**Bellview Elementary School PTO Bylaws**

(revised 4/5/16)

**Article I: Name**

The name of this organization is the Bellview Elementary School Parent Teacher Organization.

**Article II: Purpose**

The purpose of the Organization is to support and enhance Bellview Elementary School by:

 Promoting open communication between the administrators, teachers and parents;

 Encouraging student, parent, and administrator/teacher participation at school functions;

 Providing an atmosphere for parental support, e.g. parents sharing ideas, experiences, problems, and solutions; and,

 Organizing and/or contributing funds and services to classrooms, special projects, and extra-curricular activities.

**Article III: Basic Policies**

A. The Organization shall be non-commercial, nonsectarian, and nonpartisan. It shall not be affiliated with a national parent teacher organization or association.

B. The Organization shall seek to improve the quality of education for all of the students at Bellview elementary school.

C. The Organization may cooperate with other organizations and agencies active in child welfare.

D. The Organization shall not engage in any activities that counter the Bellview Elementary School or Ashland school district policies or procedures.

E. The name of the Organization or the names of any members in the official capacities shall not be used in conjunction with a commercial concern or with any partisan interest for any purpose not appropriately related to the promotion or purpose of the Organization.

F. A majority of the serving members of the Executive Committee shall constitute a quorum.

G. Binding commitments of resources (i.e., financial or service) of the Organization can be made by a majority vote of the members present at a regular meeting or by a majority vote of the executive Board; if the executive Board makes a spending decision separate from a regular meeting the amount shall not exceed $300**.**

**Article IV: Tax Exempt Status Policies**

The policies in this section have been established to maintain a tax exempt status as defined in section 501 © (3) of the Internal Revenue Code.

A. The Organization shall be established and operated for charitable and educational purposes.

B. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, 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 in furtherance of the purposes set forth in the purpose article hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (Including publishing or distributing statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, 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 corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

C. Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to the state or local government, for a public purpose.

**Article V: Membership and Dues**

**Section 1**. Membership to the Organization shall be available to:

A. All parents/guardians with a child enrolled and attending Bellview Elementary; and,

B. Any member of the staff working at Bellview Elementary.

**Section 2.** There will be no dues for the Organization.

**Article VI: Officers and their Election**

**Section 1.** The Executive Officers of the Organization shall consist of President, Events Coordinator, Communications Coordinator (Secretary), Treasurer(s) and Teacher Representative(s). The first four positions shall be held by parent/guardian members of the organization and the Teacher Representative will be held by a Teacher who might also be a parent/guardian of a Bellview student.

**Section 2.** The nominating committee members shall consist of the school principal and two members of the Organization.

**Section 3**. The nominating committee members shall solicit recommendations for new officers and submit a slate with at least one candidate (or more, as co-volunteers apply) for each office that is being vacated that year. Additional nominations for each vacated office shall be accepted from members of the Organization at any time prior to the election. These nominations can be in writing or from the floor. All Board positions have a one year term however, a Board member can choose to do one additional consecutive or non consecutive term. Once completing a second term a person will not be eligible to hold that same Board position again unless there are no other candidates available who have not held this position previously.

**Section 4.** Officers shall be elected by a simple majority vote of the members present at the last regular meeting. In cases where there are two or more nominees, the vote shall be by written ballot. Ballots shall be counted by members of the Organization who do not have positions on the outgoing or nominated Executive Board, or nominating committee.

**Section 5.** Outgoing officers will need to provide all PTO financial and other pertinent records to the incoming officers within 10 business days from the last day of the school year. The outgoing Officers will be required to make themselves available to the incoming Officers at a pre determined meeting to transition their responsibilities. Furthermore, the outgoing Officers will make themselves available when possible to the incoming Officers to provide assistance as necessary throughout the upcoming school year.

**Article VII: Board of Directors**

The primary duties of the officers of the Organization are included below. The officers are free to delegate any of their responsibilities unless their title is specifically called out elsewhere in the bylaws (e.g., in Article IX). The officers, collectively known as the Executive Board, have additional duties outlined in Article VII. The Executive Board or the membership of the Organization can also assign additional duties to the officers.

**Section 1. President**

The President shall preside over meetings of the Organization and Executive Board, serve as the primary contact for the principal, represent the Organization at meetings outside the Organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. He or she will call an executive board meeting prior to the school year beginning and prepare agendas for the executive board and general meetings of the organization.

**Section 2. Treasurer/co-Treasurer**

The Treasurer shall receive all funds of the Organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year with a recommended budget for the following year. Finally, the Treasurer will have an audit of the financial records once a year.

**Section 3. Communications Coordinator (Secretary)**

The Communications Coordinator (Secretary) shall keep all records of the organization and take and record minutes. The Communications Coordinator also keeps a copy of the minutes book (or file), bylaws, rules, membership list, and any other necessary supplies, and have them in the available in the school office. He or she will maintain the email system for the Organization and send out emails to the parent group as needed. Finally, he or she will choose Room Parents in September and hold two training meetings a year.

**Section 4. Events Coordinator**

The Events Coordinator recruits for the Organization’s events and fundraisers. He or she maintains communications with Event Chairs and volunteers, assisting them when necessary with purchasing goods. He or she trains new Chairs on their Events when needed. Also, he or she secures food and babysitters for scheduled PTO meetings, where both or either are offered. Finally, the Events Coordinator maintains communication about school events through the annual “activity guide” and recruitment at registration in August and throughout the year.

**Section 5. Teacher Representative(s)**

The Teacher Representative(s) acts as a liaison between their respective teaching staffs and the Organization, and represents the interests or other concerns of Bellview Elementary School at regular meetings of the organization.

**Article VIII: Executive Board Committee**

**Section 1**. The Executive Board Committee shall consist of the Executive Officers of the Organization.

A. The term of office for the elected Executive Officers shall be one year beginning on September 1 and ending on August 31 of each year.

**Section 2.** The duties of the Executive Board Committee shall be to:

A. Schedule and announce regular and special meetings of the Organization.

B. Prepare and submit for adoption an annual budget for the Organization.

C. Present a status report at the regular meetings of the Organization.

D. Prepare and maintain a complete and accurate record of the accounts of the Organization and the minutes of its meetings.

E. Create standing and special committees

F. Review the plans of work of the standing and special committees.

G. Authorize expenditures that have been budgeted or subsequently approved by the Organization.

H. Transact necessary business in the intervals between regular or special meetings of the members and such other business as may be referred by the Organization.

I. At the end of the school year ensure that at least $1,500.00 is left in the bank account for the upcoming school year.

J. Communicate effectively and procedurally.

**Article IX: Resignations, Vacancies and Removals**

**Section 1.** Any Officer may resign from office at any time, by written notice to the Board of Directors. In the event of resignation or vacancy occurring in any office, the Board of Directors shall be empowered to elect a Board member to fill the unexpired term of that office. In the event of a vacancy on the Board, the remaining Board members shall fill the duties of that Office, until the position is filled.

**Section 2.** An officer may be removed from office, with cause, by a majority vote of the remaining officers where previous notice has been given.

**Article X: Meetings**

**Section 1.** Aminimum of four regular meetings of the Organization shall be held duringthe school year. The schedule for these meetings shall be presented by the Executive Board at the first meeting and published through as many communication channels as possible.

**Section 2.** Special meetings of the Organization shall be called by the Executive Board.

**Section 3.** Executive Board Meetings

A. Meetings of the Executive Board Committee shall be called when deemed necessary, with or without public notice.

B. Minutes of all meetings shall be recorded and made available upon request.

**Article XII: Power to Purchase Insurance**

In order to protect and indemnify its Board and members and the assets of the PTO, the Board shall be required to purchase and maintain liability insurance in such an amount that the majority of the Board deems appropriate. The Board shall obtain at least two bids on the cost of comparable coverage before choosing a liability insurance policy.

**Article XIII: Fiscal Year**

The fiscal year of the Organization is from September 1 to August 31.

**Article XIV: Finances**

**Section 1.** A tentative budget shall be drafted each school year and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of disbursements, income and bank account information.

**Section 3.** The Board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on each check over the amount of $300. Authorized signers shall be Board members, treasurer or principal. No individual may sign a check to him/herself, unless said check requires two signatures.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year to be reviewed by the Audit Committee.

**Section 6.** Upon dissolution of the organization, any remaining funds should be used to pay for any outstanding bills and, with the membership’s approval, spent for the benefit of the school.

**Section 7.** The fiscal year shall coordinate with the school year.

**Article XV: Adoption of Amendments**

**Section 1.** Public notification of the proposed Bylaws or amendments and the planned date of ratification, shall be made at least twenty days prior to the date of ratification. This notification shall be included in the communication channels previously listed. During this period the proposed Bylaws or amendments shall be given to all members present at a regular meeting scheduled prior to the date of ratification. Hardcopies shall be made available in the school office.

**Section 2.** Twenty days after the public notification, the proposed Bylaws or amendment can then be ratified by either two thirds affirmative vote of the members present at any regular or special meeting of the Organization or by the Executive Board Committee.

**Article XVI: Dissolution**

The Organization may be dissolved in the following manner:

A. The Executive Board shall give notice to the entire membership that the dissolution is being considered by publishing the articles of dissolution.

B. At least two weeks following the notice, a special meeting shall be called to discuss the dissolution proposal and to vote.

C. Dissolution requires approval by two-thirds of the members present by written vote.

D. Dissolution shall take effect when specific in the Article of Dissolution. Upon dissolution, remaining funds shall be disbursed as defined in Article IV-C.