

**BYLAWS OF THE SANDPIPER ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION**

**ARTICLE I: NAME**

The name of this organization is the Sandpiper Elementary School Parent Teacher Organization. It is not directly affiliated with any other group, association or organization.

**ARTICLE II: ARTICLES OF ORGANIZATION**

The organization exists as an unincorporated association of its members. Its "articles of organization" comprise these bylaws, which may be amended as stated herein.

**ARTICLE III: PURPOSES**

**Section 1.**

The general purposes of the organization are:

- a. To bring the home and school together so that the parents and teachers may cooperate in the education of children.
- b. To promote and protect the best interest of children and youth in our community.

**Section 2.**

The specific purposes of this organization shall be as determined and developed from time to time by its President, its Executive Board, and its members. None of the organization's purposes, and the projects and programs adopted to carry out the specific purposes, shall be contrary to the organization's general purposes or basic policies.

**ARTICLE IV: BASIC POLICIES**

The following are the basic policies of this organization:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization, or the names of any members in their official capacities, shall not be used in connection with any commercial concern, except as authorized in writing by the organization in return for goods and services to further the purposes of the organization, or in connection with any partisan interest, or for any purpose not appropriately related to promotion of the purposes of the organization.
- c. With the exception of school bond elections and overrides, the organization shall not, in any way, directly or indirectly participate in or intervene in any political campaign, including the publication or distribution of statements on behalf of or in opposition to any candidate for public office, and devoting any activities to influencing any legislation. However, the organization may support specific propositions and ballot measures, provided that less than 20% of the organization's time is spent on such action.
- d. The organization shall endeavor to maintain close communication with schools to support the improvement of education.

- e. The organization may cooperate with other organizations and agencies concerned with the best interests of children and community, but persons representing the organization in such matters shall make no commitments that bind the organization without the prior written approval of the officers of the organization.

## **ARTICLE V: COMPLIANCE WITH THE INTERNAL REVENUE CODE**

### **Section 1.**

Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational and/or scientific purposes and which has been established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

### **Section 2.**

No part of the net earnings of this organization shall ever inure to or for the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

### **Section 3.**

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from the federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954.

## **ARTICLE VI: EXECUTIVE BOARD**

### **Section 1.**

The Executive Board shall consist of the officers of the organization, the principal and up to three teacher representatives. Each board member will constitute one vote, even if the office is exercised as a co-position.

### **Section 2.**

The duties of Executive Board shall be:

- a. To transact necessary business in the intervals between general meetings and such other business as may be referred to it by the organization.
- b. To create standing committees.
- c. To approve or disapprove the plans and work of the standing committee.
- d. To present a report at the general meetings of the organization.
- e. To appoint an accountant or an auditing committee in July to audit the treasurer's accounts.
- f. To approve routine bills for internal operations (Business, Hospitality, Membership and Public Relations) within the limit of the budget.

- g. To maintain at all times insurance coverage for the organization in the amounts of not less than \$100,000/\$300,000 personal injury and property damage.
- h. To review any expenditure for External operations (Facility, Sandpiper Special Projects and Staff requests) that have been posted 7 (seven) days prior to an Executive Board meeting. Those in excess of \$500.00, not already approved in original budget, must be taken to the general meeting.
- i. To prepare a budget for the coming fiscal year which is to be submitted to a vote of the organization.

**Section 3.**

Regular meetings of the Executive Board shall be held at least monthly during the school year. These meetings shall be open to all organization members and shall be so publicized. These meetings may be held as a conference call, email or Google Chat meeting.

**Section 4.**

A quorum of the Executive Board shall be no less than two-thirds of the seated Executive Board members.

**Section 5.**

At certain times it may be necessary to have voting done by telephone or email. Members of the board must still be represented by a quorum of no less than two-thirds of its members. This is to be done when emergencies arise that make it necessary to vote between Executive Board meetings. Votes shall be taken by the president and reported in special minutes to each board member.

**ARTICLE VII: MEMBERSHIP**

Any individual who subscribes to the purposes and basic policies of this organization may become a member, subject only to compliance with the provisions of these bylaws. Membership in this organization shall be available without regard to race, color, creed or national origin, and is open to all parents, guardians, teachers and administrators of children enrolled in Sandpiper Elementary School.

**ARTICLE VIII: OFFICERS AND ELECTIONS**

**Section 1.**

- a. The officers of this organization shall consist of a president or co-presidents, up to four vice presidents, a secretary, up to two treasurers and a volunteer coordinator.
- b. Officers shall be elected at the general meeting held no later than the month of April, by a majority of secret, written ballots cast at that meeting. However, if there is only one nominee for any office, the secretary shall cast the elective ballot of the organization for the nominee.
- c. Officers shall assume their official duties at the May meeting and shall serve for a term of one year and/or until the election and qualification of their successors.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office unless that person is the only nominee for that office.

- e. The Executive Board may create additional positions for officers as it may deem necessary to promote the purposes of and carry on the work of the organization. If approved by a majority vote of the Executive Board, these positions will be added for one term only. These officers must meet the same qualifications, and shall be elected in the same manner, as all other officers. After one term, the board may choose to vote for another term if the position is still required, or choose to amend the Bylaws to include the position as a permanent officer.
- f. The position of Advisor shall be chosen by the president, and must have served on the Board prior to the year in which the Advisor is chosen.

## **Section 2.**

- a. There shall be a nominating committee composed of up to seven members selected by the Executive Board. The chairman will be chosen from the committee by the members of the committee. The committee shall consist of at least five of the following: Principal, the current Teacher Representatives, as many as three parents that have no interest in upcoming board positions but are current PTO members, and Advisor in a non-voting capacity. This nominating committee shall be selected and recorded by the secretary upon majority vote by the Executive Board no later than the first Executive Board meeting in February.
- b. The proposed slate of officers will be determined through interest surveys or other means to be sent to each student's household. The nominating committee shall nominate one or more eligible persons for each office to be filled. Each student's household who has a person nominated will be notified by the nominating committee as soon as possible thereafter of the nominees and the date of the election. Additional nominations may be made from the floor by April during a general meeting in which officers shall be elected.
- c. A parent may not serve on the nominating committee in consecutive years except in a non-voting capacity.

## **Section 3.**

- a. Only those parents who have signified their consent to serve if elected shall be nominated for office.
- b. To qualify for office, a person must be an adult from a household at which a Sandpiper student resides or a teacher at Sandpiper School.
- c. The nominating committee shall come up with the slate of nominees and bring this slate to the March Executive Board meeting for consideration and approval.

## **Section 4.**

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Board after giving notice of such election. A vacancy in the office of president will result in the co-president serving alone. In the event that there is no co president or he/she does not wish to serve alone, the first vice president shall serve until such election.

## ARTICLE IX: DUTIES OF OFFICERS

### Section 1.

The president shall preside at all meetings of the organization and of the Executive Board at which the president is present; shall perform such other duties as may be prescribed by the Executive Board; and shall coordinate the work of the officers and committees of the organization in order that the purposes and policies of the organization are promoted.

### Section 2.

The first vice president shall act as assistant to the president and shall perform the duties of the president in the absence or disability of that officer. The first vice president may chair volunteers.

### Section 3.

The second vice president presides in the absence of the president and first vice president and may oversee fundraising.

### Section 4.

The third vice president shall preside in the absence of the president, the first and second vice presidents and may oversee communications.

### Section 5.

The fourth vice president shall preside in the absence of the president, the first, second and third vice presidents and may oversee the Community volunteer. This position has an additional requirement of being on the Executive Board at least two years.

### Section 6.

The secretary shall record the minutes of all meetings of the organization and of the Executive Board. The signatures of the secretary and the president, or any officer acting on behalf of the president pursuant to the bylaws, shall be required to approve any act requiring written approval under these bylaws. Minutes of any meetings shall be posted and distributed to all board members within thirty days of such meeting.

### Section 7.

- a. The first treasurer shall:
  - Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection.
  - Prepare all bills for payment as authorized by the organization or Executive Board.
  - Reconcile monthly bank statements and provide a copy to the president within 10 days of reconciliation.
  - Keep the organization informed of expenditures as they relate to the budget adopted by the organization.
  - Present a statement of account at every meeting of the organization and the Executive Board and at other times as requested by the organization.

- Participate on the budget and budget committee and/or executive board in the development of the annual budget.
  - Be responsible for preparing information for the accountant and/or budget committee for filing of all tax returns and other forms required by government agencies.
  - Make an annual financial report to the organization that includes gross receipts and disbursements for the year.
- b. The second treasurer shall:
- Keep such permanent books of account and records as shall be sufficient to maintain all school accounts for field trips, classroom monies, club accounts, charitable donations (private and corporate) and the principal's discretionary funds.
  - Such books of account and records shall at all reasonable times be open to inspection.
  - Receive all monies for the school, giving a receipt thereof, and depositing them in the name of the school in a bank approved by the Executive Board.
  - Pay all bills as authorized by the school principal.
  - Provide a statement of account to the school principal for his/her review and approval.
  - Present a statement of account at every meeting of the organization and the Executive Board and at other times as requested by the organization.
  - Reconcile monthly bank statements and provide a copy to the president within 10 days of reconciliation.
  - Be responsible for preparing information for the filing of all tax returns and other forms required by government agencies.
  - Prepare an annual financial report to be presented to the organization that includes gross receipts and disbursements for the year.
- c. At least one treasurer shall be a member of the Executive Board from the prior fiscal year.

### **Section 8.**

The Volunteer Coordinator shall:

- a. Organize the master volunteer chairperson list at the end of each school year, reviewing positions for the following year, and creating new positions as needed.
- b. Produce the Volunteer packet to be distributed to parents at the beginning of the school year.
- c. Gather volunteer forms and organize a list of committee volunteers to provide to committee chairperson.
- d. Create signups for events and send out links to signups through the Communications Vice President.

**Section 9.**

All officers shall:

- a. Perform the duties prescribed in the bylaws and any necessary additional duties assigned from time to time.
- b. Deliver to their successors all official material not later than 10 (ten) days following the assumption of office by their successors.
- c. Use the book on Procedures as an aid to performing the tasks of their position.

**Section 10.**

When an officer fails to attend three consecutive meetings without adequate excuse or is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, the Executive Board may, by a two-thirds affirmative vote, declare the office vacant.

**ARTICLE X: MEETINGS**

**Section 1.**

General meetings of the organization shall be held at least 4 (four) times during the school year, unless otherwise provided by the organization or by the Executive Board.

**Section 2.**

Special meetings may be called by the Executive Board, after giving notice 7 (seven) days prior to the special meeting.

**Section 3.**

The annual election meeting shall be no later than April.

**Section 4.**

Twenty members shall constitute a quorum for the transaction of business at any general meeting of this organization. If a quorum is not present, business shall be carried on only if a quorum of the Executive Board is present.

**ARTICLE XI: STANDING COMMITTEES AND SPECIAL COMMITTEES**

**Section 1.**

The Executive Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

**Section 2.**

The chairperson of each standing committee shall present a plan of work and a proposed budget to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

**Section 3.**

The power to form special committees and appoint their members rests with the organization and/ or the president with the approval of the Executive Board.

**Section 4.**

The president or a vice president shall be a member ex officio of all committees.

## **ARTICLE XII: ACCOUNT AND RECORDS**

The organization shall keep such permanent record books of account and records shall be sufficient to establish the amount of contributions and payments to and disbursements from the organization. Such books of account and records shall at all times be open to inspection by any member of the organization.

## **ARTICLE XIII: FISCAL YEAR**

The fiscal year of the organization shall be from June 1 to May 31.

## **ARTICLE XIV: AMENDMENTS**

### **Section 1.**

These bylaws may be amended at any general meeting of the organization by two-thirds vote of the members present and voting, providing that notice of the proposed amendment shall be given to each household 7 (seven) days prior to the meeting.

### **Section 2.**

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a general meeting of the organization (quorum (20) present), or by a two thirds vote of the Executive Board. The requirements for adoption of the revised set of bylaws shall be the same as in the case of an amendment.

## **ARTICLE XV: REMOVAL OF OFFICERS**

Any officer may be removed by a two-thirds vote of the members present at a general meeting of the organization, provided a quorum (20) is present, or by a two-thirds vote of the Executive Board, provided that two-thirds of the Executive Board is present. The organization shall inform the officer whose removal is sought and each student's household of the removal 14 (fourteen) days in advance of any vote thereon.

Bylaws adopted 1980

Bylaws amended October 10, 1984

Bylaws amended April 10, 1985

Bylaws amended April 25, 1989

Bylaws amended March 23, 1995

Bylaws amended April 1, 1996

Bylaws amended April 11, 2006

Bylaws amended November 12, 2015.