

**NORTHWEST ELEMENTARY SCHOOL
PARENT/TEACHER ORGANIZATION
BYLAWS**

ARTICLE I- NAME

The name of this organization shall be the Northwest Elementary School Parent/Teacher Organization (“PTO”).

ARTICLE II- MISSION STATEMENT AND PURPOSE

Section 1. MISSION STATEMENT. The Northwest Elementary PTO is an all-inclusive volunteer organization whose primary purpose is to support the students, teachers, and staff at Northwest Elementary School in Ankeny, Iowa. This support is provided solely by the volunteered time, talents and/or monetary donations of members, non-members, grants, and donations.

Section 2. Purpose. The Purpose, or goals of the PTO are:

1. Provide a fun, safe and educational environment for the students at school and in the community, as well as in the home.
2. Provide the teachers, support staff, and students with programs, events and materials that enhance the curriculum and encourage school spirit.
3. Provide financial assistance to teacher requests that are otherwise beyond the provided support and in accordance with current accepted school and district policy.
4. Cooperate with district-wide organizations and agencies which have similar interests in the education and support and welfare of children.

ARTICLE III- MEMBERS

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the Executive Board.

ARTICLE IV- EXECUTIVE BOARD

Section 1. Executive Officers. The officers shall be President(s), Vice President, Secretary, and Treasurer.

a. President(s) The president shall preside over meetings of the PTO 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. The position may be held by no more than two (2) co-presidents.

b. Vice President(s) The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

c. Secretary The secretary shall keep all records of the organization, take and record minutes, prepare the agendas, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. 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.

Section 2. Nominations and Elections/Appointments. A nominating committee composed of the President(s), Vice President(s) and Principal may present a slate of nominees, listing at least one member per office. The slate **may** be presented at the meeting at least one month prior to elections. At the meeting, nominations **may** also be made from the floor. Only those members who have given their consent to serve **may** be nominated for or appointed to such office. Appointments **may** be made by a voice vote with majority winner, or by non-objecting compliance. If more than one member is nominated for a position, a ballot vote **may** be taken **upon request**.

Section 3. Eligibility. Members are eligible for office if they are active members in good standing.

Section 4. Terms of Office. The officers shall be elected for a one (1) year term and shall be eligible for reelection. Each officer shall hold office until his/her successor is elected or until he/she resigns.

Section 5. Vacancies. A vacancy, if one should occur, shall be filled by a majority vote of the members **after nominations are made. These nominations are not subject to the one month notice rule.**

Section 6. Removal from Office. Officers can be removed from office with or without consent by a two-thirds vote of those present (assuming quorum) at a regular meeting where previous notice has been given.

ARTICLE V- MEETINGS

Section 1. Regular Meetings. The regular meeting of the PTO shall be on the last Monday of each month during the school year at 6:30 p.m., or at a time and place determined by the executive board at least one month prior to the scheduled meeting.

Section 2. Special Meetings. Special meetings may be called by the president(s), any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members 10 days prior to the meeting.

Section 3. Quorum. The quorum shall be **at least** 5 voting members, three (3) of which shall be executive board members and one may be a teacher or staff member.

ARTICLE VI- EXECUTIVE BOARD

Section 1. Membership. The Executive Board shall consist of the officers, principal and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

ARTICLE VII- COMMITTEES

Section 1. Membership. Committees may consist of members and board members, with the president acting as ex officio member of all committees. Committee heads may be appointed at any time as the executive board sees fit.

Section 2. Standing Committees. The following committees shall be held by the PTO: Events Coordinator, Volunteer Coordinator, Yearbook, Marketing, and Fundraising.

Section 3. Temporary Committees. The board may appoint additional committees as needed.

ARTICLE VII- FINANCES

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

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

Section 3. The Treasurer shall prepare a financial statement at the end of the year to be reviewed by the membership.

Section 4. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills, and with the membership's approval, spent to benefit the school.

Section 5. The fiscal year shall coordinate with the school year.

Section 6. The President(s), Vice President(s) and Treasurer are authorized to make necessary purchases, or reimbursed expenses as follows:

1. Up to \$75 without authorization
2. Expenditures over \$75 must be approved by one additional board member

3. Purchases which fall outside of an “approved activity fund” and which are not voted on should be reported at the next meeting.

ARTICLE VIII- BYLAWS AND AMMENDMENTS

Section 1. Bylaws. These bylaws shall be reviewed by the PTO’s Executive Board every three (3) years to ensure the adherence of the organization to the bylaws and, if necessary, make revisions.

Section 2. Standing Rules. Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Section 3. Parliamentary Authority. Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

Section 4. Amendments. These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all active members of the organization by the secretary. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

ARTICLE IX- DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

ARTICLE X- IRC 501(C)(3) TAX EXEMPTION PROVISIONS

Section 1. Limitations on activities. No substantial part of the activities of the PTO shall consist of carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and the PTO shall not participate in, or intervene in (including the publishing or distribution of statements), and political campaign on behalf of or in opposition to, any candidate for office.

Notwithstanding any other provision of these bylaws, the PTO shall not carry on any activities not permitted to be carried on: (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or (2) by a corporation, contributions to which are deductible under Section

170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. Prohibition against private inurement. No part of the net income or assets of the PTO shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the PTO.

Section 3. Distribution of assets. Upon dissolution of the PTO, its assets remaining after payment, or provision for payment of all debts and liabilities of the PTO shall be distributed for one or more tax exempt purpose within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Subject to the foregoing, any distributions upon dissolution of the PTO shall be used to advance the education of and educational opportunities available to, the students of Northwest Elementary School of the Ankeny Community School District, or of any public elementary school to which the students attending Northwest Elementary School may be reassigned or transferred.

ARTICLE XI- NON-LIABILITY OF MEMBERS

To the fullest extent allowed by law, members of the PTO shall not be personally liable for the PTO's debts nor obligations except for acts or omissions taken in bad faith. To the fullest extent allowed by law, the PTO shall defend and indemnify all members from claims, damages and liabilities resulting from that person's duties on behalf of the PTO except for those taken in bad faith.