

BYLAWS OF
SAN MARCOS HIGH SCHOOL
PARENT-TEACHER ORGANIZATION

a California Nonprofit Public Benefit Corporation

ARTICLE I – NAME

The official name of this organization shall be the **San Marcos High School Parent Teacher Organization (SMHS PTO)**, hereinafter referred to as “the PTO.”

ARTICLE II – OFFICES

2.01 Principal Office

The principal office for conducting the activities and affairs of the organization shall be located at 1615 West San Marcos Blvd., San Marcos, California. The Executive Board may change this location as necessary. Any address change shall be recorded by the Secretary and noted in the bylaws or through amendment.

2.02 Other Offices

The Executive Board may establish branch or subordinate offices at any location where the PTO is qualified to conduct its activities.

ARTICLE III – PURPOSE AND POLICIES

Section 3.01 Purpose

1. The SMHS PTO is a nonprofit, volunteer-run organization dedicated to supporting and enhancing the educational experience of all students at San Marcos High School.
2. The PTO fosters collaboration between parents, teachers, administrators, and the community, promoting programs and initiatives that benefit students.
3. The organization operates exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code.
4. A portion of PTO funds shall be used each year to provide scholarships to graduating San Marcos High School seniors, as approved by the Board.

Section 3.02 Policies

1. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
2. The organization's name or logo shall not be used to endorse commercial or political interests.
3. The PTO shall not directly or indirectly participate in political campaigns.
4. No earnings of the organization shall inure to the benefit of individual members except for reimbursement of authorized expenses.
5. The organization shall comply with SMUSD and SMHS policies in all operations and events.
6. Records and financials shall be maintained with transparency and accountability.
7. Only the President, Vice President, or Treasurer may sign contracts on behalf of the PTO.

ARTICLE IV – MEMBERSHIP

Section 4.01 Eligibility

1. Membership in this organization is automatic for any parent, step-parent, or legal guardian of a current San Marcos High School student.
2. There are no membership dues or fees.

3. Membership shall be open to all parents, step-parents, and legal guardians of currently enrolled students at San Marcos High School, without discrimination based on race, color, national origin, religion, gender, disability, or any other protected status.
-

Section 4.02 Privileges

1. All members may attend PTO meetings and volunteer at PTO-sponsored events.
 2. Members may speak during meetings when recognized by the presiding officer and when discussion pertains to an item listed on the meeting agenda.
 3. The President, as presiding officer, may establish reasonable time limits for discussion to ensure orderly and efficient meetings.
 4. The right to vote on operational, financial, and procedural matters is limited to Board Members (Executive Board and Officers).
 5. General members may vote only during officer elections.
-

ARTICLE V – MEETINGS

Section 5.01 General Meetings

General meetings shall be held at least once per semester (two per school year).

Section 5.02 Special or Executive Meetings

1. Special or Executive meetings may be called by the President or by a majority of the Executive Board.
2. Meetings may be conducted in person or electronically.

Section 5.03 Notice and Quorum

1. Members shall receive at least seven (7) days' notice or *minimum of 24 hours* for any general or special meeting.
2. A quorum shall consist of two-thirds (2/3) of voting Board Members.
3. A simple majority carries all motions unless otherwise specified.

Section 5.04 Parliamentary Authority

1. The most current edition of Robert’s Rules of Order Newly Revised shall be used as a procedural guide in conducting meetings of the PTO.
 2. However, the Executive Board retains the authority to interpret and apply these rules in a manner consistent with the organization’s mission, bylaws, and best interests.
 3. In any case of conflict between Robert’s Rules and these bylaws, the bylaws and decisions of the Executive Board shall prevail.
-

ARTICLE VI – EXECUTIVE BOARD AND OFFICERS

Section 6.01 Executive Board

1. The Executive Board shall consist of the President, Vice President, Treasurer, and Secretary.
2. The Executive Board oversees the administration of the PTO, manages strategic priorities, and ensures compliance with Bylaws and policies.

Section 6.02 Officers and Voting Rights

1. Officers shall consist of the Vice President of Fundraising, Vice President of Communications, Vice President of Volunteer Coordination and Membership, and Vice President of Events.
2. Officers shall have full voting rights.
3. They are not part of the Executive Board but are recognized Officers of the organization part of the PTO Board.

Section 6.03 Parent Advisory Council (PAC) Representation

1. The President or Vice President shall serve as the official Parent Advisory Council (PAC) representative.
2. The President or Vice President may designate another Executive Board member or officer to attend meetings in their place.

Section 6.04 Co-Positions

1. Any Executive Board or Officer position may be held jointly by two (2) individuals as a Co-Position.
2. Each Co-Holder position shall have full rights, responsibilities, and one (1) full vote.

Section 6.05 Term and Vacancies

1. Term:
 - a. Each Executive Board position and Officer position shall serve a one-year term and remain in office until a successor is elected and installed.
2. Vacancies:
 - a. Resignation:
 - i. Any member of the Executive Board or Officer may resign by submitting written notice to the President and Secretary.
 - b. Impeachment / Removal for cause:
 - i. Any member of the Executive Board or Officer may be removed for cause, including but not limited to neglect of duties, misuse of funds, misconduct, or actions detrimental to the PTO's mission.
 - ii. Removal requires a majority vote of the remaining Executive Board and Officers.
 - c. Any Executive Board member or Officer who is impeached or removed for cause, or who resigns after the initiation of a removal or disciplinary process, shall be ineligible to hold any future office within the SMHS PTO.
 - d. Upon resignation or removal, the individual shall immediately relinquish access to all PTO accounts, emails, and digital platforms and must turn over any related passwords, documents, or materials to the President or designated successor.
3. Special Elections: Vacancies shall be filled through a special election called by the President and approved by the Board.

Section 6.06 Duties of Executive Board

1. President
 - a. Preside at all PTO meetings and act as the official representative of the organization.
 - b. Serve as liaison between PTO and school administration.
 - c. Oversee all committees and ensure proper execution of PTO programs.
 - d. Have authority to sign contracts and approve expenditures within approved budget limits.

- e. Serve as the PTO representative to the Parent Advisory Council (PAC) or may delegate this role to another Board Member.
- 2. Vice President
 - a. Assist the President and assume presidential duties in the President's absence.
 - b. Oversee committees as assigned and ensure timely coordination of events and fundraising.
 - c. Lead the annual review and update of PTO bylaws and policies.
 - d. Chair the PTO Scholarship Committee.
- 3. Secretary
 - a. Record and maintain minutes of all Board and general meetings.
 - b. Maintain official PTO documents, correspondence, and membership lists.
 - c. Distribute meeting agendas and minutes in a timely manner.
 - d. Serve as custodian of the official bylaws and ensure access for Board reference.
 - e. Be responsible for maintaining corporate compliance with the Secretary of State, Attorney General Attorney's Office, and other governmental requirements in collaboration with the Treasurer.
- 4. Treasurer
 - a. Maintain accurate records of all PTO financial transactions.
 - b. Receive, deposit, and disburse funds in accordance with the approved budget.
 - c. Prepare monthly financial reports and an annual financial statement.
 - d. Ensure proper completion of tax filings, reimbursements, and account reconciliations.
 - e. Work with the President to ensure financial transparency and accountability.

Section 6.07 Duties of Other Officers and Vice Presidents

- 1. Vice President of Fundraising
 - a. Plan and coordinate fundraising activities in alignment with the approved budget.
 - b. Ensure transparency in revenue collection and expenditure tracking.
 - c. Work with the Treasurer to maintain proper accounting of all funds raised.
 - d. Recruit and support committee members for major fundraising events.
- 2. Vice President of Communications
 - a. Oversee all PTO communications, including newsletters, social media, and website updates.
 - b. Coordinate announcements and ensure timely dissemination of information to parents, staff, and the community.

- c. Work with school administration to align messaging with SMHS policies.
 3. Vice President of Events
 - a. Plan and oversee all PTO-sponsored events, including staff appreciation, senior celebrations, and community programs.
 - b. Coordinate volunteers and ensure events remain within approved budgets.
 - c. Maintain an inclusive and welcoming atmosphere at all PTO activities that reflect school spirit and community engagement.
 4. Vice President of Volunteer Coordination and Membership
 - a. Recruit, organize, and manage volunteers for PTO programs and school events.
 - b. Maintain updated volunteer contact lists and schedules.
 - c. Ensure clear communication, appreciation, and recognition of volunteers throughout the year.
 - d. Coordinate membership outreach and registration at the start of each school year.
 - e. Maintain accurate membership records in collaboration with the Secretary.
 - f. Promote active member engagement and participation in PTO initiatives.
-

ARTICLE VII – VOTING PROCEDURES

Section 7.01 General Voting Rules

1. Only members of the Executive Board and Officers may vote on operational, budget, and amendment matters.
2. General members may vote only in officer elections.

Section 7.02 Voting Methods

1. Voting may occur in person or electronically via email or a secure platform.
2. Voting members shall have 24 hours to respond electronically.

Section 7.03 Quorum and Recording

1. Two-thirds (2/3) of voting Board Members constitutes a quorum.
2. Each Co-Position holder has one (1) vote.
3. All votes and outcomes shall be recorded in the minutes by the Secretary.

Section 7.04 Membership Votes

1. Voting by general membership shall occur only during officer elections.
 2. No proxy voting is allowed.
-

ARTICLE VIII – MONETARY POLICIES

Section 8.01 General

1. The fiscal year of the PTO shall run from July 1 through June 30.
2. PTO funds are to be used for programs and activities that benefit SMHS students and staff.
3. The proposed annual budget shall be presented in May and approved at the first general meeting of the new school year.

Section 8.02 Purchases and Reimbursements

1. All spending must align with the approved budget.
2. Purchases require pre-approval by the President and Treasurer (or their designees).
3. Two Board signatures are required for all disbursements.
4. Reimbursements:
 - a. Requests must include itemized receipts.
 - b. Reimbursements must be submitted within 30 days of purchase.
 - c. Requests submitted after June 30 shall be considered donations.
 - d. The Treasurer shall issue payment within one week of approval.

Section 8.03 Collection of Funds, Contracts, and Donations

1. All funds collected must be counted by two (2) PTO Officers and verified by the Treasurer.
 2. Only the President, Vice President, or Treasurer may sign contracts on behalf of the PTO.
 3. All contracts must be reviewed by the Executive Board and the Officers before execution.
 4. Donations and sponsorships require Executive Board and the Officer approval and must follow IRS acknowledgment rules.
-

ARTICLE IX – STUDENT SCHOLARSHIPS

Section 9.01 Purpose

The SMHS PTO is committed to supporting San Marcos High School students by recognizing academic achievement, community involvement, and personal growth through annual scholarships.

Section 9.02 Annual Scholarship Awards

1. Each year the PTO shall award up to ten (10) scholarships in the amount of five hundred dollars (\$500) each to eligible graduating seniors.
2. The number and amount of awards may be reviewed annually based on available funds and approved by the Executive Board and Officers.

Section 9.03 Selection Process

1. Scholarship recipients shall be selected by a PTO Scholarship Committee, chaired by the Vice President and composed of at least two (2) additional Board Members.
2. The committee may invite school staff or administrators to assist at its discretion.
3. Recipients are evaluated on academic standing, leadership, community service, and a personal essay.

Section 9.04 Funding and Oversight

1. Scholarship funds shall be a designated line item in the annual PTO budget.
2. The Treasurer shall ensure disbursements comply with IRS and the San Marcos Unified School District requirements.

ARTICLE X – INDEMNIFICATION AND INSURANCE

Section 10.01 Indemnification

To the fullest extent permitted by law, the SMHS PTO shall indemnify its members of the Executive Board and Officers, and authorized representatives against any liabilities or expenses reasonably incurred while acting on behalf of the organization, provided that they acted in good faith and within the scope of their authority.

Section 10.02 Insurance

The PTO shall maintain liability insurance for its Officers and Board Members and may purchase additional insurance as deemed necessary by the Executive Board.

ARTICLE XI – AMENDMENTS

Section 11.01 Procedure and Voting

1. Amendments to these bylaws may be proposed by any member of the Executive Board or Officer.
2. Proposed amendments must be presented in writing at least 30 days prior to the meeting at which the vote will occur.
3. A two-thirds (2/3) majority vote of the Executive Board and Officers present at a regular meeting is required for approval.

Section 11.02 Notification

Approved amendments shall be shared with all members and incorporated into the official bylaws within 30 days of adoption.

ARTICLE XII – UNFORESEEN MATTERS AND INTERIM AUTHORITY

Section 12.01 Unforeseen Matters

Situations not specifically covered by these Bylaws, or which require clarification, shall be addressed by the Executive Board.

Section 12.02 Interim Authority

1. The Executive Board may take interim action deemed necessary to serve the best interests of the PTO.
2. Such interim action shall remain temporary until submitted for approval by a two-thirds (2/3) vote of the Executive Board and Officers at the next regular or special meeting.

3. All decisions made under this provision must be recorded in the meeting minutes and attached to the current text of the Bylaws for reference.
-

ARTICLE XIII – DISSOLUTION PROCEDURE

14.01 Dissolution

1. In the event of dissolution of the SMHS PTO, all outstanding debts shall first be paid.
 2. Any remaining assets shall be distributed to a nonprofit organization holding 501(c)(3) status that directly benefits San Marcos High School students.
-

ARTICLE XV – CONFLICT OF INTEREST POLICY

15.01 Purpose

The purpose of this policy is to protect the integrity and reputation of the PTO and ensure decisions are made solely in the best interests of the organization and the school community.

15.02 Disclosure

Each member of the Executive Board and Officer must disclose any actual or potential financial or personal interest that could conflict with PTO activities or decisions.

13.03 Recusal

Any member of the Executive Board and Officer with a conflict of interest must abstain from voting on matters where that conflict exists.

13.04 Recordkeeping

All disclosures and recusals shall be recorded in the meeting minutes.

13.05 Annual Review

The Executive Board shall review this policy annually to ensure compliance with IRS and California nonprofit standards.

ARTICLE XIV – NON-DISCRIMINATION POLICY

1. The San Marcos High School Parent Teacher Organization (SMHS PTO) shall not discriminate on the basis of race, color, religion, national origin, ancestry, citizenship, age, gender, gender identity, gender expression, sexual orientation, marital status, disability, or any other characteristic protected by law.
2. All activities, membership privileges, and programs of the SMHS PTO shall be open and accessible to all individuals in accordance with the policies of the San Marcos Unified School District and applicable state and federal laws.

ARTICLE XV – BYLAWS REVIEW AND GUIDANCE FOR FUTURE BOARDS

1. These Bylaws are intended to guide present and future PTO Boards.
 2. Because not all circumstances can be anticipated, future Boards are encouraged to review these Bylaws annually and recommend updates as needed.
 3. Interpretation shall prioritize transparency, consistency with past practice, and alignment with the mission of the SMHS PTO.
-

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the duly elected Secretary of the San Marcos High School Parent Teacher Organization and that the foregoing is a true and correct copy of the bylaws adopted and approved by the Board on January 13, 2026.

Secretary, SMHS PTO, Michele Bewley (Catherine Michele Schwartz Bewley)

Catherine Michele Schwartz Bewley
