

Bylaws of W.O. Lance Elementary PTO

Article I: Name, Description, & Purpose

Section 1: The name of the organization shall be W.O. Lance Elementary PTO.

Section 2: The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code.

Section 3: The purpose of the PTO is to enhance and support the educational experience at W.O. lance Elementary to develop a closer connection between school and home by encouraging parent involvement and to improve the environment at W.O. Lance Elementary through volunteer and financial support.

Article II: Membership

Membership shall be automatically granted to all parents and guardians of W.O. Lance Elementary students, plus all staff at W.O. Lance Elementary. There are no membership dues. Members have voting privileges, one vote per household.

Article III: Officers

Section 1: The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: The term of office for all officers is one year, beginning August 1 and ending July 31 of the following year.

Section 3: Any PTO member in good standing may become an officer of the PTO.

Section 4: Duties

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$500.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in absence of the President.

Secretary: Take minutes at the PTO meetings and email those to the Executive Board.

Treasurer: Present the financial balance at each meeting.

Section 5: The Executive Board shall meet prior to each meeting, or at the discretion of the President. The meeting can be conducted via phone, email, or face-to-face.

Section 6: An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Article IV: Meetings

Section 1: General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held four times during the school year or at the discretion of the Executive Board.

Section 2: Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: Seven (7) members of the PTO present and voting constitute a quorum for the purpose of voting.

Article V: Financial Policies

Section 1: The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: All funds should be kept in a checking account in the name of W.O. Lance Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all

financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: Authority to sign contracts is limited to the President or the President's designee.

Article VI: Bylaws Amendments

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds ($\frac{2}{3}$) approval of all members present and voting is required to adopt an amendment to the bylaws.

Article VII: Dissolution

In the event of dissolution of the PTO, any funds remaining shall be donated to W.O. Lance Elementary.

Article VIII: Parliamentary Authority

The authority for this organization shall be Robert's Rules of Order Newly Revised.