

EAST OLYMPIA ELEMENTARY PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE I – NAME

The name of the organization shall be East Olympia Elementary Parent Teacher Organization, hereafter referred to as EOE PTO. The EOE PTO is located at East Olympia Elementary, 8700 Rich Rd. SE, Olympia WA 98501.

ARTICLE II – PURPOSE

The EOE PTO is a non-profit organization that exists to enhance and support the educational experience at East Olympia Elementary, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at East Olympia Elementary through volunteer and financial support.

ARTICLE III - GENERAL MEETINGS

Section 1: GENERAL PTO MEETINGS - General meetings shall be held to conduct the business of EOE PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. The dates will be determined by the EOE PTO and posted in the school calendar.

Section 2: CONDUCT - The President of the EOE PTO will conduct the meetings. If the President is unable to attend a meeting, the next ranking officer shall conduct the meetings. The President, as necessary, may call special general meetings.

ARTICLE IV – MEMBERSHIP

Section 1: GENERAL MEMBERSHIP POLICIES - Membership shall be automatically granted to all parents and guardians of East Olympia Elementary students, plus all staff at East Olympia Elementary. There are no membership dues.

Section 2: VOTING - Members have voting privileges, one vote per member. Members have the right to propose motions. Motions are passed by a simple majority vote. Absentee or Proxy votes are not allowed.

ARTICLE V - RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS

General EOE PTO Members are responsible for the following duties:

1. To attend EOE PTO meetings.
2. To elect EOE PTO officers in June of each year.
3. To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the EOE PTO.
4. To provide input and vote on expenditures of funds earned by the EOE PTO.
5. To share ideas and concerns relating to EOE PTO sponsored events.
6. To review and approve the bylaws at the first meeting of each year.

ARTICLE VI – OFFICERS

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

Section 2: TERM OF OFFICE – The term of office for all officers is one year, with a maximum of 2 consecutive years, in any one position. This is to begin immediately upon election and end approximately one month upon officer election the following school year for support purposes.

Section 3: QUALIFICATIONS – Any EOE PTO member in good standing may become an officer of the EOE PTO.

Section 4: DUTIES –

Executive Board – Develop the EOE PTO’s annual budget, establish and oversee committees to conduct the work of the EOE PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President – Preside at General EOE PTO meetings and Executive Board meetings, serve as the official representative of the EOE PTO, and retain all official records of the EOE PTO.

Vice President – Oversee the committee system of the EOE PTO, assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all Executive Board meetings and all General EOE PTO meetings, prepare agendas for official EOE PTO meetings, send notices of meetings to the membership, hold historical records for the EOE PTO (on PTO google drive as able).

Treasurer – Serve as custodian of the EOE PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, share bank statement every month, prepare year-end financial report, file year-end tax paperwork with the IRS, facilitate an annual audit, and hold all financial records.

Communications Coordinator- Ensure that all events & fundraising efforts are communicated through email, Facebook and the EOE portion of the school website. Be

responsible for responding to all inquiries on social media and work with the Board of Directors and Committee Chairs to ensure that all PTO members receive information in a timely and accurate manner.

Section 5: BOARD MEETINGS – The Executive Board shall meet as needed during the school year, or at the discretion of the President.

Section 6: 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 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint an EOE PTO member to fill the vacancy, for the remainder of the officer’s term.

ARTICLE VII - SPECIAL COMMITTEES

Section 1: PURPOSE - The Executive Board of the EOE PTO may form standing committees, as necessary, to carry on the work of the EOE PTO organization.

These committees will include, but are not limited to:

1. Fundraising groups, working to raise money for EOE PTO expenditures/accounts.
2. Community building groups, whether they are raising money or not.
3. Service-oriented groups, which do not work to build EOE PTO funds.

Section 2: DUTIES -

These committees shall:

1. Coordinate special events.
2. Report progress at EOE PTO Executive and General meetings, as requested by the Executive Board.
3. Submit reports to Executive and General Membership upon completion of the project/event.

ARTICLE VIII – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the EOE PTO begins September 1 and ends August 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of East Olympia Elementary PTO requiring two signatures of the Executive Board and held at a local financial institution. All deposited funds must be counted by two members simultaneously in good standing other than the Treasurer.

Section 3: 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 by the Treasurer’s report and bank statement.

Section 3: ENDING BALANCE - The organization shall keep a minimum of one year's budgeted expenditures in the treasury at the end of each fiscal year.

Section 4: FUNDRAISER ALLOCATION – The EOE PTO participates in many fundraiser events and programs throughout the year. The annual PTO budget is financed by fundraisers and events throughout the year, such as Fun Run, Harvest Party, Clip and Save Product Programs, Shopping Programs, and Dine Out Events. Additional fundraisers or community events (approved by the group) can be coordinated to benefit a specific need. Individual EOE Classrooms earn funds through the Fall Catalog Fundraiser and Community Event Nights sponsored by the EOE PTO. Specialist Classrooms and other supporting staff receive money allocated from the PTO General Fund as indicated on the EOE PTO approved budget for that school year.

Monies carried over from previous fiscal years may be:

1. Allocated to certain projects, supplies, or other school related purchases when a Fund Request Form has been approved. PTO members, principal, teachers, and staff may request funds by completing the PTO Fund Request Form.
2. Saved for a future project or endeavor that has been approved by the group and requires more funding than can be made available in one fiscal year.

PTO Funds donated to EOE programs are intended to purchase items that will enhance a facilitator's specialty and that will directly benefit student instruction or enrichment (whether it be for a permanent fixture for the building and/or for perpetual supplies, materials, etc.). It is the facilitator's responsibility to utilize these funds thoughtfully. The procedure to access approved funds is as follows:

1. Submit completed order form/invoice into the PTO Treasurer's office mailbox to receive a check for items that have not been received.
2. To reimburse a facilitator's personal funds, complete a reimbursement form available in the PTO President's office mailbox or in the office form drawer. Attach receipt to the reimbursement form. Submit these documents to the PTO Treasurer's office mailbox. A check will be provided within a week's time.

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

ARTICLE IX – BYLAW AMENDMENTS

Any EOE PTO member may propose amendments to the bylaws. Amendments presented at an EOE PTO meeting shall be considered for voting at a subsequent meeting. A majority vote of all members present is required to adopt an amendment to the bylaws.

ARTICLE X - DISSOLUTION

In the event of dissolution of the EOE PTO, any funds remaining shall be donated to East Olympia Elementary.

ARTICLE XI - PARLIAMENTARY AUTHORITY

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

These bylaws were adopted on September 15, 2009.

First Amendment October 8, 2014.

Second Amendment (Article VI, Section 1) September 14, 2015

Third Amendment January 11, 2017

Fourth Amendment October 21, 2020