



Jefferson Elementary School  
Port Angeles School District  
218 E. Twelfth St.  
Port Angeles, WA 98362

# Parent Teacher Organization (PTO) Bylaws

Revised: February 10<sup>th</sup>, 2000

Revised: January, 2012

Revised: June 7<sup>th</sup>, 2013

## Article 1: Name

The name of this organization shall be the Jefferson Elementary School Parent Teacher Organization (hereinafter referred to as Jefferson PTO).

## Article 2: Mission

To support and assist Jefferson Elementary School in providing a quality education for all.

## Article 3: Purpose

The purpose of this organization is to:

- Involve parents to assist with various school activities/functions/services.
- Provide financial assistance where needs are identified.
- Foster a community atmosphere
- Support the mission and vision of the school and school district

## Article 4: Membership

Section 1: Any person in the communities surrounding Jefferson Elementary School interested in the purposes for which this organization is established and willing to uphold its policies and subscribe to its bylaws may be a member.

Section 2: There shall be no annual dues.

## Article 5: Officers

Section 1: The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. These positions may be shared between two individuals, thus acting equally as Co-Presidents, Co-Vice Presidents, Co-Secretaries and Co-Treasurers.

Section 2: Nominations for Officers' positions shall be submitted at the April PTO meeting.

Section 3: Voting shall take place at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. An individual may not serve more than two consecutive years in the same position. A person may hold only one Officer's position at a time.

Section 4: In the event the PTO fails to fill all Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

- Section 5: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Expenditures up to \$150 may be made by the PTO with a majority agreement by the Officers. Expenditures above \$150 must be presented and voted on at a General PTO meeting. Any approved purchases must be made within the budgetary restrictions.
- Section 6: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.
- Section 7: Each Officer of the Jefferson PTO shall have in his or her records a current copy of the Jefferson School Student-Parent Handbook and a current copy of the bylaws of the Jefferson PTO. The President shall maintain a current edition of *Robert's Rules of Order, Newly Revised*.
- Section 8: Each Officer shall be an approved School District Volunteer with up to date volunteer forms on file in the school office.
- Section 9: Each Officer shall read, agree with and sign the Conflict of Interest Policy (see attachment). The signed policy will be kept on file with the PTO finances.

### **Article 6: Duties of Officers**

- Section 1: President: The President shall supervise all activities, execute all instruments on the Jefferson PTO's behalf, preside at all meetings, call any meeting deemed necessary, and perform such duties usually inherent in such office.
- Section 2: Vice-President: The Vice-President shall act for the President in his or her absence and perform such other duties as the President may direct.
- Section 3: Secretary: The Secretary shall keep all of the records of all meetings. These records are to be kept in a neat and orderly fashion. The Secretary shall perform such other acts as the President may direct.
- Section 4: Treasurer: The Treasurer shall receive and be accountable for all funds belonging to the Jefferson PTO. The Treasurer shall pay all obligations incurred by the organization when payment is authorized by the Executive Board, maintain bank accounts in the depositories designated by the Executive Board, reconcile each account monthly and bring a financial report to each monthly meeting.

### **Article 7: Executive Board**

- Section 1: Executive Board. The Executive Board shall consist of the Officers, the School Principal, and two Teacher Representatives that can rotate monthly.
- Section 2: Principal & Teacher Representatives. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representatives act as liaisons between the School teachers and the PTO.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings.

### **Article 8: Meetings**

Section 1: Jefferson PTO meetings will be held on a monthly basis during the school year. The date is to be decided by the Executive Board at the beginning of the school year prior to the first meeting. Notice of monthly meetings will be sent home with students no later than the day before the scheduled meeting. Whenever possible, notice of monthly meetings shall appear on the Jefferson School newsletter calendar, which is sent home with students at the first of each month.

Section 2: The regular meeting in May shall be known as the annual meeting and shall be for the purpose of electing officers and for any other business that may arise.

Section 3: Officers' Meetings shall be held no less than quarterly on a date mutually agreed upon by the Officers.

### **Article 9: Funds**

Section 1: The Jefferson PTO fiscal year shall be January 1<sup>st</sup> to the following December 31<sup>st</sup>. This makes tax reporting due May 15<sup>th</sup> of each year, or as dictated by the I.R.S.

Section 2: Income. All funds raised for the PTO must be counted and documented by two people, and then submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account as soon as is feasible by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. All funds will be spent in support of the policies and procedures of Jefferson Elementary School and the Port Angeles School District.

Section 4: All checks must be signed by a Treasurer and one other authorized signer. Any checks lost or stolen that are replaced/duplicated must have a signed affidavit form on file.

Section 5: Debit Card. To be used exclusively by the PTO President and Treasurers for the express purpose of making on-line purchases on behalf of the PTO where a credit card is required. Card will be stored in the locked PTO drawer at all times. Treasurer is to maintain the card and password.

Section 6: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO Executive Committee via email to be added to the next monthly PTO meeting agenda. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO.

- Section 7: Reporting. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.
- Section 8: Jefferson PTO bank statements must be verified and signed MONTHLY by an officer who is NOT a signer on the account (usually the Vice President) as is required by insurance.
- Section 9: Jefferson PTO Treasurer's books must be audited every year by a review committee or a private accounting firm of the Executive Board's choice as is required by insurance.
- Section 10: The Board has the right to charge a banking fee for all non-sufficient funds checks, in addition to reimbursement of the original check amount. If reimbursement is not made within thirty (30) days of first notice, the offender will not be allowed to make payments with personal checks. All money transactions must be made in the form of a money order, or arrangements for cash payment must be made with the Treasurer.

### **Article 10: Parliamentary Authority**

- Section 1: The most current edition of *Robert's Rules of Order* shall govern this PTO in all cases in which they are applicable and in which they are not in conflict with these by-laws.
- Section 2: *Robert's Rules of Order* are for conducting fair and orderly process of meetings.

### **Article 11: Amendment of Bylaws**

- Section 1: These bylaws must be reviewed at least every three years by a bylaw committee appointed by the Executive Board and re-approved by a vote at a general PTO meeting.
- Section 2: These bylaws may be amended at any regular meeting of the Jefferson PTO by a two-thirds vote of the members in attendance.

### **Article 12: Dissolution**

- Section 1: The PTO may be dissolved provided that prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO Meeting, and the request is approved by a majority vote of those present.
- Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:
1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
  2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.

Bylaws amended this **Seventh** day of **June, 2013**.

Jefferson PTO President

Jefferson School Principal