

WILLIAM A. DIGGS ELEMENTARY SCHOOL PTO
2615 Davis Road
Waldorf, Maryland 20603

BYLAWS

Approved by the Membership on November 5, 2008

ARTICLE I - DESCRIPTION AND MISSION STATEMENT

The name of this organization shall be William A. Diggs Elementary School Parent Teacher Organization (PTO). The organization shall be self-sustaining and is not an instrumentality of the Charles County Public School System. The William A. Diggs PTO is a volunteer organization comprised of parents and guardians of children attending William A. Diggs Elementary School, William A. Diggs Elementary School staff and interested community members. Its purpose is to:

- a. Promote the health and welfare of children within the home, school and community.
- b. Elevate the standard of intellectual, physical, social education and character within the school and home.
- c. Create and promote a closer relationship between the home and school, and between parents and educators.
- d. Encourage cooperation between the school and home in the education of its children.
- e. Supplement allocated funds for school operations, special purchases, teaching supplies, special events, and educational speakers.
- f. Support legislation that ensures the safety and protection of all children.
- g. Develop a general sense of responsibility among parents, educators, and community leaders that ensures the opportunity for all children to obtain the best education available and to provide that education in a safe environment.
- h. Cooperate with other organizations and agencies concerned with the promotion of child welfare, but persons representing the organization in such a manner will not make commitments that bind the organization.

ARTICLE II - GENERAL PROVISIONS

Section 1. The William A. Diggs PTO operates at William A. Diggs Elementary School only with the consent of the Principal.

Section 2. The Organization will be non-profit, non-commercial, non-sectarian, nonpartisan and non-discriminatory in its membership.

Section 3. The name of the organization or the names of any members in their official capacities will not be used in any connection with a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the purposes of the organization.

Section 4. The organization will 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 attempt to influence legislation by propaganda or otherwise.

Section 5. No part of the net earnings of the PTO shall be distributed to its members, officers or other private persons except what the organization has authorized and empowered to pay as reasonable compensation for services rendered and to make payments and distributions.

Section 6. The organization exists as an unincorporated association of its members and shall not carry on any other activities not permitted to be carried on by: (1) an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue code, or (2) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 7. Parliamentary Authority - Roberts Rules of Order (revised) shall govern the organization in all cases in which they are applicable.

Section 8. The PTO will possess an EIN (Employer Identification Number).

Section 9. The PTO will have its own bank account separate from school funds and all funds will be deposited into that account.

ARTICLE III - OFFICERS AND EXECUTIVE BOARD

The elected officers of the organization shall consist of a President, who sees that the organization carries out its mandate as presented in Article I, First and Second Vice-Presidents, Secretary and Treasurer. These positions, together with the Principal, or such person acting in that position, will comprise the Executive Board. Each Board member is granted one vote. Non-elected officers include the Principal or his/her administrative representative, a teacher liaison, and the chairpersons of all standing committees, except the Elections Chair.

Section 1. The primary duties of the President shall be to:

- a. Consult with all officers and chairpersons before each meeting to determine all agenda items and set the agenda.
- b. Call meetings to order at the designated time and proceed with the agenda.
- c. Preside at all meetings and ensure that the agenda is followed.
- d. State the result of every vote.
- e. Represent the PTO at any and all necessary meetings or forums.
- f. Sign all orders and vouchers if so specified.
- g. Review (with proper school administration representative) and approve all outgoing PTO correspondence prior to distribution.
- h. In the absence of the Treasurer, make disbursements as authorized by the PTO in accordance with the budget adopted by the organization.

Section 2. The primary duties of the First Vice-President shall be to:

- a. Preside over all meetings in the absence of the President.
- b. In the event of the President's resignation, assume the duties of that office until the end of the term.
- c. Perform such tasks and duties as assigned by the President.
- d. Represent the PTO at the request of the President or due to the absence of the President.
- e. Develop, review and maintain the function of the existing bylaws and provide for amendments as needed for a functioning organization.
- f. Preside over the By-laws Review committee.

- g. Preside over Publicity committee designed to communicate PTO information to the membership through various media and solicit support of the media.

Section 3. The primary duties of the Second Vice-President shall be to:

- a. Preside over all meetings in the absence of the President and First Vice President.
- b. Conduct membership drives, creating and maintaining membership lists, contacting new families and providing them with membership information.
- c. Coordinate activities and members for hospitality purposes and refreshments as determined at organization functions.
- d. Coordinate child care for PTO events as needed.
- e. Preside over Membership and Hospitality committees.

Section 4. The primary duties of the Secretary shall be to:

- a. Record all business transacted at each meeting and present the minutes for approval at the next meeting.
- b. Maintain all PTO documents with regards to previous actions taken by the organization and make available for review any and all such documents upon request. These documents shall include, but not be limited to, the following:
 - 1. Bylaws
 - 2. Agendas
 - 3. Minutes of previous meetings.
 - 4. Treasurer's reports
 - 5. Current list of all committees, chairpersons and their contact information.
- c. Prepare copies of the written agenda (prior to each meeting) after consultation with the President.
- d. Preside over all meetings in the event of the absence of the President and First and Second Vice-Presidents.
- e. Carries out the responsibilities of a custodian of all records, except those specifically assigned to others, and promptly deliver all such records to his/her successor.
- f. Maintain a record file and file of all correspondences (incoming and outgoing) and obtain the necessary approvals prior to distribution.
- g. Notify Executive Board members of any special meetings and issue all meeting notices.
- h. Preside over a Records Keeping committee, which publishes the PTO Directory yearly.
- i. Sit on the Volunteer Coordinator's committee.

Section 5. The primary duties of the Treasurer shall be to:

- a. Have custody of all PTO funds and assets and keep a full and accurate account of receipts and expenditures, including a monthly reconciliation of bank account and PTO records.
- b. Make disbursements as authorized by the PTO in accordance with the budget adopted by the organization. If the Treasurer cannot do this, the President shall fulfill this duty.
- c. Present a written financial report of all transactions at the Board meetings, all general membership meetings and at such times as requested by the Board or any member of the general membership.
- d. Prepare a transmittal report for the newly elected Treasurer prior to the assumption of his official duties after an election is held.
- e. Have an audit of all accounts upon resignation of the Treasurer or at least an annual audit of all accounts by an approved audit committee.

- f. Preside over all meetings in the event of the absence of the President, First and Second Vice-Presidents and Secretary.
- g. Maintain the PTO's compliance with all State and Federal regulations regarding tax codes, etc.
- h. Preside over Auditing committee.
- i. Sit on the Spirit Wear committee.
- j. Pursue the collection of all debts.
- k. Be held accountable for all financial transactions of the organization. All disbursements over \$25.00 (twenty-five) shall be made by checks only. The Treasurer and either the President or the Principal must countersign all checks.
- l. Perform other duties as may be delegated.
- m. File all required state and federal tax forms required of registered non-profits as designated in Treasurer's transmittal report.

Section 6. The primary duties of the Principal shall be to:

- a. Serve as a point of information and as an advisory, acting as liaison between the organization and the school's administration.
- b. Meet with the Executive Board at the beginning of each school year and present a calendar for that year.
- c. Have final approval on all events that require the use of school property.
- d. Prepare a school report for each general membership meeting.
- e. Report on pertinent information from the Charles County Board of Education meetings.
- f. The Vice-Principal shall serve in this position in the absence of the Principal.

Section 7. The primary duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between general meetings.
- b. Approve all PTO-sponsored fundraisers and events.
- c. Prepare and submit to the organization for approval an estimated budget for the school year.
- d. Deliver to their successors all official materials no later than 10 days following their resignation or end of term.

Section 8. The primary duties of the Teacher Liaison shall be to:

- a. Act to bring classroom information to the organization and return information to fellow teachers for distribution and application.
- b. Work to improve communication between the William A. Diggs staff and the PTO.

Section 9. Standing Committee and Event/Activity Chairpersons shall include but not be limited to the following:

- a. The Event/Activity/Committee Chairperson is responsible for leading a committee to determine all the logistics to coordinate each PTO event/activity. Events, activities and committees shall include, but are not limited to:
 - 1. The Box Top subcommittee, coordinating the collection and remission of specific product reimbursement programs such as General Mills, Campbell's Soup, and Tyson's Chicken; and

2. The Store Benefits subcommittee, encouraging membership to join the reimbursement programs such as escrip/Safeway, Food Lion, Giant, Target, and Office Depot.
3. Spirit Nights/Restaurant Nights Out
4. Winter Wonderland – Annual winter celebration.
5. Spring Carnival
6. Teacher Appreciation - Responsible for coordinating all events taking place for teachers/staff during Teacher Appreciation Week in May as well as Welcome Back Breakfast at the beginning of the school year. This may include, but is not limited to: Teacher Appreciation Breakfast, Teacher Appreciation Lunch, and gifts.
7. Elections Chair- is responsible for coordinating the elections process as described in Article IV below.
 - b. The Volunteer Coordinator is responsible for:
 1. Coordinating the efforts of those persons wishing to volunteer time at/for William A. Diggs Elementary.
 2. Conducting a volunteer survey at the beginning of each school year to assess parental volunteer preferences.
 3. Distributing a list of interested volunteers to each event and fundraising chairperson
 4. Directing those persons interested in volunteering at William A. Diggs to an appropriate activity.
 5. Reporting to the Executive Board any volunteer problems and/or suggestions.
 - c. The Spirit Wear Chairperson is responsible for:
 1. Researching/interacting with different vendors for school's spirit wear.
 2. Determining the pricing for each item.
 3. Coordinating spirit wear sales.

ARTICLE IV - ELECTIONS, VOTING AND APPOINTMENTS

Section 1. The offices of President, First Vice-President, Second Vice-President, Secretary and Treasurer shall be elected by closed ballot annually in May.

Section 2. The Elections Chairperson, prior to the second week of April, shall solicit nominations. The sitting chairperson shall not be a member of the Executive Board but will be recruited by such as any other event chairperson. The Elections Chairperson will prepare a ballot of all nominations and present it to the Executive Board at its April meeting. All members will be notified of the official nominations prior to the May meeting.

Section 3. Nominations shall also be accepted from the floor at the May meeting.

Section 4. If there is only one nominee for each office, a simple hand majority at a general membership meeting shall be sufficient to carry a vote into office.

Section 5. All votes will be tallied and confirmed prior to the end of the May General Membership PTO Meeting.

Section 6. The Teacher Liaison shall be chosen by the faculty prior to the first general membership meeting at the beginning of each school year.

Section 7. The committee chairpersons will be appointed by the newly elected officers.

Section 8. All seats on the Executive Board shall be occupied by parents/guardians of students currently enrolled at William A. Diggs Elementary or those employed at William A. Diggs Elementary School. All Executive Board members must be in good standing, dues paying members of the PTO.

Section 9. Officers shall assume their official duties July 1 and shall serve a term of one year until the election and installation of their successors. The Principal and Teacher Liaison(s) shall assume their duties at the beginning of the school year unless otherwise available and shall serve for a term of one school year.

Section 10. Any person shall be eligible to serve more than one consecutive term in the same office, i.e. there shall be no term limits.

Section 11. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to such office.

Section 12. Any vacancy occurring in any office, except office of President shall be filled for the remainder of the term by a person elected by the majority of the remaining members of the PTO membership.

Section 13. If at any point throughout the year, all five of the elected officers as a group are unable to perform their duties, the Principal shall appoint persons to act in those positions according to the bylaws until which time nominations and elections may take place.

Section 14. In the event that a member of the Executive Board misses three (3) consecutively called and/or regularly scheduled meetings of the Board, the member may be deemed to have submitted his/her resignation from the Board. By motion, the Board may vote to accept or reject such resignation.

Section 15. An officer may be removed from his/her elected position immediately for any illegal conduct or by a 2/3 (two thirds) majority vote for behavior which is deemed damaging to the organization.

ARTICLE V - MEMBERSHIP AND DUES

Section 1. The organization shall conduct an annual enrollment of members, but individuals may be enrolled at any time.

Section 2. Each member of the organization (a family unit) shall pay annual dues in an amount to be determined by the Executive Board at the beginning of each school year.

Section 3. If deemed necessary, the Principal can waive the membership dues based on financial situations. All waivers will be kept confidential between the Principal and the Second Vice-President.

Section 4. Only members in good standing of the PTO shall be eligible to vote at its executive and general meetings, or to serve in any of its elected or appointed positions. A maximum of two votes per family membership is allowed.

ARTICLE VI - METHOD OF FINANCING

Section 1. The PTO shall finance its activities through membership dues, sales of Spirit Wear and Yearbooks, and fundraising events and through solicitations of sponsoring funds or material donations from other private organizations or corporations. Additional means of financing may be determined by its membership.

Section 2. The President and/or First Vice-President will appoint an independent auditor (to be determined by the Executive Board) to review the fluids administration annually and/or 30 days prior to the date that the newly elected officers assume their duties (July 1st). The results of the review will be recorded in the minutes of the next official meeting of the organization.

Section 3. Additional audits may be conducted during the year as requested by the President and First Vice-President.

Section 4. The fiscal year shall run July 1 to June 30.

Section 5. All major expenses must be approved by the Executive Board and/or general membership. Expenditures for everyday operations such as snacks for meetings, prizes for contest winners, Auction Basket monies distribution, reimbursements for mailings, etc. will only need the approval of those authorized to sign payments for reimbursement. The approval should be properly documented through meeting minutes and/or financial records.

Section 6. A \$15 fee will be charged for non-negotiable checks. Replacement funds, in the form of cash or money order, will be required within one month of the debt. The previous two sentences shall be written on any PTO form requesting payment for any item, membership, or service.

Section 7. Three (3) members of the Executive Board will be authorized to sign checks on behalf of the PTO that have been approved by the Executive Board, to pay as reasonable compensation for services rendered and to make payments and distributions.

Section 8. All checks require two signatures in order to be valid.

Section 9. A balance of at least \$500.00 (after audit and end of year expenses are paid) shall be carried over to the next fiscal year.

Section 10. A savings account may be set up and maintained to support specific, documented long-term goals.

- a. A written proposal stating the long-term goal, its projected cost, and expected completion date should be maintained with the PTO Board Meeting Minutes.
- b. The stated proposal shall be voted on at a General Membership Meeting.

ARTICLE VII - MEETING AND QUORUMS

Section 1. Regular meetings of the organization will be held not less than four times during the school year. Time and place will be announced by the Executive Board and publicized to the general membership. Regular meetings will be held within the first week of the month or as recommended by the Charles County Board of Education.

Section 2. The PTO will conduct a meeting each September for the purpose of introducing elected officers to its membership and encourage participation and each May for the purpose of electing officers.

Section 3. A simple majority of members present at any publicized meeting are empowered to conduct all business and transactions of the organization, except as indicated in Article VIII.

Section 4. Regular meetings of the Executive Board shall be held at least on a monthly basis during the school year and as needed over the summer, at the time and place determined by the President. A majority of the Executive Board members shall constitute a quorum if at least five voting members are present. The President, acting President or a majority of the members of the Board may call special meetings of the Executive Board.

Section 5. Special meetings of the organization may be called by the Executive Board having given ten (10) days notification to the general membership.

Section 6. Executive Board meetings are closed to the general PTO membership, however; the minutes are available for members to review.

ARTICLE VIII - ADOPTION AND AMENDMENTS

Section 1. These bylaws and any amendments will become binding upon approval of the Executive Board and the membership in accordance with the election and voting procedures as defined in the Bylaws and subject to final review and approval by the Principal of the school.

Section 2. These bylaws may be amended or restructured at any regular meeting of the organization by a 2/3 vote of the members present and voting, providing that notice of the proposed changes have been given in writing (at least 30 (thirty) days prior to vote).

Section 3. A decision to totally revise the bylaws as a substitute for the existing bylaws requires a majority vote at a meeting of the organization, with 2/3 of its members present. A committee to carry out this task shall be appointed by the Executive Board and chaired by the First Vice-President. Notice of intent to totally revise the bylaws shall be given at least 30 (thirty) days prior to vote.

ARTICLE IX - DISSOLUTION

Section 1. Dissolution of the organization is defined as the termination of the organization as a working group.

Section 2. In the event of dissolution of the organization, whatever funds are contained in the treasury at the time will be used to satisfy any outstanding debts, liabilities or obligations. In the

event of the dissolution of the organization its membership is liable for just debts in the event its assets are insufficient to discharge liabilities.

Section 3. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, any and all remaining assets shall be distributed to William A. Diggs Elementary School. If William A. Diggs Elementary School ceases to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.