

BYLAWS of the Meriwether Lewis Elementary School Parent Teacher Organization (PTO)

updated August 12, 2015

ARTICLE I. Name

The name of this organization shall be the Meriwether Lewis Parent Teacher Organization. It is a PTO unit organized under the authority of the parents, teachers and administrators of Meriwether Lewis Elementary School. The entity is not affiliated with the National Congress of Parents and Teachers. MLS PTO is a non-profit corporation under 501 (c) (3) of the Internal Revenue Code.

ARTICLE II. Objectives

The objectives of the Meriwether Lewis PTO shall be:

1. To promote quality education of children within the school and community.
2. To increase communication, understanding and cooperation among students, teachers, parents, administrators and the School Board.
3. To represent the interests of the neighborhoods of the Meriwether Lewis School district to school administrators, the School Board, the Board of Supervisors and the community at large.
4. To enhance the academic program and physical surrounding through fundraising and volunteer efforts.
5. To seek for our students the highest possible standard of education by assisting the Principal and staff to obtain adequate financial and administrative support.
6. To promote vested leadership and accountability in the school community by creating multiple leadership opportunities for members to share in achieving the goals of the PTO.

ARTICLE III. Membership

Members are all parents and legal guardians of children currently enrolled in the Meriwether Lewis School, as well as all teachers, teachers' assistants, guidance counselors and administrators of Meriwether Lewis School.

There shall be no annual dues for membership.

ARTICLE IV. Officers and their Election

Section 1. Officers.

- a. The officers of this organization shall be two(2) co-Presidents, two (2) co-Vice-Presidents, a Secretary, a Treasurer or two(2) co-Treasurers, a Volunteer Coordinator, a Communications Coordinator or two (2) co-Communications Coordinators, and a Teachers' Representative. These officers constitute the Executive Committee of the Board of Directors of the PTO. The Principal and Assistant Principal, if any, shall serve as ex-officio, advisory, non-voting officers of the PTO. The past-president(s) also shall serve as ex-officio, advisory, non-voting members of the Executive Committee of the PTO Board. The immediate past-presidents shall serve unless they are unwilling or unable to do so. If neither immediate past-president can take the office, then the other members of the Executive Committee shall appoint a former PTO president to serve as past-president.
- b. The minimum number of voting officers shall be nine (9), and the maximum shall be eleven (11), if two treasurers and two communications coordinators are elected.
- c. Officers shall be elected annually by all members of the PTO.
- d. Officers shall assume their official duties on July 1st and shall serve for a term of one year and/or until their successor is elected.
- e. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 2. Election.

- a. The co-Presidents shall be the co-Vice Presidents from the previous year unless it becomes necessary to slate a co-President.
- b. Nominating Committee. A committee, consisting of one or more Executive Committee members and two parents (one from each wing) and two teacher members (one from each wing unless a "specials" teacher such as Art, Music or P.E. teacher) to be appointed by the Board, shall meet to develop a slate of possible candidates for officers of the PTO with at least one nominee for each office to be filled. The nominating committee must seek interested candidates by sending notice to members at least two weeks before the slate of candidates is developed. Also, the nominating committee shall hold an informational meeting for members considering serving as an officer of the PTO. This meeting must be held at least one week before the slate of candidates is determined. The slate of candidates shall be posted at least one week before the election.
- c. Each potential candidate will be contacted to determine if he or she would like to become a PTO officer.
- d. Voting will be carried out via balloting of all members at a general membership meeting in May or June or via electronic ballot. Winners will be determined by a simple majority of ballots cast at the General meeting or via electronic ballot. Notification of new officers will be made by the Vice Presidents in the week following the ballot count.

Section 3. Vacancy.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining officers, due notice of such election having been given. In case a vacancy occurs in the office of the president, the co-president or next available officer shall give notice of the election.

ARTICLE V. Duties of the PTO Board

Section 1. The Presidents.

- a. Shall preside at all meetings, general and board, of the organization.
- b. Shall perform such other duties as may be prescribed in these Bylaws or assigned to him/her by the Organization.
- c. Shall coordinate the work of the officers and committees in order that the objectives may be promoted.
- d. Shall serve as ex-officio members of all standing and special committees.
- e. One of the co-Presidents shall co-sign checks with the Treasurer for any amount over \$500.00.
- f. Shall oversee the fundraising initiatives as determined by the PTO Board, including but not required or limited to a gift wrap sale, a silent auction, a fun fair, box tops, grocery receipts, sportswear sales and/or private donations.
- g. Shall monitor the viability of existing fundraisers and make recommendations for new fundraising projects when necessary to the Executive Committee.
- h. Shall assist in the appointment of and oversight of committee chairs to execute approved fundraisers.
- i. Shall communicate updates and reports from the fundraising committee chairs to the PTO Board.

Section 2. The Vice-Presidents.

- a. Shall act as aid to the presidents and shall perform the duties of the presidents in the absence or inability of those officers to serve.
- b. Shall serve as the co-Presidents following their terms as co-Vice-Presidents.
- c. Shall attend County and school meetings on behalf of the PTO Board as needed.
- d. Shall oversee the school and staff support needs as determined by the PTO Board, including but are not required or limited to birthday book club, art print, copy center, 5th Grade coordinators, scholastic book fair, hospitality/staff appreciation, landscaping and maintenance of the marquee.
- e. Shall assist in the appointment of and oversight of committee chairs to execute the approved school and staff support programs
- f. Shall communicate updates and reports from the school and staff support committee chairs to the PTO Board.

Section 3. The Secretary.

- a. Shall record the minutes of all meetings of the organization. Shall maintain a permanent record of the minutes. A complete set of minutes in printed or electronic format will be maintained in the school office or on the mlspato.org website.
- b. Shall assume full responsibility for all correspondence of the organization.
- c. Shall send out monthly minutes of the PTO Board meetings to all Board members and Committee Chairs.
- d. Shall be responsible each year for seeing that each PTO member is given a copy of the current Bylaws.
- e. Shall have a copy of the current Bylaws on hand.
- f. Shall perform such other duties as may be delegated to him/her.
- g. Shall present minutes for Board approval prior to final posting.

Section 4. The Treasurer or Co-Treasurers.

- a. Shall have custody of all funds of the Organization.
- b. Shall receive all monies of the Organization.
- c. Shall keep an accurate record of receipts and expenditures.
- d. Shall prepare the Organization's annual budget.
- e. Shall pay out local funds in accordance with the approved budget as authorized by the Organization.
- f. Shall require Executive Committee approval for reimbursement requests exceeding \$500.
- g. Shall be responsible for preparing or coordinating the preparation of and submitting the Organization's annual income tax filing.
- h. Shall maintain the Organization's registration with the Virginia State Corporation Commission.
- i. Shall present a financial report at every meeting of the Organization and at other times when requested.

Section 5. The Volunteer Coordinator.

- a. Shall gather and maintain a list of PTO members who want to volunteer for various MLS PTO events throughout the school year.
- b. Shall assist the PTO in finding volunteers for events and activities throughout the school year.
- c. Shall provide leadership in recruiting and maintaining volunteers for the PTO's activities.
- d. Shall determine eligible candidates for Volunteer of the Month and, after Board approval each month, shall present him/her with a gift and announce their honored status to the MLS Community.
- e. Shall oversee MLS community events and initiatives as determined by the PTO Board including but not required or limited to bingo nights, skate nights, fun run, family field day, kids' market, kids' night out, and newcomers network.
- f. Shall assist in the appointment of and oversight of community event committee chairs to execute approved events.
- g. Shall communicate updates and reports from the community events committee chairs to the PTO Board.

Section 6. The Communications Coordinator or co-Communications Coordinators.

- a. Shall oversee the writing and distribution of the weekly the electronic PTO information email, Meriwether Matters.
- b. Shall oversee communications events and initiatives as determined by the PTO Board including but not required or limited to Meriwether Matters, bulletin boards, school directory, yearbook, PTO Parent Council and MLS PTO website.
- c. Shall assist in the appointment of and oversight of committee chairs to execute the approved communications initiatives and program.
- d. Shall communicate updates and reports from the communications committee chairs to the PTO Board.

Section 7. The Teachers' Representative.

- a. Shall serve as the general liaison between the Board and the MLS faculty members.
- b. Shall communicate the Board's decisions, programs, deadlines, and information to the faculty members at MLS.
- c. Shall serve as a member of Major Expense Request (MEP) review committee.
- d. Shall receive Expenditures Requests (ER) from faculty members and present those ERs to the Board for consideration.

Section 8. The Executive Committee of the PTO Board.

- a. Shall consist of the elected officers, including the ex-officio officers.
- b. Shall establish an agenda for the school year and establish means of enacting the agenda.
- c. Shall meet as necessary to accomplish its goals.
- d. Shall prepare and submit to the organization for approval a budget for the fiscal year at one general meeting and a slate of candidates for officers of the PTO at another general meeting.
- e. Shall appoint a third party to conduct an independent accounting review of the books every odd fiscal year (beginning July 1), if said review is deemed necessary by a vote of the officers of the Board.
- f. Shall be responsible for the Nominating Committee.
- g. Shall monitor/evaluate the total program of the PTO.

Section 9. The PTO Board.

- a. The Board consists of the officers.
- b. The Board shall create standing committees to implement the goals and objectives of the PTO.
- c. The Board shall oversee the work of standing committees.

Section 10. PTO Board Regular Board Meetings and Remote Communications.

- a. Regular meetings of the PTO Board shall be held monthly during the school year, the time to be fixed by the Board at its first meeting of the year.
- b. The co-Presidents or a majority of the members of the Board shall call special meetings as necessary.
- c. All meetings are open to the members and may be attended by members of the community at large.
- d. Only the nine (9), ten (10), ore eleven (11) voting officers of the Board may vote during regular meetings. A simple majority of the officers present at the regular meeting prevails.
- e. A quorum shall constitute six (6) of the nine (9) to eleven (11) voting officers of the Board.
- f. In the event it is necessary for the officers to meet by means of remote communication, subject to such guidelines and procedures the board of directors adopts, officers participating shall be deemed present and may vote at such a meeting.

ARTICLE VI. Standing and Special Committees

Section 1.

The PTO Board, as may be deemed necessary to promote the objectives and carry out the work of the organization, shall create such standing committees

Section 2.

The chairpersons of each standing committee shall keep the Board informed about his or her committee’s work through report(s) at the PTO’s regular meetings. No significant committee work shall be undertaken without the consent of the PTO Board.

Section 3.

The Chairpersons of standing committees will report as necessary to the PTO Board. The board, as necessary, will request attendance at regular Board meetings.

ARTICLE VII. Business Meetings of the Organization

Section 1. General.

The PTO Board shall have Regular meetings of the Board monthly while school is in session. The PTO shall also have two General meetings per year; the first during which the budget is adopted by the members; and the second during which new officers are elected by the members for the following school year. At the PTO Regular Board meetings, only the nine (9), ten (10), or eleven (11) elected officers of the Board may vote. At the General meetings all members present may vote.

Section 2. Notice.

Notice of both Regular and General meetings shall be made by written notice given by any reasonable means at least seven (7) days prior to such meetings.

Section 3. Voting.

Voting on the election of officers shall occur after the Nominating Committee has presented its slate to the membership. The slate must be posted one (1) week prior to the election to be in accordance with Section 2, item b. If no additional nominations are made by the membership, either a voice vote, a show of hands, or an electronic ballot shall be conducted. If additional candidates are nominated from the membership, then a written ballot must be conducted either in a General meeting or via electronic balloting. For all other business outside of elections a voice vote or show of hands is sufficient. A simple majority wins, unless otherwise noted herein.

ARTICLE VIII. Parliamentary Authority

Robert’s Rules of Order Revised shall govern the proceeding of this Organization in all cases in which they are applicable.

ARTICLE IX. Amendments

Section 1.

a. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws upon majority vote of the Board of Directors.

b. The bylaws may be amended via 2/3 vote of the officers in writing. One week prior to voting, copies of the bylaws and proposed amendments will be available at the school office for review.