of all financial records in accordance to the Records Retention Schedule (see attached);
- f. prepare yearly the HVPTO Traditional Allocation Budget and Operational Budget for the following school year;
- g. serve as an authorized signatory on HVPTO checks;
- h. prepare year-end financial report;
- i. facilitate preparation of annual tax returns and all other forms or returns required by state or federal regulations governing the organization's operations;
- j. oversee special accounts (i.e., Scrip);
- k. and carry out all other responsibilities as deemed by the President.

Section 9. The Assistant Treasurer shall:

- a. serve as custodian of the HVPTO finances;
- b. record bank deposits in financial system within one week after notification and pay authorized expenses;
- c. keep revenue and expense activity up-to-date for Treasurer to prepare monthly financial activity reports;
- d. manage the mobile credit card system and post its deposits;
- e. hold all deposit and expense financial records and assist to facilitate an annual audit; provide any financial information as requested by the Treasurer when needed;
- f. attend all HVPTO General Meetings and Executive Board Meetings;
- g. assist the Treasurer as needed;
- h. and carry out all other responsibilities as deemed by the President.

Section 10. The Deposit Treasurer shall:

- a. receive all monies and valuables for deposit in a depository designated by the Executive Board and deposits all said items to the credit of the HVPTO within one week after notification;
- b. inform the Assistant Treasurer of all deposits and upload Deposit summary and copies of checks (hardcopies preferred for record keeping) to Deposit folder on cloud-based storage system for Assistant Treasurer;
- c. take responsibility for pursuing unfunded checks returned by the depository and re-depositing with sufficient funds;
- d. assist the Treasurer as needed;
- e. attend all HVPTO General Meetings and Executive Board Meetings;
- f. and carry out all other responsibilities as deemed by the President.

Section 11. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or removal, each

officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office.

Section 12. All committee chairs shall compile yearly reports to be collected by the President and Vice Presidents within thirty (30) days of a fundraiser or event along with a folder/binder containing all requested information. The following year's committee chair will be given this information to begin their new term.

Section 13. All members of the Board must be familiar with the Conflict of Interest Policy (see attached), which governs the activities of the voting Board of the HVPTO. It is the duty of all Board members to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose such situations and conflicts to the Executive Board.

Article VII: Meetings

Section 1: Executive Board Meetings

The Executive Board shall meet monthly during the school year prior to the HVPTO General Meeting or at the discretion of the President. Additionally, the President shall be permitted to adjourn special meetings of the Executive Board as needed.

Section 2: HVPTO General Meetings

HVPTO General Meetings shall be held regularly during the school year; minimally meetings shall be held every other month. Dates and times of such meetings shall be established no later than June 30 of the preceding fiscal year. The date, time and location of HVPTO General Meetings shall be publicized at least one month in advance.

Section 3: Parliamentary Procedures

Rules contained in the most current edition of Robert's Rules of Order shall govern all meetings of the HVPTO. If any part of Robert's Rules of Order is inconsistent with these HVPTO Bylaws, then these bylaws shall take precedence.

Article VIII: Voting Procedures and Quorum

Section 1: Items Presented for Voting

All items to be voted upon by members of the HVPTO shall be presented at the HVPTO General Meeting the month prior to voting.

Section 2: Quorum

Seven total members from the combined Executive Board and General Board shall constitute a quorum at an HVPTO General Meeting. No action may take place without the presence of a quorum.

Section 3: Voting Rights and Method

All members in attendance at any HVPTO General Meeting are entitled to a vote. All voting shall occur at a HVPTO General Meeting and will be taken by a show of hands. A written vote may be called for if deemed necessary by the President. No absentee or proxy votes will be allowed. The President can only vote if his/her breaks a tie vote.

Article IX: Finances

Section 1: Fiscal Year

The fiscal year of HVPTO begins on July 1 and ends June 30 of the following year.

Section 2: Banking/Checking Account

All funds needed for day-to-day operational activity shall be kept at a local financial institution in a checking account in the name of Hermosa Valley View PTO. The Treasurer shall have the discretion to determine the appropriate balance to maintain in the checking account for day-to-day operational activity. Authorized signers on the account will include the President, Co-President and Treasurer. HVPTO-authorized debit cards shall only be issued to the President and Treasurer. Disbursements via check from such checking account shall require two signatures. Disbursements via HVPTO-authorized debit cards shall require written authorization from one additional signer; digital communications shall suffice as written authorization. Any funds in excess of the amount needed for day-to-day operational activity shall be maintained in a savings or brokerage account in the name of Hermosa Valley View PTO.

Section 3: Funds

All funds raised by HVPTO shall be used in a manner consistent with the organization's purpose as defined in Article II. All monies shall be kept in the General Fund. Certain funds raised by HVPTO may be restricted for specific use including but not limited to Special Projects Funds, Teacher Grants, school-site Library funds. However, such restricted use shall be in accordance with the organization's purpose, as defined in Article II.

Section 4: Budget

A budget for annual expenditures that support the organization's purpose, as defined in Article II, will be prepared each Spring for the following school year ("HVPTO Traditional Allocation Budget"). A budget for the annual operational expenditures of HVPTO will be prepared each Spring for the following school year ("HVPTO Operational Budget"). Such budgets will be presented annually at the next HVPTO General Meeting for voting and will be approved by a two-thirds (2/3) vote of those in attendance, assuming a quorum is present. Such budgets must be presented and voted upon at a HVPTO General Meeting no later than June 30 of each fiscal year.

Section 5: Reserve Funds

An amount of funds deemed necessary to conduct normal business operations of the HVPTO for three months will be held in reserve. The amount of such reserved funds shall be equal to 30% of the most recently approved HVPTO Operational Budget.

The HVPTO Executive Board shall, at its discretion, require that no more than one-half (1/2) of the most recently approved HVPTO Traditional Allocation Budget for the following school year be held in reserve. This determination will be based on a number of factors, including but not limited to the viability of the organization and the economic environment in which the HVPTO is operating. Any such reserve established will be released upon the commencement of the fiscal year for which the HVPTO Traditional Allocation Budget applies.

If, at the end of a fiscal year, HVPTO financials show excess funds, the Executive Board may choose to establish a "Special Projects Fund" for the following year. If excess funds amount to over \$100,000, the Special Projects Fund may include a multi-year spending plan.

Excess funds are determined by looking at the Non-Designated Cash balance towards the end of each school year, deducting any remaining current-year budget to be spent, deducting the determined percentage of following school year's Traditional Allocation budget (see above), and adding any expected current-year budget carryover. The resulting amount becomes the "Excess Funds" available for the Special Projects Fund or Multi-Year Special Projects Spending Plan.

Special Projects are to be grant-based projects that are consistent with the organization's purpose as defined in Article II. When a Special Project Fund is established for the following school year, the Special Project application forms will be available by June 1st of the current fiscal year with grants available to be funded starting July 1 of the next fiscal year. Special Project applications must be approved by site or district level administrators, as applicable, and then approved by majority vote of the Executive Board. Special Projects are funded on a first applied/approved basis.

Section 6: Financial Statements

The Treasurer shall present a written statement of all account activity to the membership at each HVPTO General Meeting.

Section 7: Audit

A review of all HVPTO financial records shall be completed annually by either an Audit Committee or an independent Certified Public Accountant. The selection of either an Audit Committee or CPA shall be determined by the Executive Board annually.

If the Executive Board decides to engage an Audit Committee, that committee shall be comprised of three HVPTO members appointed by the Executive Board. The current Treasurer and the Treasurer for the year under audit shall not be a member of the Audit Committee. The findings of the Audit Committee shall be presented at an HVPTO Executive Meeting and can be referred to the General Board Meeting as the Executive Board deems necessary.

If the Executive Board decides to engage an independent CPA, the CPA shall conduct an independent review of all HVPTO financial records. The findings of the independent review procedure shall be presented at an HVPTO General Meeting.

Article X: Standing Rules and Policies

Standing rules and any new policy will first be presented to the Executive Board and then to the Board for voting. The Vice President of Operations shall keep a record of the standing rules and policies for future reference.

Article XI: Amendments

Any HVPTO Executive Board or General Board member may propose amendments to these bylaws. Proposed amendments shall be presented at any HVPTO General Meeting and voted upon at the next regularly scheduled general meeting of the HVPTO. Amendments will be approved by a two-thirds (2/3) vote of those eligible voting members in attendance, assuming a quorum is present.

The HVPTO Bylaws will be reviewed every two years or as deemed necessary. A majority vote by board members and voting members present will constitute their acceptance.

Article XII: Dissolution

Upon the event of dissolution of HVPTO, any remaining funds shall first be used to pay any outstanding bills of the organization. Any remaining funds thereafter shall be donated to the Hermosa Beach City School District and restricted to use by them in a manner supportive of and consistent with the HVPTO purpose, as defined in Article II of these bylaws.

Affirmation

These bylaws were voted upon, approved and adopted at the General Meeting of HVPTO on this 17 day of May, 2022.