

# **Bylaws of the Lovettsville Elementary School PTO**

## **Article I- Name**

The name of this organization is the Lovettsville Elementary School Parent Teacher Organization (PTO), Lovettsville, Virginia

## **Article II- Purposes**

SECTION 1. The objectives of the organization are:

- a. To promote the welfare of the children and youth in home, school and community
- b. To support adequate laws for the care and protection of children and youth
- c. To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of the children and youth
- d. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and education

SECTION 2. The objectives of this organization are promoted through an educational program directed towards parents, teachers and general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

## **Article III- Basic Policies**

The following are basic policies of this organization:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan
- b. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization
- c. The organization shall not—directly or indirectly—participate or intervene (in any way including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more

- than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise
- d. The organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people the board of education.
  - e. The organization may cooperate with other individuals and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

#### **Article IV- Articles of Organization**

The organization may exist either as an unincorporated or incorporated association of its members. The Articles of Organization of an unincorporated association shall comprise these bylaws as from time to time amend. The articles of an organization which exists as a not-for-profit corporation shall include the bylaws of the organization of its Certificate of Incorporation of Articles of Incorporation.

#### **Article V- Membership and Dues**

SECTION 1. Membership in this PTO is available to any adult individual, including Lovettsville school employees, who subscribe to the objects and the basic policies of the local PTO without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

SECTION 2. Annual membership dues of five dollars (\$5.00) per member are collected. Members may make a donation to the organization.

SECTION 3. Only members of the organization shall be eligible to participate in the business meetings, or to serve in any of its elective or appointive positions.

#### **Article VI- Officers and Their Election**

SECTION 1. Each officer of this PTO shall be an elected member of the PTO

SECTION 2. Officers and their election.

- a. The officers of the organization can be president, or co-presidents, a vice-president or co-vice presidents, a volunteer coordinator or co-volunteer coordinators, an after-school program coordinator or co-after-school program coordinators, a treasurer or co-treasurers, a secretary or co-secretaries and a publicity coordinator or co-publicity coordinators. A previous officer will serve as an advisor to the executive committee as needed.
- b. Officers shall be nominated no later than the April meeting and elected by ballot in the month of May. If there is but one nominee for an office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the last meeting of the school year and serve for a term of one year or until their successors are elected.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office. A person may serve a third consecutive term if no other members are willing or able to serve in the office. In this case, the officer shall seek and train a replacement during the third year.

### SECTION 3. Nominating Committee

- a. There shall be a nominating committee consisting of three members, one whom shall be elected by the executive committee from its body, and two volunteers within the organization at the March meeting. The nominating committee shall elect one of its members to be its chairperson.
- b. The nominating committee shall nominate an eligible person for each regular office to be filled and report its nominees at the regular meeting in April. At this time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

SECTION 4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive committee, notice of such election having been given. In case of a vacancy occurring in the office of President, the Vic- President shall serve notice of the election.

## **Article VII- Duties of Officers**

SECTION 1. The President(s) shall preside at all meetings of the association and of the executive committee at which he/she may be present; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive committee; and shall coordinate the work of the officers and committees of the organization in

order that the objects may be promoted. The president shall authorize the disbursements of budgeted funds by cosigning the checks.

SECTION 2. The Vice President(s) shall act as aide to the president(s) and shall perform the duties of the president(s) in the absence or disability of that officer(s) to act. The Vice President shall propose fund raising efforts to the executive committee. After approval by the executive committee, the vice president shall coordinate all fund raising associated work.

SECTION 3. The secretary(ies) shall record the minutes of all meetings of the organization and of the executive committee. He/she will have the duty of providing the executive committee meeting minutes prior to the next board meeting. He/she will have a current copy of the bylaws, maintain a membership list, and perform other delegated duties as assigned.

SECTION 3.1. The publicity coordinator(s) shall work with the executive committee and all committee chairs to promote the activities of this organization. He/she shall be responsible for all advertising including utilizing local media.

SECTION 4. The treasurer(s) shall have custody of all the funds of the organization; shall keep a full and accurate account of all receipt and expenditures; and in accordance with the budget adopted by the organization shall make disbursements as authorized by the president, executive committee or the organization. The treasurer(s) shall disburse budgeted funds by issuing a check, which will be cosigned by the president indicating the approval of the executive committee. The treasurer(s) shall present a financial statement at every meeting of the organization and at other times when requested by the executive committee and shall make a full report at the meeting when the new officers officially assume their duties. The treasurer(s') accounts shall be examined annually by an auditor or any auditing committee of not less than three members who, satisfied that the treasurer(s') annual report is correct shall sign a statement of fact at the end of the report. The auditing committee shall be selected by the executive committee at least two weeks before meeting at which the new officers assume their duties.

SECTION 5. The volunteer coordinator(s) shall distribute volunteer sign up forms the first week of the school year. The volunteer forms will be used to generate a volunteer availability list which is maintained by the volunteer coordinator(s). The volunteer list will be used by the executive committee, the principal and school staff to solicit volunteers to assist in the school and extracurricular activities. It will be the responsibility of the volunteer coordinator(s) to distribute the list to the president and principal.

SECTION 6. The after-school program coordinator(s) shall work with instructors to set the schedule, balancing classes and age groups. They shall coordinate with school administration for new program approval, class locations and provide the applicable paperwork to Loudoun

County Public Schools. They shall manage the online registration system, reconcile payments and ensure all related permissions are received. They shall coordinate with publicity coordinator to distribute session information on the PTO website, social media and hardcopy. They shall communicate final course logistics to parents, staff and CASA.

SECTION 7. The two (2) teacher representatives shall attend all monthly executive committee meetings. They shall present teacher-related concerns and/or requests to the executive committee. They shall report, to the faculty, the executive committee activities and decisions regarding teacher-related issues that were discussed at the monthly meetings.

SECTION 8. All officers shall:

1. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
2. Deliver to their successors all official material not later than ten days following the meeting at which new officers assume their duties.

#### **Article VIII- Executive Committee**

SECTION 1. The executive committee shall consist of the officers listed in Article VI, Section 2, the principal (a non-voting member) and two teacher representatives. The assistant principal shall execute duties of the principal in absence or disability of that person to perform. If the need for standing committees has been identified by the executive committee, the chairperson(s) shall be selected by the officers of the organization and the principal of the school or his/her representative at the September executive board meeting.

SECTION 2. The duties of the executive committee shall be(a) to transact necessary business in the intervals between the organization meetings and such other business as may be referred to it by the organization;(b)to create standing committees as deemed necessary; (c) to approve the plans of work by the standing committee; (d) to present a report at the regular meetings of the organization; (e) to select an auditor or auditing committee to audit the treasurer's accounts; (f) to prepare and submit the organization for approval a budget for the year; (g)to approve routine bills and expenditures within the limits of the budget.

SECTION 3. Regular meetings of the executive committee shall be held during the year, the time to be fixed by the committee at its first meeting of the year. A majority of the executive committee members shall constitute a quorum. Special meetings of the executive committee may be called by the president, the principal or by a majority of the members of the committee.

## **Article IX- Meetings**

SECTION 1. Regular meetings of the organization shall be held monthly during the school year as determined by the executive committee. Two days' notice will be given for any change in the time or date.

SECTION 2. The executive committee may call special meetings with two days' notice having been given.

SECTION 3. The nomination of officers to be elected for the following school year shall be in April.

SECTION 4. The election meeting shall be held in May

SECTION 5. Ten percent of the organization's enrollment shall constitute a quorum for the transaction of business in any meetings of the organization. In this absence of a quorum, the president may, at his/her discretion, call for a vote of those present for the purpose of dispensing with quorum requirements.

SECTION 6. Voting on routine matters may be voice, however, votes on the bylaws or amendments, adoption of a budget, adoption of a project, or the election of officers shall be by a show of hands with the vote being counted and recorded in the minutes.

## **Article X- Standing and Special Committees**

Section 1. Only enrolled members of the organization shall be eligible to serve in any elective or appointive position.

SECTION 2. The executive committee may create such standing committees as it may deem necessary to promote the objects and carry on the work of the organization. The term of each chairperson shall be one year or until the selection of his/her successor if necessary.

SECTION 3. The chairperson of each standing committee shall present a plan of work to the executive committee for approval. No committee shall be formed or undertake work without the consent of the executive committee.

SECTION 4. The power to form special committees and appoint their members rests with the executive committee who can select from the volunteers interested in the standing committee.

SECTION 5. The president(s) shall be a member ex-officio of all committees. The president(s) cannot be chairperson of any standing committee.

### **Article XI- Parliamentary Authority**

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

### **Article XII- Fund Raising Activities**

SECTION 1. Procedures for fundraising activities

1. All fund raising must have executive approval
2. No committee member or organizational member can personally profit from any fund raising activity.
3. In the event of a returned check during any fund raiser, the following will apply: a fee of twenty-five dollars (\$25.00) will be levied against the check issuer, chronic returns will result in loss of check writing privilege. It will be a **CASH ONLY POLICY**. The treasurer and president will review this policy with the principal in confidentiality.

### **Article XIII- Amendments**

SECTION 1. Procedure for amendment of bylaws:

- a. These bylaws may be amended at any regular meeting of the organization by two thirds vote of the members present and voting, providing that notice of the proposed amendment shall have been given at the previous meeting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two thirds vote of the executive committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

### **Article XIV- Fiscal Year**

The fiscal year of this organization shall be August 1 to July 31.