

BY LAWS
MADISON ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION

ARTICLE I- NAME

The name of the organization shall be MADISON ELEMENTARY PTO (PARENT TEACHER ORGANIZATION)

ARTICLE II- OBJECTIVE

- 1) To provide students of Madison Elementary School the opportunity to achieve their fullest potential in a stimulating environment through the cooperative interaction of parents, teachers and community.
- 2) To foster communication among parents, children, teachers, staff, administrators, community and elected officials.
- 3) To promote volunteer programs and resources for the school
- 4) To promote educational and informative programs
- 5) To raise funds required to provide for all above objectives

ARTICLE III- BASIC POLICIES

SECTION 1. The organization shall be noncommercial, nonsectarian and nonpartisan. No commercial enterprise or political candidate shall be endorsed by it. The name of the organization and its officers in their official capacity shall not be used in connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.

SECTION 2. The organization may cooperate with other organizations and agencies active in child welfare and with conference groups of or coordination councils uniting for child welfare.

SECTION 3. This organization shall neither seek to direct the administrative activities of the school nor control its policies.

SECTION 4. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned (i.e. students, teachers, administrators and parents).

SECTION 5. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

SECTION 6. All members of the organization shall adhere to the Conflict of Interest policy included within these bylaws.

ARTICLE IV- MEMBERSHIP

A. MEMBERS. Parents (as used herein this term includes guardians

B. or other adults standing in loco parentis for a student), teachers, administrators, and others in the community interested in furthering the purpose of this organization are considered members. A member shall have the privilege of making motions, voting

and holding office.

B. DUES. No dues shall be collected.

C. AUTHORIZATION. Unless otherwise specifically provided herein, all actions and authorizations requiring an affirmative vote of the membership to become effective shall be construed as requiring a majority vote of the members present at a general or board meeting.

ARTICLE V- NONDISCRIMINATION

The organization shall not discriminate against any person based on his or her sex, age, race, color, religion, national origin, medical condition or disability status, marital status or sexual orientation in attaining membership, holding office or participating in the benefits, and the services and facilities sponsored or supported by this organization.

ARTICLE VI- OFFICER AND ELECTIONS

A. TITLES. The officers of the PTO and the board shall be comprised of the following positions and no person shall hold more than one position at same time:

* PRESIDENT

* VICE PRESIDENT

* SECRETARY

* TREASURER

B. ELIGIBILITY. All members are eligible for election to office with the exception of Madison Elementary School employees. Also, family members cannot serve on the board simultaneously. In the event family members are nominated for the same term the PTO will vote to select which family member will become a formal nominee.

C. ELECTIONS. Officers shall be elected by verbal vote annually at the last general PTO meeting of the Olympia School District school year. In the event of there being more than one nominee for any position, a secret ballot from the member's present will be used. In the event a new officer position needs to be filled during the school year, special elections may be conducted during a regular monthly meeting. Special elections may be conducted during any monthly meeting providing notice of the proposed positions was given at the previous regular meeting or communicated to the members at least four weeks in advance.

D. TERMS OF OFFICE. Officers are elected for one (1) year. Officers shall assume their official duties at the close of the general meeting when elected and shall serve for a term of one (1) year and/or until their successors are elected. Officers may be elected to any consecutive number of terms.

E. REMOVAL OF AN OFFICER. Any officer can be removed from office by the affirmative vote of two thirds (2/3) of all of the officers of the board at any general meeting or a board meeting called for that purpose, for missing three (3) consecutive general meetings, or for failure to uphold their duties stated in these bylaws. Any officer proposed to be removed shall be entitled to at least five (5) days notice in writing by mail of the meeting of such officers at which such removal is to be voted upon and shall be entitled to appear before and be heard by the officers at such meeting.

F. RESIGNATION. Resignations are effective upon receipt of the Organization's Secretary.

G. DUTIES OF OFFICERS. Each officer shall have the following duties and other duties as approved by the membership:

1. PRESIDENT. The president shall preside over the meetings of the organization and the Executive Board and prepare a written agenda for general meetings in cooperation with the board. Coordinate the work of all the officers in order that the purposes of the organization be served. The president shall have the authority to sign checks. The president shall insure that all newsletters, flyers, and notices to be issued by the PTO have been approved by the principal prior to distribution by the school. The president is responsible for coordinating the delegation of duties and presenting a review of the prior year's activities to the newly elected president and to otherwise assist him or her as needed. The president shall present grant proposals at general and/or board meetings.
2. VICE PRESIDENT. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. Shall be responsible for designating chairs for all PTO events. Shall work with the president to create and update policies. Shall serve as the organization's historian. Shall keep a current copy of the bylaws and minutes of previous meetings for referral at meetings.
3. SECRETARY. The secretary shall record minutes of all meetings. The secretary will prepare a PTO newsletter every month. Secretary is responsible for submitting the general meeting minutes to board members (for review, amendments and approval) to the board following each general meeting.
4. TREASURER. The treasurer shall receive and deposit all of the funds of the organization, keep an accurate record of receipts and expenditures, pay advance and reimbursement of approved expenses, prepare a financial statement meetings and prepare a financial statement for monthly meetings and prepare the organization's federal and state tax returns and maintain the organization's tax exempt status. No checks over \$100 shall be issued unless the expenditure was approved by the general membership as part of the annual budget or at a regular or special meeting of the PTO. The treasurer and/or president shall make disbursements as authorized by the executive board.

ARTICLE VII- THE EXECUTIVE BOARD

1. The board of the organization shall consist of the following officers: president, vice president, secretary, and treasurer.
2. The duty of loyalty requires that a board member act with the best interest of the organization in mind. The board members must be willing to contribute enough time to serve the PTO and further it's work. The board must be willing to learn, grow, want to work well with others as part of a team and have a respect and trust for the others on the board. They must be interested in all programs within the school, the education and the well-being of our children and our community.

ARTICLE VIII- MEETINGS SECTION

SECTION 1. General membership meetings of this organization will be held once per month. Date and time to be decided at the first general meeting held in September.

SECTION 2. The board will meet once per month following each general meeting if there is need to do so.

SECTION 3. Special meetings of the PTO membership may be called by the president or by any two or more members of the executive board.

SECTION 4. Quorum. Those members present at a general meeting or present at a properly called meeting shall be designated as a quorum.

SECTION 5. Presiding official. The president of the PTO or his/her designee shall preside over each membership meeting.

ARTICLE IX- FINANCIAL

SECTION 1. The PTO shall end the fiscal year with the amount of money voted on by the presiding executive board.

SECTION 2. The executive board is empowered to approve expenditures, on short notice, up to \$100 per request, without a vote of the general membership. SECTION 3. The PTO shall decide the number of major fundraisers per year. All funds collected will be recorded and delivered to the treasurer.

SECTION 4. The fiscal year of the Madison Elementary PTO shall begin on September 1st and end on August 31st.

SECTION 5. The PTO executive board should develop a financial budget each year.

SECTION 6. Budget should be presented and approved by the PTO board at a general meeting.

SECTION 7. Financial obligations will not be made without sufficient funds to cover commitments.

ARTICLE X- AMENDMENTS

SECTION 1. By-laws: These By-laws were adopted on September 15, 2008

SECTION 2. Amendments: these By-laws may be amended by a two-thirds (2/3) vote of the members present at any meeting providing notice of the proposed amendments was given at the previous regular meeting or communicated to the members at least two weeks in advance.

ARTICLE XI- DISSOLUTION

SECTION 1. If more than one (1) school year passes without a functioning Executive Board, this Organization is considered to be dissolved.

SECTION 2. At such time, the Administrative Representative will assign an individual to handle remaining financial responsibilities for the organization.

SECTION 3. Upon dissolution of this Organization, after pay or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Madison Elementary School.

Officer Responsibilities

President:

- Presides over the meetings of the organization and the Executive Board;

- Prepares a written agenda for general meetings in cooperation with the board;
- Coordinates the work of all the officers to serve the purposes of the organization;
- Signs checks;
- Ensures that all newsletters, flyers, and notices issued by the PTO have been approved by the principal prior to distribution to the school;
- Coordinates the delegation of duties and presenting a review of the prior year's activities to the newly elected president; and
- Presents grant proposals at general and/or board meetings.

Vice President:

- Assists the president and carries out the president's duties in his or her absence or inability to serve;
- Designates chairs for all PTO events;
- Works with the president to create and update policies;
- Serves as the organization's historian by maintaining a current copy of the bylaws and minutes of previous meetings for referral at meetings.

Secretary:

- Records minutes of all meetings;
- Prepares a PTO newsletter every month; and
- Submits the general meeting minutes to board members (for review, amendments, and approval) following each general meeting.

Treasurer:

- Receives and deposits all of the funds of the organization;
- Keeps an accurate record of receipts and expenditures, pay advances, and reimbursements of approved expenses;
- Prepares a financial statement for monthly meetings;
- Prepares the organization's federal and state tax returns;
- Maintains the organization's tax exempt status, and
- Makes disbursements as authorized by the executive board.

Garden Coordinator:

- Handles affairs related to the Madison-Avanti garden, which holds its own bank account; and
- Coordinates the garden sale.