

**BYLAWS OF THE ZAHARIS ELEMENTARY  
PARENT TEACHER ORGANIZATION  
Updated 08/10/09**

**ARTICLE I: NAME**

- A. The name of this organization shall be the Zaharis Elementary Parent Teacher Organization, hereafter referred to by PTO.

**ARTICLE II: PURPOSE**

- A. To promote quality education and cultural experiences and to encourage support of and participation by members in the school's educational programs.
- B. To develop a sense of community through communication.
- C. To sponsor fund raising activities which provide funds for school materials and programs that enhance the educational quality of the school.
- D. To operate as a non-profit organization.

**ARTICLE III: MEMBERSHIP**

- A. All parents and legal guardians of students enrolled at Zaharis Elementary and all Zaharis staff shall be members of Zaharis PTO. Dues, if any, shall be established by the Executive Board of Zaharis PTO.

**ARTICLE IV: EXECUTIVE BOARD**

- A. The governing body of the organization shall be known as the Executive Board and shall consist of the following:
  - a. Elected Officers
  - b. Past President
  - c. Member(s)-at-Large appointed by Executive Board
  - d. School Principal
- B. The Executive Board shall be responsible for all policy decisions affecting the organization's operation. Decisions shall be passed by a majority of Executive Board members present at the vote. Votes will be accepted by proxy should an Executive Board member wish to vote but is unable to attend.
- C. The PTO Executive Board shall have the powers and duties necessary or appropriate for the administration of the affairs and financial responsibilities of the PTO.

**ARTICLE V: OFFICERS**

- A. Requirements
  - a. Executive PTO Board
    - i. Attendance at a minimum of 80% of Board meetings and participation in majority of PTO events
  - b. Elected Officers
    - i. One (1) year member of PTO Executive Board and/or
    - ii. Approval of current PTO Executive Board

- B. President
- a. The President shall preside at all regular meetings of the PTO and PTO Executive Board; shall perform such duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the PTO Board; shall coordinate the work of the officers and committees.
  - b. Shall appoint all committees and serve as ex-officio member of assigned committees.
  - c. Shall meet with the Principal to keep him/her abreast of all organization activities.
  - d. Shall have the ability to sign checks and/or authorized documents.
- C. Vice-President
- a. Shall perform all duties of the President in the event of the inability of the President to act.
  - b. Shall perform other duties as directed by the Executive Board.
  - c. Shall serve as ex-officio member of assigned committees.
  - d. Shall have the ability to sign checks and/or authorized documents.
- D. Secretary
- a. Shall take minutes of all meetings. The official distribution of the minutes shall include all officers, the Principal, the official PTO files, and one copy available to parents. Shall maintain and be responsible for all official PTO files to include the previous year's financial records.
  - b. Shall handle all official correspondence.
  - c. Shall submit annual report on a timely basis.
  - d. Shall perform other duties as directed by the Executive Board.
  - e. Shall serve as ex-officio member of assigned committees.
  - f. Shall have the ability to sign checks and/or authorized documents.
- E. Treasurer
- a. Shall have custody of all financial records and PTO funds.
  - b. Shall maintain all financial records on a current basis.
  - c. Shall prepare, with input from the Executive Board and others, a proposed budget showing potential expenditures and encumbrances for the coming year.
  - d. Shall submit a monthly written financial report, with one copy distributed to the PTO Executive Board members, the Principal, and the official PTO files.
  - e. Shall be responsible for filing an annual treasury report on a timely basis.
  - f. Shall perform other duties as directed by the Executive Board.
  - g. Shall serve as ex-officio member of assigned committees.
  - h. Shall have the ability to sign checks and/or authorized documents.
- F. Member(s)-at-Large
- a. Shall have voting rights.
  - b. Shall perform other duties as directed by the Executive Board.
  - c. Shall serve as ex-officio member of assigned committees.

## **ARTICLE VI: ELECTIONS**

- A. The Zaharis PTO will take nominations for Executive Officers and Members at Large up to one (1) week prior to elections. Nominations will only be accepted in writing. Elections for Executive Officers will be conducted by written ballot, and held during the last general meeting of the school year, typically held in April. Members at Large can be added to the board up to the 1<sup>st</sup> board meeting of the new school year.
- B. Officers shall be elected by a simple majority vote of those members in attendance at the open meeting of member's casting votes.
- C. The term of office shall be for a minimum of one (1) year commencing July 1, and ending June 30.
- D. All officer board member positions may not exceed two consecutive years of service in the same position.
- E. It is recommended the executive board members should follow their term with a year as a member at large when possible.
- F. In the event that a position remains vacant after elections are held, the current board shall attempt to fill the position by requesting a member-at-large take on the responsibilities. If no member-at-large is willing or able to assume such duties, the executive board may appoint a new board member by special vote. If the new board member has no previous board experience, check-signing ability shall be withheld for the first year of board service.

## **ARTICLE VII: VACANCIES**

- A. In case of a vacancy of the office of President, the Vice-President shall assume office.
- B. If the position of any officer becomes vacant by reason of resignation, disqualification, removal from office, death or otherwise, the Executive Board must choose a successor, who shall hold office for the duration of the unexpired term vacated. The vacant position should be filled internally by an existing member at large or by re-assigning current executive board member positions. If this is not possible the existing board can, by a special vote, appoint a new member to said position. This provision should only be used to fill the secretary position as the other officer positions require extensive knowledge of the internal structure of the board which can only come with long term member involvement.
- C. Any officer may be removed either with or without cause, at any time, by the affirmative vote of the majority of the Executive Board.
- D. Any officer may resign at any time by giving written notice to the Executive Board. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## **ARTICLE VIII: FUNDS**

- A. The proposed yearly budget is to be presented to the Executive Board by the Treasurer at the beginning of each school year and approved by a majority of the Executive Board. Changes to the yearly budget must be resubmitted for approval by the Executive Board.
- B. The organization shall maintain a balanced budget.
- C. Bank statements shall be opened, reviewed, and initialed by a board member other than the treasurer, which does not have signature authority on the account.

- D. All bank statements and correspondence of the PTO are to use the Zaharis Elementary School address.
- E. Cash should be counted together by two (2) individuals who are appointed by the Executive Board, both signing and/or initialing after each verifies the amount of cash and enters the date counted. Cash, checks, etc. should be kept in a locked box or secured area.
- F. All requests for funds shall be submitted in writing to the Executive Board for approval.
- G. All financial transactions must be accompanied by receipts.
- H. Two (2) signatures shall be required on all checks over the amount of one thousand dollars (\$1000.00) issued by the organization.
- I. No officer shall have the authority to draft checks made payable to him/herself or his/her spouse.
- J. An audit shall be conducted during the transition from one treasurer to the next (or once a year if the Treasurer continues another term), by either a tax professional or an audit committee made up of not less than two (2) PTO members who are not related to the Treasurer.
- K. During the term transition of the Executive Board from the old to the new, names must be updated on the PTO bank account within one (1) month so that no unauthorized person will be able to write checks.
- L. No solicitation of funds or mailings of any type can be distributed without the approval of the Principal.

**ARTICLE IX: FISCAL YEAR**

- A. The fiscal year for the Zaharis Elementary School PTO shall begin on July 1 and end on June 30 of each year.

**ARTICLE X: COMMITTEES**

- A. The Executive Board may, at its discretion, by a majority, establish one or more committees. The Executive Board shall have power at any time to change the membership of any committee, to fill vacancies in it, or to dissolve it.
- B. At least one (1) Executive Board member is to serve as an ex-officio member of each committee. Committees will be assigned to an Executive Board member by the Executive Board equally and fairly.
- C. Committee Chairpersons must submit a proposed budget for Executive Board approval.
- D. Any changes to any committee budgets must be resubmitted for approval by the Executive Board.

**ARTICLE XI: MEETINGS**

- A. The PTO shall hold no fewer than two (2) general meetings during the school year. A general meeting may be cancelled by unanimous vote of the Executive Board.
- B. Parents will be given ample notice of all public PTO meetings.
- C. Executive Board meetings of this organization shall be held with the specific date and time to be set and posted by the Executive Board at a minimum of one (1) meeting per quarter.
- D. The transaction of business at meetings will be conducted by those present. Any decisions will be effective upon a majority of those present and eligible to vote.
- E. Any officer can call a meeting, and will notify the requested attendees.

**ARTICLE XII: AMENDMENTS**

- A. Amendments to these bylaws shall be proposed in writing to the Executive Board, and must pass with a two-thirds (2/3) vote of the Executive Board, provided at least 30 days notice in writing has been given of any proposed amendments.

**ARTICLE XIII: MANDATES**

- A. The Zaharis Elementary School PTO must follow all district policies and procedures. All correspondence sent home via the students, and activities involving students, must have the approval of the Principal.

**ARTICLE XIV: DISSOLUTION OF THE ORGANIZATION**

- A. The organization may only be dissolved following a two-thirds (2/3) vote of the PTO Executive Board members present at a meeting called and publicized for the purpose of dissolution.
- B. In the event of dissolution, any remaining funds in the treasury or usable supplies belonging to the organization shall be turned over to the specified Zaharis Elementary School Fund as determined by current PTO Executive Board.

Accepted this day: \_\_\_\_\_

Signatures:

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President, KeriAnne Zimmerman

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Treasurer, Alyson Sawkiw

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Vice President, Edith Foster

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Secretary, Kelly Nelson Bond

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Member-at-Large, Cindy Huffman

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Member-at-Large, Carrie Kerns

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Member-at-Large, Rebecca Squires

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Member-at-Large, Shalee Jenkins

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Member-at-Large, Sherree Butterfield

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Principal, Mike Oliver