

**BYLAWS OF THE PARENT & TEACHERS
ORGANIZATION OF LAKEWAY ELEMENTARY**

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ARTICLE I. NAME

The name of this organization shall be the Parent & Teachers Organization of Lakeway Elementary “LWE PTO.”

ARTICLE II. PURPOSE

The purpose of the organization shall be to aid the students and staff of Lakeway Elementary School by providing support for their educational and recreational needs; and to promote open communication and foster relationships between the administration, staff, parents, and the community.

ARTICLE III. BASIC POLICIES

Section 1. This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 2. The organization shall be noncommercial, nonsectarian, and nonpartisan. 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 the promotion of the purpose of the organization.

Section 3. The organization shall not, directly or indirectly, participate or intervene, in any way, in any political campaign on behalf of, or in opposition to, any 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. In the event of the dissolution of this organization, any funds remaining in the treasury shall be donated to Lakeway Elementary School to be used for the benefit of the school.

ARTICLE IV. MEMBERSHIP

Section 1. Any parent, guardian, or other adult standing in “loco parentis” for a student at Lakeway Elementary School may become a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. All members must be registered on the LWE PTO website to have the privilege of making motions and serving on committees

ARTICLE V. EXECUTIVE OFFICERS AND THEIR ELECTION

Section 1. Officers of this organization shall consist of President, First Vice President/Aide to the President, Second Vice President /Volunteer Coordinator, Third Vice President/Fundraising Coordinator, Fourth Vice President/Programs Coordinator, Grade Level Representative/K-2nd, IST and Art, Grade Level Representative/3rd-5th, Music, GT and PE, Secretary, and Treasurer. It is a requirement that all officers be both available to fulfill their respective duties and be present to support the organization’s two (2) major fundraisers.

- Section 2. Nominations for officers shall be made by a Nominating Committee of at least three (3) members appointed by the Executive Board. It shall be the duty of this Committee to nominate candidates for each elected office and present the slate in March to the general membership, at least two (2) weeks prior to the April election. Additional nominations may be made from the membership at large. The consent of each candidate must be obtained before his or her name is placed in nomination.
- Section 3. Officers shall be elected by ballot at the April regular meeting. At that meeting, nominations may be made from the floor and will be considered "write-in candidates" on the ballot and will receive no public announcement. If there is but one (1) candidate for each office, voting shall be by voice. The outgoing Executive Board and the newly elected officers shall have a combined regular meeting at the end of the school year to provide an orderly transfer of responsibility. New officers shall assume their official duties at the close of the last regular meeting of the school year.
- Section 4. Officers shall serve for a term of one (1) year. No officer of the organization shall hold more than one (1) elected office at a time or shall be eligible to hold the same office for more than two (2) consecutive years, unless the Nominating Committee is unsuccessful in finding another candidate. Eligibility for the office of President requires service of at least one (1) year on a board of any parent teacher organization.
- Section 5. A vacancy occurring in an office shall be filled by a majority vote of the members present at the next regular meeting; previous notice of such election shall be given. If a regular meeting is not scheduled within thirty (30) days of such vacancy, the Executive Board shall have the option of nominating and electing a candidate for such office at their next meeting.
- Section 6. Officers can be removed from office with or without cause by two-thirds (2/3) vote of the entire Executive Board.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the organization and the Executive Board.
- b. Be official spokesperson and serve as primary contact for the principal.
- c. Coordinate the work of the officers and committees of the organization in order that the purpose may be promoted.
- d. Approve chairpersons for all committees and serve as an ex-officio member of all committees, except the Nominating Committee.
- e. Create and publish the annual PTO calendar by the first regular meeting of the school year.
- f. Deliver to the successor in office, all records in his/her possession by the school year end.
- g. Submit a written report detailing responsibility and recommendation to the future board by school year end.
- h. Have contract and check signing authority.
- i. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 2. The First Vice-President shall:

- a. Aid the President.
- b. Perform the duties of the President in the event of that officer's absence or inability to serve.
- c. Manage recruitment and provide oversight of the Nominating Committee.
- d. Serve as Parliamentarian.
- e. Deliver to the successor in office, all records in his/her possession by the school year end.
- f. Submit a written report detailing responsibility and recommendation to the future board by school year end.
- g. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 3. The Second Vice-President/Volunteer Coordinator shall:

- a. Aid the President.
- b. Act as coordinator and recruiter of volunteer resources and recommend chairpersons for all committees.
- c. Deliver to the successor in office, all records in his/her possession by the school year end.
- d. Submit a written report detailing responsibility and recommendation to the future board by school year end.
- e. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 4. The Third Vice-President/Fundraising Coordinator shall:

- a. Aid the President.
- b. Act as coordinator of all fundraising events and activities.
- c. Deliver to the successor in office, all records in his/her possession by the school year end.
- d. Submit a written report detailing responsibility and recommendation to the future board by school year end.
- e. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 5. The Fourth Vice-President/Programs Coordinator shall:

- a. Aid the President.
- b. Act as coordinator of all programs and special events.
- c. Deliver to the successor in office, all records in his/her possession by the school year end.
- d. Submit a written report detailing responsibility and recommendation to the future board by school year end.
- e. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 6. Grade Level Representative / K-2nd, IST and Art shall:

- a. Aid the President.
- b. Act as a liaison between the parents, staff and Board concerning K-2nd grades, IST, and the Art Department. This will include maintaining communication between all staff, parents and the Board, and coordinating PTO activities with the above-mentioned group.
- c. Deliver to the successor in office, all records in his/her possession by the school year end.
- d. Submit a written report detailing responsibility and recommendation to the future board by school year end.
- e. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 7. Grade Level Representative / 3rd -5th, Music, GT and Physical Education shall:

- a. Aid the President.
- b. Act as a liaison between the parents, staff and Board concerning 3rd – 5th grades, Music, GT and Physical Education Departments. This will include maintaining communication between all staff, parents and the Board and coordinating PTO activities with the above-mentioned group.
- c. Deliver to the successor in office, all records in his/her possession by the school year end.
- d. Submit a written report detailing responsibility and recommendation to the future board by school year end.
- e. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 8. The Secretary shall:

- a. Record, transcribe, copy, and distribute minutes of all meetings of the organization and Executive Board.
- b. Prepare the agenda per president, handle correspondence and send notices of meetings to the membership.
- c. Maintain the PTO website; including updates and database management of members and committee members.
- f. Be the custodian of all the official books, records, correspondence, meeting notices, programs, announcements, and documents, except the financial books and records.
- g. Deliver to the successor in office, all records in his/her possession by the school year end.
- h. Submit a written report detailing responsibility and recommendation to the future board by school year end.
- i. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 9. The Treasurer shall:

- a. Receive and disburse all funds of the organization.
- b. Keep accurate records of receipts and expenditures.
- c. Present a statement of account at every meeting of the organization and Executive Board.
- d. Prepare a year-end financial report by fiscal year end.
- e. Create and manage an Audit Committee, to which we submit the books annually. Who, if satisfied that the books are correct, shall sign a statement of that fact and file this report with the treasurer's books to LTISD.
- f. Prepare and file such forms as required by the Internal Revenue Service or other tax agencies.
- g. Renew the PTO insurance and website registration each year or as required.
- h. Deliver to the successor in office, all records in his/her possession by the school year end.
- i. Submit a written report detailing responsibility and recommendation to the future board by school year end.
- j. Perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

ARTICLE VII. MEETINGS

- Section 1. The organization shall hold a regular meeting monthly during the school year. The dates, time, and place of such meetings will be determined by the Executive Board in accordance with the school calendar. Notice of these meetings shall be made known to the membership of the organization.
- Section 2. The regular meeting in April shall be known as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.
- Section 3. Special Meetings of the organization may be called by the President or by a majority vote of the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.
- Section 4. Those persons present at a properly called regular meeting or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization, with a minimum of five (5).

ARTICLE VIII. THE EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the elected officers, appointed officers, the Principal of the school, and/or faculty representatives.
- Section 2. The duties of the Executive Board shall be:
- a. To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization's members.
 - b. To approve the plans of work of any Standing and Special Committees.
 - c. To approve the annual budget and any amendments to the budget.
 - d. Attend all meetings of the organization.
 - e. To approve and participate in the organizations fundraisers.
 - f. To perform such other duties as specified in these bylaws or by vote of the organization's members.
- Section 3. The Executive Board shall meet monthly at the regular meeting to conduct business of the organization. The dates, time, and place of such meetings will be determined by the Executive Board. Special Meetings of the Board may be called by the president or shall be called by written request of five (5) or more members. Five (5) members of the Executive Board shall constitute a quorum.
- Section 4. Upon expiration of term of office or in case of resignation, each elected or appointed officer and committee chairperson shall turn over to the President, without delay, all books, records, materials, and money(s) pertaining to such office.

ARTICLE IX. COMMITTEES

- Section 1. Committees shall be established by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.
- Section 2. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.
- Section 3. Committee Chairpersons do not have signing authority on contracts nor binding checks.

ARTICLE X. FINANCES

- Section 1. A tentative budget shall be drafted at the end of the fiscal year (August 1st through July 31st) for the following school year and approved by majority vote of 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.
- Section 4. Two (2) authorized signatures shall be required on each check. Authorized signers shall be the president, treasurer and one (1) other board member as determined at the beginning of each fiscal year by the board.
- Section 5. The treasurer shall present the financial books at the end of the fiscal year to be reviewed by the Audit Committee. The committee should consist of at least two (2) current year board members and one (1) incoming board member. The committee may not include either the outgoing or incoming treasurer.

Section 6. To be reimbursed from the PTO, a Reimbursement Request form, along with the receipt or invoice, must be submitted to the treasurer. Requests for reimbursement will be honored within 45 days from the date of purchase.

Section 7. At the end of an event where monies have been collected, a cash control slip will be filled out by 2 members of the board. One (1) copy will go to the president and the other stays with the deposit. PTO funds should go directly to the bank for deposit. If the bank is not open, monies should be stored in the PTO school safe until the next banking day. If the event is off site, the monies should be double counted and can be retained by either the treasurer or president until the next banking day.

Section 8. Upon dissolution of the organization, any remaining funds should be used to pay outstanding bills and, with membership's approval, be spent for the benefit of the school.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are consistent with these bylaws.

ARTICLE XII. AMENDMENTS

These bylaws may be amended at any regular meeting of this organization, by a two-thirds (2/3) vote of those present, provided that the amendment has been submitted in writing to the membership.