



# Whispering Oak Elementary School PTO Bylaws

## ***ARTICLE I: Name, Description and Purpose***

### **Section 1: Name**

The name of this organization shall be the Whispering Oak Elementary School Parent-Teacher Organization (PTO).

### **Section 2: Description**

The PTO is a non-profit organization that exists for charitable, scientific, literacy or educational purposes within the meaning of section 501C (3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

### **Section 3: Purpose**

The PTO is organized for supporting the education of students at Whispering Oak Elementary by fostering positive relationships among the school, parents, and teachers; and to give financial support to the school by providing funds to enrich the educational, physical, and social environment of the school.

## ***ARTICLE II: Organization Membership***

**Section 1:** Membership will be available without regard to race, color, creed, or national origin to all teachers and staff members of the school and to all parents, and/or legal guardians of pupils enrolled in the school.

**Section 2:** The PTO will conduct an annual enrollment of members, but persons may be admitted to membership at any time.

**Section 3:** Members must have paid dues, established by the Officers at the beginning of each fiscal year, to be considered a member in good standing with voting rights. Members must have confirmed payment prior to voting.

**Section 4:** Members have voting privileges upon enrollment. Members will have opportunities to vote throughout the school year such as, but not limited to, approving the budget and electing new Officers for the upcoming school year.

**Section 5:** Only members of the PTO shall be eligible to serve in any of its elected or appointed positions.

## ***Article III: Officers***

### **Section 1: Membership**

Officers must be members of good standing in the organization as defined in Article II, Section 3.

### **Section 2: Responsibilities**

The responsibilities of the Officers shall be to transact necessary business in the interval between PTO meetings, create standing rules and policies, create bylaws, create committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

### **Section 3: Elected Positions**

Officers shall consist of the elected positions: President, Business Vice President, Hospitality Vice President, Secretary and Treasurer.

- a. *President:* The President shall preside at all Officer and General meetings of the PTO, serve as the primary contact of the Principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, sign and approve all vendor contracts, and coordinate the work of all the officers and committees so that the purpose of the PTO is served. All procedures created and/or changed are to be presented to the President for consideration.
- b. *Business Vice President:* The Business Vice President will conduct all necessary work regarding fundraising, business partnerships, spirit wear and yearbook. Duties shall include, but are not limited to, organizing main PTO fundraiser events such as the fall fundraiser; setting up spirit nights; coordinating business

partnerships; overseeing sale and inventory of spirit wear; and overseeing all aspects related to the yearbook. The Business Vice President shall perform the duties of the President in the absence of that officer.

- c. *Hospitality Vice President:* The Hospitality Vice President will conduct all necessary work regarding hospitality and appreciation events. Duties shall include, but are not limited to, organizing the Welcome Back luncheon for staff, the Boohoo Yahoo breakfast, Trunk or Treat, Mother-Son Event, Father-Daughter Dance, and Appreciation Days. The Hospitality Vice President shall perform the duties of the Business Vice President in the absence of that officer.
- d. *Treasurer:* The Treasurer shall have custody of all the funds of the PTO, keep a full and accurate account of receipts and expenditures, bank account information; maintain School Pay and/or Square or any other payment method used by the organization; develop and present a yearly budget; and pay out funds in accordance with the budget adopted by the PTO and as authorized by the Officers. The Treasurer shall sign all checks and vouchers, with each being co-signed by authorized officers if the amount is greater than \$200.00. The Treasurer shall have available a financial report at every meeting and at other times when requested by the Officers and shall have the current adopted budget on hand at all Officer and General meetings.
- e. *Secretary:* The Secretary shall keep all records of the PTO, take and record minutes and oversee membership drive. The Secretary also keeps a copy of all minutes, bylaws, membership lists, volunteer databases and any other necessary supplies, and brings them to all meetings. The Secretary shall bring copies of the prior General meeting minutes to the next regularly scheduled General meeting for approval by verbal motion. These approved minutes must be

forwarded to the PTO webmaster, within 3 days of approval.

#### **Section 4: Meetings**

At least four Officer meetings shall be held during the year with majority presence. Special meetings may be called by any two Officers, with at least 48 hours notice.

Committee Chairs (see Article V) are invited to attend Officer meetings for the purpose of observation and discussion. These individuals will not be counted towards the quorum (see Article III, Section 5). Additionally, Committee Chairs will not have a vote on any business items as discussed in said meeting.

#### **Section 5: Quorum**

At least 50% of Officers must be present at a regularly scheduled Officer meeting to constitute a quorum for the discussion of any business items. If a vote is necessary to approve any business items discussed, a majority must vote in favor of said business items to be approved. Phone votes or email votes may be called by the President or a majority of the Officers.

#### **Section 6: Eligibility**

Members are eligible for an Officer position if they are a member in good standing at the time the slate of Officer candidates is presented at the April General Meeting. Each Officer must be either (1) a parent or legal guardian of a student at Whispering Oak Elementary School or (2) a staff member at Whispering Oak Elementary during the school year in office. At a minimum, 51% of the Officers shall be a parent or legal guardian of a student at the Whispering Oak Elementary School.

#### **Section 7: Nomination Procedures**

Individuals interested in nominating themselves or another person for an Officer position will follow the steps described here:

##### **Step 1:**

Communication will be sent via PTO website, social media, and e-newsletter notifying members of the organization that nominations are open for Officer positions starting in March. This communication will include the responsibilities of each position along with a link to a nomination form for interested

individuals to submit their nomination. This form will ask individuals to share their name, contact information, and details on why they are interested and why they feel qualified for the position or why they are nominating another person for that position.

**Step 2:**

Once the nomination form is received, the Secretary will review the membership directory to ensure the nominated individual meets the eligibility criteria to be considered for their desired position. If an individual nominates another person, the Secretary will first verify the person is eligible to be nominated. If so, the Secretary will contact the nominated person to share the responsibilities of the position for which they are nominated and inquire if they would like to accept the nomination. If the person chooses to accept the nomination, said person will be asked to submit a nomination form sharing why they are interested and why they feel qualified for the position.

**Step 3:**

The form responses will be accessible by the Officers and Committee Chairs to review candidate submissions in order to maintain transparency and also to discuss any eligibility concerns regarding any nominated individual.

**Step 4:**

At the April General meeting all eligible, nominated individuals will be presented on the slate of Officer candidates to membership. Nominations may also be accepted from the floor at this time and eligibility will be ensured by the Secretary prior to adding individuals to the slate. The slate of candidates must then be posted to the PTO website, PTO social media, and included in e-newsletter, 14 days prior to the May General meeting.

**Section 8: Elections**

Elections will be held during the May General meeting of the school year. Voting for Officer positions shall be by voice vote if a slate is presented with only one person per office. A written ballot must be taken if there are multiple nominees for any office. Officers shall assume their duties on the first day of the next fiscal year, July 1.

**Section 9: Terms of Office**

Officers are elected for one year and may serve no more than three consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 10: Vacancies**

If at the time of elections, there is a vacancy in an Officer position, the outgoing Officer may retain that position, regardless of how many terms served in that position, if they choose to do so. If there is a vacancy in the office of President, the Business Vice President will become the President. Authorization is given to the current school year Officers to accept a nomination from the floor, if a vacancy exists, at the May General meeting, by a majority vote of said Officers. If the nomination is approved, the individual will be voted in by the membership of the organization at that time. If the position remains vacant after the May election meeting, authorization is given to the current school year Officers to try and fill the Officer vacancy up until July 1st, before the new newly elected Officers assume their duties. Majority vote of the Officers is required to fill this vacancy between the May election meeting and July 1st. If the vacancy remains on July 1st, the incoming Officers will communicate the vacancy prior to the first General meeting of the school year and accept nominations via the same procedure as discussed in Article IV, Section 3 of these bylaws. The slate of candidates for the vacant Officer position will be presented to the membership at the first General meeting of the new school year. The same voting rules as discussed in Article IV, section 4 will apply. If a vacancy should occur during the school year, the Officers will work to fill the vacancy through notification to membership of the need and a call for candidates. A special General meeting will be called to elect an individual, who meets the eligibility criteria, for the vacant Officer position.

**Section 11: Removal from Office**

Officers can be removed from office with or without cause by a two-thirds vote of members present at a regularly scheduled General meeting where seven calendar days notice has been given. Notice is to be sent to all Officers and a member of administration.

**Article IV: Committees Chairs**

### **Section 1: Eligibility**

Only PTO members in good standing shall be eligible to serve in a committee chair position as defined in Article II: Section 3

### **Section 2: Responsibilities**

The responsibilities and tasks of the Committee Chairs will vary based on the Officer to whom they report and the objectives of their roles. The President maintains an organizational chart detailing the reporting structure and responsibilities for each Committee Chair position.

### **Section 3: Committee Chair Titles**

Committee Chair Titles shall include but are not limited to, and will be based on the needs of the Officers for the school year:

- a. 5<sup>th</sup> Grade Celebration
- b. Programs
- c. Hospitality Appreciation
- d. Hospitality Events
- e. School Spirit
- f. Communications
- g. Yearbook
- h. Room Parents

### **Section 4: Appointment Procedures**

Individuals interested in being considered for a Committee Chair role will follow the steps described here:

#### **Step 1 :**

Communication will be sent via PTO website, social media, and e-newsletter notifying members of the organization that the search is underway for Committee Chairs starting in March. This communication will include the responsibilities of each position along with a link to an interest form. This form will ask individuals to share their name, contact information, and details on why they are interested in the position.

#### **Step 2:**

The interest form responses will be accessible by the newly elected Officers in May for their review in order to make an appointment to the committee chair positions. Newly elected Officers may consult the current school year Officers for their opinion and advice in appointing interested individuals for the next school year.

### **Section 5: Terms of Office**

Committee Chairs are appointed for a one-year term and may serve no more than 2 consecutive terms in the same position. Committee Chairs shall assume their duties on the first day of the next fiscal year, July 1.

### **Section 6: Vacancies**

If no interest forms for a specific committee chair role have been submitted for the newly elected Officers to review prior to the time they assume their duties, they may ask the previous Committee Chair to reassume their role regardless of how many terms served in that position. If the outgoing Committee Chair does not wish to resume their role, the Officers will send out communication as described in Article V, Section 4 in an attempt to fill the role in a timely manner.

### **Section 7: Standing/Special Committees**

The Officers may create standing and special committees as they deem necessary to promote the objectives and carry out the work of the PTO. The PTO President and Principal of the school shall be ex-officio members of all committees.

## **Article V: Organization Meetings**

### **Section 1: General Meetings**

At least four General meetings will be held each year. Dates will be determined by the President and Principal and announced at the first meeting. If changes are made, at least seven calendar days notice should be given via the PTO website, PTO social media, and email, where possible. All Officers and Committee Chairs must attend 50% of all General meetings to be able to serve.

### **Section 2: Special Meetings**

Special meetings may be called by the President or two Officers, but seven days notice should be given via the PTO website, PTO social media, and email where possible.

### **Section 3: Quorum**

Minimum (7) members must be present at a General meeting to constitute a quorum for the transaction of all business. Only members who have paid their dues shall have voting privileges.

**Section 4: Notification of Meetings**

Members of this organization will be notified of meetings via e-newsletter and social media posts at least one week prior to the meeting.

**Article VI: Finances**

**Section 1:** The fiscal year of the PTO shall begin on July 1 and end on June 30.

**Section 2:** A tentative budget shall be drafted for each school year and approved by the majority of members present at the first General meeting. The Officers shall then approve all expenses of the PTO.

**Section 3:** Two authorized signatures shall be required on each check over \$200.00 of the PTO. Authorized signers include the President, the Treasurer, and one additional Officer, if listed on the bank checking account.

**Section 4:** The Treasurer accounts shall be audited/reviewed annually by a minimum of 3 individuals, at least one of which needs to be a committee chair and none of whom had access to funds nor made any purchases for reimbursement during the school year. These individuals shall complete a year end financial checklist as documentation of the review. This checklist will be presented to the President upon completion.

**Section 5: Debit Cards**

The President and Treasurer hold possession of the debit cards and have sole responsibility to make purchases using them. Purchases using the debit card in person or online are to be discussed and agreed upon between the two positions prior to being made.

**Article VII: Basic Policies**

**Section 1: Bylaws**

Bylaws shall be reviewed in the Fall of even numbered years. Any revisions will be presented at the next regularly scheduled General meeting and will require a two-thirds majority vote of the members present and voting. These Bylaws may also be reviewed and subsequently amended to be presented at a General or Special meeting for approval by membership, providing that notice is given to all members of the organization at least (7) days prior to

meeting. Approval will require a two-thirds vote of those present to be approved, assuming a quorum.

**Section 2:** The name of the PTO shall not be used to support any commercial or partisan interest for any purpose not appropriately related to the objective of the PTO.

**Section 3:** The PTO shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate.

**Section 4:** Upon the dissolution of the PTO, any remaining funds should be used to pay any outstanding bills; then, with the membership's approval, spent for the benefit of the school.

**Section 5:** No part of the income shall be for the benefit of any of the officers, members, or other private individuals except as reasonable compensation for services rendered and as payments and distributions made in carrying out the stated purposes of the organization.

Bylaws Created/Approved by Executive Board:  
June 8, 2009

Bylaws Approved/Membership Executive Board:  
August 27th, 2009 PTO Meeting

Bylaws Amended:  
March 18th, 2010 PTO Meeting

Bylaws Amended:  
November 10, 2011 PTO Meeting

Bylaws Amended:  
May 23, 2013 PTO Meeting

Bylaws Amended:  
November 12, 2019 PTO Meeting

Bylaws Amended:  
September 14, 2021 PTO General Meeting

Bylaws Amended:  
September 20, 2022 PTO General Meeting

Bylaws Amended:  
August 15, 2023 PTO General Meeting

Bylaws Amended:  
August 20, 2024 PTO General Meeting