

Bylaws

Of

WES PTO (formerly known as Westside Elementary School Parent Teacher Organization)

Article I-Name, Description, Purpose

Section 1: Name--The name of the organization shall be WES PTO, commonly known as Westside Elementary School Parent Teacher Organization. The PTO is located at Westside Elementary School, 1834 Hwy 91 W, Jonesboro, AR 72404.

Section 2: Description--The PTO is a non-profit organization that exists for charitable and educational purposes. Notwithstanding any other provisions of these bylaws, the WES PTO shall carry out the activities permitted by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under section 170 © (2) of the Internal Revenue Code of 1954 or the provisions of any future United States Internal Revenue Law.

Section 3: Purpose --The purpose of the PTO is to promote and facilitate the relationship between parents and the school in an atmosphere that is consistent with the educational philosophy of the school community. The purpose of these bylaws is to ensure a smooth and proper flow of business at meetings and events involving the PTO.

Section 4: Objectives -- The objectives of the PTO are as follows:

1. To promote a positive flow of communication between parents and the school, as well as other district organizations.
2. To provide supplementary financial support to the school to enhance students education and social development.
3. To aid and support the schools staff in areas of promotion, publicity, and program development.

ARTICLE II – MEMBERSHIP

Membership shall be automatically granted to everyone connected with Westside Elementary School. There are no membership dues. All members have voting privileges. Members must be present at meetings to vote. All members must be at least 18 years of age.

Article III-Officers

Section 1: NOMINATIONS--Nominations for all officer positions will be taken during the WES PTO April Meeting. Voting will take place during the WES PTO May meeting. Officer positions cannot be shared except for Treasurer, which preferably will consist of a parent as the main officer and a faculty representative for the co-officer. If a nominee is running unopposed, a simple majority will be required to become an officer. If a nominee is running opposed, then votes will be cast by private ballot and the nominee who receives the most votes will be declared the winner. The school Principal will designate two PTO members to count the votes. The two designated PTO members cannot be any of the following: a family member of the nominees, a current PTO officer, or a faculty representative of the school. The President has to have served as a PTO officer in the past.

Section 2: EXECUTIVE BOARD--The Executive Board shall consist of the following officers: President, Vice President, Secretary, Public Relations Secretary, Treasurer, and two faculty representatives. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 3: TERM OF OFFICE-- The term of office for all officers except President and Vice President, is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 4: TERM OF OFFICE-- The term of office for all officers is one year, beginning June 1 and ending May 31st of the following year.

QUALIFICATIONS-- Any PTO member in good standing may become an officer of the PTO. However, officers must be connected to the Westside Elementary School during the calendar year of their term. Officers of WES PTO must not hold an office in any other Westside Elementary School club or organization. The WES PTO treasurer may not hold the position of treasurer with any other Westside School District club or organization. Also, potential candidates for officer positions of President, Vice President, Secretary and Treasurer may not be an elementary school employee. A school employee can hold the office of co-treasurer or faculty representative.

Section 5: Duties –

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 \$1000.00.

President – Preside at General PTO meetings and Executive Board Meetings, serve as the official representative of the PTO, and retain all official records of the PTO. The President has the authority to approve unbudgeted expenditures in the amount of \$500.00.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. Take over the position of President for the second year of term.

Secretary – Record and distribute the minutes of all Executive Board meetings and all General PTO meetings, hold historical records for the PTO.

Public Relations Secretary – Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer and Co- Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Co-Chairmen of Silent Auction – Shall be responsible for all aspects of the SpringFest Silent Auction.

Faculty Representatives – Facilitate the flow of communications within the building and with students and parents. To assist in the planning and organization of events and fundraisers.

Section 6: Board Meetings -- The Executive Board shall meet prior to the beginning of the school year, and at the discretion of the President. The building Principal may also call an Executive Board meeting.

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.

Section 8: Attendance -- All officers must make a valiant effort to attend all PTO meetings, events, functions, etc. Excused absences will be accepted for extreme or unpredicted situations. If an officer continues to be absent and does not attempt to attend PTO meetings, events, functions etc. Then the officer is subject to removal by a majority vote of the Executive Board. The number of absences to be considered for removal of office will be subject to the discretion of the Executive Board.

Section 9: Vacancy--If a vacancy occurs on the Executive Board, the President, with the approval of the building Principal, shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term.

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 monthly during the school year or at the discretion of the Executive Board. Meetings will be announced at least one week prior to the meeting. The meeting will be called to order by the President, the Secretary's minutes and Treasurer's report will be read and approved, Committee reports will be read, followed by discussion, Old & New Business will be discussed, followed by, if needed, motions made and seconded and voted on with a simple majority needed to approve. Those items requiring a motion, include, but are not limited to any financial disbursements greater than \$1000.00.

Section 2: Voting-- Each member in attendance at a PTO meeting is eligible to vote. Absentee or proxy votes are not allowed.

Section 3: Quorum--Eight (8) members of the PTO present and voting constitute a quorum for the purpose of voting.

Section 4: Agenda--The agenda shall be made by the President. In order to have an item placed on the agenda, 48 hours notice must be given. The President may add items to the agenda at their discretion.

Article V--Financial Policies

Section 1: Fiscal Year--The fiscal year of the WES PTO begins July 1 and ends June 30 of the following year.

Section 2: Banking--All funds shall be kept in a checking account in the name of WES PTO, requiring two (2) signatures of the Executive Board and held at a local financial institution.

Section 3: Reporting/Deposits--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. This report shall be turned into the President at least 24 hours prior to the meeting. The President shall review the Treasurer's Report each month before the General Meeting and report any discrepancies. All monies received by WES PTO for any purpose shall be deposited to the credit of WES PTO in the financial institution selected by the Executive Board. All deposits shall be reviewed by the Treasurer and one other Executive Board Member.

Section 4: Ending Balance--The organization shall leave a minimum of \$500.00 in the treasury at the end of each fiscal year.

Section 5: Contracts--Contract signing authority is limited to the President or the President's designee.

Section 6: Expenditures--Expenditures of WES PTO funds must occur by the following procedures:

1. A presentation to the general membership must be made with estimates, discussion will follow, and a motion may be made, seconded, and voted on. If the motion passes with a simple majority, the Treasurer may disburse funds when presented with an approved invoice.
2. The Executive Board may by simple majority vote to approve funds up to \$1000.00 for events, or materials consistent with the purpose and mission of this organization.
3. The President may approve funds up to \$500.00 for events, or materials consistent with the purpose and mission of this organization. If the Treasurer disputes the disbursement of the President, they shall call a meeting of the Executive Board to decide the issue within 2 days.

Article VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Adoption to the amendments will require a 2/3 vote of approval from the members of the PTO present at the subsequent meeting. If the amended bylaws are approved, the new amended bylaws will go into effect immediately.

The WES PTO Executive Board shall review the bylaws every odd-numbered year.

Article VII--Dissolution

In the event of dissolution of the PTO, any funds remaining shall be donated to Westside Elementary School.

Article VII--Parliamentary Authority

The WES PTO Bylaws shall be the first and foremost authority governing the meetings of the organization, Executive Board, and its Committees, in accordance with civil procedure as directed by Roberts Rules of Order.

These bylaws were adopted on:

January 17, 2022