Washington Elementary School

Parent Teacher Organization

Bylaws

2008-2009
Article I. Name
The name of this organization is the Washington Elementary School Parent Teacher Organization (PTO).

Article II. Purpose
The purpose of this organization is to support the Washington Elementary School

Article II. Basic Policies
A. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
B. The Organization or its members in their official capacities shall not engage in any activities that conflict with Washington Elementary School policies or procedures.
C. The Organization or its members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of this Organization.
D. Binding commitments of resources (financial or services) of the Organization shall only be made by majority vote to the members present at a Regular Meeting of the Organization for the purposes set forth in these bylaws except as otherwise provided herein.
E. The Organization or members in their official capacities shall not, directly or indirectly, participate in any political campaign on behalf of, or in opposition to, any candidate for public office.
F. Upon dissolution of the Organization, after paying or adequately providing for the debts and obligations of the association, remaining assets shall be distributed to one or more entities which have established their tax exempt status under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article III. Tax Exempt Status
The policies in this section have been established to maintain a tax exempt status as defined in section 501(c)(3) of the Internal Revenue Code.
A. The Organization shall be established and operated for charitable and educational purposes.
B. No part of the net earnings of this Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose article hereof.

Article IV. Membership and Dues
Section 1. Membership in the Organization shall be made available without regard to race, color, creed, or national origin to any individual who subscribes to the purposes and basic policies of the Organization.
Section 2. The Organization shall conduct an annual enrollment of members, but may admit persons to membership at any time.
Section 3. The enrollment period for membership shall begin each school year on August 15 and continue through June 15 of the following year.

Section 4. Annual membership dues will be determined by majority vote of the Executive Board no later than August 15 prior to each school year.

Section 5. All dues shall be allocated to the general fund of the Organization.

Article VI. Officers and Their Election

Section 1. Each officer shall be a member in good standing of the Organization.

Section 2. The officers of the Organization (Executive Board) shall be
   a. President or Two Co-Presidents
   b. First Vice President or Two Co-First Vice Presidents
   c. Second Vice President (Principal of the School)
   d. Third Vice President (Fundraising Chair; Optional)
   d. Treasurer; and,
   e. Secretary

Section 3. The Nominating Committee shall be elected by the membership at a Regular meeting at least two months prior to the election of officers and shall consist of an odd number of not less than three members who are in good standing with the Organization and have paid dues for the current membership year. The First Vice President (or Co-First Vice Presidents) may not participate on this committee.

Section 4. The Nominating Committee shall nominate one (1) eligible candidate for each office to be filled and submit a slate for consideration at a Regular meeting at least one month prior to the month in which the election of officers is held (generally May). Additional nominations for each office shall be accepted from members at any time prior to the election. All persons nominated must have given their consent to serve if nominated.

Section 5. Officers shall be elected by a simple majority vote of the members present during the last Regular meeting of the school year (generally May). A single voice vote shall serve to simultaneously elect all officers to positions for which there is only one nominee. In cases where there are two or more nominees, the vote shall be by written ballot. Ballots shall be counted by two members who are not candidates for office.

Section 6. Newly elected officers shall assume their duties following the close of the meeting at which they are elected and shall serve for a term of one year.

Section 7. Officers may not serve more than two consecutive terms in any one office.

Section 8. Vacancies in offices shall be filled by the Executive Board by a majority vote if ten days notice of the election is given by the President (or Co-President), or in the case of the President, by the First Vice President. If ten days notice of the election is not feasible, a 2/3 majority must be obtained.

Article VII. Duties of Officers

Section 1. President or Co-Presidents shall
   a. Serve as chief executive officer of the organization and chair the Executive Board and preside at Regular, Special and Executive Board meetings of the Organization.
b. Have the power to sign and execute all authorized bonds, contract agreements, or other obligations in the name of the Organization;

c. Coordinate the work of the officers and committees of the Organization;

d. Appoint the chairs of the standing committees of the Organization;

e. Be an ex-officio member of all committees except the Nominating Committee;

f. Perform such other duties as may be prescribed in these bylaws or as assigned by the Executive Board of the Organization;

g. Have the power to authorize disbursements not to exceed $50 for non-budgeted items without prior approval of the Executive Board.

Section 2. First Vice President or Co-First Vice President shall

a. Perform the duties and exercise the powers of the President in the absence of said officer;

b. Assist the President with the Organization business

c. Act in the capacity of President-Elect.

Section 3. Second Vice President shall

a. Be the Principal of Washington Elementary School

b. Serve in an advisory capacity to the Executive Board.

Section 4. Third Vice President shall

a. Serve as the chair of the fundraising committee and make fundraising recommendations for the next school year.

Section 5. Treasurer shall

a. Prepares, reports and retains the accounting of the Organization’s funds including but not limited to, an accurate record of gross income, receipts, disbursements, and dues collected. Such accounting and records shall be open to inspection at reasonable times by any member of the Executive Board. Such reports shall be at Regular meetings of the Organization, at the last meeting of the year, and at other times as requested by the President or Executive Board;

b. Have responsibility for the safekeeping of the funds and financial records of the Organization;

c. Make disbursements as authorized by the President, Executive Board or Organization in accordance with the budget adopted by the Organization or these bylaws;

d. Be responsible for the filing of any tax returns or other forms required by governmental entities;

e. Have the financial records of the Organization examined annually by an audit committee appointed by the Executive Board. The report of the auditing committee shall be presented for approval by the membership of the Organization at the first Regular meeting following the end of the fiscal year (generally September);

f. Secure two signatures on all checks. The President, the Treasurer, and one or two other officers designated by the Executive Board shall be authorized to sign checks. The authorized signers shall not be related by blood or marriage or reside in the same household. There shall be no pre-signing of checks by any authorized signer;

g. Prepare and submit for adoption an annual budget to the Organization.
Section 6. At the expiration of their terms, all officers shall deliver to their successors all books, records, documents, and funds of the Organization.

Article VIII. Meetings of the Organization
Section 1. Regular meetings of the Organization shall be held at times fixed by the Executive Board at the first meeting of the year and shall be published in the Washington Elementary School newsletter or newsletter of the Organization. Generally, such meetings shall be scheduled monthly. The privilege of making motions, debating and voting shall be limited to members of the Organization who are present and whose dues are paid. Five members shall constitute a quorum of the membership for the transaction of business in any meeting of this Organization.

Section 2. Special meetings of the Organization may be called by a majority of the Executive Board upon reasonable advance notice to the members.

Article IX. Standing and Special Committees
The Executive Board may establish Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. The chairperson of each Standing Committee shall be a member of the Organization and shall recruit members for his or her committee. The chairperson shall report the plans and activities of the Standing Committee to the President as requested and to the members at Regular meetings. The term of the chairperson of each Standing Committee shall be the one-year term of the President. Upon leaving the position, each chairperson shall, without delay, deliver to the Executive Board all books, records, documents, and funds belonging to the Organization. Standing Committees are suggested as, but not limited to:

a. Fundraising Committee:
   1) This committee shall research, plan and conduct fundraising events for the Organization with the consent and prior approval of the Executive Board.

b. Academic Committee:
   1) The committee shall research, plan, and carry out three cultural arts assemblies (or other number as determined by the School Principal) for all students during the school year.
      a) The committee shall conduct the scholarship selection process
         i) The President, Principal and one teacher shall conduct independent evaluations of scholarship applications based on established guidelines. In the event one of these individuals is related to an applicant, the individual shall defer to another member of the Executive Board.
      b) The committee shall plan and carry out all other academic events and/or activities as assigned by the Executive Board.

c. Family Fun Committee:
   1) The committee shall plan and carry out all family events and/or activities as assigned by the Executive Board.

d. Community Committee:
   1) The committee shall plan and carry out all community events and/or activities as assigned by the Executive Board.

Article X. Fiscal Year
The fiscal year of the Organization shall begin on August 1 and end on the following July 1.

**Article XI. Adoption and Amendment**
These bylaws may be amended at any Regular meeting of the Organization by a 2/3 vote of members present and voting; provided that a quorum is present and that notice of the proposed amendment has been given in the Washington Elementary School newsletter or other means of notification at least 30 prior to the meeting at which the vote will be taken. The proposed amendment shall be available for review in the school office during the thirty day period.

**Article XII. Parliamentary Procedure**
The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern this Organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

**Article XIII. Dissolution**
The Organization shall be dissolved in the following manner:
A. The Executive Board shall give notice to the entire membership that dissolution is being considered by publishing Articles of Dissolution.
B. At least two weeks following notice, a Special Meeting shall be called to discuss the dissolution proposal and to vote on the Articles of Dissolution.
C. The Articles of Dissolution shall be approved by 2/3 of the members present by written vote.
D. Dissolution shall be effective upon the date and terms or conditions specified in the Articles of Dissolution.
E. Upon dissolution, remaining funds of the Organization shall be disbursed as specified in Article II, Section F.