

WILLAGILLESPIE PTO BYLAWS

AMENDED NOVEMBER 15TH, 2023

ARTICLE I — ORGANIZATION NAME & LOCATION

THE NAME OF THE ORGANIZATION SHALL BE WILLAGILLESPIE PTO. WILLAGILLESPIE PTO DOES NOT HAVE A PRINCIPAL OFFICE BUT WILL HOST REGULARLY SCHEDULED MEETINGS AT WILLAGILLESPIE ELEMENTARY SCHOOL. THE EXECUTIVE BOARD MAY FROM TIME TO TIME DETERMINE ALTERNATE TIMES AND LOCATIONS WITH PRIOR NOTICE, AS NECESSARY TO ACCOMMODATE ATTENDANCE.

ARTICLE II — PURPOSE

THE ORGANIZATION'S PURPOSE IS TO PROVIDE OPPORTUNITIES TO OUR STUDENTS THAT COULD NOT OTHERWISE BE AFFORDED DUE TO CONTINUED BUDGETARY CONSTRAINTS. THROUGH OUR FUNDRAISING EFFORTS WE PROVIDE CRITICAL SUPPORT TO OUR TEACHERS AND PARENTS FOR THE BETTERMENT OF ALL WILLAGILLESPIE STUDENTS AND THE ADVANCEMENT OF EDUCATION IN OUR COMMUNITY.

ARTICLE III — MEMBERSHIP

ANY PARENT, GUARDIAN, OR OTHER ADULT STANDING IN LOCO PARENTIS FOR A STUDENT AT WILLAGILLESPIE ELEMENTARY SCHOOL MAY BE A MEMBER AND SHALL HAVE VOTING RIGHTS. ALL STAFF OF WILLAGILLESPIE ELEMENTARY SCHOOL SHALL HAVE VOTING RIGHTS. ALL VOTING WILL TAKE PLACE AT GENERAL MEETINGS. MEMBERS MUST BE PRESENT TO CAST A VOTE.

ARTICLE IV — EXECUTIVE BOARD MEMBERS AND ELECTIONS

SECTION 4.1 — EXECUTIVE BOARD

THE EXECUTIVE BOARD CONSISTS OF A MINIMUM OF THREE PARENTS, GUARDIANS, OR OTHER ADULTS STANDING IN LOCO PARENTIS FOR A STUDENT AT WILLAGILLESPIE ELEMENTARY SCHOOL. THE EXECUTIVE BOARD SHALL CONSIST OF THE FOLLOWING OFFICERS AND MEMBERS AT LARGE: PRESIDENT, SECRETARY, TREASURER, COMMUNICATIONS COORDINATOR, VOLUNTEER COORDINATOR, FUNDRAISING COORDINATOR AND 2-5 MEMBERS AT LARGE. EACH POSITION MAY BE SPLIT BETWEEN TWO PEOPLE. IF PERSONNEL ALLOW, THE BOARD MAY DECIDE TO HAVE A VICE-PRESIDENT WHICH WILL BE ELECTED BY MEMBERSHIP. IF A GENERAL PTO MEMBER CHAIRS A COMMITTEE, THEY WILL BE INVITED TO ATTEND EXECUTIVE BOARD MEETINGS BUT SHALL NOT HAVE EXECUTIVE BOARD VOTING RIGHTS. ALL BOARD MEMBERS WILL HAVE EQUAL VOTING RIGHTS.

PRESIDENT SHALL BE ELECTED FOR A 2-YEAR TERM AND MAY NOT SERVE IN SUCCESSIVE TERMS. IN THE EVENT THAT THERE IS NO ONE WILLING TO ASSUME THE POSITION OF PRESIDENT, A ONE-TIME-EXCEPTION WILL BE MADE AND THE PRESIDENT WILL REMAIN IN OFFICE FOR AN ADDITIONAL TERM. THEY SHALL PRESIDE OVER GENERAL PTO MEETINGS AND EXECUTIVE BOARD MEETINGS, PREPARE AGENDAS, SERVE AS THE OFFICIAL REPRESENTATIVE OF THE PTO TO OUTSIDE GROUPS AND SCHOOL LIAISON FOR STAFF, SERVE AS AN EX-OFFICIO MEMBER OF ALL COMMITTEES AND RETAIN ALL OFFICIAL RECORDS OF THE PTO. THE PRESIDENT SHALL FULFILL TREASURER AND/OR SECRETARY DUTIES IF THOSE OFFICES REMAIN OPEN. THE PRESIDENT SHALL WORK WITH VENDORS APPROVED BY THE EXECUTIVE BOARD AND ARRANGE DETAILS OF PRINTING, SHIPPING, ETC. THE PRESIDENT SHALL DELIVER TO THE SUCCESSOR IN OFFICE ALL RECORDS IN HIS OR HER POSSESSION BY FISCAL YEAR END.

VICE PRESIDENT SHALL BE ELECTED ONLY IF DEEMED NECESSARY BY THE EXECUTIVE BOARD. THE POSITION WILL BE ELECTED BY GENERAL MEMBERSHIP IN THE SAME WAY THAT OTHER BOARD MEMBERS ARE ELECTED. THEY SHALL ASSIST THE PRESIDENT AS NEEDED. THEY WILL PERFORM THE DUTIES OF THE PRESIDENT IF THE PRESIDENT IS ABSENT OR

UNABLE TO SERVE. IN THE EVENT THAT THE PRESIDENT ABDICATES THEIR POSITION, THE VICE PRESIDENT WILL ASSUME THAT ROLE FOR THE REMAINDER OF THE YEAR BUT THE POSITION WILL BE UP FOR ELECTION DURING REGULAR ELECTIONS FOR THE REMAINDER OF THEIR TERM. THEY WILL PARTICIPATE IN EXECUTIVE BOARD MEETINGS AND PROVIDE INPUT FOR DECISIONS AND BE AN AMBASSADOR FOR THE PTO AND THE SCHOOL.

TREASURER SHALL BE ELECTED FOR A 2-YEAR TERM, WITH TERM STARTING ON A DIFFERENT YEAR THAN PRESIDENT. THEY SHALL BE CUSTODIAN OF ALL ORGANIZATION FUNDS AND SHALL BE AUTHORIZED TO DISPERSE FUNDS ON BEHALF OF THE PTO AS APPROVED BY THE EXECUTIVE BOARD AND MEMBERS AT LARGE. THE TREASURER SHALL KEEP AN ACCURATE RECORD OF RECEIPTS AND EXPENDITURES AND PAY OUT FUNDS IN ACCORDANCE WITH THE GUIDELINES IN ARTICLE VII OF THIS DOCUMENT. HE OR SHE WILL PRESENT AN INCOME AND EXPENSE REPORT AT EVERY REGULAR MEETING AND UPON REQUEST BY THE EXECUTIVE BOARD. THE TREASURER SHALL MAKE A FULL REPORT AT THE END OF THE ACADEMIC YEAR. THE TREASURER SHALL DELIVER TO THE SUCCESSOR IN OFFICE ALL RECORDS IN HIS OR HER POSSESSION BY FISCAL YEAR END.

SECRETARY SHALL RECORD AND DISTRIBUTE TO COMMUNICATIONS COORDINATOR THE MINUTES OF ALL EXECUTIVE BOARD MEETINGS AND GENERAL PTO MEETINGS. MEETING MINUTES SHALL BE FINALIZED, NECESSARY APPROVALS SHALL BE OBTAINED, AND MINUTES SHALL BE POSTED IN A TIMELY MANNER. THE SECRETARY SHALL RETAIN ALL FILES OF COMMUNICATIONS, PAPERS, AND DOCUMENTS BELONGING TO THE ORGANIZATION AND SHALL DELIVER TO THE SUCCESSOR IN OFFICE ALL RECORDS IN HIS OR HER POSSESSION BY FISCAL YEAR END.

COMMUNICATIONS COORDINATOR SHALL MANAGE COMMUNICATIONS AND MARKETING FOR THE PTO, INCLUDING, BUT NOT LIMITED TO, PTO NEWSLETTERS, EMAIL BROADCASTS AND COMMUNICATIONS, WEBSITES, BULLETIN BOARDS, ETC. THE COMMUNICATIONS DIRECTOR SHALL, WITH THE HELP OF THE PRESIDENT, PREPARE, PRODUCE, AND POST/DISTRIBUTE PERIODIC PTO NEWSLETTERS. THIS POSITION IS RESPONSIBLE FOR MAINTENANCE OF THE PTO WEBSITE, UPDATING THE SITE ON A REGULAR BASIS AND AS NEEDED. THE COMMUNICATIONS DIRECTOR SHALL DELIVER TO THE SUCCESSOR IN OFFICE ALL RECORDS IN HIS OR HER POSSESSION BY FISCAL YEAR END.

VOLUNTEER COORDINATOR SHALL SOURCE AND RECRUIT VOLUNTEERS THROUGH VARIOUS TECHNIQUES, COLLECT INFORMATION ON AVAILABILITY AND SKILLS, AND ADVISE VOLUNTEERS ON TRAINING AS NEEDED. THE VOLUNTEER COORDINATOR SHALL COORDINATE VOLUNTEERS FOR PTO EVENTS AND SCHOOL ACTIVITIES. THE VOLUNTEER COORDINATOR SHALL ASSURE THAT VOLUNTEER DATA IS RECORDED AND AVAILABLE TO BOTH THE PTO BOARD AND SCHOOL STAFF. THE VOLUNTEER COORDINATOR SHALL DELIVER TO THE SUCCESSOR IN OFFICE ALL RECORDS IN HIS OR HER POSSESSION BY FISCAL YEAR END.

FUNDRAISING COORDINATOR SHALL MANAGE THE COORDINATION OF THE PTO'S FUND-RAISING ACTIVITIES, INCLUDING INVESTIGATION INTO VARIOUS OPPORTUNITIES, AND MAKE RECOMMENDATIONS TO THE PTO IN THIS REGARD. THE FUNDRAISING COORDINATOR SHALL DELIVER TO THE SUCCESSOR IN OFFICE ALL RECORDS IN HIS OR HER POSSESSION BY FISCAL YEAR END.

AT LARGE MEMBERS ACT AS A PARLIAMENTARIAN TO ASSURE THAT MEETINGS AND PROCESSES ARE CONDUCTED IN ACCORDANCE WITH BYLAWS; ADVISE ON PARLIAMENTARY PROCEDURES USING ROBERT'S RULES OF ORDER; BRING CURRENT COPY OF BYLAWS TO ALL MEETINGS; ASSIST PRESIDENT(S) AS NEEDED. PRESIDE AS COMMITTEE CHAIR AS ASSIGNED.

SECTION 4.2 — NOMINATIONS

ELECTIONS WILL BE HELD AT THE LAST MEETING OF EACH ACADEMIC YEAR. EVERY POSITION WILL BE REELECTED EACH YEAR, EXCEPT FOR PRESIDENT OR TREASURE IF THEY HAVE ONE YEAR REMAINING ON THEIR TERM. NOMINATIONS WILL BE SUBMITTED AT THE 2ND TO LAST MEETING OF THE YEAR. NOMINATIONS CAN ONLY BE MADE FOR MEMBERS IN GOOD STANDING BY MEMBERS IN GOOD STANDING. NOMINEES WILL HAVE THE OPPORTUNITY TO ACCEPT OR DECLINE NOMINATION. MEMBERS CAN SELF NOMINATE. VOTING SHALL BE BLIND AND THE NUMBER OF VOTES RECORDED. ALL MEMBERS WHO ARE PRESENT AT THE FINAL MEETING OF THE YEAR HAVE VOTING PRIVILEGES.

SECTION 4.3 — ELIGIBILITY

MEMBERS ARE ELIGIBLE FOR ELECTED BOARD POSITIONS IF THEY PARTICIPATED IN MORE THAN 50% OF THE ACADEMIC YEAR'S REGULAR MEETINGS. BOARD SECRETARY WILL MAINTAIN RECORDS OF MEETING ATTENDANCE.

SECTION 4.4 — TERMS OF OFFICE

THERE IS NO LIMIT ON HOW LONG A MEMBER MAY SERVE ON THE BOARD AS LONG AS THEY REMAIN ELIGIBLE.

SECTION 4.5 — VACANCIES

IF THERE ARE VACANCIES ON THE BOARD, NEW BOARD MEMBERS CAN BE VOTED IN THROUGHOUT THE YEAR DURING REGULAR SCHEDULED MEETINGS PROVIDED THOSE NOMINATED MEET ELIGIBILITY STANDARDS.

SECTION 4.6 — REMOVAL FROM OFFICE

BOARD MEMBERS CAN BE REMOVED, WITH CAUSE, BY A TWO-THIRDS MAJORITY VOTE OF THOSE PRESENT AT A REGULAR MEETING, WHERE PREVIOUS NOTICE HAS BEEN GIVEN.

SECTION 4.7 — 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 4.8 — CONFLICT OF INTEREST TRANSACTIONS

ANY TRANSACTION IN WHICH A MEMBER OF THIS ORGANIZATION HAS A MATERIAL INTEREST SHALL BE APPROVED IN ADVANCE BY THE VOTE OF BOARD MEMBERS WHO HAVE NO DIRECT OR INDIRECT INTEREST IN THE TRANSACTION, PROVIDED THE TRANSACTION MAY NOT BE APPROVED BY A SINGLE BOARD MEMBER. THE BOARD SHALL APPROVE THE TRANSACTION IF (A) THE MATERIAL FACTS OF THE TRANSACTION AND THE BOARD MEMBER'S INTERESTS ARE DISCLOSED TO THE BOARD AND (B) THE BOARD MEMBERS IN GOOD FAITH REASONABLY BELIEVE THAT THE TRANSACTION IS NOT UNFAIR TO MEMBERS OR REPRESENTED STUDENT BODY. IF A MAJORITY OF THE BOARD MEMBERS WHO HAVE NO DIRECT OR INDIRECT INTEREST IN THE TRANSACTION VOTE TO APPROVE THE TRANSACTION, A QUORUM IS PRESENT FOR THE PURPOSE OF APPROVING THE CONFLICT-OF-INTEREST TRANSACTION. THE PRESENCE OF, OR VOTE CAST BY, A BOARD MEMBER WITH MATERIAL INTEREST IN THE TRANSACTION DOES NOT AFFECT THE VALIDITY OF ANY ACTION TAKEN UNDER THIS SECTION IF THE TRANSACTION IS OTHERWISE APPROVED AS PROVIDED FOR IN THIS SECTION. A CONFLICT-OF-INTEREST TRANSACTION IS NOT VOIDABLE OR THE BASIS FOR IMPOSING LIABILITY ON A NON-COMPENSATED BOARD MEMBER AS PROVIDED IN THIS SECTION OR AS OTHERWISE PERMITTED BY LAW.

ARTICLE V - COMMITTEES

SECTION 5.1 - MEMBERSHIP

COMMITTEES MAY CONSIST OF MEMBERS AND BOARD MEMBERS. COMMITTEES SHALL HAVE A MINIMUM OF TWO MEMBERS, ONE BEING THE CHAIR PERSON.

SECTION 5.2 - STANDING COMMITTEES

THE FOLLOWING COMMITTEES SHALL BE HELD BY THE ORGANIZATION: BUDGET, FUNDRAISING, EVENTS, SCHOOL SUPPORT, & HOSPITALITY.

- A. THE TREASURER SHALL CHAIR THE BUDGET COMMITTEE.
- B. THE VOLUNTEER COORDINATOR SHALL CHAIR THE SCHOOL SUPPORT COMMITTEE.
- C. THE FUNDRAISING COORDINATOR SHALL CHAIR THE FUNDRAISING COMMITTEE.
- D. THE EVENT COMMITTEE CHAIR SHALL BE AN AT-LARGE MEMBER OF THE EXECUTIVE BOARD.
- E. THE HOSPITALITY CHAIR SHALL BE AN AT-LARGE MEMBER OF THE EXECUTIVE BOARD.

SECTION 5.3- ADDITIONAL COMMITTEES

THE BOARD MAY APPOINT ADDITIONAL COMMITTEES AS NEEDED. MEMBERS MAY REQUEST TO CREATE ADDITIONAL COMMITTEES PER THE STANDING RULES.

ARTICLE VI — REGULAR MEETINGS

REGULAR MEETINGS SHALL BE HELD MONTHLY ON THE SAME DAY AND AT THE SAME TIME, TO BE DETERMINED BY THE BOARD IN THE SUMMER BEFORE EACH SCHOOL YEAR.

ARTICLE VII — FINANCES

SECTION 7.1

A BUDGET SHALL BE DRAFTED PRIOR TO THE START OF THE ACADEMIC YEAR FOR THE CURRENT FISCAL YEAR. THE PTO BUDGET SHALL BE APPROVED BY A MAJORITY VOTE BY THE MEMBERS PRESENT AT THE FIRST MEETING OF THE SCHOOL YEAR.

SECTION 7.2

THE PTO SHALL MAINTAIN A MINIMUM BALANCE OF 30% OF THE CURRENT SCHOOL YEAR'S BUDGET AT THE END OF THE SCHOOL YEAR.

SECTION 7.3

THE TREASURER SHALL KEEP ACCURATE RECORDS OF ANY DISBURSEMENTS, INCOME, AND BANK ACCOUNT INFORMATION.

SECTION 7.4

THE BOARD SHALL REVIEW MONTHLY PROPOSED EXPENSES WITHIN PREVIOUSLY APPROVED BUDGET. THE BOARD SHALL ALSO APPROVE ALLOCATIONS TO BE SPENT VIA COMMITTEES.

SECTION 7.5

THE TREASURER SHALL PREPARE A FINANCIAL STATEMENT AT THE END OF THE YEAR, TO BE REVIEWED BY THE EXECUTIVE BOARD.

SECTION 7.6

UPON THE DISSOLUTION OF THE ORGANIZATION, ALL REMAINING FUNDS SHALL BE USED TO PAY ANY OUTSTANDING BILLS AND, WITH THE MEMBERSHIP'S APPROVAL, SPENT FOR THE BENEFIT OF THE SCHOOL.

SECTION 7.7

THE FISCAL YEAR SHALL COORDINATE WITH THE ACADEMIC SCHOOL YEAR. EACH FISCAL YEAR BEGINS JULY 1ST OF A CALENDAR YEAR AND ENDS THE FOLLOWING CALENDAR YEAR ON JUNE 30.

ARTICLE VIII — STANDING RULES

STANDING RULES MAY BE APPROVED BY THE EXECUTIVE BOARD, AND THE BOARD SHALL KEEP A RECORD OF THE STANDING RULES FOR FUTURE REFERENCE.

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 — AMENDMENTS/REVISIONS

THESE BYLAWS MAY BE AMENDED AT ANY REGULAR OR SPECIAL MEETING, PROVIDED PREVIOUS NOTICE WAS GIVEN IN WRITING AT THE PRIOR MEETING AND SENT TO ALL MEMBERS OF THE ORGANIZATION BY THE SECRETARY. NOTICE MAY BE GIVEN BY POSTAL MAIL, EMAIL, OR FAX. AMENDMENTS WILL BE APPROVED BY A TWO-THIRDS MAJORITY VOTE OF THOSE PRESENT, ASSUMING A QUORUM.