

**MASON CREST ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION**

ARTICLE I: NAME

The name of this organization is the Mason Crest Elementary School Parent Teacher Organization (Mason Crest PTO) located in Fairfax, Virginia.

ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the articles of organization by whatever name.

ARTICLE III: PURPOSES

Section 1. The purposes of the Mason Crest PTO are:

- a. To support the students, parents teachers and administrators of Mason Crest elementary school in order to secure the best education for the students of the school.
- b. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- c. To facilitate communication between the parents, teachers, and administrator's of Mason Crest Elementary School.
- d. To have fun.

Section 2. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

ARTICLE IV: BASIC POLICIES

The following are basic policies of the Mason Crest PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.
- c. The organization or members in their official capacities shall not--directly or indirectly--participate or intervene (in any way, including the publishing or distributing of statements) 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 otherwise.

d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article III hereof.

f. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

g. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c) (3) of the Internal Revenue Code.

ARTICLE V: AUDITING PROCEDURES

Section 1. An auditing committee or a professional auditor shall be selected by the Steering Committee prior to the end of the fiscal year. An auditing committee shall consist of no fewer than three (3) members and no one with signature authority shall sit on the auditing committee.

Section 2. The local unit Vice President of Finance shall submit the books to the auditing committee or the professional auditor at the end of the fiscal year. The audit report shall be submitted in writing to the Steering Committee prior to finalization of the proposed budget for the coming school year.

Section 3. The Steering Committee of the local PTO shall, upon resignation of the Vice President of Finance during a term, select an auditing committee or a professional auditor within one (1) week of the resignation. The audit shall be performed with fiscal year end auditing procedures and shall be completed within three (3) weeks of the resignation. This audit shall not be performed in lieu of the year-end audit.

Section 4. The newly elected Vice President of Finance shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the audit is presented to the Steering Committee.

Section 5. All audit reports shall be presented to the general membership for adoption. The fiscal year-end audit report shall be presented to the membership for adoption at the first general membership meeting held after the completion of the report. A copy of the fiscal year-end audit shall be sent to the state office within thirty (30) days following the adoption of the audit by the membership.

Section 6. Local units shall forward to the state office each year, within fifteen (15) days of filing, a copy of their Form 990N, 990, or 990EZ as required per IRS regulations.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. Membership in this PTO shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of the PTO.

Section 2. This PTO shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 3. Each member of this PTO shall pay such annual dues to said organization as may be prescribed by the organization. The annual dues to the organization must be approved by two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days' notice.

Section 4. Only members of this PTO shall be eligible to vote in the business meetings of this PTO or to serve in any of its elected or appointed positions.

Section 5. All memberships received during the fiscal year ending October 31st shall expire the following October 31st.

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 1. Each officer of this PTO shall be a member of this PTO.

Section 2. Only members whose individual dues are paid to this organization for the current fiscal year shall be eligible to hold office, to serve on the executive committee, the Steering Committee, or be a chair of a standing or special committee.

Section 3. Officers and their election:

a. The officers of this organization shall consist of:

1. One (1) President;
2. One (1) Vice President of Finance (aka Treasurer)
3. One (1) Vice President of Administration;

4. One (1) Vice President of Communication;
5. One (1) Vice President of Ways and Means;
6. One (1) Vice President of Outreach/Volunteers;

b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for office, election for that office may be by voice vote. A majority of the votes cast shall constitute an election.

c. Officers, except the Vice President of Finance, shall assume their official duties following the close of the meeting in June. The incoming Vice President of Finance shall assume his/her official duties following the close of the meeting in June as well, however, the outgoing Vice President of Finance will remain in the position contemporaneously with the incoming Vice President of Finance until the first day of the next school year. This will result in an overlap of Vice Presidents of Finance for a period of approximately two (2) to three (3) months. The intent of this overlap period is to provide continuity in the responsibilities of this position. During this period the outgoing Vice President of Finance will remain officially responsible for all financial matters and the incoming Vice President of Finance will be responsible for learning the responsibilities of the position.

d. The term for officers shall be one (1) year. A person shall not be eligible to serve more than three (3) consecutive terms in the same office. A person who has served in an office for more than one-half (1/2) of a full term shall be deemed to have served a full term in such office.

Section 4. Nominating committee:

a. There shall be a nominating committee composed of no less than three (3) members who shall be elected by this PTO at a regular meeting at least two (2) months prior to the election of officers. The committee shall elect its own chairman. No member of the Executive Board may be a member of the nominating committee.

b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a regular meeting no less than thirty (30) days prior to the election meeting. At the election meeting, additional nominations may be made from the floor.

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

Section 5. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the **Steering Committee**, notice of such election having been given as prescribed in Article IX, Section 4.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the organization;
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the organization;
- c. Be a member ex officio of all committees except the nominating committee;
- d. Submit local unit officers' form and verification of the local unit's employer identification number (EIN) to the state office immediately upon the election of officers and no later than June 15 annually;
- e. Coordinate the work of the officers and committees of the organization in order that the PTO's purposes may be promoted.

Section 2. The Vice President of Finance shall:

- a. Have custody of all the funds of the organization;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the President, Steering Committee, or organization in accordance with the budget adopted by the organization;
- d. Have checks or vouchers signed by two (2) officers, preferably the Vice President of Finance and the President;
- e. Present a written financial statement at every meeting of the organization and at other times when requested by the Steering Committee;
- f. Prepare an annual financial report at the close of the fiscal year;
- g. Have the accounts examined according to the auditing procedures outlined in Article V;
- h. Be a member ex officio of all committees;
- i. Perform such other duties as may be prescribed in these bylaws or assigned by the organization;
- j. Act as aide to the president performing any duties of the president in the absence or inability of that officer to act;

k. Perform other delegated duties as assigned.

Section 3. The Vice President of Administration shall:

a. Ensure that all PTO meetings follow the Robert Rules of Order and Procedures and that all voting requirements follow the By-Law specifications for the Mason Crest PTO

b. Record the minutes of all meetings of the organization;

c. Keep the official copy of the local unit's bylaws in his/her files;

d. Maintain a membership list;

e. Keep a historical record of the formation of the PTO, as well as a list of activities and programs, specific to the functioning purpose of the PTO

f. Be a member ex officio of all committees;

g. Perform such other duties as may be prescribed in these bylaws or assigned by the organization;

h. Act as aide to the president performing any duties of the president in the absence or inability of that officer to act;

i. Perform other delegated duties as assigned.

Section 4. The Vice President of Communications shall:

a. Coordinate all electronic and print communications regarding all PTO functions, including needs for translations;

b. Be a member ex officio of all committees;

c. Perform such other duties as may be prescribed in these bylaws or as assigned or delegated.

d. Be a member ex officio of all committees;

e. Perform such other duties as may be prescribed in these bylaws or assigned by the organization;

f. Act as aide to the president performing any duties of the president in the absence or inability of that officer to act;

g. Perform other delegated duties as assigned.

Section 5. The Vice President of Ways and Means shall:

- a. Identify possible fund raising opportunities; seek and share information for possible events that could benefit the PTO mission as well as primary financial needs; Recruit and support committee chairs for key fund-raising events; and monitor success of fundraisers; Perform such other duties as may be prescribed in these bylaws or assigned by the organization;
- b. Be a member ex officio of all committees;
- c. Perform such other duties as may be prescribed in these bylaws or assigned by the organization;
- d. Act as aide to the president performing any duties of the president in the absence or inability of that officer to act;
- e. Perform other delegated duties as assigned.

Section 6. The Vice President of Outreach/Volunteers shall:

- a. Coordinate all volunteer needs and volunteer recruitment coordinating PTO members with the Chair of Membership; Establish a PTO presence at all school events; establish family outreach programs and/or assemblies; and maintain a database of volunteers;
- b. Be a member ex officio of all committees;
- c. Perform such other duties as may be prescribed in these bylaws or assigned by the organization;
- d. Act as aide to the president performing any duties of the president in the absence or inability of that officer to act;
- e. Perform other delegated duties as assigned.

Section 7. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. In the event the President or other member of the board is temporarily unable to fulfill the duties of their office, the President shall appoint one of the remaining board members to act in his/her stead. In the event the President or other member of the board is permanently unable to fulfill the duties of their office, the remaining members of the board shall vote to appoint a member of the PTO to act in his/her stead until their term of office is complete. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office.

ARTICLE IX: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the six elected officers of the organization.

Section 2. Duties of the Executive Board shall be:

- a. To develop goals for the organization for presentation to the Steering Committee and general membership for approval;
- b. And to appoint standing and special committee chairmen and members of the standing and special committees.

Section 3. The Executive Board shall meet within thirty (30) days after their election for the purpose of appointing standing committee chairmen. Special committee chairmen shall be appointed as necessary. Members of the standing and special committees shall be appointed as soon as possible after the appointment of the committee chairmen.

Section 4. Meetings of the Executive Board shall be held by the call of the President or a majority of the Executive Board, ten (10) days' notice having been given. A majority of the Executive Board shall constitute a quorum. In the event of a tie vote among the Executive Board members, the vote of the President will break the tie.

ARTICLE X: STEERING COMMITTEE

Section 1. The Steering Committee shall consist of the six elected officers of the organization and the chairmen of the standing committees. The principal of the school or his/her designee and a representative appointed by the principal or elected by the faculty also may serve on the Steering Committee. The chairmen of the standing committees shall be appointed by the officers of the organization not more than thirty (30) days following the election of officers.

Section 2. A PTO member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Section 3. The duties of the Steering Committee shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. To create standing and special committees;
- c. To approve the plans of work of the standing and special committees;
- d. To present a report at the regular meetings of the organization;
- e. To select an auditing committee or professional auditor as outlined in Article VI;

f. To prepare and approve the proposed budget to be presented to the membership for adoption;

g. To obtain general membership approval for any changes to the adopted budget over three hundred dollars (\$300.00).

Section 4. Regular meetings of the Steering Committee shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the Steering Committee members shall constitute a quorum. Special meetings of the Steering Committee may be called by the President or by a majority of the members of the board, five (5) days notice being given.

Section 5. The Steering Committee shall reserve the right to vote on business via electronic vote. Only the President shall have the authority to call for an electronic vote and to establish the guidelines for that vote. The established quorum of the Steering Committee shall be the quorum for electronic voting. In the event of a tie vote among the Executive Board members, the vote of the President will break the tie. Results must be recorded in the minutes and ratified at the next Steering Committee meeting.

ARTICLE XI: GENERAL MEMBERSHIP MEETINGS

Section 1. Regular meetings of the organization shall be held five (5) times during the school year, unless otherwise provided by the organization or by the Steering Committee within seven (7) days notice having been given.

Section 2. Special meetings of the organization may be called by the President or by a majority of the Steering Committee, five (5) days' notice having been given.

Section 3. The election meeting shall be held in the month of May.

Section 4. Ten (10) members, as defined in Article IV, shall constitute a quorum for the transaction of business in any meeting of this organization.

Section 5. Voting on routine matters may be by voice vote; however, motions requiring a two thirds(2/3) affirmative vote (e.g., votes on bylaws) shall be by a vote by members in good standing of this PTO. Only paid members in good standing of the PTO may vote. The Steering Committee shall determine the manner for ensuring that only paid members in good standing vote.

ARTICLE XII: COMMITTEES

Section 1. Only members of this organization shall be eligible to serve in any elected or appointed positions.

Section 2. Only current members of the organization shall serve as a member of a standing or special committee.

Section 3. The Steering Committee may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the organization. Standing committee chairmen and committee members shall be appointed by the elected officers. The term of each chairman shall be one (1) year or until the selection of a successor. No chairman shall be eligible to serve in the same capacity for more than two three (3) consecutive terms.

Section 4. The Steering Committee may create such special committees as it may deem necessary or as may be directed by the organization. Special committee chairmen and committee members shall be appointed by the elected officers. The term of each special committee chairman is ended upon completion of the task assigned to the committee.

Section 5. The chairman of each standing and special committee shall present a plan of work to the Steering Committee for approval. No committee work shall be undertaken without the consent of the Steering Committee.

Section 6. The quorum of any committee shall be a majority of its members.

Section 7. The President shall be an ex-officio member of all committees except the nominating committee.

Section 8. Committee chairmen shall turn over to the president, without delay, all records, books and other materials pertaining to the committee at the end of the term served or when departing office.

ARTICLE XIII: FISCAL YEAR

The fiscal year of this PTO shall begin on November 1st and end on October 31st.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Mason Crest PTO in all cases in which they are applicable.

ARTICLE XV: BYLAWS REVISIONS AND AMENDMENTS

Bylaws shall be reviewed and amended with the following procedures:

a. A committee shall be appointed to submit a revised set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.

b. Bylaws shall be revised or amended at a regular meeting of the organization provided notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least thirty (30) days prior to the meeting at which the revision or the amendments are to be voted upon. A quorum shall be established at the meeting in which voting takes place.

ARTICLE XIX: APPROVAL OF BYLAWS

The proposed bylaws revision or amendments require a two thirds (2/3) vote of the members present and voting.