



OLYMPIC VIEW PARENT-TEACHER CLUB

BYLAWS



ARTICLE I

Section 1. NAME – The name of this organization shall be the Olympic View Parent-Teacher Club, also known as the OPTC. The OPTC is located at 1220 S. Greensview Drive, Chula Vista, CA 91915.

Section 2. DESCRIPTION – The OPTC 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.

Section 3. PURPOSE – The purpose of the OPTC is to enhance and support the educational experience at Olympic View, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Olympic View through volunteer and financial support.

ARTICLE II – MEMBERSHIP AND DUES

Section 1. MEMBERSHIP – Membership shall consist of any interested parents/legal guardians, family members of a child enrolled at Olympic View Elementary School, and faculty and staff, who have paid the established dues.

Section 2. DUES – Membership dues collected are to be used for the operation of the organization. Amount shall remain at the established rate of \$5.00 per individual throughout the school year. Amount may only be changed for future years by a vote of the General Membership.

Section 3. MEMBERSHIP DRIVE – A membership drive will be held during the first quarter of each school year. Dues will be accepted throughout the year.

Section 4. MEMBER PRIVACY – All membership information will remain for the OPTC use only and will not be disseminated for use outside the school.

ARTICLE III – GENERAL MEMBERSHIP MEETINGS

Section 1. GENERAL MEETINGS – General meetings shall be held a minimum of once a quarter, with dates and times to be determined by the Executive Board in the Olympic View Elementary School auditorium, unless otherwise specified.

Section 2. SPECIAL MEETINGS – The President, and any two members of the Executive Board, or five general members submitting written request to the secretary

may call special meetings. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email.

Section 3. QUORUM – Seven (7) members of the OPTC present and voting constitute quorum for the purpose of voting.

- a) A member must have paid his/her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Section 4. VOTING – Each individual, adult, eligible member of the OPTC is entitled to one vote. Absentee and proxy votes are not allowed.

ARTICLE IV – OFFICERS

Section 1. EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Membership and Volunteers Coordinator, Fundraising, Programs, Secretary, Treasurer, and Parliamentarian. The School Principal (non-voting member), or his/her designee and two (2) teachers or his/her designee should also be on the Executive Board. Teachers should be represented as one (1) teacher from the lower grades and one (1) teacher from the upper grades, with one (1) vote each.

- a) At the discretion of the President, co-officers may serve in any of these positions.

Section 2. CHAIRS/COORDINATORS – The chairs/coordinators shall consist of the following positions: Box Tops, Financial Assistant Chair, Hospitality, Technology/Digital Media, and Spirit Wear.

Section 3. TERM OF OFFICE – Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Term begins immediately upon election, and ends upon officer election the following school year.

Section 4. QUALIFICATIONS – Any OPTC member in good standing at least 14 days before the nominating committee presents its slate may become an officer of the OPTC.

- a) The offices of President, Vice President, Membership and Volunteers Coordinator, Fundraising and Programs must be held by any OPTC parent or staff member of a child currently enrolled in Olympic View Elementary School.

ARTICLE V - ELECTION OF OFFICERS

Section 1. Nominees shall be announced at the third quarter General Membership meeting. Additional nominations for office shall be accepted from the floor at this meeting, not later.

Section 2. All qualified nominees shall be placed on a sample ballot. A sample ballot must be distributed to the membership fourteen (14) days prior to the fourth quarter OPTC General Membership meeting, when the election of officers will be held, and the new officers will be announced and introduced.

Section 3. Newly elected officers shall assume the responsibilities simultaneously with the outgoing Board immediately upon election and will serve independently in the upcoming school year.

Section 4. Board positions may be created or eliminated by a majority vote of the OPTC Executive Board.

ARTICLE VI - DUTIES OF THE OFFICERS

Section 1. EXECUTIVE BOARD – Develop the OPTC’s annual budget, establish and oversee committees to conduct the work of the OPTC, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$500.

- a) Meetings – It shall be the responsibility of every officer to attend Executive Board meetings. The office held by any Board member missing three consecutive regularly scheduled Executive Board meetings shall be considered vacated with written notice from the President. The vacated position will be filled by general election if the office is vacated prior to the second quarter general meeting. After the second quarter general meeting, the position will be filled by a vote of the OPTC Executive Board.
- b) Annual Budget– The outgoing and incoming Executive Boards shall discuss the annual budget for the next school year at the Annual Budget meeting. The final budget will be prepared by the incoming OPTC Board before the beginning of the school year and distributed to all current OPTC members during a first quarter OPTC General Membership meeting, where it may be approved by a majority vote.

Section 2. PRESIDENT – The President is the Chief Executive Officer of the OPTC and its Executive Board and will supervise the general management of the organization. To be eligible for election as OPTC Board President, a Member must have served previously on the Board for a minimum of one (1) term. The President:

- a) May appoint chairpersons of standing committees as required. The President must be a member by right of office of all standing committees of the OPTC.
- b) Is empowered to sign contracts and/or documents on behalf of the OPTC, with Principal approval. The President shall be empowered, on approval of the

majority of the members of the Executive Board, to act for the OPTC in emergencies, with such action to be formalized within five (5) days via email.

- c) Shall work closely with Olympic View's Principal.
- d) Shall supervise and direct monthly Executive Board and General Membership Meetings.
- e) Shall oversee the activities of the members of the Executive Board.
- f) Shall not need to micromanage duties of Executive Board Members. However, can question & ask for results.
- g) Shall provide a written Agenda for Executive Board and General Membership meetings.
- h) Shall ensure publication of a quarterly newsletter

Section 3. Vice President: To be eligible for election as OPTC Board Vice President, a Member must have served previously on the Board for a minimum of one (1) term. The Vice President:

- a) Shall have the Executive powers and perform the duties of the President in his/her absence.
- b) Shall assist the President with monthly Executive Board and General Membership meetings.
- c) Shall act as co-spokesperson for OPTC.
- d) Shall assist in selection and supervision of chairpersons for special committees.
- e) Shall assist the other Members of the Executive Board.
- f) Shall actively preserve OPTC related documents, photographs and other materials to ensure continuity and to serve as historical record.
- g) Shall maintain inventory list of material and equipment purchased by OPTC and kept on school property.

Section 4. Membership:

- a) Shall coordinate membership drives, collect dues, and maintain membership records.
- b) Shall assist the other Members of the Executive Board.

Section 5. Volunteer Coordinator:

- a) Shall be responsible for recruiting and coordinating volunteers for school events.
- b) Shall assist the other Members of the Executive Board.

Section 6. Fundraising:

- a) Shall coordinate fundraising activities.
- b) Must acquire permission from the school Principal & OPTC President before signing contracts.
- c) Shall assist the other Members of the Executive Board.

Section 7. Programs:

- a) Shall direct the implementation of programs sponsored by the OPTC, including: events, festivals, and assemblies.
- b) Shall be responsible for providing notice of programs to the board.
- c) Shall assist the other Members of the Executive Board.

Section 8. Secretary:

- a) Shall keep written records of all Executive Board and General Membership meetings and provide copies of the minutes for all members.
- b) Shall record all motions and outcome of votes.
- c) Shall record attendance of Board members at monthly meetings.
- d) Shall assist in the preparation of quarterly newsletters informing families of OPTC news, events and other information.
- e) Shall be responsible for correspondence.
- f) Shall assist the Vice President preserve OPTC related documents, photographs and other materials to ensure continuity and to serve as historical record.
- g) Shall assist the other Members of the Executive Board.
- h) Shall keep Executive Board contact list updated.

- i) Shall be responsible for distribution and collection of Board notebooks and keep such books up to date for incoming Board members.

Section 9. Treasurer: To be eligible for election as OPTC Treasurer, a Member must have served previously on the Board for a minimum of one (1) term.

- a) Shall be responsible for maintaining accurate records of all financial affairs of the OPTC, including all monies earned or funds donated to the OPTC.
- b) Shall be responsible for payment and maintenance of annual liability insurance providing documentation as needed for OPTC events.
- c) Shall render a written detailed monthly financial report to the Executive Board and a quarterly summary to the General Membership.
- d) Shall ensure all financial records are turned over to the incoming Treasurer by July 31. Ensure that financial records are audited quarterly. The results of the formal audits shall be presented at the subsequent Executive Board meeting and a summary presented at the subsequent first quarter OPTC General Membership meeting.
- e) Shall ensure all expenditures, other than budgeted operating expenses are approved by the Executive Board and/or General Membership, prior to disbursement.
- f) Shall maintain a checking account requiring two signatures, The President, Treasurer and School Secretary shall be named on this account.
- g) Shall prepare a proposed OPTC budget plan to be presented to the Executive Board and general members at the first quarter OPTC General Membership meeting-see.
- h) Shall assist the other Members of the Executive Board.
- i) Shall be prepared for an audit of the books at any given time by two (2) members of the OPTC appointed by the Executive Board.
- j) Shall ensure that monies are not taken off campus, unless verified with at least two (2) other board members and only to deposit.
 - i. Monies shall be kept in a safe deposit box located on campus at all times, until counted and ready for deposit.
- k) Shall use up to date software and technology installed on OPTC equipment for all record keeping, bookkeeping, reporting, invoicing, depositing, etc.

Section 10. Parliamentarian:

- a) Shall keep a current list of standing rules and advise the OPTC on the validity of any question which may arise.
- b) Shall review existing bylaws at least once a year with the Executive Board.
- c) Shall make recommendations to the Board regarding revisions to the existing bylaws.
- d) Shall explain any revisions at General Membership meeting called for the purpose of amending the bylaws when requested to do so by the President.
- e) Shall, at the regular meeting held for the election of officers, read those sections from the bylaws pertaining to nominations and elections.
- f) Shall oversee voting procedures.
- g) Shall assist the other Members of the Executive Board.

Section 11. Box Tops:

- a) Shall collect box tops from each classroom and front office collection boxes.
- b) Shall count, sort, verify and submit all box tops, per Box Tops for Education submission guidelines.
- c) Shall maintain report of collections, amounts earned, and payments received.
- d) Shall utilize special box top earning programs online, maintain communication from Box Tops for Education, and provide flyers and collection sheets to teachers.
- e) Shall communicate optional incentives, prizes and recognition opportunities at school.

Section 12. Financial Assistant Chair:

- a) Shall enter data into the bookkeeping program.
- b) Shall create reports for Executive Board and General meetings.
- c) Shall assist the Treasurer with monthly Executive Board and General meetings.
- d) Shall prepare books for audits.

- e) Shall assist the other Members of the Executive Board.

Section 13. Hospitality:

- a) Shall work closely with committee and other chairs/coordinators to organize and set-up refreshments, food, and decorations for events.
- b) Shall maintain hospitality supplies and equipment and an updated inventory log for such items.
- c) Shall assist the other Members of the Executive Board.

Section 14. Technical/Digital Media:

- a) Shall maintain OPTC website and social media platforms current.
- b) Shall assist with graphic design and digital communications i.e. flyers, posters, etc.
- c) Shall maintain OPTC technical related equipment and software i.e. iPads, Paypal, Point of Sale (POS) devices, laptops, etc.
- d) Shall provide technical administrative support i.e. emails, passwords, logins, accounts, digital files, digital asset management, new account creation, etc.
- e) Shall ensure digital asset management and organization for all flyers, documents, spreadsheets, and order forms.
- f) Shall directly support Executive Board.
- g) Shall assist in the preparation of quarterly newsletters informing families of OPTC news, events and other information.
- h) Shall collaborate with yearbook committee.
- i) Shall work directly with Programs Officer to support and direct all OPTC programs, including art, music, and technology.

Section 15. Spirit Wear:

- a) Shall maintain and keep inventory of all spirit wear.
- b) Shall order spirit wear.
- c) Shall fill orders and deliver them.
- d) Shall assist the other Members of the Executive Board.

ARTICLE VII – BOARD MEETINGS

Section 1. EXECUTIVE BOARD MEETINGS – Board meetings shall be held once a month at least one week prior to General Membership meetings at a date determined by the Executive Board.

Section 2. QUORUM – Half the number of Executive Board members plus one constitutes a quorum.

Section 3. VOTING – The Executive Board may meet but not vote or have action taken unless a quorum exists. Only Executive Board members may vote at Executive Board meetings.

- a) The Executive Board shall consist of the following officers: President, Vice President, Membership and Volunteers Coordinator, Fundraising Coordinator, Programs Coordinator, Secretary, Treasurer, Parliamentarian, The School Principal (non-voting member), or his/her designee and two (2) teachers should also be on the Executive Board. Teachers should be represented as one (1) teacher from the lower grades and one (1) teacher from the upper grades, with one (1) vote each.
- b) Each Executive Board position will have one (1) vote. Alternates only vote in the absence of the Primary Executive voting member.
- c) A simple majority (50% plus one) of the vote cast shall determine the outcome of all other issues. Notification of an upcoming issue to be voted upon will be distributed in written form to the membership at least seven (7) days prior to the meeting.

ARTICLE VIII – REMOVAL

Section 1. REMOVAL – Officers can be removed from office by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given for:

- a) Failing to fulfill his/hers duties.
- b) Failing to act in a spirit of cooperation or in any way undermines the cohesiveness of the Board, as determined by the President, Principal and a majority vote of the Board.
- c) Missing three (3) consecutive regularly scheduled Executive Board meetings.

ARTICLE IX – VACANCY

Section 1. If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

ARTICLE X – FUNDS

Section 1. All fundraising activities shall be subject to the approval of the Olympic View Elementary School Principal.

Section 2. All monies belonging to the OPTC shall be expended only for purposes approved by the Executive Board and the Principal.

Section 3. Any member of the OPTC may make a request for expenditure of funds that will make a significant impact on Olympic View students or campus. This request must be submitted in writing to the Executive Board. The request will be decided upon at the next Executive Board meeting. If the request is rejected, the person making the request will be notified by the Executive Board and given the Board's rationale for the rejection.

Section 4. The Executive Board must approve any expenditure of \$500.00 or less. Any expenditure exceeding \$500.00 not included in the approved budget must be approved by the membership at an OPTC General Membership meeting.

Section 5. The OPTC as an Executive Board organization may accept gifts, legacies, donations and/or contributions in any form or amount upon such terms and conditions as decided by the Executive Board.

Section 6. All contributions paid or made to the OPTC become the property of the OPTC and the contributor(s) shall have no further claim or rights thereto.

Section 7. Maintain funds for two (2) years of insurance coverage in the checking account.

ARTICLE XI - LIABILITY OF MEMBERS

Section 1. No member shall be personally or otherwise liable for any of the debts, liabilities and/or obligations of the OPTC unless illegal or fraudulent action is determined.

Section 2. The OPTC shall maintain liability insurance. It shall be the responsibility of the Treasurer and President to ensure that the policy remains current.

ARTICLE XII – BYLAWS AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the current, present, eligible members at an OPTC General Membership Meeting. Notification of a vote and proposed changes to the bylaws will be distributed to membership at least seven (7) days prior to the OPTC General Membership meeting where a vote will be taken.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, 11th ed. shall be used to address all questions not covered by these bylaws.

ARTICLE XIV – APPROVAL

These bylaws, after approval by the Principal of Olympic View Elementary School and the OPTC Executive Board shall become effective immediately upon a two-thirds (2/3) majority vote of the OPTC members at an OPTC General Membership meeting.

Article XV - DISSOLUTION CLAUSE

Section 1. If at any time the Olympic View Parent Teacher Club does not function in the best interest of the Olympic View Elementary School, the OPTC may be dissolved by a two-thirds vote of the general assembly of voting membership. In this event any funds will be used for student welfare within the school.

Section 2. Upon winding up and dissolution of this club, after paying or adequately providing for the debts and obligations of the club, the remaining assets shall be distributed to Olympic View Elementary School, which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

Section 3. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this club shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

Section 4. Any such assets not so disposed under Section B or Section C shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

Article XVI - EXEMPT STATUS

Olympic View Parent Teacher Club is organized exclusively for charitable and educational purposes including, for such purposes, the making and distributions that

qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article XVII – CONFLICT OF INTEREST POLICY

1. **Purpose of this Article:** The purpose of the conflict of interest policy is to protect the tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of this organization or might result in a possible excess benefit transaction. The policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

2. Definitions:

- a) **Interested Person.** Any person, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
- b) **Financial Interest.** A person has financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
 - ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
 - iii. A potential ownership or investment interest in, or compensation arrangement with, an entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.
 - iv. A financial interest is not necessarily a conflict of interest. Under section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3. Procedures

- a) **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers and members of committees with governing board-delegated powers who are considering the proposed transaction or agreement.
- b) **Determining Whether a Conflict of Interest Exists.** After disclosure of the

financial interest and all material facts, and after any discussion with the interested person, he /she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c) Procedures for Addressing the Conflict of Interest

- i. An interested person may make the presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d) Violations of the Conflict of Interest Policy

- i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the member's response and making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and correct action.

4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the

nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes in connection with proceedings.

5. Compensation

- a) A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for service is precluded from voting on matters pertaining to that member's compensation.
- c) No voting member of the governing board or committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization either individually or collectively, is prohibited from providing information to any committee regarding compensation.

6. Annual Statements. Each director, principal officer, and member of a committee with the governing board-delegated powers shall annually sign a statement which affirms that person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

7. Periodic Reviews. To ensure that the organization operates in a manner consistent with the charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly

recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction

8. Use of Outside Experts or Advisors. When conducting periodic reviews as provided in the previous section, the organization may, but need not, use outside advisors. If outside experts or advisors are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

Lisa R. Linder 5/6/19
Principal Date

[Signature] 5/6/19
OPTC President Date

[Signature] 5/6/19
OPTC Secretary Date

These bylaws were adopted on: 1/23/2014

Amended (date): 5/1/2019