

BY-LAWS of
Tomahawk Elementary School Parent/Teacher Organization

ARTICLE I – NAME

The name of this organization is the Tomahawk Elementary School Parent/Teacher Organization (PTO), Campbell County, Virginia. This PTO exists as an incorporated association (effective April 11, 2008) of its members.

ARTICLE II – PURPOSES

The objectives of this Organization, hereafter called PTO, are:

- A. To promote the welfare of children and youth in home, school and community.
- B. To secure adequate laws for the care and protection of children and youth.
- C. To promote a closer relationship between parents, teachers and staff so that all groups may work towards the education of children.
- D. To secure for all children the greatest advantages in physical, mental and social education.

ARTICLE III – BASIC POLICIES

- A. The basic policies of this PTO are:
- B. The PTO shall be noncommercial, nonsectarian and nonpartisan.
- C. The name of the PTO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotions of the objectives of the PTO.
- D. The PTO shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote an excessive part of its activities to attempt to influence legislation by propaganda or otherwise.
- E. The PTO shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy.
- F. The PTO may cooperate with other organizations and agencies concerned with child welfare, persons representing the PTO in such matters shall make no commitments that bind the PTO without the approval of the Executive Committee.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. Membership

- A. Membership in this PTO shall be made available to any individual, without regard to race, color, creed or national origin, who subscribes to the objectives and basic policies of the PTO.
- B. Any parent, guardian, or other adult standing in loco parentis, or who has a vested interest in a child or children who are actively enrolled at Tomahawk Elementary may be a member and shall have full voting rights.
- C. Administration, teachers and staff currently employed at Tomahawk Elementary may be a member and shall have full voting rights.

Section 2. Dues

- A. Regular membership dues for the organization shall be \$5 per family per fiscal school year.

Section 3. Member Benefits

- A. Every individual who is a member of this PTO is entitled to all benefits of such membership.
 - a. Eligible to participate in all meetings as outlined by these by-laws.
 - b. Vote on matters of importance as outlined by these by-laws.
 - c. Receive special discounts and incentives to various PTO events.
 - d. Eligible to serve as members of the board or committees if approved as outlined by these by-laws.
 - e. Other benefits as deemed appropriated and reasonable by the PTO board and membership.

Section 4. Enrollment

- A. The PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

ARTICLE V – MEETINGS

Section 1. Meetings

- A. Regular Meetings
 - a. General membership meetings shall be on the night of open house in September and the second Tuesday of February at 7 p.m. at the school, or at a time and place determined by the board at least thirty calendar days before the meeting.
 - i. Regular meetings are open to all parents, faculty, staff and interested parties.
 - ii. Individuals present, who are not members of this PTO, shall not be eligible to participate in the discussion of business items and vote on matters of importance.
 - iii. Members of this PTO in good standing are eligible to participate in discussion of business items and vote on matters of importance.
 - iv. Meeting notice will be given to the general public no less than 10 nor more than 60 days before the meeting date.
 - v. Meeting notices will be included in but not limited to one of the following communication resources: The PTO newsletter, electronic notification, verbal reminders, the PTO website, school marquee and flyer notices through weekly student folders.
- B. Annual Meetings

- a. Annual membership meeting shall be the first Tuesday of May at 7 p.m. at the school, or at a time and place determined by the board at least thirty calendar days before the meeting.
 - i. Receiving of reports, nominations of officers and other annual business will be conducted at this time.
 - ii. Only members of this PTO in good standing are eligible to attend the annual meetings, participate in discussion of business items and vote on matters of importance.
 - iii. Meeting notice will be given no less than 10 nor more than 60 days before the meeting except notice of a members' meeting to act on an amendment of the articles of incorporation, a plan of merger, domestication, a proposed sale of assets, or dissolution of the corporation shall be given not less than 25 nor more than 60 days before the meeting date.
 - iv. Meeting notices will be included in but not limited to one of the following communication resources: The PTO newsletter, electronic notification, verbal reminders, the PTO website, school marquee and flyer notices through weekly student folders.
 - v. Meeting notice is only required to be given to members of this PTO in good standing who are entitled to vote at the meeting.

C. Special Meetings

- a. Special meetings may be called by the president or vice-president, any two members of the board, or five general members submitting a written request to the secretary.
 - i. Only items stated on the notice as the purpose for which the special meeting is called may be discussed and voted on.
 - ii. Only members of this PTO in good standing are eligible to attend the meeting, participate in discussion of business items and vote on matters of importance.
 - iii. Meeting notice will be given no less than 10 nor more than 60 days before the meeting except notice of a members' meeting to act on an amendment of the articles of incorporation, a plan of merger, domestication, a proposed sale of assets, or dissolution of the corporation shall be given not less than 25 nor more than 60 days before the meeting date.
 - iv. Meeting notices will be included in but not limited to one of the following communication resources: The PTO newsletter, electronic notification, verbal reminders, the PTO website, school marquee and flyer notices through weekly student folders.
 - v. Meeting notice is only required to be given to members of this PTO in good standing who are entitled to vote at the meeting.
 - vi. Members may participate in a special meeting of members by use of any means of communication by which all members participating may simultaneously hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.

D. Board Meetings

- a. Board meetings shall be the second Tuesday of August, October, November, January, March and April at 7pm at the school, or at a time and place determined by the executive committee at least fourteen calendar days before the meeting.
 - i. In unusual circumstances, the president may change the day and time of the meetings with 7 days prior notice to the board membership.
 - ii. If deemed necessary by the president a special called board meeting may be called.
 - 1. Fourteen days notification of special board meetings is preferred but only three days notification has to be given.
 - 2. Only items stated on the notice as the purpose for which the special meeting is called may be discussed and voted on.
 - iii. Meeting notice will be given no less than 10 nor more than 60 days before the meeting.
 - iv. Meeting notices will be included in but not limited to one of the following communication resources: The PTO newsletter, electronic notification, verbal reminders, the PTO website, school marquee and flyer notices through weekly student folders.
 - v. Meeting notice is only required to be given to board members of this PTO in good standing who are entitled to vote at the meeting.

E. Committee Meetings

- a. Committee meetings, including executive committee meetings, will be held as deemed necessary by the committee at a time and date to be determined by the committee chair.
 - i. Fourteen days notification of the committee meeting is preferred but only twenty-four hour notification is not required.
 - ii. Meeting notices will be included in but not limited to one of the following communication resources: The PTO newsletter, electronic notification, verbal reminders, the PTO website, school marquee and flyer notices through weekly student folders.
 - iii. Meeting notice is only required to be given to members of the committee of this PTO who are in good standing who are entitled to vote at the meeting.

Section 2. Quorum

- A. Ten percent of the members shall constitute a quorum for the transaction of business at any meeting of this PTO.

Section 3. Voting

- A. Only members of this PTO, who have paid his or her dues at least thirty calendar days before a regular meeting and who are eighteen (18) years of age or older, shall be eligible to participate in the business meetings, vote on matters of importance, or to serve in any elective or appointive positions.
- B. Only members of this PTO, who have paid his or her dues one day prior to the date of an annual or special meeting notification, and who are eighteen (18) years of age or older, are entitled to receive notice of the meeting(s) and shall be eligible to

- participate in the annual or special meeting, vote on matters of importance, or to serve in any elective or appointive positions.
- C. Voting on routine matter may be by voice.
 - D. Voting for the election of officers and board members shall be by ballot if more than one nominee is presented for a given office.
 - E. All voting may be by show of membership card if requested by the executive committee or by thirty percent of the PTO membership in attendance.

ARTICLE VI – OFFICERS

Section 1. Officers

The officers shall be a president, vice-president, secretary and treasurer.

- A. The president shall:
 - a. Be a PTO member in good standing.
 - b. Preside at all meetings of the PTO, including board, general, annual, special and executive committee meetings, at which he/she should be present.
 - c. Serve as the primary liaison between the PTO, principal, school board and the supervisors.
 - d. Represent the organization at meetings outside of the organization as well speak on behalf of the organization when deemed appropriate.
 - e. Serve as ex officio member of all committees.
 - f. Coordinate the work of the officers and committees of the association in order that the objectives of the organization may be served.
 - g. Deliver to their successor all official material not later than fourteen days following the meeting at which the new officers assume their duties.
 - h. Perform such other duties as may be prescribed in these bylaws, the position description, and/or assigned to him/her by this PTO or the executive committee.
 - i. Serve a one year term being elected yearly at the annual meeting.

- B. The vice-president shall:
 - a. Be a PTO member in good standing.
 - b. Act as aide to the president and shall perform the duties of the president in the absence or disability of the president.
 - c. Deliver to their successor all official material not later than fourteen days following the meeting at which the new officers assume their duties.
 - d. Perform such other duties as may be prescribed in these bylaws, the position description, and/or assigned to him/her by this PTO, the executive committee, or the president.
 - e. Serve a one year term being elected yearly at the annual meeting.

- C. The secretary shall:
 - a. Be a PTO member in good standing.
 - b. Keep all records of the organization.

- c. Record, submit for approval, and maintain copies of the minutes of all meetings of the PTO, including board, general, annual, special and executive committee meetings.
 - d. Keep copies of all the meeting minutes, bylaws, rules, membership list, incorporation certificate, and any other necessary supplies and documents readily accessible when needed.
 - e. Deliver to their successor all official material not later than fourteen days following the meeting at which the new officers assume their duties.
 - f. Perform such other duties as may be prescribed in these bylaws, the position description, and/or assigned to him/her by this PTO, the executive committee, or the president.
 - g. Serve a one year term being elected yearly at the annual meeting.
- D. The treasurer shall:
- a. Be a PTO member in good standing.
 - b. Have custody of all of the funds of the PTO.
 - c. Keep a full and accurate account of receipts and expenditures.
 - d. Prepare, with the help of the committee chairs and executive committee, an annual fiscal budget to be voted on at the annual meeting.
 - e. Present a financial statement at every PTO meeting, including board, annual and general meetings, and at other times when requested by the executive committee.
 - f. Keep copies of all past fiscal records and any other necessary supplies or documents readily accessible when needed.
 - g. Submit all necessary information to a special audit committee, to be appointed by the executive committee as outlined in these bylaws, in a timely fashion.
 - h. Deliver to their successor all official material not later than fourteen days following the meeting at which the new officers assume their duties.
 - i. Perform such other duties as may be prescribed in these bylaws, the position description, and/or assigned to him/her by this PTO, the executive committee, or the president.
 - j. Serve a one year term being elected yearly at the annual meeting.

ARTICLE VII – BOARD

Section 1. Membership

- A. Board members shall consist of:
- a. The officers.
 - b. Principal of the school or a representative appointed by him or her.
 - c. One teacher from grades Pre- K – 2.
 - d. One teacher from grades 3 – 5.
 - e. Standing committee chairs.
 - f. When deemed appropriate by the board special committee chairs.
 - g. The immediate past president may be an ex-officio member.
 - h. All members of the board shall be members in good standing.

Section 2. Duties

- A. The duties of the board shall be:
 - a. To transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the PTO membership.
 - A. Approval of business items and voting on items of importance during June, July and August may be conducted through, but not limited to one of the following methods.
 - 1. Meeting
 - 2. Verbal
 - 3. Electronic
 - b. To create standing and special committees as deemed appropriate.
 - c. To approve the plans of work of the standing and special committees.
 - d. To present a report and recommendation for approval at the regular meeting of the PTO.
 - e. To approve routine bills which exceed the limits of the budget.
 - f. Attend all regular, annual and board meetings.
 - A. Board members missing more then sixty percent of regular, annual or board meetings will come under review of the executive committee for removal from the board as allowed by these by-laws.

Section 3. Meetings

- A. Board meetings will be held as outlined by these bylaws.

ARTICLE VIII – COMMITTEES

Section 1. Membership

- A. Standing and special committees may consist of members and board members.
- B. The president may serve as an ex-officio member of all committees.
- C. Only members of the PTO shall be eligible to serve in any elective or appointive position.

Section 2. Standing Committees

- A. The board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the PTO.
 - a. Creation or deletion of standing committees will be presented for approval by the general membership.
- B. Each standing committee shall be directed by a committee chair.
 - a. The committee chair shall:
 - i. Be a PTO member in good standing.
 - ii. Be a member of the PTO board.
 - iii. Present a monthly plan of work to the board for approval. No committee work shall be undertaken without the consent of the board.
 - iv. Deliver to their successor all official material not later than fourteen days following the meeting at which the new officers assume their duties.

- v. Perform such other duties as may be prescribed in these bylaws, the position description, and/or assigned to him/her by this PTO, the executive committee, or the president.
 - vi. Serve a one year term being elected yearly at the annual meeting.
- C. Standing Committees include:
- a. Executive Committee and shall consist of the officers of the PTO and the principal of the school or a representative appointed by him or her. The immediate past president may be an ex-officio member.
 - b. Artist In Education Committee
 - c. Fundraising Committee
 - i. Sub Committee of Fundraising
 - 1. Carnival Committee
 - 2. Breakfast With Santa Committee
 - 3. Book Fair Dinner Committee
 - d. Hospitality Committee
 - e. Membership Committee
 - f. Publicity/Information Committee
 - g. Performing Arts Committee
 - h. Spirit Committee
 - i. Volunteer Committee/Coordinator
 - j. Junior Achievement (JA) Committee/Coordinator
 - k. Yard Maintenance/Playground Committee

Section 3. Special Committees

- A. The board may create such special committees as it may deem necessary to promote the objectives and carry on the work of the PTO.
 - a. Creation or deletion of special committees does not require approval from the general membership.
- B. Each special committee shall be directed by a committee chair.
 - a. The committee chair shall:
 - i. Be a PTO member in good standing.
 - ii. Be appointed by the board.
 - iii. Present a monthly plan of work to the board for approval. No committee work shall be undertaken without the consent of the board.
 - iv. Deliver to their successor, if applicable, all official material not later than fourteen days following the meeting at which the new officers assume their duties.
 - v. Perform such other duties as may be prescribed in these bylaws, the position description, and/or assigned to him/her by this PTO, the executive committee, or the president.
 - vi. Serve a term consistent with the time needed for the special committee to function fully. The term shall be no less than one year and no more than two years.

Article IX - Nominations and Elections

Section 1. Nominations

- A. The president, with assistance from the executive committee and other board members, shall select a candidate for each office and present the slate to the general PTO membership.
- B. The slate of nominees may be presented to the general PTO membership at a general meeting, through various publication sources, including but not limited to, the newsletter, electronic transmissions, the website, or by special written notification.
- C. Presentation of the slate of nominees must occur at least 14 days prior to the date of the vote.
- D. Slate of nominees will be voted on at the annual board meeting of the fiscal year.
- E. Nominations may be made from the floor at the meeting. In such case the fourteen day prior notification is not required for the nominee to be accepted and voted on at the meeting by the present membership.
- F. Voting for the election of officers and board members shall be by ballot if more than one nominee for a given office.

Section 2. Eligibility

- A. Members are eligible for office if they are members in good standing at least thirty calendar days prior to the presentation of the slate of nominees.
- B. Members who have had to resign in past years, due to circumstances beyond their control, will be considered members in good standing and will be eligible for office if the criteria in A are met.

Section 3. Terms of Office

- A. Terms of office are for one year with the exception of the special committee chairs as outlined by these bylaws.
- B. Each person shall hold only one executive office position at a time.

Section 4. Vacancies

- A. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board at the next regularly scheduled board meeting or at a specially called meeting as outlined by these bylaws.
- B. Notice of such election will be given as outlined by these bylaws.
- C. In case a vacancy occurs in the office of president, the vice president will become the president and serve notification of the election of a new vice president.

Section 5. Removal From Office.

- A. Officers can be removed from office with or without cause by a two-thirds quorum vote of those present at a regular or special called general meeting where previous notice is given as outlined by these bylaws.
- B. Board members can be removed from office with or without cause by a two-thirds quorum vote of those present at a regular or special called board meeting where previous notice is given as outlined by these bylaws.
- C. Officers and board members may resign at any time due to circumstances beyond their control including but not limited too death/serious illness of a family member, relocation of family, change in employment status, etc.

Article X – Finances

Section 1. Budget

- A. A tentative budget shall be drafted and presented for majority vote approval at the annual meeting each spring.
- B. The executive committee, standing and special committee chairs will assist in preparation of the budget to be presented.

Section 2. Operations

- A. The treasurer shall keep accurate records of any disbursements, income, and bank account information.
- B. The treasurer shall file all needed state and federal tax statements.
- C. The board shall approve all expenses of the organization
 - a. The President or Vice-president may approve any expense amount up to \$99.99.
 - b. Board approval is needed for expenses of the organization \$100.00 and over that are not budgeted line items
 - c. Board approval is needed for budget line item expenses of the organization \$250 and over.
- D. Two authorized signatures shall be required on each check over the amount of \$250. Authorized signers shall be the president, treasurer, principal, and vice-principal
- E. The treasurer shall prepare a financial statement at the end of the year, and submit all necessary records, to an audit committee, comprised of 3 people, to be appointed by the executive committee.
- F. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 3. Fiscal Year

- A. The fiscal year of the PTO shall begin August 1st and end July 31st.

Article XI – Parliamentary Authority

- A. Robert's Rules of Order shall govern all meetings when they are not in conflict with the organization's by-laws.

Article XII – Standing Rules

- A. Standing rules may be approved by the board, and the secretary shall keep a records of the standing rules for future reference.

Article XII – Dissolution

Any dissolution of this PTO shall take place in the following manner:

- A. The executive committee shall adopt a resolution recommending that this PTO be dissolved and directing that the question be submitted to a vote at a special meeting of members having voting rights.
 - a. Notification of the meeting shall be given as outlined in these by-laws.
- B. Only those persons who were members in good standing of this PTO on the date of adoption of the resolution and who continue to be members in good standing shall be entitled to vote on the question of dissolution.
- C. Approval of dissolution of this PTO shall require the affirmative vote of at least two-thirds of the members present at the special meeting, a quorum being present.

Article XIII – By-Laws

Section 1. Amendments

- A. These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting.
- B. Notice of the proposed amendments shall have been given at the previous meeting, through the PTO newsletter, website, electronically or by special written notice.
- C. Proposed amendments will be made available no less than 30 days prior to the vote.

Section 2. Revisions

- A. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the PTO, or by a two-thirds vote of the board.
- B. Notice of the proposed revision shall have been given at the previous meeting, through the PTO newsletter, website, electronically or by special written notice.
- C. Proposed revisions will be made available no less than 30 days prior to the vote.

Section 3. Approval

- A. A two-thirds vote of the general membership present at the meeting will approve all amendments or revisions, assuming a quorum.