



WHITE BLUFFS ELEMENTARY PARENT-TEACHER ORGANIZATION BY-LAWS

Article I - Name

The name of the organization shall be White Bluffs Elementary Parent-Teacher Organization (PTO)

Article II - Purpose

The corporation is organized for the purpose of supporting the education of children at White Bluffs Elementary by fostering relationships among the school, parents and teachers in order to secure the highest advantages in education for every child.

Article III – General Policies

Section 1. The organization shall be non-commercial, non-sectarian, and nonpartisan.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the organization.

Section 3. The organization shall not-directly or indirectly-participate or intervene (in anyway, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. The organization shall work with the Richland School District (RSD) to provide quality education for all students and shall seek to participate in the decision-making process establishing RSD policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.

Section 5. The organization is organized exclusively for the charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

Section 6. Notwithstanding any other provision of these articles, 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 (b) by an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.

Article IV - Members

Section 1. Any parent, guardian or other adult representing a student at the school may be a member and shall have voting rights. The principal and any teacher or staff member employed at the school may be a member and have voting rights.



Section 2. Dues will be established by the executive board. A member must have paid his or her dues before a given meeting to be considered a member in good standing with voting rights.

Article V - Officers and Elections

Section 1. Officers. The officers shall be a President, Vice President, Secretary, Treasurer, Membership Coordinator, Yearbook Director, Appreciation Coordinator, Event Coordinator and Fundraising Coordinator.

- a. President. The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees, and coordinate the work of all the officers and committees in order that the purpose of the organization be served. Up to two (2) co-Presidents may share this position.
- b. Vice President. The Vice President shall assist the President and carry out the president's duties in his or her absence or inability to serve. Up to two (2) co-Vice Presidents may share this position.
- c. Secretary. The Secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d. Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.
- e. Membership Coordinator. The Membership Coordinator will find creative and new ways to promote and gain PTO memberships. He or she will keep a spreadsheet running tally of PTO members and report this to board meetings.
- f. Yearbook Director. The Yearbook Director will oversee all aspects of the yearbook production. He or she will maintain weekly, monthly, and yearly calendar of school events. The yearbook director is also in charge of taking pictures and/or finding support of photography at events.
- g. Appreciation Coordinator. The Appreciation Coordinator will play a key role in helping our teachers and staff feel special. He or she will adhere to the calendar of school recognition days and devise a plan to show our support to those staff members. The Appreciation Coordinator should share their ideas to the board for approval.
- h. Event Coordinator. The Event Coordinator is the liaison between chairs, committees, and the PTO Board. He or she should report at the meetings of chair and committee plans, if help is required and report back on the outcomes of events. The Event Coordinator should establish chairs and committees for events and let PTO Board know if coverage is needed.
- i. Fundraising Coordinator. The Fundraising Coordinator will set up all restaurant and sports fundraisers for the school year. He or she will keep a calendar of all fundraisers. The Fundraising Coordinator will also keep a spreadsheet of total money raised from all restaurant and sports fundraisers.

Section 2. Nominations and Elections. Elections will be held at the last meeting of the school year. A nominating committee appointed by the executive board shall select a candidate for each office and present



the slate to the membership one month prior to the election. At the election meeting, nominations may also be made from the floor until the nominations are closed. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, and are not listed as co-president or co-vice president on the slate, a written ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the date of the election.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular membership or special membership meeting, where 7 days' notice has been given to the membership by flyer or phone call.

Article VI - Meetings.

Section 1. General membership meetings. There will be at least three (3) meetings of the general membership each year. The first being at the beginning of the school year; the second being one month prior to the third meeting for the purpose of presenting a slate of officer nominations; and the third meeting will be held before the end of each school year. This third meeting is for receiving reports, electing officers, approving the annual budget, and conducting other business that shall arise. The secretary will notify the members of the meetings at least 7 days prior to the meeting.

Section 2. Special meetings. Special meetings may be called by the president, any two members of the executive board, or five members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 7 days prior to the meeting, by flyer or phone call.

Section 3. Quorum. The quorum shall be 6 members of the organization.

Article VII - Executive Board

Section 1. Membership. The Executive Board shall consist of the officers of the organization, the principal of the school and at least one (1) teacher representative appointed by the principal.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.



Section 3. Meetings. Regular meetings shall be held monthly, to be determined by the executive officers. Special meetings may be called by any two board members, with 24 hours' notice.

Article VIII. - Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

Section 2. Standing committees. The board of directors may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 3. New committees. The chair of each new committee shall present a plan of action to the board or to the general organization for approval.

Section 4. The chair of each committee will collect receipts/bills and submit to the treasurer for disposition. No committee work may be undertaken without the consent of the executive board or of the general organization.

Section 5. The board may appoint additional committees as needed.

Article IX - Finances

Section 1. A budget shall be approved at the last meeting of each school year for the following school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization that are within the already approved budget.

Section 4. Authorized signers shall be the president, vice president, and treasurer.

Section 5. A member who does not have access to funds and who does not sign checks shall audit the bank statement monthly.

Section 6. The organization's funds shall be processed in a timely fashion and kept in the PTO vault until turned over to the treasurer for deposit. Where possible, funds shall be handled on school grounds, and two people shall agree the amount deposited in the safe.

Section 7. The treasurer shall prepare a financial statement at the end of the year to be reviewed and audited by a non-executive board member who does not have access to funds.

Section 8. The fiscal year shall be July 1 to June 30.



Article X - Parliamentary Authority

"Robert's Rules of Order" shall govern meetings when they are not in conflict with the organization's bylaws.

Article XI - Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XII - Dissolution

Section 1. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting.

Section 2. Upon the 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. Upon the dissolution of the school, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code (or corresponding section of any further 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 the Court of Common Pleas of the county in which the principal office of the association 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.

Article XIII - Amendments

These bylaws may be amended at any regular membership or special membership meeting, providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, phone or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

These bylaws were amended by the executive board, presented to, and approved by a two-thirds majority vote by the PTO membership present on May 18, 2023.










