**COLBERT ELEMENTARY**

4526 E. Green bluff Rd.

Colbert. WA 99005

**P.T.O. BY-LAWS**

**ARTICLE I**

**NAME**

The name of this group shall be Colbert Parent Teacher Organization (P.T.O.)

**ARTICLE II**

**PURPOSE**

The object of this group is to achieve through cooperative efforts of the parents and guardians of Colbert students, administrative staff and teachers the following purposes:

Section 1 The advancement of the education of students of Colbert Elementary School.

Section 2 The promotion of welfare of children in the home, school and community.

Section 3 The attainment of a closer harmonious understanding between teacher, parent and student.

**ARTICLE III**

**POLICIES**

Section 1 The program of the PTO shall be educational and social and shall be developed through meetings, committees and projects and shall be aligned with the mission statement and in concert with the administration of the school.

Section 2The PTOshall be noncommercial, nonsectarian and nonpartisan. The name of the group and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the group.

Section 3 The PTO shall act in an advisory capacity in regards to the administration of activities of the school and the school policies.

Section 4 The PTO may cooperate with other organizations and agencies in the welfare of youth.

Section 5 The PTO shall not have the power to enter into any contract or financial obligation binding the group beyond the fiscal year. (Except with Dorian)

Section 6 The PTO shall have books and records relating to the transactions of the group including those pertaining to the office of treasurer on the premises of Colbert Elementary School.

Section 7 **Monetary policy; Any expenditures over $ 99.00 for fixed assets or enhancements, to exclude monies spent to further fundraising projects, must be approved by a vote of the PTO Board.**

**All financial transactions that exceed the approved budget must be approved by the PTO Board. All expenses of the PTO will be approved by the Board. The Board will determine disposition of funds not requiring general membership approval. Financial obligations will not be made without sufficient funds to cover commitments.**

**BANK ACCOUNT INFORMATION:**

**The account shall be carried in the name of "Colbert Elementary PTO" and bear the Tax I.D. number.**

**ARTICLE IV**

**MEMBERSHIP**

Section 1 Any person having a child or ward attending Colbert Elementary School or having current employment at Colbert Elementary School will be considered a general member of Colbert PTO

Section 2 The fiscal year will coincide with the district school year **-** thru June 30th.

Section 3 **Role at General Meetings:** Any general member is welcome to attend. Each general member will have one vote.

Section 4 **General members are welcome to attend board meetings and are welcome to provide input but they don’t have a vote**.

**ARTICLE V**

**BOARD OF DIRECTORS - OFFICERS AND ELECTION THEREOF**

Section 1 The affairs of the group shall be managed by the Board.

Section 2 The Board shall be composed of a President, President-Elect, Treasurer (2), and Secretary. The remainder of the board shall consist of Volunteer Coordinator, Fundraising Coordinator, Historian, Events Coordinator, Hospitality Coordinator, Publicity Coordinator and Two Faculty Representatives.

Non-elected positions are the two administrative representatives.

* ¬ Any board position may be co-chaired. Each member has a single vote.

Section 3 **The Board shall be elected by the general membership annually in the spring**, **during conference week in March, from a ballot prepared and presented by the building Principal.** Absentee or proxy ballots are prohibited.

A simple majority of all votes cast is necessary to elect.

The newly elected board along with the current board shall attend all remaining meetings and participate in all year end events as one.

The newly elected board will attend the next month’s board meeting (April) to witness the current board. The previous board will then attend the May meeting to witness and assist the newly elected board.

In the event that a position is not filled, one approved by the board may be appointed to fill the vacant position.

The Treasurer(s) shall be elected and installed under the same provisions, except that the term shall be *two consecutive years*.

Section 4 A Nominating Committee of at least four (4) members shall be appointed by The Board at the regular group meeting preceding the election of officers. A person shall not be eligible to serve two (2) consecutive years on this committee.

Section 5 The Principal of Colbert Elementary School shall be an ex-officio member of the nominating Committee.

Section 6 The Nominating Committee shall report the names of candidates for President, President-Elect, Treasurer (2), Secretary, Volunteer Coordinator, Fundraising Coordinator, Historian, Events Coordinator Publicity Coordinator, and Hospitality Coordinator.

Section 7 A vacancy occurring during an un-expired term of a Board member shall be filled by a person agreed upon and voted on by a majority of the remaining board.

Section 8 Removal: Any officer elected by the Board or by the membership may be removed by a two-thirds (2/3) vote of the general membership called for this purpose, at the discretion of the Board and administrative representative.

An officer may serve no more than two (2) consecutive terms in one (1) position and no more than four (4) consecutive years as a Board member.

**ARTICLE VI**

**DUTIES OF OFFICERS**

¬ **President** – The President shall preside at all meetings of the group. Approve committees and their

chairs and shall perform all other duties usually pertaining to the office. Duties may include attending school and district meetings such as, Council for Learning Improvement (CLI) & Mead School Board, signing papers for organizations that require PTO approval, writing meeting agendas and attending all PTO sponsored events and activities.

¬ **President-Elect** – Shall perform the duties of the President in the absence or inability of that

office to act. In case of vacancy in the office of the President, the President-Elect shall assume the chair until the vacancy is filled.The Presiden-Elect shall approve all fundraising events, fundraising committees and their chairs.

¬ **Secretary** – Shall keep a record of the proceedings of all Board and General Meetings and

distribute these to board members, the administration, and post the minutes for the general membership. Will also archive all past minutes and information pertinent to future board members. Duties may include writing thank you notes, and coordinating the PTO’s monthly newsletter.

¬ **Treasurer** - The Treasurer position shall be recommended for two (2) members and

the term shall be two consecutive years. (Article V, Section. 3b). One for deposits, one to issue checks, and both to be accountable to each other as well as to the board. One Treasurer will enter data into the program and run the reports. PTO uses *Quickbooks*;

knowledge of this program would be helpful.

The Treasurer shall submit a detailed financial account of the organization at board and general meetings.

The Treasurer’s account of the school year shall be examined annually by a group of independent evaluators.

Applicable IRS forms must be filed annually indicating revenues and expenses for the school year by the timeline mandated on the form.

¬ **Volunteer Coordinator** – Shall be responsible for organizing volunteers as needed by the

PTO Board and supplying a database of volunteers to chairpersons of events and activities.

¬ **Historian** – Shall record all PTO functions and activities by photographing them and

displaying photos in the hallways and the web page. May oversee a committee of volunteers to assure that all events are photographed. They would also compile a journal of the year’s events and supply a disk for the PTO web page as well as for the yearbook and the slide show committees.

¬ **Fundraising Coordinator** – Shall work with the President-Elect to coordinate all fund

raising efforts. Shall oversee all fundraising committees and their chairpersons.

¬ **Events Coordinator** **–** Shall oversee chairpersons of all events and activities during the

year, sharing information about each committee with the board. Shall work with the Volunteer Coordinator recruiting and organizing volunteers for PTO sponsored events and Colbert’s many activities. Shall also stay in contact with the Fundraising Coordinator when the event involves fundraising.

¬ **Hospitality Coordinator –** Shall write thank you notes to individual volunteers and assist

the committee chairpersons with additional notes when necessary. May also help organize social events during the year.

¬ **Publicity Coordinator –** Shall work with the president and secretary to compile, edit and

format articles and information making the PTO newsletter ready for publication.

May also help with informational flyers and pamphlets.

* ¬ **Any board position may be co-chaired. Each member has a single vote.**

**ARTICLE VII**

**MEETINGS**

Section 1The general meeting of the membership of this group shall be held in the month of October, February and May, except when change is decided by the Board.

The May meeting shall be the annual meeting. Notice of the annual meeting may be sent by the Secretary at least three (3) days before the annual meeting.

Section 2Special meeting may be called by The Board. The Secretary shall give at least five (5) days notice of any special meeting, which shall include the purpose for which the meeting has been called.

**Section 3 Meetings of the P.T.O. Board will be held monthly or as needed as designated by the President.**

**A two-thirds majority of Board members shall be present to transact business.**

**ARTICLE VIII**

**COMMITTEES**

Section 1 There shall be such committees approved by the President and/or Board needed to promote the purposes and interests of the group. The term of office of committee chairpersons shall be one (1) year, or until their successors are appointed.

Section 2 Chairpersons of committees shall present plans of work to the Events Coordinator, recruit and organize volunteers for their projects/events, asking the Volunteer Coordinator for assistance when necessary and no work shall be undertaken without the approval of the board.

Section 3 Retiring chairpersons must relinquish to their successors all books, records and supplies by May 1st or within 2 weeks of vacating a position before the end of the term.

**ARTICLE IX**

**AMENDMENTS**

These by-laws may be altered, amended or repealed and **new by-laws may be adopted by two-thirds (2/3) of the members present at any regular meeting** or at any special meeting of the membership if at least five (5) days notice, in writing, is given of intention to alter, amend, repeal or adopt by-laws at such meeting.

**Revised and Board Approved: May 25, 2011**

**Revised: September 11, 2012**

**Approved at General Meeting:**