

**BY-LAWS OF TOTEM FALLS ELEMENTARY
PARENT TEACHER ORGANIZATION**

ARTICLE I – LOCATION

The Organization’s mailing address is:

Totem Falls Elementary
14211 Snohomish Cascade Dr. SE
Snohomish, WA 98296

ARTICLE II – OBJECTIVES

- 1) To promote the welfare of children and youth in home, school, & community.
- 2) To encourage a cooperative effort between home and school for training and educating the child.
- 3) To promote communication among parents, friends, and Totem Falls Elementary administration and staff.

ARTICLE III – POWERS AND PURPOSES

Section 1. The powers of the PTO (hereinafter referred to as PTO) shall be vested in the Executive Board. The Executive Board shall consist of the elected Officers. The number of Executive Board Members of the PTO shall be no more than twelve (12) nor less than three (3).

Section 2. Officers shall be elected at the General Meeting held in May.

Section 3. In the event of the death or resignation of an Officer, or an Officer shall cease to be a member or shall be suspended or expelled, the Executive Board, by a majority vote, shall fill said vacant seat for the unexpired term of the office so vacated.

Section 4. Any Officer may be removed from office by two-thirds vote of the members at any meeting of the membership. Written notice of the proposed removal shall be given to all members and the Officer proposed to be removed, not less than fifteen (15) days prior to the proposed removal. Such notice shall state the reason for the proposed removal which shall be for cause.

ARTICLE IV – POWERS AND DUTIES OF THE EXECUTIVE BOARD

Section 1. The powers of this PTO shall be executed by the Executive Board.

Section 2. The Executive Board shall oversee the operation and functions and have the entire charge of the proprietary interest and business affairs and transactions of the PTO with full power and authority to manage, control, regulate, and conduct the same. They shall have full power and authority to define the limits of the powers and duties of all officers, agents, employees and others not otherwise provided by these by-laws consistent with stated objectives.

Section 3. The Executive Board shall have full power and authority to create and establish Officers, or Assistant Officers, or Committees not provided for by these by-laws and to define duties of the same. The Executive Board, unless these by-laws are amended, shall not be compensated but nothing herein contained shall be construed to preclude any Executive Board Member from serving the PTO in any other capacity.

Section 4. The Executive Board shall have the power and authority to enter into agreements for the management of the PTO's property and assets, the handling of its books and records, the overseeing of financial matters, the directing of enrollment of members, and such other duties and responsibilities as may be fixed from time to time by contractual agreements or otherwise. A list of all PTO property shall be maintained. Inventory and updates of this list will be conducted yearly, each summer.

Section 5. The Executive Board shall have the power to create such committees or subcommittees as they deem in the best interests of the PTO. All members of such committees shall be responsible and accountable to the Executive Board.

Section 6. The Executive Board shall have charge, regulation and control of the income of the PTO from all sources except as otherwise provided for in these by-laws.

Section 7. The Executive Board shall have the power to set policy and procedures and to adopt and publish rules/regulations governing the properties and affairs of the PTO.

Section 8. In emergency situations, the Executive Board shall have the power and authority to purchase and/or otherwise acquire all personal property and assets deemed by them to be necessary for the benefit of the PTO on such terms and for such price as may be determined by the Executive Board up to \$500.00. Expenditures larger than \$500.00 require approval of the membership at a regularly scheduled meeting. This power shall only be exercised for emergency situations as determined by the Executive Board. Any such action shall be reported at the next general meeting.

Section 9. There shall be a regular annual meeting of the Executive Board each year during July and/or August, at such time and place as may be set by the Executive Board.

Section 10. Regular meetings of the Executive Board will be established by the Officers. A special meeting of the Executive Board may be held at any time deemed necessary. The secretary

shall give each member of the Executive Board such reasonable notice of regular or special meetings as deemed appropriate under the circumstances.

Section 11. A majority of the whole number of the Executive Board shall constitute a quorum for the transacting of business. A majority of the Executive Board shall decide its action and shall be binding and valid as PTO action. In the event a quorum is not present at a regular or special meeting, business cannot be conducted and the meeting will be adjourned.

ARTICLE V – OFFICERS

Section 1. Officers of this PTO shall consist of President or Co-Presidents, Vice-President, Secretary, Treasurer, Staff Representative, Fundraising Chairperson, Event Coordinator, Volunteer Coordinator, Auction Chairperson, Student Council Representative and District Liaison. The Principal of the school shall be an ex-officio member of the Executive Board. Officers are expected to attend monthly Executive Board meetings as well as General Membership meetings.

Section 2. The officers shall be elected annually at the May meeting. Officers shall serve for a one- (1) year term beginning July 1 and ending June 30th of the following year and may be reelected to serve an additional term of one year in the same office. A person shall not be eligible to serve more than two (2) consecutive terms in the same office, unless there are no other candidates for that position. The general membership shall elect the President or Co-Presidents from the existing Executive Board, if possible.

ARTICLE VI – POWERS AND DUTIES OF EXECUTIVE OFFICERS

Section 1. The President or Co-Presidents shall be the Chief Executive Officer(s) of the PTO.

The President or Co-Presidents shall generally supervise and provide for general management of the PTO. The President or Co-Presidents shall be a member ex-officio of all standing committees and shall perform all duties incident to the office of President, including attending meetings and reporting of PTO activities at such appropriate meetings to the Executive Board.

Section 2. The Vice President shall, in the absence, disability or resignation of the President, assume the duties of the President. The Vice President shall attend Site Planning meetings (when in session) and report proceedings to the Executive Board on a regular basis. The Vice President shall also be responsible for public relations and advertising.

Section 3. The Secretary shall be responsible for providing notice of meetings 3 to 5 days prior to and shall be responsible for keeping full and accurate minutes of all meetings of the PTO and Executive Board. These records shall be open to the inspection of any voting member at all reasonable times. The Secretary shall be responsible for collecting proxy votes for Executive Board positions prior to the May general membership

The Secretary shall attend to all correspondence relative to the affairs of the PTO other than such duties in these by-laws assigned to other officers. The Secretary shall be responsible for

the writing, publication and distribution of the school directory as well as oversee the content of the PTO web page.

Section 4. The Treasurer shall maintain a record of all financial transactions of the PTO and shall be chairperson of any budget committee. The Treasurer shall also be responsible for investment of PTO records and property and, along with the President or Co-Presidents, sign all deeds, leases and contracts on behalf of the PTO that shall be properly authorized by the Executive Board. The Treasurer is responsible for the filing of the IRS form 990 as well as ensuring all state and federal documentation and reporting occurs as necessary.

The Treasurer shall keep fair and true accounts of all receipts and disbursements and shall have charge of the bank books and related financial documents of the PTO, including IRS, state, or federal records. All disbursements must be signed by at least two (2) Executive Board members.

At each meeting of the members, the Treasurer shall present a written statement showing the financial condition of the PTO. The Treasurer shall further perform all other duties incident to such office and other duties as may be prescribed or required by the Executive Board.

All funds received at a PTO sponsored function shall be counted by the Treasurer and at least one (1) other member of the Executive Board, or in the absence of the Treasurer, two (2) members of the Executive Board. Any PTO funds received otherwise must be counted by two (2) PTO members before it is recounted by the Treasurer. All funds received at or for a PTO sponsored activity must be accompanied by a detailed record of receipt from the counter(s).

In the absence, disability or refusal to act of the Treasurer, an interim treasurer, as designated by the Executive Board shall have all the powers and authorities and shall perform the duties of the Treasurer.

Section 5. The Past President may serve as an advisor.

Section 6. The Staff Representative will communicate the needs and desires of the Executive Board to the Staff, and of the Staff to the Executive Board.

Section 7. The Fundraising Chairperson will provide guidance and leadership for all fund raising activities and committees, including, but not limited to, the wrapping paper sales and clothing sales.

Section 8. The Event Coordinator will provide guidance and leadership to all event chairpersons for all PTO sponsored events.

Section 9. The Volunteer Coordinator will provide guidance and leadership for the following committees: Classroom Volunteers, Room Parent Volunteers, Art Docent, Staff Appreciation and event volunteers.

Section 10. The District Liaison shall attend the monthly Parent Information Meetings (PLUSS) at the District and report back to the PTO.

Section 11. The Auction Chairperson will provide guidance and leadership for the Auction Committee.

Section 12. The Student Council Representative shall attend Student Council meetings and report back to the PTO Board.

ARTICLE VII – MEMBERSHIP

Section 1. Parents and guardians of children enrolled in Totem Falls Elementary receive automatic membership.

Section 2. Copies of these By-laws shall be available to all members and interested persons.

Section 3. Any member shall be entitled to hold office and vote for new officers.

ARTICLE VIII – COMMITTEES

Section 1. The committees of the PTO shall be designated by the Executive Board according to the needs of the PTO. Chairpersons shall be chosen from the committee. Term of office shall be one (1) year or as needed. At least one Executive Board officer shall participate on the committee.

ARTICLE IX – MEETING AND VOTING PROCEDURES

Section 1. There shall be regular meetings of the PTO membership, the number of meetings to be determined by the Executive Board.

Section 2. Regular time and place of the meetings will be scheduled by the Executive Board and will be published by September.

Section 3. A Nominating Committee of three (3) members shall be chosen at the March membership meeting. They will present a slate of officers to the membership in April. Nominations shall also be accepted from the floor during the April meeting.

Section 4. A meeting shall be held in May for the election of officers and such other business as may properly come before the meeting. All names placed in nomination shall be presented on the ballot.

Section 5. A simple majority of the voting members shall determine the outcome of the vote.

Section 6. Absent members may vote by proxy. The proxy must be turned in to the secretary prior to the meeting in which they wish to vote.

Section 7. The following issues require a vote of the membership:

- 1) All expenditures over \$500.00, except for approved budget items
- 2) Election of Officers
- 3) Amendments of By-Laws
- 4) Approval of the annual budget

ARTICLE X – FINANCIAL ACTIVITIES

Section 1. Duties of the Treasurer. Refer to Article VI, Section 4.

Section 2. The PTO may engage in fundraising activities as determined by the members of the Executive Board. Such activities may include, but are not limited to: projects (i.e., bazaars, raffle sales, dinners, carnivals, and fun runs); memorials and donations; family-oriented activities; after school programs.

Section 3. The Treasurer shall be responsible for investing funds of the PTO according to the following guidelines, and with Executive Board approval: checking account, in an amount to cover current expenses; savings and short-term investments, to invest proceeds of fundraising activities and non-restricted donations.

Section 4. The Executive Board shall recommend disbursement of funds in accordance with the purposes of the PTO or the terms specified for restricted donations. No PTO funds shall be utilized to purchase gift cards for the Executive Board or for the parents, children, administration and staff of Totem Falls Elementary. There shall be no exceptions to the rule. Any funds found to be allocated in this manner will not be reimbursed.

Section 5. A statement of accounts shall be presented at each general meeting

Section 6. A committee of three (3) non-officers shall be appointed to audit the financial records at the end of the term of office. One member of the committee shall be the incoming Treasurer.

Section 7. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the PTO shall be signed by the Treasurer and one other authorized signatory.

Section 8. All funds received at PTO-sponsored functions shall be counted by the Treasurer and at least one (1) other Executive Board member, or, in the absence of the Treasurer, two (2) members of the Executive Board. Any ORGANIZATION funds received otherwise must be counted by two (2) PTO members before it is recounted by the Treasurer.

Section 9. The fiscal year of the PTO shall be from July 1 through June 30 of the following year, at which time the Audit committee shall review the financial records.

Section 10. The procurement of a service or product over \$1,000.00 shall require a written contract which clearly stipulates the conditions and terms of the agreement regardless of whether or not it is an approved budget item.

ARTICLE XI –AMENDMENT OR REPEAL OF BY-LAWS

Section 1. These by-laws may be amended at any regular meeting of the PTO by a majority vote of the members present and voting, providing notice of the proposed amendment has been made public prior to the meeting.