

Pleasant Hill Elementary School

Parent Teacher Organization

Bylaws

Article I – Name

The name of the organization shall be the Pleasant Hill Elementary School Parent Teacher Organization, also known as the PHES PTO.

Article II – Purpose

The PHES PTO is organized for the purpose of enhancing, through engagement, service and fundraising, the education of all students at Pleasant Hill Elementary School, and partnering with the administration, teachers, parents, and students to meet unmet needs at the school.

Article III – Policies

The following are basic policies of the PHES PTO:

- A. The organization is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter “Internal Revenue Code”).
- B. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- C. The name of the organization, or the names of any members in their official capacities, shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purpose of the organization.
- D. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- E. The organization shall work to promote the health, welfare and education of all students at the school, and shall seek to promote collaboration between parents, the school and the community at large. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process

establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

F. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals, 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 Article II hereof.

G. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

H. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Pleasant Hill Elementary School. If the school ceases to exist, remaining PTO assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of this organization.

Article IV - Membership and Dues

Section 1: Any parent, direct relative, or other adult standing in loco parentis for a student enrolled and attending Pleasant Hill Elementary School may be a member of the PHES PTO. The principal and any teacher, staff member, or administrator employed at the school may also be a member.

Section 2: Any PTO member in good standing according to the sections of Article IV herein shall have voting rights. There shall be one vote per membership. Any member in good standing shall have the privilege of making motions and serving on PTO committees.

Section 3: Membership dues, if any, will be established by the executive board and will be payable to the PTO, through the treasurer. Only members of the PTO who have paid dues and/or submitted a membership form for the current school year may participate in the business of the organization.

Section 4: The PHES PTO shall conduct an annual enrollment of members, but may admit individuals to membership at any time. The membership year will run from July 1 through June 30 of the following year.

Article V – Officers and Elections

Section 1: Officers. The officers of the PHES PTO shall consist of one president, one vice-president, one secretary, and one treasurer.

Section 2: Nominations. Nominations for the officers shall be taken during the month of March. There shall be a nominating committee composed of at least three (3) members, at least one of whom is a current or past officer, and may include volunteers from the members of the organization. The PTO nominating committee shall send out a nomination form/letter to all PHES PTO members to give them the opportunity to nominate themselves or someone else for office. The nominating committee shall then present the slate of candidates for each office one month prior to the election in the school newsletter, on the school website, or via other communications as necessary. At that time, additional nominations may also be made from the voting body.

Section 3: Elections.

These officers shall be elected bi-annually during the last meeting of the school year by the current voting body of the organization. Voting for officers at this meeting shall be under the supervision of the nominating committee. Nominees will be asked to attend the meeting where they will be introduced as candidates. The election shall be by written ballot, and each position shall be voted upon independently of the other positions. The nominating committee shall be in charge of counting the votes. In the event that a member of the nominating committee is a nominee for any of the officer positions, he or she must abstain from counting the votes. When there is but one candidate for a vacancy, the election may be held by voice vote. A majority vote shall be required for election.

Section 4: Terms of Office. The term of each officer shall be for two years, or until an election of a qualified successor. No officer may serve more than two (2) consecutive terms in the same office. Each elected person shall hold only one office at a time. An officer who has served for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5: Qualifications. All PHES PTO officers or executive board members shall meet the following qualifications:

- A. Each officer shall be a member of the PHES PTO.
- B. Only those persons who have signed their consent to serve shall be nominated for or elected to office.

Section 6: Transfer of Responsibilities. Each officer elected shall take office and assume their duties on July 1. The outgoing president shall be invited to serve as an advisor to the executive board for one year in order to ensure continuity.

Section 7: Vacancies. A vacancy in any office, except the office of president, shall be filled by a majority vote of the remaining executive board officers for the un-expired term. The election shall be by ballot. When there is but one candidate for the vacancy, the election may be held by voice vote. A vacancy in the office of president shall be filled by the vice president for the remainder of the un-expired term.

Article VI – Duties of Officers

Section 1: The President shall:

- A. Preside at all meetings of the organization and of the executive board, prepare the agenda for such meetings, and notify executive board members of the agenda prior to the meetings.
- B. Generally supervise and oversee the activities of the PTO, and coordinate the work of the officers and committees, in order that the purpose of the organization is served.
- C. Serve as the primary contact for the principal of the school, and represent the PTO as the official spokesperson at meetings outside the organization.
- D. Prepare and publish the annual PTO calendar by the first PTO meeting of the school year.
- E. Appoint chairpersons of special committees, and standing committees unless otherwise prescribed in these bylaws.
- F. Serve as an ex-officio member of all committees, except the nominating and elections committee.
- G. Deliver to the successor in office all books, records, and documents in his/her possession by the end of the fiscal year, to include a written report detailing responsibilities and recommendations to the future president.
- H. Perform other duties as prescribed for by these bylaws, or by the parliamentary authority, or assigned to him/her by the organization or by the executive board.

Section 2: The Vice President shall:

- A. Assist the president as needed, and shall perform the duties of the president in his/her absence or inability to serve.

- B. Deliver to the successor in office all books, records and documents in his/her possession by the end of the fiscal year.
- C. Perform other duties as prescribed for by these bylaws, or as directed by the president or the executive board.

Section 3: The Secretary shall:

- A. Attend all meetings of the organization, keep a full and accurate account of the proceedings, actions, and votes at such meetings, and ensure that these minutes are available in a timely fashion at subsequent meetings.
- B. Prepare any official correspondence for the organization that the president or executive board may request.
- C. Keep an official PTO file containing copies of all minutes for the current year, PTO correspondence, current PTO bylaws, and any other necessary inclusions.
- D. Serve as director for membership. Prepare and maintain a complete listing of PTO membership for the current school year, to include telephone numbers, addresses, and email addresses if available.
- E. Deliver to the successor in office all books, records, and documents in his/her possession by the end of the fiscal year.
- F. Perform other duties as prescribed for by these bylaws, or as directed by the president or the executive board.

Section 4: The Treasurer shall:

- A. Maintain a full account of the funds of the PHES PTO.
- B. Prepare an annual budget outlining anticipated incomes and expenses for the upcoming fiscal year, and submit said budget for approval at the first meeting of the school year.
- C. Receive and deposit all monies in the name and to the credit of the organization, keep a full and accurate record of all receipts and disbursements, and disburse funds with the approval of the executive board in accordance with the budget adopted by the organization, keeping proper vouchers for such disbursements.
- D. Present a financial statement at every regularly scheduled meeting, and at other times of the year when requested by the executive board.
- E. Prepare any tax forms as required by the IRS and submit by established deadlines.

F. Act as a liaison on behalf of the PTO with financial institutions, government agencies, insurance providers, and other similar authorities. Ensure such records and accounts are maintained with accurate and current information relating to the organization.

G. Deliver to the successor in office all books, records, and documents in his/her possession by the end of the fiscal year.

H. Perform other duties as prescribed for by these bylaws, or as directed by the president or the executive board.

Article VII – Executive Board

Section 1: The affairs of the PHES PTO shall be managed by the executive board.

Section 2: Membership. The members of the executive board shall be the elected officers of the organization, the principal of the school or a representative appointed by him/her, the school parent liaison, and a faculty representative elected by the school faculty.

Section 3: Responsibilities. The executive board shall have the authority over the affairs of the PTO, but shall be subject to the purposes and orders of the organization and none of its acts shall conflict with said purposes or orders.

Section 4: Duties. The duties of the executive board shall be to:

A. Transact necessary business in the intervals between membership meetings, and other business referred to it by the organization.

B. Create standing rules and policies.

C. Appoint standing and temporary special committees, and approve the plans of such committees.

D. Oversee fund-raising activities and other PTO sponsored events of the school year.

E. Fill vacancies of elected positions per Article V, Section 7.

F. Ensure the treasurer prepares and submits an annual budget to the organization for adoption.

G. Approve routine bills and disbursements of funds within the limits of the budget.

H. Review the financial records and practices after fiscal year end.

I. Incur no debt or liability except that which is approved in these bylaws.

J. Prepare reports and recommendations to the membership regarding actions taken by the executive board.

Section 5: Removal from Office. If any member of the executive board ceases to meet the qualifications or fulfill the duties of the position, or otherwise engages in any act that negates the objectives of the organization, that person may be removed from the executive board by a majority vote of the executive board. Removal shall only take place after the board has met in an effort to discuss the problem and all attempts have been made to resolve the problem.

Section 6: Executive Board Meetings. Special meetings of the board may be called by the president, the principal, or by a majority of the board members, with advance notice.

Section 7: Quorum. Half of the executive board members plus one (4- total) constitutes a quorum for the transaction of business at any executive board meeting of this organization.

Article VIII – Meetings

Section 1: Regular Meetings. At least four (4) regular meetings of the PTO membership shall be held during the school year, or as designated by the executive board. Meeting dates, times, and places shall be determined by the executive board and announced through written notification or by phone messenger at least two weeks prior to the meeting date. Date and/or time may be changed by the executive board with proper notice given to members, not to be less than one week prior to the new date and/or time. Persons interested in presenting at a PTO meeting may submit a written request to the president to be placed on the meeting agenda at least one week prior to the meeting.

Section 2: Special Meetings. Special meetings of the PTO membership may be called by the president or by a majority of the executive board with at least one week prior written notice to the membership.

Section 3: Election Meeting. The bi-annual election meeting date shall be the date established in Article V, Section 3.

Section 4: Quorum. Fifteen (15) members shall constitute a quorum for the transaction of business at any regular, special, or election meeting of this organization.

Section 4: Participation. Only current members of the PHES PTO, per Article IV, may participate in the business of the organization.

Article IX – Committees

Section 1: Purpose. Special committees shall be created by the executive board, or by action taken at a general membership meeting. These committees will not be permanent and will have no responsibilities beyond those outlined by the executive board when established.

Section 2: Membership. Committees may consist of general PTO members and executive board members, with the president acting as ex officio member of all committees with the exception of the nominating committee. Each committee member shall be a member of the PHES PTO. Committee members shall be nominated and approved by the president or the executive board, or as provided by these bylaws.

Section 3: Nominating Committee. The nominating committee for officers, as outlined in Article V, Section 2, shall consist of at least three (3) members, at least one of whom is a current or past officer, and may include volunteers from the members of the organization. No nominee for a PHES PTO office may be on the nominating committee. The nominating committee shall be elected at a meeting prior to the opening of nominations bi-annually in March. The committee shall elect its own chairperson.

Section 4: Responsibilities. Chairpersons of all committees shall submit an initial plan of work and regular reports on activities to the executive board, and shall undertake no work without executive board approval. Chairpersons of committees shall circulate no material or form letters to the general membership without the approval of the president or the executive board.

Article X – Finances

Section 1: Fiscal year. The fiscal year of the organization shall begin on July 1 of each year and end on the following June 30.

Section 2: Budget. A tentative annual budget outlining anticipated incomes and expenses for the upcoming fiscal year shall be drafted by the treasurer and the executive board by the beginning of each school year, and submitted for approval at the first meeting of the school year.

Section 3: Disbursement of Funds. All funds of the organization shall be kept in a checking account in the name of PHES PTO, and held at a local financial institution. The executive board shall approve all expenses and disbursements of the organization.

Section 4: Authorized Signatures. Two authorized signatures shall be required on each purchase (check or debit receipt). Authorized signers, as designated on the account at the financial institution, shall be the president, treasurer, vice president, or secretary. The

signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by two other officers.

Section 5: Account Balances. There must be a minimum of \$200.00 in the bank account at all times. The organization shall leave a minimum of \$750 in the treasury at the end of each fiscal year for the upcoming school year.

Section 6: Reimbursements. Reimbursement requests must be made within sixty (60) days of the expenditure. Otherwise, the request will be denied. A receipt is required for reimbursement.

Section 7: Safekeeping of Funds. PTO funds shall be promptly deposited in the bank, or otherwise stored in the PTO safe.

Section 8: Contracts. Contract signing authority is limited to the president, the president's designee, or the vice president.

Section 9: Discretionary Spending Limit. The executive board may be granted a discretionary spending limit of \$200 to cover unplanned expenses that occur prior to a scheduled meeting of the PHES PTO membership. In such cases, the expense must be in line with the purpose of the organization, a majority of the executive board must approve the expense, and full disclosure must occur at the next meeting of the membership.

Section 10: Transfer of Finances. All PTO financial and other pertinent records must be turned over to the newly elected officers within ten (10) business days from the end of the fiscal year. The outgoing and incoming officers must make themselves available to sign and record the transfer of bank accounts, as well as other financial or business documentation.

Section 11: Insurance. The treasurer must be bonded to ensure integrity of fund management. The organization may also secure and maintain other appropriate insurances as deemed necessary by the executive board.

Article XI – Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order** shall govern the PHES PTO in all cases in which they are applicable and in which they are not in conflict with the organization's bylaws.

Article XII – Dissolution

Section 1: Procedure.

A. The organization, by a majority vote in a general membership meeting, shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken. The committee shall submit a final report at the next general membership meeting prior to the vote.

B. Notice of intent to disband shall be given to all members, in writing, at least 30 days prior to the general membership meeting at which the vote will occur.

C. A two-thirds (2/3) vote of those members in attendance is required for passage.

D. A quorum for the purpose of dissolution shall be 25% of the current year's total membership.

Section 2: Funds. The funds remaining in the treasury at the time of dissolution shall be disbursed according to the guidelines set forth in Article III, Item H.

Article XIII – Revision of Bylaws

Section 1: Revision Procedure. These PTO bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular meeting provided that these requirements shall have been complied with:

A. The amendment or amendments shall have been proposed by a committee on bylaws or the executive board.

B. A copy of the proposed amendment or amendments shall have been made available to all members one (1) month prior to the meeting at which the amendment is voted upon, either by introduction at a prior meeting or by written correspondence. The proposed amendment or amendments must be listed on the agenda for the current meeting.

C. A quorum has been established at the meeting.

Section 2: Revision Schedule. These bylaws may be revised as needed, and must be reviewed by the executive board on an annual basis.

The newly formed executive board of the PHES PTO unanimously approved the original bylaws at a special meeting on January 14th, 2013.

These bylaws were adopted by the membership of the PHES PTO at a regular meeting held on _____.

Signature of President

Signature of Secretary

Name

Name

Bylaw revisions were approved on the following dates: