

**PRAIRIE VIEW ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS**

Article I.

Name

The name of the organization shall be the “Prairie View Elementary School Parent Teacher Organization” (PTO).

Article II.

Purpose

The purpose of this PTO is to achieve through cooperative efforts of the parents and guardians, administrative staff and teachers of Prairie View Elementary School (the School) the following:

- a) To promote the welfare of the students in the home, school and community.
- b) To advance the education of students of Prairie View Elementary School.
- c) To promote a close, cooperative relationship and clear communication between teachers, parents and students.
- d) To raise funds to supplement the physical and material needs of the school in support of student enrichment.
- e) To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages physically, mentally, and socially.

Article III.

Basic Policies

The following are the basic policies of the PTO:

- a) The program of this organization shall be educational and social and shall be developed through meetings, committees and projects.
- b) This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by this organization.
- c) This organization shall not seek to direct the administrative policies of the School or to control its policies. The PTO shall participate in the decision-making process of the School in an advisory position.
- d) This organization may enter into membership with or cooperate with other organizations with the approval of the Board of Directors (the Board).

- e) The membership list of this organization shall be confidential and shall not be released to outside interests.
- f) In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) or (4) of the Internal Revenue Code.

Article IV.
Membership and Voting

- a) All parents or guardians of children currently attending Prairie View Elementary School and all persons currently employed as staff and teachers at the School are members of the PTO.
- b) All PTO members in attendance at meetings are entitled to a voice and vote in the business of the PTO.
- c) Meetings are open to anyone who is interested in the PTO and its purpose. The Board may ask any non-member to leave a meeting if the Board determines that the person's presence is not in the best interests of the students of the School.
- d) All decisions shall pass with a simple majority unless the By-laws specifically indicate otherwise.

Article V.
Board of Directors and Their Election

- a) The organization shall be managed by the Board of Directors, which shall consist of at least five (5) elected officers: President, Vice-President, Secretary, Treasurer and Co-Treasurer. A Volunteer Coordinator or Co-Coordinators and a Fundraising Coordinator may also sit on the Board. A teacher representative may also sit on the Board. The principal shall be a non-voting member of the Board and will participate in an advisory capacity.
- b) The Board of Directors shall be the nominating committee and will invite members in good standing to submit nominations for each office to be filled at least thirty (30) days preceding the election of officers.
- c) Only members of the PTO shall be eligible to vote or serve.
- d) In cases where there is more than one nomination for a position, the Board shall submit to the membership a written slate of candidates at least fifteen (15) days prior to the election. Additional nominations may be made from the floor of the general membership meeting with the consent of the nominee.
- e) The Directors shall be elected at a general membership meeting prior to June 1 of each year to serve for a term of one (1) year beginning on September 1 and ending August 31 of the following year. An exception is made in the initial year of the organization in which the Directors will serve from their election date until August 31 of the following year.

- f) A simple majority of members present at the general membership meeting is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for an office.
- g) The term of officer positions shall be one (1) year. An officer may serve no more than four (4) successive terms in one position and no more than eight (8) successive years on the Board of Directors.
- h) If a vacancy occurs in an office, the Board may appoint an acting officer to serve until the next general membership meeting, at which time nominations shall be made from the floor with the consent of the nominee. Voting will proceed as in f, above. The exception to this provision is a vacancy in the presidency, which shall be filled by the Vice-President, with the vacancy in the Vice-President position being filled as described above.
- i) A Board member forfeits his or her position on the Board of Directors if he/she ceases to be a member in good standing.
- j) A Board member may be removed by a unanimous vote of the Board of Directors (excluding the vote of the member being removed) or by a majority vote of all members in good standing.

Article VI.
Duties of Officers

- a) General Duties
 - 1. The Board of Directors shall have ultimate responsibility for funds, property and all affairs of the Prairie View Elementary PTO.
 - 2. Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the approved budget. All books, funds, and supplies belonging to the PTO shall be relinquished to the new officers by the retiring officers immediately upon leaving office.
 - 3. All financial matters and binding agreements shall require two (2) signatures. Only elected officers shall have the authority to sign.
 - 4. In the event two (2) or more members of the same household hold offices in the PTO, only one (1) shall co-sign financial matters.
 - 5. The Board of Directors may, by majority vote, approve expenditures of less than \$200.00 or submit the same to the general membership for approval.
 - 6. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.
- b) President
 - 1. Preside at all meetings and shall have no vote unless needed to break a tie.
 - 2. Make appointments to positions and committees, with approval of the Board of Directors, for a term of one (1) year.
 - 3. Be an ex-officio member of all committees except the nominating committee.
 - 4. Co-sign all binding agreements.

5. Disseminate and communicate all information received pertinent to PTO programs.
 6. Send to the Prairie View Elementary Principal the names and addresses of the newly elected officers no later than June 1.
 7. Perform all other duties usually pertaining to the office.
- c) Vice-President
1. Perform the duties of the President in the absence or inability of the officer to serve, and assist the President when called upon. In case of a vacancy in the office of President, the Vice-President shall assume the office.
- d) Secretary
1. Record the minutes of each meeting and make the minutes available for viewing by the general membership in a manner approved by the Board.
 2. Maintain all books and records of the PTO, except those pertaining to the office of the Treasurer.
 3. Provide the President with a list of unfinished business.
 4. Be responsible for correspondence as designated by the President.
 5. Perform other such duties as provided for in the standing rules.
- e) Treasurer and Co-Treasurer
1. Be responsible for all funds of the PTO, present the budget to the membership, keep accurate records at all times, receive, issue receipts and deposit promptly into an authorized account all monies and disburse the same according to the approved yearly budget.
 2. Present a written financial statement at each regular meeting and such other times as required by the President. Provide all financial records if requested by the President or Board of Directors and close the books prior to August 31.
 3. Two signatures of officers of the Board of Directors are required to sign on the bank account for all checks written in the amount of \$200.00 or more and at least one of the signatures shall be the Treasurer or the Co-Treasurer.
 4. The Treasurer's accounts may be examined annually by an auditing committee of not less than two (2) members, other than the Board of Directors, appointed by the Board.
- f) Volunteer Coordinator or Co-Coordinators
1. Be responsible for overseeing all PTO social activities and for recruiting volunteers to chair any committees concerning these activities.
 2. Committee chairpersons are voluntary and are not elected. The volunteer coordinator(s) will be the liaison between the committee chairs and the Board.
 3. Be responsible for maintaining the social activities binder. This involves collecting a committee report containing instructions for carrying out the activity and any areas for improvement from each committee chair.

- g) Fundraising Coordinator or Co-Coordinators
 1. Be responsible for overseeing all PTO fund-raising activities and for recruiting volunteers to chair any committees concerning these activities.
 2. Committee chairpersons are voluntary and are not elected. The Fundraising Coordinator will be the liaison between the committee chairs and the Board.
 3. Be responsible for maintaining the fundraising activities binder. This involves collecting a committee report containing instructions for carrying out the activity and any areas for improvement from each committee chair.
- h) Teacher Representative
 1. Shall act as a liaison between the staff and the PTO.
 2. May be decided upon by staff and filled on a rotating basis among staff members.
 3. The teacher representative is a voting member of the Board of Directors, but may not sign checks for the PTO.

Article VII.
Duties of the Board of Directors

The Board of Directors shall consist of the elected officers. A majority shall constitute a quorum.

The Board shall:

- a) Review the budget prior to its submittal to the general membership.
- b) Transact necessary business between meetings of the membership and other such business as may be referred to it by the membership.
- c) Adopt Standing Rules that may be amended by the Board at any regular meeting.
- d) Present recommendations to the general membership meetings for action.
- e) Special meetings may be called by the President or a majority of the Board.
- f) Seek qualified applications for appointment to the position of Site/Rep Council, Council for Learning Improvement, Sex Education Council, District Learning Team or any other council or board that the PTO elects to participate in, for a term of one (1) year. In the event that there are two or more qualified applicants for any such position, the Board shall:
 - i. Request that each applicant submit a letter to the Board summarizing their qualifications and interests in serving.
 - ii. Make available to the general membership for review the letter from each applicant at least thirty (30) days prior to election of the representative.
 - iii. Submit the applicants to the membership for election. A simple majority of all votes is necessary to elect.
- g) Refer recommendations to the representative of each council or board for action.

Article VIII.

Meetings

- a) There shall be regular monthly meetings of the general membership to be held each month during the school year, to conduct business, adopt the budget and nominate officers. Written notice of these meetings shall be provided to the general membership.
- b) Special meetings of the PTO membership may be called by the Board with a minimum of seven (7) calendar days' notice to the members stating the business to be conducted.
- c) General membership meetings are open to all interested parties as described in Article IV (c) above.
- d) Any member may bring items before the PTO. The Board will determine if the issue should be added to a PTO meeting agenda or forwarded to another entity.
- e) A voting quorum of at least two officers and one voting member is required to conduct any business at a meeting.

Article IX.

Parliamentary Authority

The current edition of "Robert's Rules of Order Newly Revised" shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these By-laws or the Washington Nonprofit Corporation Act.

Article X.

Amendments to the By-laws

- a) By-laws may be amended by a two-thirds (2/3) vote of the members present at any regular meeting or at any special meeting of the membership.
- b) A copy of the proposed amendments shall be sent to each member of the Board of Directors at least thirty (30) days prior to the general meeting.
- c) At least twenty (20) days' notice must be provided in writing to the general membership of the intention to alter, amend, repeal or adopt by-laws at such meeting.

Article XI.

Dissolution of the Prairie View Elementary PTO

- a) Upon consideration of dissolution by the Board of Directors of the PTO, notice shall be given in writing to the general membership. A general meeting of the membership must be held with thirty (30) days prior notice, at which a quorum of fifteen (15) members of the membership must be present to vote.
- b) In the event of the dissolution of the PTO, the assets of the organization shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3)

or (4) of the Internal Revenue Code, and as approved by a vote of the general membership.

- c) Prairie View PTO is obligated, upon dissolution, to yield and surrender all financial books and records of its assets and property to the principal of Prairie View Elementary School.

Article XII.
Articles of Organization

The By-laws of this organization shall be deemed to be part of its Articles of Organization.

Adopted by unanimous vote on February 26, 2007.

Sandra J. Barone

Lisa Lowhurst