

**Bylaws  
of  
Henry A. Wallace Elementary School  
Parent-Teacher Organization (P.T.O), Inc.  
Johnston, IA**

**ARTICLE I: NAME**

The name of this organization is the Henry A. Wallace Elementary Parent-Teacher Organization (P.T.O.), Inc. It is a local unit without official affiliation to any other organization.

**ARTICLE II: ARTICLES OF ORGANIZATION**

This organization exists as an incorporated organization of its members. Its "Articles of Organization" comprises these bylaws and any amendments thereto and the Articles of Incorporation filed with the Secretary of State on November 6, 2001.

**ARTICLE III: OBJECTIVES**

Objectives of this organization are as follows:

1. To bring into closer relation the home and the school so that parents and teachers may cooperate in the development of children.
2. To develop between educators, parents, and the general public united efforts to secure for each child the highest advantages in physical, intellectual, social and emotional development.
3. To encourage the development of high standards for children in the home, school and community.

The objectives of this organization are promoted through an educational program directed toward parents, teachers, and the general public and are developed through conferences, committees, projects and programs. They are governed and qualified by the basic policies set forth in Article IV.

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

Subject to the foregoing, this Corporation shall (1) receive and disburse funds, property and gifts of any kind, (2) provide, or provide funds for the provision of, equipment, supplies, materials, resources, and professional development opportunities for the teachers, administrators, support staff and volunteers of the Wallace Elementary School; (3) provide instruction and educational opportunities to assist parents, guardians and caregivers in supporting the education and growth of children; and, (4) take other action deemed necessary or desirable to enhance or improve the educational opportunities provided to the students of the Wallace Elementary School.

**ARTICLE IV: BASIC POLICIES**

1. This organization shall cooperate with the Johnston Community School District and support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control their policies.
2. The organization shall not, directly or indirectly, participate or intervene 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 any other means.
3. The name of this organization or names of any member in an official capacity of this organization shall not be used in any connection with any commercial, political, or social concern for any purpose not related to the objectives of this organization.
4. Persons representing this organization may, with the approval of the Board of Directors, cooperate with any organization for the betterment of the objectives of this organization.
5. In the event of the dissolution of this organization, its assets remaining after payment, or provision of payment, and all debts and liabilities of this Corporation shall be distributed for one or more tax exempt purposes within the meaning of Section 501(c)(3) or shall be distributed to the Johnston Community School District. Any distributions upon dissolution shall be used to advance the education of, and educational opportunities available to, the students of any public elementary school to which the students formerly attending the Wallace Elementary School may be reassigned or transferred.

#### **ARTICLE V: MEMBERSHIP**

Any individual who is a parent, stepparent, legal guardian, foster parent or caregiver of a child(ren) who is a student at Wallace Elementary or a member of the Wallace professional staff may join, contributing the nominal membership fee established by the Board of Directors or Johnston Community School District. Each member shall have one vote pertaining to matters of record at regular organizational meetings.

#### **ARTICLE VI: OFFICERS AND ELECTIONS**

Officers of this organization shall consist of a President, Vice President, (or Co-Presidents with a staggering term to allow for continuity), a Secretary and a Treasurer. A vote will be held for President, Vice President (or Co-Presidents), Secretary and Treasurer at a regular PTO meeting during the month of April or May each year. A nominated President should previously have served actively or be recommended by the Nominating Committee. Officers shall assume the official duties on July 1, and shall serve for a term of one year. A person may not serve more than two consecutive terms in the same office. An exception can be made if a suitable replacement is not found. Three years will be the maximum allowable term.

These officers and the principal(s) shall make up the Board of Directors. A Nominating Committee comprised of those appointed by the Board of Directors shall select a slate of officer nominees by April 1. They shall also select the committee positions needed for the following year.

In the event of a vacancy occurring during the year, the Nominating Committee will appoint person to complete the term. In the event the vacancy occurs in the office of the presidency, the Vice President will fill the vacancy and a new Vice President (or Co-President) will be appointed by the Board of Directors.

## **ARTICLE VII: DUTIES OF THE OFFICERS AND CHAIRPERSONS**

### **Section 1. *THE PRESIDENT.***

The President or Co-Presidents shall set the agenda and preside over all meetings of this organization and of the Board of Directors; shall perform such duties as may be prescribed in these bylaws; and shall coordinate the work of the officers and committees in order to promote the objectives of this organization.

### **Section 2. *THE VICE PRESIDENT.***

The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence.

In the event that Co-Presidents are not used, the Vice President shall prepare for the presidency in the subsequent year.

The Vice President will also prepare the Biennial Report for the Iowa Nonprofit Corporation due to the Iowa Secretary of State Office in the first quarter of odd-numbered calendar years.

### **Section 3. *THE SECRETARY.***

The Secretary shall record and distribute the minutes of all regular meetings to all board members and executive session minutes to Board of Director members.

The Secretary shall keep record of all regular meeting minutes for a minimum of three years.

The Secretary shall maintain current copies of the Bylaws of this organization, Articles of Incorporation, and most recent Biennial Report on file with the Iowa Secretary of State as well as a current list of all board members and addresses.

The Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

He/She may perform other duties as assigned by the President.

### **Section 4. *THE TREASURER.***

The Treasurer shall have custody of all of the funds of the organization, keeping a full and accurate account of all receipts and expenditures; shall make disbursements in accordance with the approved budget as authorized by the organization or the Board of Directors.

The Treasurer is authorized to make necessary payment on purchases up to \$100 without authorization. Purchases from \$100 to \$300 must be signed by the chair or one co-chair of the committee requesting the money. All expenditures over \$300 should be pre-approved by members at a scheduled meeting. If expenditure is an immediate need, approval of three Executive Committee members is necessary for a check request or reimbursement.

The Treasurer shall present the organization's financial report at each organizational meeting.

The Treasurer shall maintain copies of all accounting records and financial statements for a minimum of three years.

The Treasurer shall prepare, certify and file, or cause to be prepared, certified and filed, the financial statements and any required financial reports including IRS Form 990 (or 990 EZ) when required by law. The Treasurer will seek any necessary professional services from a qualified volunteer who is a Member of the Corporation. If no qualified volunteer is found, the Treasurer shall notify the Members of the Corporation of the need to pay for professional services to complete the required documents so that funds may be authorized.

The Treasurer's accounts will be examined annually. An audit will be conducted by Johnston Community School District, an Auditing Committee, or a professional auditor annually. The Auditing Committee shall be comprised of not less than three members appointed by the Board of Directors, who, satisfied that the accounts are correct, shall sign a statement of the fact.

The Treasurer shall assure a minimum balance of \$3,000 for the next fiscal year.

#### Section 5. *COMMITTEE CHAIRPERSONS.*

The committee chairpersons shall perform duties specified to their committee. These duties shall comply with these bylaws and the Articles of Incorporation.

Committee chairpersons will update membership at monthly meetings (in person or via submitted report) about the activities of their committee during months of activity.

Committee chairpersons will keep records of activities and pass those records along to successors.

### **ARTICLE VIII: BUDGET COMMITTEE**

The Budget Committee shall be formed each year. The Chairperson of the Budget Committee shall be the Treasurer. Members shall include the Principal, the President/Vice President and at least three additional members. The Budget Committee will monitor expenses and resolve potential expenditure conflicts during the current and fiscal year.

The Budget Committee will gather information regarding estimated fundraising, donations, miscellaneous income and estimated expenditures for the upcoming fiscal year. The committee will then make recommendations and seek approval of a budget for the upcoming fiscal year. This proposed budget will be presented and voted upon at the September meeting. Once approved, it will be the working budget for the fiscal year. Changes to the approved budget must be approved by the membership at a meeting.

The budget shall include all expected operating and program expenses. The budget may also include funds for teacher grants or capital expenses or a combination of both. In general, when evaluating grants or capital equipment proposals, the committee shall evaluate the proposals to assure the expenses meet the mission of the organization and benefit the most students possible.

The Budget Committee is responsible for review and disbursement of teacher grants. The committee will evaluate the disbursement requests, and present their recommendation to the membership at a meeting for a majority vote approval.

#### **ARTICLE IX: BOARD OF DIRECTORS**

The Board of Directors shall consist of the elected officers and the school Principal(s). The main duties of this committee are as follows:

1. Transact necessary business in the intervals between regular organization meetings.
2. Appoint committees.
3. Appoint audits of the treasurer's reports.
4. Approve routine bills. (Article VII, Section 4)

Board of Director meetings may be called as needed by the President.

#### **ARTICLE X: MEETINGS**

Section 1- A minimum of six regular organization meetings per school year will be held at the discretion of the Board of Directors.

Section 2- The organization meetings will follow Robert's Rules of Order.

Section 3- The members present at a general membership meeting or special meeting shall be designated quorum and shall be entitled to take action on behalf of the Corporation.

#### **ARTICLE XI: FISCAL YEAR**

The fiscal year of the organization will begin on July 1 and end on the following June 30.

#### **ARTICLE XII: MAINTENANCE OF CORPORATE RECORDS**

The corporation shall keep a copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, correct and complete books and records of account and shall keep minutes of the proceedings of its members; and shall keep at its registered office a record of the names and addresses of its members entitled to vote. All books and records of the corporation may be inspected by any member or their agent or attorney, for any purpose at reasonable times, upon request to the Treasurer.

These Bylaws may be amended at any regular meeting of the organization by a majority vote of members present at the meeting, providing that prior notice of the proposed amendment shall have been given in writing to the membership.

A committee may be appointed to submit a revised set of bylaws. An adoption of new bylaws takes a majority vote of members present.

Approved: \_\_\_\_\_

Signed: \_\_\_\_\_

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