

BYLAWS of the Project Based Middle School Parent Teacher Organization (PTO)

ARTICLE I – NAME, DESCRIPTION & MISSION

Section 1: NAME – The name of the organization shall be called the Project Based Middle School PTO, doing business as (DBA) Odyssey Middle School PTO. The PTO is located at 5750 NW Pacific Rim Blvd., Camas WA 98607.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: MISSION – The mission of the PTO is to enhance and support the educational experience at the Project Based Middle School, to work in a collaborative effort with parents, teachers and the administration to improve and grow with our children in their education and support in their development. The PTO accepts donations and manages fundraising programs exclusively for charitable purposes regarding children's education.

Section 4: OBJECTIVES –

1. To promote the welfare of the children by developing a united effort between educators and the general public to secure for all children the highest advantages in education.
2. To foster communication among parents, children, teachers, administrators, community and elected school officials.
3. To promote volunteer programs and resources for the school.
4. To promote educational and informative programs.
5. To raise and disperse funds providing for all the above objectives.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents, guardians, teachers, and administrative staff of PBLMS students. There are no membership dues. Members have voting privileges, granting one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer elections the following school year. Elections are held in May/June for the following school year. Elections will be held no earlier than May 1, and no later than June 30.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO. It is preferable that no person shall serve more than two consecutive terms in the same office. Anyone serving as an Executive Board member must be in good standing with Camas School District and be an approved volunteer with the District or a staff member in the District.

Section 4: CONFLICT OF INTEREST – No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on or propaganda, or otherwise attempting to influence legislation, publishing or distribution of statements for any political campaign or on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 5: DUTIES OF THE OFFICERS – Executive Board – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00. President – The President shall schedule and facilitate all business meetings of the PTO. The President will review the volunteer form annually and will ensure appointments of chairs for PTO committees. The President will monitor the progress of the committees and have reports available for PTO Executive Board meetings. Vice President – The Vice President shall perform

the duties of the President in the event of the President's absence. The Vice President shall also perform such other duties as assigned by the President or Executive Board of the PTO. Secretary – The Secretary shall keep an accurate record of all meetings of the organization and of the Executive Board, and conduct the correspondence delegated to the Secretary. The Secretary is the custodian of all communications, documents, and papers belonging to the organization. The Secretary ensures that all Executive Board members receive the most recent copy of the bylaws. The Secretary shall provide the Executive Board with a list of all Executive Board members' phone numbers/email addresses. The Secretary shall also provide the list to the school office. Treasurer – The Treasurer shall receive all moneys of the organization; shall keep an accurate record of receipts and expenditures; shall pay out organization funds only as authorized by the organization or the Executive Board and shall present a statement of account at every meeting of the PTO (both Executive Board and General); prepare year-end financial reports; and ensure that all records are available for an annual financial review.

Section 6: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 7: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

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Section 8: VACANCY – If a vacancy occurs on the Executive Board, the remaining Executive Board Members shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Section 9: STANDING COMMITTEES - Standing Committees shall be created by the Executive Board as may be required to promote the objectives and plan the activities of the PTO. Standing Committees include, but are not limited to: Spirit Wear, Staff Appreciation, Volunteers, and Newsletter.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held quarterly during the school year or at the discretion of the Executive Board. A minimum of three General PTO meetings must be held.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – A quorum shall consist of at least five (5) members, three (3) of which are Executive Board members. In the event that there is not a quorum and a vote must be taken, a phone vote of the Executive Board members will be organized by the President or delegate. A quorum is required for all financial votes and changes to the bylaws

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in accounts in the name of Project Based Learning Middle School PTO, and held at a local financial institution.

Section 3: SIGNATURES – Two authorized signatures shall be required on any dispersal of funds.

Section 4: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 5: BUDGET - A tentative budget shall be drafted at an Executive Board meeting in the spring (April/May) for the following school year and approved by a majority vote of the members present. The Budget shall be reviewed at the October Executive Board meeting.

Section 6: ENDING BALANCE - The organization shall leave a minimum amount in the treasury at the end of each fiscal year.

Section 7: CONTRACTS - Contract signing authority is limited to the President or the President's Designee. The Designee, when utilized, must follow approved parameters prior to signing contract.

ARTICLE VI – BYLAW AMENDMENTS

A Committee may be appointed by the Executive Board to submit revisions to these bylaws which must be passed by a majority vote of the Executive Board.

ARTICLE VII - DISSOLUTION

In the event that the Project Based Middle School PTO is no longer needed, dissolution of the organization will occur with all remaining funds and other assets to be granted to the school or the school district, whichever is applicable.

- Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.*

**These bylaws were adopted on _September 21,
2017_.**

The Project Based Middle School Parent Teacher Organization (PBL PTO) is an equal opportunity, non- profit organization.