

FISHING CREEK ELEMENTARY SCHOOL

PTO BYLAWS

(Amended 5/13/14)

ARTICLE I – NAME

The name of this non-profit organization is the Fishing Creek School PTO (referred herein as “PTO”). The organization is sometimes called or referred to as the Fishing Creek PTO. The PTO is incorporated as a 501 (C) 3 non-profit corporation with the Internal Revenue Service.

ARTICLE II – PURPOSE

The general purpose of the PTO shall be to:

- A. Foster open communications and closer relationships among parents, teachers, and administrators in the education of our children;
- B. Promote the health, safety and welfare of children in the school and community; and
- C. Provide programs and enrichment for the students of Fishing Creek Elementary School.

ARTICLE III – BASIC POLICIES

The basic policies of the PTO are as follows:

- A. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
- B. The PTO shall not participate in any political campaign on behalf of, or in opposition to, any candidate for public office.
- C. The PTO may cooperate with other groups concerned with child welfare. Persons representing the PTO in such matters shall make no commitments that bind the PTO.
- D. The PTO shall work with the school to provide quality education for all children.
- E. In the event of a dissolution of the PTO, its net assets shall be distributed as determined by the Executive Board, but only to organizations organized and operated exclusively for educational purposes
- F. The PTO shall neither seek to direct the activities of the school administration or control its policies.
- G. The PTO may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned (i.e. students, teachers, administrators and parents).
- H. No profits of the PTO shall inure to the benefit of any individual officer or member of the organization.
- I. Robert’s Rules of Order shall prevail in situations not already covered in the bylaws.

ARTICLE IV – MEMBERSHIP

The membership of the PTO shall consist of:

- A. All parents and/or legal guardians of current students of Fishing Creek Elementary School; and
- B. All teachers, staff, and administrators of Fishing Creek Elementary School.

ARTICLE V – MEETINGS

- Section 1.** Regular Meetings. The regular meetings of the PTO shall be the second Tuesday of every month, or every other month, during the school year. The Executive Board shall determine if a meeting should be held in October, December, February, and April.
- Section 2.** Special Meetings. A special meeting of the PTO may be called by the Executive Board or by any member of the organization when brought before the Executive Board.
- Section 3.** All regular and special meetings shall be open to the public.
- Section 4.** Quorum: Those members present at a properly called regular or special meeting (minimum of ten (10) members) shall be a quorum and shall be entitled to take action on behalf of the PTO.
- Section 5.** Voting: A majority vote of the members present at any meeting shall be required for all action to be taken by the PTO.

ARTICLE VI – CONTRIBUTIONS

- Section 1.** There shall not be mandatory dues or membership fees required to maintain membership in the PTO.
- Section 2.** The Executive Board may establish and collect annual contributions. Any and all such contributions shall be voluntary and shall be requested by sending one contribution envelope to each family at the beginning of the school year, regardless of the number of children in the family attending the school. Contributions shall be kept confidential by the PTO.

ARTICLE VII – EXECUTIVE BOARD

- Section 1.** The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, Immediate Past President, the Principal, and a Faculty Representative.
- Section 2.** The duties of the Executive Board shall be to transact business of the organization, to form, dissolve, appoint or remove committees or chairpersons, and to approve the plans of work of the committees.
- Section 3.** The Executive Board shall hold one annual regular meeting at the start of the school year.
- Section 4.** Members of the past and newly elected Executive Board shall both attend the first board meeting held after the elections.
- Section 5.** Special meetings of the Executive Board shall be held during the year as called by the President or by a majority of the Executive Board.
- Section 6.** Two-thirds (2/3) of the Executive Board member present shall constitute a quorum at board meetings.
- Section 7.** Any member of the PTO may attend the regular meetings of the Executive Board.
- Section 8.** The Executive Board may recommend the removal an officer of the PTO not performing his or her duties as outlined in the bylaws. The removal must receive a majority vote during a regular or special meeting of the members.
- Section 9.** The Executive Board shall have the power to create offices as it deems necessary.

ARTICLE VIII – OFFICERS

Section 1. President –

The President shall have the power to call special meetings of the Executive Board and to call special meetings of the membership as deemed necessary. The President shall preside over all meetings. The President shall represent the PTO in an official capacity and have such usual powers of supervision and management as may pertain to the office of President or as assigned by the Executive Board. The President shall be authorized to sign checks in the absence of the Treasurer. The President shall be ex officio member of all committees.

Section 2. Vice-President –

The Vice-President shall preside over all meetings in the absence of the President. The Vice-President shall act as an aid to the President and perform the duties of President in their absence or inability to serve. The Vice-President shall also perform such other duties as are assigned by the President or the Executive Board.

Section 3. Secretary –

The Secretary shall keep the minutes of all regular and special meetings and be responsible for all general PTO correspondence and/or communications. The Secretary shall notify the membership of each meeting and shall distribute copies of the minutes to the Executive Board and the membership. The Secretary shall also perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

Section 4. Treasurer –

The Treasurer shall maintain all financial records of the PTO. The Treasurer shall submit a financial report at each regular monthly meeting. The financial records shall be audited annually in accordance with policies and procedures as adopted by the Executive Board. The Treasurer shall also be responsible for filing annually Form 990 with the Internal Revenue Service and any other form(s) that may be required.

ARTICLE IX – ELECTIONS

Section 1. Procedure

A. The election of officers shall take place during the last regular meeting of the membership of each school year.

B. All members present at the meeting may participate in the election.

C. There shall be a Nominating Committee consisting of at least three persons, at least two of whom are not members of the Executive Board. The President shall appoint the Nominating Committee at least two months prior to the election. The Nominating Committee shall present a list of nominees to the membership at the general meeting at least one month prior to the election. Nominations will also be accepted from the floor at any general meeting. Nominations shall be closed at the call to order of the last general meeting of the school year. Only those who have consented to serve shall be eligible for nomination.

D. All candidates shall be present at the “Call to Order” of the last general meeting of the school year. Those not present at the “Call to Order” shall forfeit their right to run for office and their name shall be excluded from the ballot. A majority of the votes cast by members of the organization shall be necessary for election. Officers shall be elected by secret ballot. Only one vote per member and

any members voting shall be present from the “Call to Order” of the meeting. In the case of a tie, there will be two options:

1.) Co-chair the Executive Board position.

or

2.) Re-cast the vote.

Anyone who was not present when the first vote was cast shall not be eligible to vote during the tie-breaker. If the second and final vote results in another tie, those candidates will co-chair the position unless one candidate chooses to forfeit their position.

The Executive Board, exclusive of those running for office, will count ballots. The ballots will be returned to the President and the winners will be announced under “New Business” on the agenda. However, if there is but one nominee for any office, election for that office may be voted into office by acclamation of the membership at the last general meeting of the school year.

Section 2. Term of Office

A. The term of each office shall be one year or until their successors are elected. Official duties will begin on the last day of the school year.

B. A person shall be eligible to serve two full consecutive terms in the same office. No person shall serve more than two consecutive terms except in case of fulfilling a partial term or in the case of the exception noted below.

- Exception: In the event that no PTO member has accepted nomination for an executive board position, a board member may continue to serve in their elected position for an additional term.

C. In the event that no general member accepts nomination for any PTO board position, and the current board member is not able to continue in that position for an additional term, the PTO President shall become the acting board member of that position until such time as an interested individual is found.

ARTICLE X – COMMITTEES

Section 1. The Executive Board shall have the authority to form and dissolve committees for any purpose believed to be in the best interest of the PTO. Each committee shall have committee members and a chairperson who have volunteered to serve on the committee and are appointed by the President or Executive Board.

Section 2. The committee chairperson shall attend all PTO regular meetings and provide an update of their committee’s activities. If the chairperson is not able to attend a meeting, then a committee member shall be designated by the chairperson to attend the meeting in his or her absence.

Section 3. All printing, flyers or all other written or electronic communications by a PTO committee to students, teachers and/or parents must be approved by the School Principal.

Section 4. Any decisions of the committee which involve the spending of money not previously approved by the Executive Board or any action which goes beyond the authority or scope of the committee as charged shall be submitted to the Executive Board.

Section 5. All requests by a committee for money, reimbursement or payment of bills, or invoices shall be submitted to the Treasurer pursuant to the guidelines established by the Treasurer and/or Executive Board. All funds received, collected, or generated by

the committee shall be promptly turned over to the Treasurer for proper accounting and deposit.

ARTICLE XI – BUDGET MEETING/FINANCES

- Section 1.** The President shall schedule a Budget Meeting prior to the first PTO meeting of the school year. The purpose of the Budget Meeting shall be to prepare a budget for the PTO for the coming school year.
- Section 2.** The newly elected and immediate past Executive Board members and all committee chairpersons shall attend the Budget Meeting.
- Section 3.** The budget established during or as a result of the Budget Meeting shall then be presented to the membership at a regular meeting for review and adoption.

ARTICLE XII – FISCAL YEAR

The fiscal year will begin the first day of August and end the last day of July of the following year.

ARTICLE XIII – AMENDMENTS TO BYLAWS

- Section 1.** These bylaws shall be reviewed every three (3) years by the Executive Board or a committee appointed by the Executive Board.
- Section 2.** All proposed amendments to the bylaws shall be submitted to the membership at a regular meeting and entered into the minutes of that meeting.
- Section 3.** The proposed amendments or minutes containing the proposed minutes shall be submitted to the membership at the next regularly scheduled PTO meeting and shall be adopted by an affirmative vote of two-thirds (2/3) of the members present at that meeting.