

Howard Elementary School PTO
700 Howard Ave.
Eugene, OR 97404
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**Bylaws
of the
HOWARD ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION**

ARTICLE I: Name

SECTION A. The name of this organization shall be Howard Elementary School Parent Teacher Organization. Herein referred to as "PTO".

SECTION B. Howard Elementary School herein referred to as "School"

SECTION C. Elected members of the Executive Board and Executive Committee (which are one in the same) are herein referred to as "Board".

ARTICLE II. Mission Statement

To provide monetary support for programs, activities, and items that the PTO Memberships find to be consequential and important to the education and welfare of the children's and staff at the School. To provide opportunities for the school and community to gather together so that the positive relationships between families, staff, and community members become stronger as we participate in fund-raising and family activities. The PTO will promote and have an open communication between the administration, faculty, parents, and the community to enhance our children's educational environment.

ARTICLE III. Policies

SECTION A. This organization shall be non-commercial (non-commercial defines that the PTO's name shall not be used to promote a private business), non-sectarian, non-partisan, and non-profit.

SECTION B. This organization shall seek neither to direct the administrative activities of the school nor control its policies. Nor shall we make it mandatory for Staff members to attend any of the PTO meetings, which are after school hours.

SECTION C. Funds raised by the organization each year must be disbursed or put into the PTO General Funds for the following year.

ARTICLE IV. PTO Members

SECTION A. General Memberships. All parents and/or legal guardians of students attending the School are included as membership of the PTO. General memberships shall have the rights to know and vote on all matters of the PTO.

SECTION B. Staff Memberships. All Staff who currently are employed full-time or part-time at the School shall be eligible for membership in the PTO. Staff Memberships do not have the rights to be on the Executive Board of the PTO with the exceptions that if a Staff Member is a parent or guardian of a student/s attending the School then he/she shall have the same rights of General Membership and can run for office.

SECTION C. Dues. There are no membership dues for the PTO.

SECTION D. All Members are encouraged to sit in during fund-raising money counts with the Treasurer as established in ARTICLE VI; SECTION C, herein.

ARTICLE V. PTO Board and Election Process

SECTION A. The Board shall consist of elected officers: President, Vice President, Treasurer, Secretary, Volunteer Coordinator, Parliamentarian, and the Principal of the School/Acting Principal.

SECTION B. All members of the Board shall be voting members except:

1. Principal of the School/Acting Principal, whose duties are to be an adviser to the Board.
2. President whose vote is only for the sole purpose of a tiebreaker.

SECTION C. The elected officers shall be elected for a term of one school year.

SECTION D. After the initial establishment of this organization, the officers shall be elected at a meeting in June of each year and assume their duties ten (10) days after the election of that year.

SECTION E. It shall be the responsibility of all outgoing and returning officers to help fill all vacancies that occur on the board, by communicating with all parents and staff and inviting them to join the organization.

SECTION F. Nomination forms shall be distributed through the School in April of each year. Any parent or legal guardian of a child who attends the School may nominate themselves or another parent or legal guardian for any Board or

Officer's position. All nomination forms are to be returned to the School office by a date determined by the PTO Board.

SECTION G. Nominees shall be personally called on by a Board member to determine their willingness to be on the ballot. Final names shall then be given to the current PTO secretary for election information.

SECTION H. Nominees shall submit a three to five sentence explanation of their qualifications prior to the May PTO meeting. The PTO secretary shall prepare official ballots. Elections will be held during the last General PTO meeting in June. Nominees are required to attend this general meeting.

SECTION I. Any vacancy occurring among the officers during the school year, other than the Presidency, shall be filled by vote of the Board from the candidates presented. If the office of the President is vacated, the Vice-President shall automatically fill it.

SECTION J. All Board member nominees must submit and pass a background check with the School, as per the discretion of the Principal.

ARTICLE VI. Board and Officer's Duties

SECTION A. President- The President shall be the principal Board member of the PTO and is subjected to overlook the PTO Board members and the direction of all Memberships. He/she shall be responsible for writing all PTO newsletter articles and be the spokes person for the PTO. The President shall be a member of the Board and when present shall preside over all meetings of the Members. The President shall vote only in the case of a tie in votes of the Board and/or the Members. The President shall appoint the chairperson/s of all Standing and Special Committees and shall be an ex-officio member of the committee. The President shall serve as an authorized signatory of all PTO checks. To be eligible to serve as President, a person must be a voting member of the PTO for at least one year.

SECTION B. Vice President- The Vice President is a member of the Board and shall carry out such assistance to the President as may be required. Must be responsible for the PTO and the Board for the fund raising efforts or programs, which are sponsored (all or partially) by the PTO. This means the Vice President is in charge of organizing committees by gathering and scheduling of people and volunteers, collecting ideas, resources and materials, and to hold fund raising meetings on a regular basis with all Standing and Special Committee. The Vice President is also responsible to communicate all fund raising information to and among parents, teachers, general membership of the PTO and the Board. In the

event that the President is unable to fulfill his/her duties, the Vice President shall take over the responsibilities of the President.

SECTION C. Treasurer- The Treasurer is a member of the Board and shall keep and maintain recorded bookkeeping of all PTO bank transactions. This includes, but is not limited to, receiving and paying of approved charges, coordinating with at least one member to sit in during fund raising money counts and sign receipts verifying all fund raising monies have been accounted. The Treasurer will be responsible for receipts of deposits, balance of bank statements, compiling a monthly treasurer's report for the PTO general meeting, and compiling information for the PTO tax return following the annual financial review of the books by an appointed Review Committee at the end of the fiscal year (fiscal year July 1st-June30th).

SECTION D. Secretary- The Secretary is a member of the Board and shall record and keep the minutes of each PTO meeting and assist the President with correspondence. The Secretary will supply a copy of the most recent minutes to the PTO members for approval at the following meeting, and will post on the PTO bulletin board; is responsible for posting meeting dates and shall keep a copy of the members contact information for reference, administrative duties as may be assigned by the President or the Board.

Administrative duties are as follows but not limited to:

1. Filing.
2. Create Fliers and copying flier to be distributed.
3. Maintaining PTO Bulletin Board.
4. Keep track of all Members; Board, and Teachers contact information.
5. Get approval by School administration prior to making any photocopying.
6. In charge of preparing a "Welcome Packet" for newly Elected Board members.

SECTION E. Volunteer Coordinator - The Volunteer Coordinator is a member of the Board and shall organize the master volunteer list, and room Representative lists. He/She should work with the PTO members and the School to help organize volunteers for any special events. The Volunteer Coordinator shall be in charge of recruiting new members.

SECTION F. Parliamentarian - The Parliamentarian is a member of the Board and shall keep order and ensure that proper procedures are followed at each meeting; should have complete knowledge and understanding of the articles and bylaws of the organization; is responsible for setting up and drafting a casual rule of order for the PTO based loosely on the Robert's Rule of Order.

SECTION G. The School Principal/Acting Principal- The School Principal/Acting Principal is a non-voting member of the Board and shall be an advisor to the Board.

SECTION H. Webmaster- The Webmaster is not a member of the Board. The duties of a Webmaster are to create, design, and maintain the PTO website. The Webmaster is responsible for gathering information from all facets of the School and is responsible for collecting data for the website.

SECTION I. PTO/Teacher Liaison- PTO/Teacher Liaison is not a member of the Board. The President from the PTO members appoints this position. This PTO member will be delegated to act as a liaison between the PTO and teachers. He/she shall periodically attend Staff meetings at the School to gather information and ideas from the teachers, and relay that information to the PTO members during the general meetings and vice versa.

SECTION J. If any Officers or Board members mentioned herein do not comply with these bylaws, by participating in an illegal act, and/or personal gain; then the PTO members at the general meeting will remove that officer or Board member from office.

SECTION K. If at any time an Officer or Board member is not following their duties as said in ARTICLE VI and/or not acting in the interest of the PTO as said in ARTICLE II, that Officer or Board member will be reviewed by the PTO members at a general meeting and, if adequate, be voted to step down; with a two-third votes.

SECTION L. No one Board member or Officer is above another, everyone is equal with different duties.

ARTICLE VII. Committees

SECTION A. Review Committee. The Review Committee shall be composed of three (3) persons from the PTO general memberships, who shall be selected by the Board to review the financial data at the end of the year for tax filing. In addition, the Vice President shall be an ex-officio member of the Review Committee.

SECTION B. Standing Committees. The Board may establish such other Standing Committees, as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. Current Standing Committees include:

1. Staff Appreciation Meals
2. Book Fair

3. Food Drive
4. Back to School Social
5. Carnival
6. Family Events

The chairperson of each committee shall recruit members for his/ her committee. Any PTO Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Board, which must approve all such reports.

SECTION C. Special Committees. The Board may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the conclusion of the school year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Any PTO Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Board during planned scheduled PTO meetings, which then must be approved by all PTO members.

ARTICLE VIII. Non-profit Status.

SECTION A. Non-profit. This organization is organized and operated exclusively for education purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code (IRC), as enacted by Congress in Title 26 of the United States Code (26 U.S.C.)

SECTION B. Non-Partisan. No commercial enterprise and no political candidate shall be endorsed by the organization.

SECTION C. Non-Commercial. Neither the name of this organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern; nor for any purpose other than the regular work of this organization.

SECTION D. No part of the net earnings of the organization shall be given to the benefit of, or be distributable to its members, directors, 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 to further the purposes of that is set forth in ARTICLE II.

SECTION E. Notwithstanding any other provision of these Bylaws/Articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under section 501 (c)(3) of the Internal Revenue Code (or the corresponding provision of any future

United States Internal Revenue Law) or (b) by any organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE IX. Meetings

SECTION A. The organization will hold periodic general meetings throughout the school year as set by the Board.

SECTION B. Special meetings may be held at the discretion of either the Board or the PTO members as deemed necessary. Notice of the meeting must be given 24 hours in advance.

SECTION C. Informal non-presided meetings may be held at the discretion of the Committees and PTO members as deemed necessary to accomplish a project.

SECTION D. PTO Members present shall constitute a quorum for regular and special meetings of membership provided that there is a minimum of four (4) voting members of the PTO Board present. When voting on a motion, in the case of a tie, the President will cast a vote, too.

SECTION E. All members of the Board are required to attend every general meeting that had been set forth by the Board at the beginning of the School year. If any Board member misses three (3) consecutive general meetings, he/she shall be punished as per se in ARTICLE VI, SECTION J.

SECTION F. There shall be two (2) scheduled Board meetings per School year. First meeting shall be before the first day of school and the second meeting shall be during the School year. These two meetings are to plan, organize, and review goals for the year.

ARTICLE X. Funds

SECTION A. Treasury- The Treasury of this organization shall consist of monies accrued by donations and from all monies raised by this organization via fundraisers. The monies from this treasury shall be disbursed as per se in this Bylaw.

SECTION B. Budget- The budget is as follows:

1. The fundraising goals and spending budget for the following school year will be discussed no later than March at the general meeting. The budget will then be

submitted for approval by the general membership prior to the close of the current fiscal year.

2. Not less than \$750.00 shall be left in the treasury fund at the end of any fiscal year. There should be a reserve to be carried forward to the next school year.

3. All PTO sponsored fund raising projects and programs must be presented and approved by the PTO members at a general or special meeting, as described in ARTICLE IX.

4. A special project fund may be allocated and carried over from year to year until completion of the designated project at the discretion of the PTO members and Board.

5. Upon approval of a majority of the general membership in attendance, the PTO may set aside an amount from the treasury for investment in a secure long-term financial vehicle (i.e. Certificate of Deposit, Savings Account, Money Market, etc.).

6. The list of approved expenditures shall be presented for a vote to the general membership, prior to the events, for approval at a general meeting or at a special meeting.

7. Disbursement of PTO funds through annual requests by the School's Staff should be approved and voted by all PTO members and the Board at the general meeting.

SECTION C. Accountability- PTO Members accountability is as follows:

1. Those members who chose to spend over an approved budgeted amount will do so at their own personal expense.

2. All bank accounts under the PTO name should have three (3) primary signers on each account, one of which is the Treasurer. The School's Principal shall be the 3rd signer for convenience in case the two primary signers from the Board are unavailable.

3. When disbursing funds, the Treasurer shall sign all checks after the President has approved it.

4. To assure the general membership that all PTO accounts are accurate, the financial records of the organization shall be reviewed by an appointed Review Committee at the end of the fiscal year. The financial procedures review should

include a written report in order to prepare documents necessary to file the PTO's annual tax return.

5. If necessary the Treasurer shall engage a competent professional to prepare the annual tax return at the end of each fiscal year (tax Form 990).

ARTICLE XI. Termination

SECTION A. If at any time this organization does not function in the best interest of the School, the PTO may be dissolved by a majority vote of the general meeting of memberships. In this event, any funds will be used for student welfare within the school or for reorganization of a new PTO.

SECTION B. Upon dissolution of this organization and after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the School, which is an educational institution in the 4J School District and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

SECTION C. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

ARTICLE XII. Amendments

These bylaws may be amended by a two-thirds vote of the PTO members present at any general meeting, providing notice was given at the previous general meeting. Any amendments to these bylaws must be dated and included with the organization's master copy held on file in the PTO office for general membership access.

These Bylaws/Articles were approved by the PTO on January 12, 2010 by a unanimous vote and is now in effect.