

BYLAWS

Garrisonville Elementary School Parent-Teacher Organization

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Article I – **Name**. The name of the organization is the Garrisonville Elementary School Parent Teacher Organization, hereinafter called the organization or the PTO.

Article II – **Objectives/Mission**. The purpose of the organization is to promote the education and well-being of all children at home, in school and in the community. We will provide a forum for and foster discussion between parents, administrators, educators, and the community. Through parent involvement, sponsorship programs, and raising funds the PTO will work to enhance the educational facilities for our children and provide additional opportunities and resources not provided for by the school's budget.

Article III – **Basic Policies**. The following are basic policies of this organization:

- a) The organization is organized exclusively for the charitable and 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 in any connection with a commercial concern or with any partisan interest or for any purpose appropriately related to promotion of the objectives of the organization.

d) The PTO shall not seek to direct the administrative activities of the school or control its policies.

e) 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 petition to or providing representation to political activities. Petitions and appearance on behalf of Garrisonville Elementary School, hereinafter referred to as GES, at meetings of local governmental bodies are excluded from this policy.

f) The organization shall work with the school to provide quality education for all children 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 the School Board.

g) The organization may cooperate with organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO, unless authorized by a vote of the Executive Committee.

h) No part of the net earnings of the organization, nor any prizes donated by the organization or to the organization, shall inure to benefit of, or be distributable to its members, 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 as set forth in Article II hereof.

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

Article IV – **Membership and Dues**

a) Membership is only open to any parent, guardian, or family member of a child that currently attends GES, as well as any employee or volunteer of GES.

b) The organization shall conduct an annual enrollment drive of members, but persons shall be admitted into membership at any time during the school year.

c) Membership dues shall be determined by the Executive Committee prior to the beginning of the school year and may be reviewed annually. Partial year members will pay the annual dues rate. Payment of dues is required in order for any member to vote on matters brought before the membership and receive any publications or communications of the PTO. For the avoidance of doubt, a member of the PTO is only considered to be in “good standing” if the dues for that school year have been paid.

Article V – **Officers and their Election**

a) The officers of this organization shall be a President, Vice President, Treasurer and Secretary. No member may hold more than one office at a time. Co-Presidents and/or Co-Vice Presidents shall be elected in lieu of President and Vice President if (i) there are exactly two nominees for such office and (ii) it is deemed necessary by a majority vote of PTO members. If the elected Co-Presidents and/or Co-Vice Presidents do not agree to share the office, a vote will be held pursuant to the procedures in Article V (d) below.

b) The nomination period for officers for the upcoming school year shall be opened electronically at the March meeting or no later than 10 weeks prior to the last day of the current school year, as decided by the Executive Committee, and remain open for an amount of time deemed appropriate by the Executive Committee. Officers for the upcoming school year shall be elected no later than May 1st of the current school year. The incoming officers shall be announced at the May PTO meeting.

c) Any PTO member in good standing pursuant to Article IV prior to the first day of the start of the nomination period is eligible to be an officer of the organization.

d) Elections will use an electronic ballot, emailed to all PTO members in good standing. If there is only one nominee for any office, that nominee will be elected by default. In the case of more nominees for any office, the nominee that receives a simple majority of the member votes in the election wins; provided however, if there are exactly two nominees for either or both of the offices of President and Vice President, and those two nominees agree to share such office, they will be elected as Co-Presidents or Co-Vice Presidents, as applicable, so long as a simple majority of the members agree it is necessary.

e) Outgoing officers will conduct a formal and thorough turn over with the incoming officers and school administration, and shall be prepared to end their duties no later than two weeks after the last day of the current school year.

f) Incoming officers must be available for orientation and training immediately after the election and prepared to assume the duties of the office no later than two weeks after the last day of the current school year.

g) A member may serve no more than two consecutive terms in the same office unless there are no other nominees for that office.

h) Officers can be removed from office voluntarily or for cause, such as non-satisfactory performance of their duties or behavior unbecoming the office. Removal requires a two-thirds vote of PTO members present at the regular meeting following the meeting where the motion for removal was made.

Article VI – **Duties of Officers**

a) The President or Co-Presidents shall preside at all meetings of the organization and shall coordinate the work of the officers and committees, in order that the objectives/mission may be promoted.

b) The Vice President or Co-Vice Presidents shall act as an aide(s) to the President or Co-Presidents and shall perform the duties of the President or Co-Presidents in the absence or inability to serve. The Vice President or Co-Vice Presidents will be responsible for the organization and oversight of all special committees and their members with reporting responsibilities to the Executive Committee.

c) The Secretary shall keep a permanent and accurate record of all meetings. The Secretary must have a copy of the current bylaws at each meeting. The Secretary shall conduct all correspondence as requested by the President or Co-Presidents. The Secretary must post the minutes of each meeting online no later than seven days following the meeting.

d) The Treasurer shall (i) have custody of all of the funds of the organization; (ii) keep an accurate record of receipts and expenditures; and (iii) in accordance with the budget adopted by the PTO, shall make disbursements as authorized by the President or Co-Presidents, Executive Committee, or the PTO in accordance with Article XII. The Treasurer shall present a financial statement at every meeting of the PTO and at other times when requested by the Executive Committee and shall make a full report at the end of the current school year. A monthly report will be posted online with the current month's meeting minutes. If no meeting was held during a month, all reports for months without a meeting shall be included with the next month's report. The Treasurer is also responsible for filing taxes for the PTO as required.

e) All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated.

f) All officers shall deliver to their successors all official materials at the close of their service of office no later than two weeks after the last day of the current school year.

Article VII – **Executive Committee**

a) The Executive Committee shall consist of the officers of the organization and at least one GES Staff Representative to be nominated by the principal and confirmed by a majority vote of the officers. A GES Staff Representative can be any current staff member of GES.

b) The duties of the Executive Committee shall be:

- i. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- ii. To create standing committees and approve the plans of the standing committees.
- iii. To present a report at regular meetings of the organization.
- iv. To select an auditor to audit the Treasurer's account.
- v. To prepare and submit a budget for the following school year to PTO members currently in good standing for adoption, before the conclusion of the current school year.
- vi. To approve routine bills within the limits of the budget.

vii. To prepare and submit an annual report of the organization business for the incoming board.

c) Regular meetings of the Executive Committee shall be held during the year, the time to be set by the Executive Committee at its first meeting of the year. All decisions of the Executive Committee shall be made by a simple majority vote of the members present at the meeting. A quorum for the transaction of business at any meeting of the Executive Committee shall be a majority of the members of the committee.

Article VIII – **Standing and Special Committees**

a) The power to form special committees and standing committees, and appoint their chairperson or co-chairpersons rests with the Executive Committee.

b) The Executive Committee may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the organization.

c) The Executive Committee may appoint such special committees as necessary to carry out specific projects or programs of the PTO. The special committees shall be disbanded upon completion of their assigned tasks.

d) The term of each chairperson or co-chairpersons shall be one (1) school year or until the appointment of a successor.

e) The chairperson—or co-chairpersons of each committee shall submit a plan of proposed committee work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

Article IX - **Meetings**

a) The regular meetings of the organization shall be held monthly or as deemed necessary by the Executive Committee. All ~~general membership~~regular meeting dates must be included on the school and PTO calendars by the first day of the school year. Special meetings of the membership may be called by the Executive Committee as needed during the school year with notice provided pursuant to these bylaws.

Commented [KP1]: Just a cleanup change - no change to subject matter. "General" is not used in the bylaws. Changed "general" to "regular" to keep consistent

b) Date and/or time may be changed by the Executive Committee upon approval of Principal and proper notice given to members, not to be less than three days prior to the new date and/or time.

Commented [KP2]: Added procedure for how special meetings are called.

Article X – **Conduct of Meetings** Regular meetings of the PTO shall be:

1) Meeting will be called to order and the Pledge of Allegiance said.

- 2) The Secretary will ~~read~~ **present** the minutes of the last meeting. They must then be approved by the membership.
- 3) The Treasurer's report is read.
- 4) The Standing and Special Committee reports are received.
- 5) The President or Co-Presidents shall entertain old business from the agenda of the previous meetings. Old business raised is then discussed.
- 6) The President or Co-Presidents shall then entertain new business from the agenda and floor. The President or Co-Presidents shall decide whether discussion is germane, time limit for discussion and disposition of proposals.
- 7) The meeting is adjourned by majority vote.

Commented [KP3]: Minutes aren't always read, but rather just presented for approval.

Article XI – **Voting at Organization Meetings**

a) Each member is entitled to one vote. A member must be in good standing in order to cast a vote.

b) Except as otherwise provided in these bylaws, all decisions shall be made by a simple majority vote of the members present at the meeting. There is no quorum required for a vote. Proxy voting is prohibited.

c) Voting may be conducted by electronic email ballot in lieu of a voice vote or show of hands, provided that ~~the following requirements are met: a) The:~~ (i) the vote is authorized by the Executive ~~Board~~ **Committee** and announced to all members at least one (1) day in advance ~~of;~~ (ii) the ~~vote;~~ **b) The** email ballot includes a clear statement of the matter to be voted on; ~~c) The;~~ (iii) the email ballot is sent to all members at the same time; ~~d) Members~~ **(iv) members** are given ~~a reasonable amount of time to respond to the email ballot,~~ not less than three (3) days to respond. All votes for (i) the election of officers, (ii) amendments to the bylaws, and (iii) approval of budget items, shall be by electronic email ballot. For bylaw amendments, the electronic voting window shall open no earlier than the conclusion of the meeting (regular or special) at which the amendments are presented pursuant to Article XIV.

Commented [KP4]: All cleanup changes - no subject matter change.

Commented [KP5]: Clarifies that the 3 day voting window can start no earlier than the end of the meeting at which the bylaw amendments are presented.

d) Any votes that are submitted electronically shall be counted by a third party, to be determined by the Executive Committee. The third party shall ensure all votes come from members in good standing and will report the results to the President or Co-Presidents, as applicable.

Article XII – **Funds**

a) Authorized signatories on PTO checks shall include (i) the Treasurer and (ii) the President or Co-Presidents. The signatory on the check cannot be the payee. Any two authorized signatures may not be next of kin.

b) To be reimbursed by the PTO, a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer.

c) At the end of the school year, there must be at least \$5,000 left in the PTO bank account for the upcoming school year.

d) Funding for ANY program, committee expense, or school request, reoccurring or single time, must be approved by the Executive Committee or PTO membership, as applicable pursuant to section (e) below prior to committing monies.

e) Requests for funding not accounted for in the approved budget, also known as emerging requests, must be made at least three weeks in advance, made in writing (via email or hard copy) to the President, or Co-Presidents, or Treasurer, and approved as follows:

<u>Dollars</u>	<u>Approval Required</u>
\$0 - \$1,000	Requires Executive Committee approval
\$1,000.01 +	Requires PTO membership approval

f) It should not be assumed that if a program or request was honored in years past it will continued to be funded automatically.

e) An independent audit must be completed prior to turning over the PTO bank account to the incoming officers. This will occur no later than two weeks after the end of the current school year. The independent auditor shall be chosen by the current Executive Committee.

Article XIII – **Parliamentary Authority**. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws. In the event of any conflict between Robert's Rules of Order Newly Revised and these bylaws, these bylaws shall control and take precedence.

Article XIV – **Amendments**. ~~Amendments or changes to the bylaws will be voted on at the first meeting of the school year by members of the organization that are in good standing at the time the amendments are proposed. Proposed amendments shall be emailed to PTO members for review or posted on line for review for at least one week prior to the vote.~~

a) -Amendment Proposal and Presentation. Proposed amendments or changes to these bylaws may be presented to the membership at either (i) any regular meeting or (ii) a special meeting of the membership called for the purpose of presenting proposed bylaw amendments at any time during the school year. Notice of the meeting at which proposed amendments will be presented shall be given to all members in good standing at least seven (7) days in advance. The proposed amendments shall be emailed to PTO members for review or posted online for review for at least one (1) week prior to the opening of the voting period.

b) Voting Method and Timing. All votes on proposed bylaw amendments shall be conducted by electronic email ballot in accordance with Article XI(c), as authorized by the Executive Committee. The email ballot shall include a clear statement of the amendments to be voted on and shall be sent to all members in good standing at the same time. Members shall be

Commented [KP6]: Substantive change: Bylaw amendments can now be proposed at any regular meeting, or at any meeting called by the Executive Committee for that purpose. Previously, amendments could only be proposed at the first regular meeting of the school year.

Commented [KP7]: Substantive change: Need to tell members 7 days in advance of the meeting where bylaw amendments will be presented. Currently not required since bylaw amendments could only be voted on at the first meeting of the year.

Commented [KP8]: No substantive change: current bylaws also require 7 day review period for amendment changes.

given not less than three (3) days to respond. The email voting window shall open no earlier than the conclusion of the meeting at which the amendments are presented.

c) Voting Eligibility and Threshold. Only members in good standing at the time the amendments are proposed are eligible to vote. A simple majority of votes cast shall adopt an amendment, unless a higher vote is required elsewhere in these bylaws.

d) Effectiveness. Adopted amendments shall take effect immediately upon certification of the electronic vote by the third-party vote counter, unless the amendment specifies a later effective date.

Commented [KP9]: No substantive change: Already required in current bylaws XI(c) but just clarified that this applies to bylaw amendments as well.

Commented [KP10]: No substantive change: Already required by current bylaws.

Commented [KP11]: No substantive change: Already required by current bylaws.

Article XV – **Fiscal Year.** The fiscal year of this organization shall begin July 1 and end June 30

Article XVI – **Dissolution.** Any dissolution of the organization and termination of its affairs shall take place in the following manner:

a) The Executive Committee shall adopt a resolution recommending that this PTO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving this PTO shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to date of such meeting. Such meeting shall be held only on calendar school days during the academic year involved.

b) Only those persons who were members in good standing of this PTO on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.

c) Approval of dissolution of this PTO shall require the affirmative vote of at least two-thirds of the members present and entitled to vote on the question of dissolution.