

Glenkirk Elementary School PTO Bylaws

Revised: April 4, 2006

Article I – Name

The name of this organization is the Glenkirk Elementary School Parent Teacher Organization. Hereafter, the organization will be referred to as the Glenkirk ES PTO, Glenkirk PTO, or PTO.

Article II – Articles of Organization

The Glenkirk PTO exists as an unincorporated association of its members. It is organized with the concurrence of the parents, legal guardians and/or grandparents of the children attending the school and the school's assigned staff. It is not affiliated with the Virginia Congress of Parents and Teachers or the national Congress of Parents and Teachers. The articles of organization comprise these Bylaws, as amended from time to time, as reviewed in the month of August of every even numbered year, and any articles of association. In the absence of separate articles of association, the Bylaws shall be deemed to be the articles of association. In the event of any conflict between these by laws and the articles of association, these bylaws shall govern.

Article III – Vision and Mission Statement

It is the vision of the Glenkirk PTO that the value of an education is the product of its environment, tools, and participants. In pursuit of this vision, the missions of the Glenkirk PTO include:

- A. To promote the condition, relevance and security of a good educational environment.
- B. To promote the acquisition, comprehension and utilization of the best educational tools.
- C. To promote the participation of Parents, Teachers, Students, and the Business Community in the educational process.
- D. To raise funds and procure donations in the pursuit of the vision and missions of the PTO.

Article IV – Basic Policies

- A. The Glenkirk PTO shall be non-commercial, nonsectarian and nonpartisan.
- B. The name of the Glenkirk PTO or the names of any members in their official capacities will not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purposes of the Glenkirk PTO.
- C. The Glenkirk PTO will not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

- D. The Glenkirk PTO will work with the school staff in accordance with its Vision and Mission statement as recorded in these Bylaws, and will seek to participate in establishing school policy. The Glenkirk PTO recognizes that the legal responsibility to make these decisions is delegated by the citizens of Prince William County to the Prince William County School Board.
- E. The Glenkirk PTO may cooperate with other organizations and agencies concerned with child education and welfare.
- F. Copies of minutes and/or agendas should be made available to be reviewed by the membership at all times.

Article V – Membership and Dues

Section 1. Membership

- A. Membership in the Glenkirk PTO is available to the family, guardian or grandparent of any children attending Glenkirk Elementary School or the school’s staff without regard to race, color, sex or national origin.
- B. The Glenkirk PTO will conduct an annual enrollment of members, but will admit eligible person to membership at any time.
- C. All memberships received during the school year will expire on June 30th of the current school year.
- D. Glenkirk PTO members are eligible to participate in the Glenkirk PTO business meetings, to vote in matters before the Glenkirk PTO board, the general membership, and to serve in its elective or appointive positions.

Section 2. Dues

- A. The cost of annual dues will be established by the Glenkirk PTO Board prior to the beginning of each school year. Dues will not be prorated.
- B. Dues paid by members of the PTO are not used to pay for membership in any other local, state, or national organization.

Article VI – Officers and Their Election

Section 1. Nomination Committee

- A. There will be a Nomination Committee consisting of three (3) persons. Members of both the Glenkirk PTO Board and general membership will be represented. The committee will be self-governing and will establish its own operating procedures.
- B. The Nomination Committee will solicit nominees through the March newsletter.
- C. The Nomination Committee will nominate at least one (1) eligible person for each office and report its nominees to the Glenkirk PTO Board by the April Glenkirk PTO business meeting.
- D. Only those persons who signify their consent to serve will be nominated for or elected to office.

- E. The Nomination Committee will conduct the election and tally votes, then report the results to the Glenkirk PTO Board at the May business meeting.

Section 2. Officers

The elected officers of the Glenkirk PTO will be President, Vice-President, 2nd Vice President, Secretary and Treasurer.

- A. Officers shall be elected by written ballot in the month of April.
- B. Officers will assume their official duties at the end of the current school year.
- C. The Vice-President will serve as President for the remainder of an unexpired term. A vacancy in any office, other than President, will be filled for the unexpired term by an appointment of the Glenkirk PTO. Notice of the change will be publicized.
- D. Officers shall attend each Glenkirk PTO meeting unless notice is given to the President at least 48 hours prior to the meeting.

Article VII – Duties of Officers

Section 1. The President

The President shall preside at all business meeting of the organization and of the Executive Board; shall perform such duties as may be prescribed in these bylaws or assigned to her/him by the organization or by the Executive Board; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

Section 2. The Vice President

The Vice President shall act as an aide to the President, perform such duties as may be prescribed in these bylaws or assigned to her/him by the organization or by the Executive Board, perform the duties of the President in the absence or disability of the President, and will assume the duties of the President if the President cannot fulfill the term of office.

Section 3. The Secretary

The Secretary will record the minutes of all meetings of the Glenkirk PTO and of the PTO Board, conduct all correspondence of the Glenkirk PTO; will publication of a monthly Glenkirk PTO newsletter;, and will perform other duties as delegated.

Section 4. The Treasurer

The Treasurer will have custody of the funds of the Glenkirk PTO, keep a full and accurate account of receipts and expenditures, and make disbursements in accordance with the adopted budget. The Treasurer will present a financial statement at each meeting of the Glenkirk PTO. Members may request a finance report from the Treasurer. There will be an annual audit of the Glenkirk PTO's account. The Treasurer shall coordinate with the

Membership Chair to collect all membership dues as established by the organization and shall certify to the Secretary an accurate list of the voting members of the organization.

Article VIII – Glenkirk PTO Board

Section 1. Organization

The Glenkirk PTO Board will consist of elected officers of the Glenkirk PTO, the chair or co-chairs of committees, a teach liaison, and the administrators of the school. The chair or co-chairs of a committee will be appointed by the Vice President or 2nd Vice President.

Section 2. Duties

The duties of the Glenkirk PTO will be to transact business necessary to the vision and mission of the Glenkirk PTO. Committee chairs will report the progress of their committee, as needed, during Glenkirk PTO business meetings.

Section 3. Meetings

Business meetings of the Glenkirk PTO will be held monthly during the school year. Special meetings of the Glenkirk PTO Board may be called by the President or by the administrators of the school. Notification of the meeting to the general membership of the Glenkirk PTO must be in writing 10-14 working days before the meeting.

Section 4. Financial Records

- A. The Glenkirk PTO Board will keep permanent books of accounting records that include receipts, items of income and disbursements of the Glenkirk PTO.
- B. The Glenkirk PTO Board will cause a review of the financial records to be performed on an annual basis by an independent auditor. The PTO board shall determine the scope of the review. The review shall be completed in the month of June prior to the transfer of any monies or other assets of the Glenkirk PTO to the incoming officers.

Section 5. Signature Authority

Those people authorized to sign checks and drafts drawn on the Glenkirk PTO's accounts will be the Treasurer and the Acting President.

Section 6. Budget

The Budget Committee, comprised of the President, Vice President, Secretary and Treasurer, and the school administrator and teacher liaison shall prepare an annual working budget of the Glenkirk PTO funds for review and approval by the membership. The budget shall be presented at the August Glenkirk PTO meeting and submitted for general membership approval at the September business meeting. Final approval will be done by written ballot open to the Glenkirk PTO membership. Expenditures approved

within the budget may be made without further approval from the general membership. Expenditures not in the budget must meet with approval as per Article VIII Section 7, Discretionary Spending of PTO Funds.

Section 7. Discretionary Spending of PTO Funds.

- A. Discretionary spending (unbudgeted spending) of PTO funds must be the result of Committee business. Discretionary spending of PTO funds great that \$0.00 but less than \$ 500.01 must be approved in accordance with Part C, Section 1, of Article X of these bylaws.
- B. Discretionary spending of PTO funds greater than \$ 500.00 but less than \$ 2,500.01 must be approved b a simple majority vote of the PTO Board.
- C. Discretionary spending of PTO funds greater than \$2,500.00 must first be approved by a simple majority vote of the PTO board but then approved by a simple majority vote of the PTO membership.

Article IX – Glenkirk PTO Meetings

Regular business meetings for the Glenkirk PTO membership will be held during the school year. Dates of these meetings will be determined by the Glenkirk PTO Board and will be announced at least 10 working days, in writing to the general membership.

Article X – Commission, Management and Execution of the Committees

Section 1. Provision of resource, policy and oversight of the Committees

- A. Whereas the principle means by which the Glenkirk PTO Membership will conduct its affairs will be by committee, the board of officers of the Glenkirk PTO will be the principle provider of resource, policy and oversight for the commission, management and execution of committee affairs.
- B. Resource provided by the board of officers may included money provided from the financial accounts of the Glenkirk PTO; donations or loans of materials from the material inventory of the Glenkirk PTO; knowledge or services of a non-material nature; or knowledge, services, donations or loans of money and/or materials from sources outside of the Glenkirk PTO in accordance with all applicable Glenkirk PTO bylaws.
- C. Committees shall seek resources from sources from ‘outside providers’ must be approved by two (2) officers of the board, one (1) of which must be the acting Treasurer and the other a Vice President or President.
- D. All policies governing the Commission, Management and Execution of Glenkirk PTO Committees must be adopted or amended as bylaws of the PTO, available to all members of the PTO and in compliance with all applicable Federal, State, and local regulations.
- E. All PTO Committees will be assigned and officer of the board to act as co-chair of the committee.

Section 2. Commission of a PTO Committee

- A. The Commission of a Committee requires successful completion of a three (3) step process: Application Submission, Board of Officers Approval, and PTO Membership Approval.
- B. An application to create a new committee must be sponsored and submitted by a PTO Member to the Vice President or 2nd Vice President for Board of Officers approval. The applicant must use the Glenkirk PTO approved form, Application for the Commission of a PTO Committee, see Appendix A: Application for the Commission of a PTO Committee, form.
- C. The Vice President to 2nd Vice President will Approve, Refer or Reject the Application for the Commission of a PTO Committee within fourteen (14) days of their reception of the application.
- D. The commission of a PTO Committee receives Approval by a simple majority vote of the acting Officers, including at least (1) Vice Presidential vote. Once it is approved by the board, the application must be presented to a proved by the PTO Membership by a simple majority vote of all present voting Members at the next schedule PTO meeting.
- E. A Vice President may Refer the Commission of a PTO Committee that requires further input or consideration by the outside parties prior to board of officers' approval. These parties may include but are not limited to: School officials, members of the community, businesses or other PTO committees. The referred application will be returned to the sponsoring PTO Member with and explanation and available contact information.
- F. A Vice President may Reject the Commission of a PTO Committee whose affairs would violate the bylaws of the Glenkirk PTO or applicable Federal, State, Local, or PWCS regulations. The rejected application will be returned to the sponsoring PTO Member with explanation.
- G. Referred and Rejected Applications may be resubmitted with changes and/or explanations. There is no limit to how many times they may be resubmitted or rejected. A sponsoring PTO Member may bypass Board of Officers Approval, and request PTO Membership approval by a super majority vote of no fewer than three-quarters (3/4) of present voting members, for an application which has been Referred two (2) consecutive times in one calendar year.

Section 3. Management and Execution of a PTO Committee

- A. An officer of the board must be in attendance at all organized committee meetings and copied on all mail (electronic or other) produced by the Committee.
- B. On matters limited to non-committal planning, organization and execution of its affairs, a committee is at liberty to self-govern in accordance with its Commission, applicable bylaws of the Glenkirk PTO or Federal, State and Local Regulations.
- C. A committee must receive approval by two (2) acting officers, one of which must be a Vice President or President, to enter a commitment or agreement or contract with any party; to include but not limited to: School officials, members of the community, businesses or other PTO Committees.

- D. The Board of Officers, by a simple majority vote, may require a committee must submit a new Application for the Commission of a PTO Committee if the committee membership wishes to change its stated Commission.
- E. All Committee will expire in accordance with their Commission or on June 30th, which ever comes first.

Article XI – Fiscal Year

The fiscal year of the Glenkirk PTO will begin on July 1st and end on June 30th of the following calendar year.

Article XII – Parliamentary Authority

Robert’s Rules of Order will govern the Glenkirk PTO in all cases in which they are applicable.

Article XIII – Amendments

Section 1. Bylaw Revision

The Glenkirk PTO bylaws may be amended at any regular meeting of the Glenkirk PTO by two-thirds (3/4) vote of those voting, provided that a public notice of the Proposed amendment was given at least 15 days prior to the meeting.

Section 2. Bylaws Committee

Bylaws Committees will be established to study and make recommendations to the PTO Executive Board regarding changes to these bylaws. A unique Bylaws committee must be commissioned for each deletion, addition or modification to these bylaws. Each Bylaws committee will be named after the article and change that it is commissioned to study.

Article XIV – Dissolution

The Glenkirk PTO may dissolve and terminate its affairs in the following manner: The Glenkirk PTO Board will adopt a resolution recommending that the Glenkirk PTO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members. Notice of the meeting will be published in the school newsletter.

Approval of the dissolution of the Glenkirk PTO will require the affirmative vote of three-quarters (3/4) of the members present at the special meeting.