

# **Emerald Elementary PTO**

## **BYLAWS**

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### **ARTICLE I: NAME, DESCRIPTION & MISSION STATEMENT**

SECTION 1 - The name of the organization shall be EMERALD ELEMENTARY PTO. The PTO is located at Emerald Elementary School, 4000 NE 164th Avenue, Vancouver, Washington 98682.

SECTION 2 - DESCRIPTION -The PTO is a nonprofit organization that exists for charitable and educational purposes. This organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.

SECTION 3: MISSION STATEMENT - The PTO is organized for the purpose of supporting the education of children at Emerald Elementary School by fostering relationships among the school, the parents and the teachers. This support is fulfilled by planning, organizing and executing events and programs which generate resources and community for our school. The PTO is committed to an inclusive environment where all families and staff are welcome regardless of race, color, religion, gender, sexual orientation, national origin, or disability.

### **ARTICLE II: MEMBERSHIP**

Any parent or guardian with children attending Emerald Elementary School and any staff at Emerald Elementary School who are interested in the mission of the Emerald PTO, and who are willing to uphold its basic policies and subscribe to its Bylaws may become

a member. There are no membership dues. Members have voting privileges, one vote per household.

### **ARTICLE III: OFFICERS**

SECTION 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Treasurer and Secretary. There may be more than one person holding each office. The Executive Board shall establish a list of goals to be accomplished during the school year and present it at the first PTO meeting of the school year for approval. A budget shall be established for the following school year in April and voted upon at the May PTO Meeting.

SECTION 2: TERM OF OFFICE—The term of office for all officers is one year, beginning July 1 and ending June 30 of the following year. Officers shall be elected at the April Meeting, to begin transition in May, by a majority vote of the members present. If no one volunteers for one of the Officer positions and the current officer does not continue to serve, the Executive Board will mutually agree on the reallocation of the duties of the unfilled Officer position.

SECTION 3: QUALIFICATIONS—Officers of the PTO must obtain a Washington State Patrol Identification and Criminal History Background Check by completing the volunteer application through Evergreen School District within the last two (2) years. Any PTO member in good standing and who has been a member of the Emerald PTO in the school year prior may become an officer of the PTO.

#### **SECTION 4 – ATTENDANCE AND PARTICIPATION**

Officers are expected to attend scheduled Board meetings or submit updates in advance. Three or more unexcused absences may be considered failure to fulfill duties.

### **ARTICLE IV: DUTIES OF OFFICERS**

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, and appoint an auditing committee at least two weeks before the first meeting of the school year to audit the treasurers accounts. The Executive Board may vote electronically between meetings for urgent matters; such votes must be recorded in the minutes of the next meeting.

President: Preside at general PTO meetings and Executive Board meetings, facilitate group discussions, call for members of committees, and serve as the official representative of the PTO.

Vice President: Serve as a PTO Board liaison to PTO group committees, act as an assistant to the President, perform duties of the President in the absence of that officer.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, hold all financial records, reconcile the account(s) monthly and report all financial activity monthly.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, and hold historical records for the PTO, manage communications and marketing for the PTO, including but not limited to email broadcasts, social media posts, bulletin boards, etc. Retain all official records of the PTO.

Section 5: BOARD MEETINGS—The Executive Board shall meet monthly 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 a PTO member to fill the vacancy for the remainder of the officer's term.

## **ARTICLE V: 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.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Four (4) members of the PTO present and voting constitute quorum for the purpose of voting.

## **ARTICLE VI: FINANCIAL POLICY**

The Emerald PTO will conduct fundraising activities as needed to meet the goals of its approved annual budget and to support programs that benefit students, staff, and the school community. The number and type of fundraisers may vary each year, as determined by the Executive Board and approved by membership.

Funds raised shall be used in alignment with the PTO's mission and to benefit Emerald Elementary during the same school year whenever possible. The PTO may only maintain an operating reserve between 20% and 30% of the previous year's actual expenditures to ensure continuity in the event of delayed income or unexpected expenses.

When the annual budget includes events or programs scheduled before or close to when major fundraising income is received, such as the fall Fun Run, the PTO may earmark sufficient funds from the prior year's balance to cover those early-year commitments. These earmarked funds are separate from the operating reserve and must be approved as part of the annual budget process. Any remaining unallocated funds exceeding the reserve limit shall be designated to benefit students, staff, or the school community within the following fiscal year.

Funds raised for a specific purpose or long-term project (such as playground improvements or technology upgrades) shall be tracked separately from the general operating budget and used only for that designated purpose unless otherwise approved by a membership vote.

## **ARTICLE VII: FINANCIAL CONTROLS**

A. MAILING ADDRESS on the bank account will be Emerald Elementary mailing address: 4000 NE 164th Avenue, Vancouver, Washington 98682.

B. FISCAL YEAR—The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

### **C. BANKING**

- a. All funds shall be kept in a checking account in the name of Emerald PTO, requiring two signatures of the Executive Board and held at a local financial institution. Suggested signatures will be the President and the Treasurer.
- b. All deposits must be submitted using an Emerald PTO Bank Deposit Form. Two people must be present at all times when cash is initially collected and counted.
- c. All checks will require TWO signatures to be valid. Checks will be imprinted with “Requires Two Signatures to be Valid”.
- d. All requests for payment must be submitted on applicable forms:
  - i. General Requisition Form
  - ii. Reimbursement Claim Form
- e. Electronic payments (e.g., PayPal, Venmo, district-approved systems) may be used with proper documentation and Board oversight.

### **D. REPORTING**

- a. All financial activity shall be recorded in a computer-based or manual accounting system.
- b. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.
- c. The PTO shall arrange an independent review of its financial records each year. A report on the findings are to be presented at one of the first PTO meetings of the new school year.

- d. The Treasurer will provide a year-end financial summary including total income, expenses, and carryover balance.
- E. CONTRACTS—Authority to sign contracts is limited to the President or as designated in writing by the President.
- F. The Executive Board can vote electronically and authorize expenditures on non-budgeted requests of \$1000 and under. These expenditures shall be viewed in the fall to see how much money is being spent outside of the budget.
- G. Non-budgeted expenditure requests over \$1000 must be presented at monthly PTO meetings and voted on by the general PTO membership. These expenditures shall be viewed in the Fall to see how much money is being spent outside of the budget.
- H. A maximum \$50 gift will be used for retirements and bereavements of active teachers, staff, students and immediate family members.

## **ARTICLE VIII: CONFLICT OF INTEREST**

Any Board member with a financial interest in a transaction or vendor must disclose that interest before discussion or vote and abstain from voting. Transactions shall only proceed when determined by the Board to be fair and in the best interest of the PTO.

## **ARTICLE IX: BYLAWS 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. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

## **ARTICLE X: DISSOLUTION**

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

## **ARTICLE XI: RULES OF ORDER**

The rules contained in the Roberts' Rules of Order Revised shall govern this organization in all cases in which they are applicable in that they are not in conflict with these bylaws.