FEASTER CHARTER SCHOOL

PARENT-TEACHER ORGANIZATION

BYLAWS

Proposed 2026 Governing Bylaws

Organization	Feaster Charter School PTO
Address	670 Flower Street, Chula Vista, California 91910
Adopted	_____
Status	PROPOSED - Effective only upon formal adoption

These bylaws are intended for an independent, unincorporated nonprofit PTO and should be reviewed against the PTO's current tax filings, school requirements, and applicable law before adoption.

ARTICLE I - NAME AND ORGANIZATION

Section 1. Name

The name of this organization shall be the Feaster Charter School Parent-Teacher Organization, hereafter referred to as the "PTO."

Section 2. Organization

The PTO shall operate as a nonprofit, unincorporated charitable association organized for educational and charitable purposes.

The PTO shall operate independently as an organization while cooperating with Feaster Charter School and complying with applicable school and district requirements.

No portion of the PTO's net earnings shall benefit any officer, member, volunteer, or private individual except for legitimate reimbursement of authorized PTO expenses.

ARTICLE II - PURPOSE

The purpose of the PTO is to support and enhance the educational experience and school community of Feaster Charter School.

The PTO may:

- Support student activities, programs, field trips, athletics, clubs, enrichment, and educational opportunities.
- Support teachers, staff, classrooms, and school programs.
- Organize community-building and family-engagement activities.
- Raise funds for purposes benefiting Feaster Charter School students.
- Accept charitable donations, grants, sponsorships, and gifts.
- Operate fundraising events, merchandise programs, concessions, and other lawful revenue-generating activities.
- Promote volunteer participation and stronger relationships between families, staff, students, and the community.

The PTO shall remain nonpartisan and shall not endorse political candidates.

ARTICLE III - MEMBERSHIP

Section 1. General Membership

Parents and legal guardians of currently enrolled Feaster Charter School students and current Feaster Charter School employees shall be eligible members of the PTO.

No membership dues shall be required.

Participation in previous PTO meetings or volunteer activities shall not be required to be considered an eligible member.

Section 2. Participation

Members may:

- Attend General Membership Meetings.
- Volunteer at PTO activities.
- Submit ideas and proposals.
- Participate on committees.
- Vote on matters specifically reserved to the General Membership under these bylaws.

Section 3. Matters Reserved to the General Membership

General Membership approval shall be required only for:

1. Election of elected officers.
2. Removal of an elected officer under Article XIV.
3. Adoption or amendment of these bylaws.
4. Dissolution of the organization.
5. Any other matter for which membership approval is specifically required by applicable law.

No General Membership vote shall be required for routine administration, fundraising activities, events, programs, purchases, sponsorships, contracts, volunteer assignments, committee operations, or other ordinary PTO business unless these bylaws expressly provide otherwise.

ARTICLE IV - PTO EXECUTIVE BOARD

Section 1. Composition

The voting Executive Board shall consist of:

6. President
7. Vice President
8. Secretary
9. Treasurer
10. Up to three Members-at-Large

A representative of Feaster Charter School administration may participate as a nonvoting adviser unless separately elected or appointed to a voting position.

Section 2. Authority of the Executive Board

Except for powers specifically reserved to the General Membership, the Executive Board shall govern the affairs of the PTO.

The Executive Board may:

- Approve fundraising activities.
- Approve school and family events.
- Approve sponsorship programs.
- Accept charitable donations.
- Approve vendors and service providers.
- Approve contracts.
- Establish prices for PTO merchandise, concessions, tickets, and fundraising products.
- Create fundraising goals and campaigns.

- Approve expenditures.
- Approve and modify the PTO budget.
- Establish committees.
- Establish standing rules and operating procedures.
- Establish volunteer procedures.
- Establish reimbursement and purchasing procedures.
- Purchase supplies and equipment.
- Apply for grants.
- Establish partnerships with businesses and community organizations.
- Approve donations or financial support to school programs, clubs, teams, or student activities.
- Take any other reasonable action consistent with the purpose of the PTO.

Section 3. Routine Operations

The Board may delegate implementation of approved programs, events, and budgets to officers or committees.

Once a program, fundraiser, event, or budget has been approved, additional votes shall not be required for routine actions necessary to carry it out unless the expenditure exceeds authorized limits or materially changes the approved activity.

ARTICLE V - OFFICERS

Section 1. President

The President shall:

- Serve as chief volunteer officer of the PTO.
- Preside over Board and General Membership Meetings.
- Set meeting agendas in consultation with the Secretary and other Board members.
- Serve as the primary liaison between the PTO and school administration.
- Oversee PTO programs and activities.
- Coordinate fundraising strategy.
- Represent the PTO in discussions with donors, businesses, sponsors, vendors, and community organizations.
- Negotiate proposed sponsorships and fundraising arrangements.
- Appoint committee chairs subject to Board confirmation.
- Delegate duties as reasonably necessary.
- Call special Board meetings.
- Sign approved contracts on behalf of the PTO.
- Perform other duties normally associated with the office.

Section 2. Presidential Operational Authority

The President may take routine administrative actions necessary to carry out:

- Board-approved activities;
- Board-approved fundraisers;

- Board-approved events;
- Previously approved contracts;
- Approved budget items; and
- Established PTO policies.

The President does not require a separate vote for each routine implementation decision.

Section 3. Vice President

The Vice President shall:

- Perform the duties of the President when the President is unavailable.
- Assist the President with PTO operations.
- Attend Board meetings.
- Help oversee committees, volunteers, fundraising, and events.
- Assume the presidency if the office becomes vacant.

Section 4. Secretary

The Secretary shall:

- Maintain minutes of Board and General Membership Meetings.
- Maintain official organizational records.
- Document motions and votes.
- Maintain the current bylaws and policies.
- Maintain election results.
- Provide appropriate meeting notices.
- Work with the President to prepare agendas.
- Maintain records in an organization-controlled storage system.

Section 5. Treasurer

The Treasurer shall:

- Maintain accurate financial records.
- Receive and account for PTO income.
- Maintain records of all expenditures.
- Reconcile PTO financial accounts regularly.
- Prepare financial reports for the Board.
- Maintain documentation including receipts, invoices, reimbursement forms, and deposit records.
- Assist in preparing the annual budget.
- Maintain required tax and charitable filings or coordinate their preparation.
- Transfer all financial records and credentials to the incoming Treasurer.

ARTICLE VI - ELECTIONS AND TERMS

Section 1. Elections

The elected officers shall be:

- President
- Vice President
- Secretary
- Treasurer

Members-at-Large may be elected or appointed by the Board as needed.

Section 2. Eligibility

Any parent or legal guardian of a currently enrolled Feaster Charter School student, or any current Feaster Charter School employee, may seek elected PTO office if legally eligible to serve.

Section 3. Nominations

The PTO shall provide reasonable notice that nominations are open. Candidates must consent to nomination.

Section 4. Voting

Officer elections shall be conducted by ballot or another reliable voting method approved by the Board. Each eligible member may cast one vote per office. The candidate receiving the greatest number of valid votes cast shall be elected. The Board shall establish reasonable election procedures designed to provide fair access to eligible voters.

Section 5. Terms

Officers shall serve a term of two years.
Officers may seek reelection if eligible.

ARTICLE VII - EXECUTIVE BOARD MEETINGS

Section 1. Meetings

The Executive Board shall meet as needed, preferably at least monthly during the school year. The President may call additional meetings when necessary.

Section 2. Quorum

A quorum shall consist of a majority of currently filled voting Board positions. Vacant positions shall not count toward calculation of quorum.

Section 3. Voting

Unless otherwise provided in these bylaws, Board actions require a simple majority of votes cast while a quorum is present. Each voting Board member shall have one vote.

Section 4. Tie Vote

A tie vote shall result in failure of the motion. The matter may be reconsidered later.

Section 5. Electronic Decisions

When action is needed between regularly scheduled meetings, the Board may vote electronically when legally permitted. Electronic votes shall be documented by the Secretary and included in the minutes of the next Board meeting.

ARTICLE VIII - GENERAL MEMBERSHIP MEETINGS

Section 1. Meetings

The PTO shall hold at least two General Membership Meetings per school year. Additional meetings may be scheduled by the Board.

Section 2. Notice

Members shall receive reasonable advance notice of General Membership Meetings through school-approved communication methods.

Section 3. Quorum

The quorum for a properly announced General Membership Meeting shall consist of the eligible members present. Low attendance alone shall not prevent the meeting from conducting business unless applicable law requires otherwise.

Section 4. Voting

Unless a greater vote is specifically required, a matter submitted to the General Membership shall be decided by a simple majority of votes cast.

ARTICLE IX - FUNDRAISING AND REVENUE

Section 1. Board Authority

The Executive Board shall have authority to approve and operate fundraising programs without separate General Membership approval. These may include:

- Concession sales
- Food sales
- Spirit wear
- PTO merchandise
- Donation campaigns
- Corporate sponsorships
- Business sponsorships
- Restaurant fundraisers
- Community events
- Family events
- Student events
- Ticketed activities
- Online fundraising
- Grants
- School-store activities
- Promotional merchandise
- Community partnerships
- Other lawful fundraising activities

Section 2. President's Fundraising Authority

The President may:

- Contact potential donors.
- Contact businesses and organizations.
- Solicit sponsorships.
- Develop sponsorship packages.
- Negotiate preliminary sponsorship terms.
- Develop fundraising concepts.
- Seek donated goods and services.
- Promote approved fundraisers.

Final agreements involving significant obligations or expenditures must comply with Board approval and financial procedures.

Section 3. School Approval

Events and activities conducted on school property shall also comply with applicable school and district requirements.

ARTICLE X - FINANCES

Section 1. Fiscal Responsibility

All PTO funds shall be used only for purposes consistent with the organization's charitable and educational mission.

Section 2. Annual Budget

The Executive Board shall approve an annual operating budget. The budget may include categories for:

- Fundraising expenses
- School events
- Student activities
- Teacher/staff support
- Community events
- Merchandise
- Supplies
- Marketing
- Grants
- Donations
- Administrative expenses
- Reserves

Section 3. Authority Under an Approved Budget

Once a budget is approved, officers and committees may spend within their authorized budget categories without requiring an additional vote for each individual purchase.

Section 4. President's Routine Spending Authority

The President may authorize an unbudgeted expenditure up to $250 per transaction without a separate Board vote when:

11. The expense supports a legitimate PTO purpose;
12. Funds are available;
13. The expenditure is properly documented; and
14. The Treasurer receives the receipt or invoice.

Purchases may not be intentionally divided to avoid the approval limit.

Section 5. Board Approval Thresholds

Unbudgeted expenditures:

- $250.01-$2,500: simple majority Board approval.
- Over $2,500: two-thirds Board approval.

These limits do not apply to expenses already specifically included within an approved budget.

Section 6. Contracts

Only the President or another officer expressly authorized by the Board may execute a contract on behalf of the PTO.

Section 7. Bank Accounts

PTO funds shall be held in accounts maintained in the name of the Feaster Charter School PTO. No PTO funds shall be deposited into a personal account.

Section 8. Financial Controls

The Board shall maintain reasonable safeguards over PTO funds. Whenever practical:

- At least two people shall count cash collected at an event.
- Cash totals shall be documented.
- Deposits shall be made promptly.
- Receipts or invoices shall support expenditures.
- Reimbursements shall require documentation.
- No officer shall approve reimbursement to themselves without review by another authorized officer.

Section 9. Financial Reporting

The Treasurer shall provide financial reports to the Board on a regular basis. The Board may request account statements or other financial documentation when reasonably necessary.

ARTICLE XI - COMMITTEES

Section 1. Creation

The Board may establish standing or temporary committees.

Section 2. Committee Chairs

Committee chairs may be appointed by the President with Board confirmation.

Section 3. Authority

Committees may make routine decisions within the scope of their approved activity or budget. Committee members are not voting members of the Executive Board unless they separately hold a voting Board position.

Section 4. Volunteer Participation

The PTO may recruit volunteers as needed without requiring volunteers to hold formal PTO office.

ARTICLE XII - CONFLICTS OF INTEREST

Any officer or Board member having a financial or personal interest that could materially affect their judgment regarding a PTO transaction shall disclose the interest.

The interested individual shall not vote on the matter.

The Secretary shall record the disclosure and the resulting decision in the minutes.

ARTICLE XIII - RECORDS AND TRANSPARENCY

The PTO shall maintain appropriate organizational records, including:

- Current bylaws
- Meeting minutes
- Election results
- Budgets
- Financial statements
- Bank records
- Tax documents
- Major contracts
- Sponsorship agreements
- Policies
- Charitable registration records

Official PTO records should be stored in an organization-controlled account whenever reasonably possible.

No officer shall intentionally withhold PTO records from their successor.

ARTICLE XIV - VACANCIES AND REMOVAL

Section 1. Vacancy in the Presidency

If the President resigns, becomes unable to serve, or the position otherwise becomes vacant, the Vice President shall assume the office of President.

Section 2. Other Vacancies

The Board may appoint an eligible individual to temporarily fill another vacant position. The appointee shall serve until the end of the existing term or until an election is conducted, as determined by the Board.

Section 3. Removal for Cause

An officer may be removed for:

- Misuse or misappropriation of PTO funds.
- Serious misconduct.
- Repeated failure to perform the duties of office.
- Material violation of these bylaws.
- Fraud or intentional falsification of PTO records.
- Conduct creating a substantial threat to the PTO or its charitable assets.

Section 4. Protection Against Political Removal

An officer shall not be removed merely because another member:

- Disagrees with a lawful decision;
- Dislikes the officer personally;
- Opposes the officer's fundraising strategy;
- Voted for another candidate; or
- Disagrees with an action taken within the officer's authority.

Section 5. Procedure

Before removal:

15. Written notice of the alleged cause shall be provided.
16. The officer shall receive a reasonable opportunity to respond.
17. Removal shall require a two-thirds vote of the Executive Board excluding the officer whose removal is under consideration, followed by ratification by a majority of members voting at a properly announced General Membership Meeting.

ARTICLE XV - PARLIAMENTARY PROCEDURE

Meetings should be conducted fairly and efficiently. When these bylaws do not address a procedural question, the most recent edition of Robert's Rules of Order Newly Revised may be used as a guide where reasonably practical.

ARTICLE XVI - DISSOLUTION

The PTO may be dissolved only after:

18. Reasonable advance notice to the membership;
19. Payment or provision for outstanding liabilities; and
20. Approval by two-thirds of members present and voting at a properly noticed General Membership Meeting.

Upon dissolution, remaining assets shall be distributed exclusively for charitable or educational purposes consistent with applicable law.

Remaining assets may be transferred to Feaster Charter School for appropriate educational purposes or to another qualifying charitable organization with a substantially similar purpose, provided the recipient is legally eligible to receive the assets.

No remaining assets shall be distributed to individual officers, members, or volunteers.

ARTICLE XVII - AMENDMENTS

Section 1. Proposal

An amendment to these bylaws may be proposed by:

- The Executive Board; or
- A petition signed by at least ten eligible PTO members.

Section 2. Notice

The proposed amendment shall be made available to eligible members at least seven days before the meeting at which the amendment will be considered.

Section 3. Approval

An amendment shall require a two-thirds vote of eligible members present and voting at a properly announced General Membership Meeting.

Section 4. Standing Rules and Policies

Board policies, financial procedures, volunteer procedures, event procedures, committee rules, operating procedures, and standing rules are not amendments to these bylaws.

They may be created, amended, or repealed by majority vote of the Executive Board.

ARTICLE XVIII - AUTHORITY AND INTERPRETATION

The intent of these bylaws is to allow the Feaster Charter School PTO to operate efficiently while maintaining financial accountability, transparency, and reasonable community participation.

Unless these bylaws expressly state otherwise, authority over the ordinary affairs and operations of the PTO is vested in the Executive Board.

No General Membership vote shall be required for ordinary PTO administration, fundraising, events, sponsorships, purchases, programs, committees, or operations.

Nothing in these bylaws authorizes an officer or the Board to violate federal law, California law, applicable charitable requirements, or mandatory school or district rules.

CERTIFICATION OF ADOPTION

These bylaws were adopted by the eligible members of the Feaster Charter School Parent-Teacher Organization on:

Date: _____

Vote: _____ in favor / _____ opposed / _____ abstained

President: _____

Signature: _____

Vice President: _____

Signature: _____

Secretary: _____

Signature: _____

Treasurer: _____

Signature: _____

The Secretary shall retain the signed original or a secure electronic copy as part of the PTO's permanent records.