

VICTORY ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION

PTO BYLAWS

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ARTICLE I: NAME

The name of this organization is the Victory Elementary School PTO, located in Bristow, Virginia. It also shall be known as the Victory PTO, the VES PTO, or the PTO.

ARTICLE II: ARTICLES OF ORGANIZATION

Section 1. The PTO exists as an unincorporated organization of its members. Its "Articles of Organization" comprise these Bylaws, as from time to time amended. The Victory PTO is established exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

ARTICLE III: PURPOSES

Section 1. The Purpose of this organization is to enrich the education of children of Victory Elementary School and to enhance the efforts of the staff through involvement of the talents and resources of the parents.

Section 2. The Purpose of the Victory PTO is promoted through educational programs directed toward students, parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The Purpose of the Victory PTO is to enhance student learning in a manner equitable to all students, promote the welfare of children and youth in home, school and community, enhance and support school programs, promote school spirit and afford opportunities to students and youth of the community not otherwise available.

Section 4. The PTO is organized exclusively for the charitable, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section for any future Federal Tax code.

ARTICLE IV: BASIC POLICIES

The following are basic policies of this PTO:

- 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 to endorse or promote a commercial concern in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purpose 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 officer; 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 school to provide quality education for all children; and seeks 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 the 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.

ARTICLE V: AUDITING PROCEDURES

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

Section 2. The Treasurer shall submit the books to the Auditing Committee or the professional auditor at the end of the fiscal year as prescribed in Article XIII. The audit report shall be submitted in writing to the Executive Board prior to finalization of the proposed budget for the coming school year.

Section 3. The Executive Board, upon resignation of a Treasurer during a term, shall select an Auditing Committee or a professional auditor within one week of the resignation. The audit shall be performed with fiscal year end auditing procedures and shall be completed within three weeks of the resignation. This audit shall not be performed in lieu of the year end audit.

Section 4. The newly elected Treasurer shall not undertake any duties or responsibilities of that office until the audit is presented to and accepted by the Executive Board.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. Membership in this organization is open to any parent or guardian who has children enrolled at Victory; any teacher or faculty member at Victory; or community patrons who will uphold the policies of the PTO and agree to these Bylaws.

Section 2. Membership in this PTO shall be made available without regard to religion, race, color, creed or national origin.

Section 3. This PTO shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 4. Each member of this PTO shall pay such annual dues to said organization as may be prescribed by the organization.

Section 5. Each member of this PTO shall pay such annual dues to said organization as may be prescribed by the Executive Board and shall be payable, without prorating, at any time during the school calendar year (fiscal year) upon registration for membership.

Section 6. Only members of this PTO who have paid dues for this current membership year shall be eligible to vote in the business meetings of this PTO or to serve in any of its elective or appointive positions.

Section 7. All memberships received during the fiscal year ending June 30 shall expire the following September 30.

ARTICLE VII: OFFICERS AND THEIR ELECTIONS

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 Executive Board, a standing or special committee.

Section 3. Officers and their election:

- a. The officers of this organization shall consist of:
 1. One President or Two Co-Presidents of equal responsibility and authority;
 2. One Vice President;
 3. One Volunteer Coordinator;
 4. One Recording Secretary;
 5. One Treasurer;
 6. One Member-At-Large

- b. Officers shall be elected by ballot in the month of May at a General Membership meeting. 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. In the event there are no candidates for Offices 1-5, the Member-At-Large will assume those duties until such time that the position is filled. At that point, the Member-At-Large will assume their stated duties.

- d. Officers, except the Treasurer, shall assume their official duties following the close of the Executive Board meeting in June. The Treasurer shall assume his/her official duties upon completion of the auditing process. Officers shall serve for a term of one year or until their successors are elected.

- e. A person shall not be eligible to serve more than two consecutive terms in the same office. A person who has served in an office for more than one-half 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 three members who shall be elected by this PTO at a General Membership meeting at least two months prior to the election of officers. The committee shall elect its own chairman.

- b. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at a General Membership meeting no less than 30 days prior to the Election meeting. At the Election Meeting, additional nominations may be made by 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 Executive Board, notice of such election having been given as prescribed in Article IX, Section 4. In case a vacancy occurs in the office of President, the Vice President shall automatically become President and serve notice of the election to fill the vacancy in the office of first Vice President.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President/Co-Presidents 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. coordinate the work of the officers and committees of the organization in order that the Purpose may be promoted;
- e. approve all correspondence and expenditures.

Section 2. The Vice President shall:

- a. act as aide to the President/Co-Presidents;
- b. perform the duties of the President/Co-President in the absence or inability of that officer to act;
- c. perform such other duties as may be prescribed in these Bylaws or assigned by the organization.

Section 3. The Volunteer Coordinator shall:

- a. act as the Volunteer Coordinator for the PTO and its approved activities;
- b. perform such other duties as may be prescribed in these Bylaws or assigned by the organization.

Section 4. The Recording Secretary shall:

- a. record the minutes of all meetings of the organization;
- b. have a current copy of the Bylaws;

- c. maintain a current membership list;
- d. perform other delegated duties as assigned.

Section 5. The Treasurer shall:

- a. have custody of all the funds of the organization;
- b. keep a full and accurate account of receipt and expenditures;
- c. make disbursements as authorized by the President/Co-Presidents, Executive Board, or organization in accordance with the budget adopted by the organization;
- d. have checks or vouchers over \$500 signed by two officers, preferably the Treasurer and the President/Co-President;
- e. present a financial statement at every meeting of the organization, and at other times when requested by the Executive Board;
- f. make a full report at the meeting at which new officers officially assume their duties;
- g. have the accounts examined according to the auditing procedures outlined in Article V.

Section 6. The Member-At-Large shall:

- a. assist the President with special projects undertaken by the organization;
- b. assist the Executive Board as needed to meet stated goals;
- c. represent the General Membership at the Executive level.

Section 7. All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Upon the expiration of the term of office or in the case of resignation, each officer shall turn over to the President/Co-Presidents, without delay, all records, books, and other materials pertaining to the office.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the elected officers of this organization and the principal of the school or his/her designee.

Section 2. Duties of the Executive Committee shall be:

- a. to appoint standing and special committee chairmen;
- b. to develop goals for the organization for presentation to the Executive Board and General Membership for approval.

Section 3. The Executive Committee 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.

Section 4. Meetings of the Executive Committee shall be held by the call of the President/Co-Presidents or a majority of the Executive Committee, seven days notice having been given. A majority of the Executive Committee shall constitute a quorum.

ARTICLE X: EXECUTIVE BOARD

Section 1. Only members of the organization shall be eligible to serve on the Executive Board.

Section 2. The Executive Board shall consist of:

- a. officers of the organization;
- b. Chairmen of standing committees;
- c. school Principal or his/her designee;
- d. a faculty representative appointed by the Principal or elected by the faculty;
- e. a representative of the school's Parent Advisory Council (optional).

Section 3. The duties of the Executive Board shall be:

- a. to transact necessary business in the intervals between the organization's General Membership 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 committees;
- d. to present a report at the General Membership meetings of the organization;

- e. to select a professional auditor or an Auditing Committee to audit the Treasurer’s accounts as outlined in Article V.
- f. to approve the proposed budget to be presented to the members of the organization for adoption;
- g. to present to the General Membership for approval, budget amendments over \$500.00.

Section 4. Regular meetings of the Executive Board shall be held at least nine times during the school year. The time to be approved by the board at its first meeting of the year. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President/Co-Presidents or by a majority of the members of the Board, seven days notice being given.

ARTICLE XI: MEETINGS

Section 1. General Membership meetings of the organization shall be held at least four times during the school year, unless otherwise called by the organization or by the Executive Board, seven days notice having been given.

Section 2. Special meetings of the organization may be called by the President/Co-Presidents or by a majority of the Executive Board, seven days notice having been given.

Section 3. The Election Meeting shall be held in May.

Section 4. Ten members, as defined in Article VI, Section 5, shall constitute a quorum for the transaction of business in any General Membership meeting of this organization.

Section 5. Voting on routine matters may be by voice vote; however, votes on the Bylaws or amendments, adoption of a budget or adoption of a project shall be by a rising vote or show of hands by verified members of this PTO.

ARTICLE XII: COMMITTEES

Section 1. Only current members of the organization shall serve as a Committee Chairman or serve as a member of a standing or special committee.

Section 2. The Executive Board may create such standing committees as it may deem necessary to promote the purpose and carry on the work of the organization. The term of each Chairman shall be one year or until the selection of a successor.

Section 3. The Chairman of each standing and special committees shall present a Plan of Work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 4. The power to create special committees rests with the organization and the Executive Board.

Section 5. Members of the standing and special committees shall be appointed as soon as possible after the appointment of the Committee Chairperson. The power to appoint members of the standing and special committees rests with its Committee Chair and the Executive Committee.

Section 6. Committee Chairman shall turn over to the President/Co-Presidents, without delay, all records, Procedure Books and other materials pertaining to the committee at the end of the term served or when departing office.

Section 7. The Chairman of each standing or special committee charged with the coordination of a PTO even shall submit an Event Evaluation form within two weeks after the event.

Section 8. The Chairman of each standing or special committee shall submit to the Secretary an After Action report of End-of-Year Summary report on their committee activities of the current year to the Executive Board at the June Executive Board meeting.

ARTICLE XIII: FISCAL YEAR

The fiscal year of this PTO shall begin on July 1 and end on June 30.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with the Bylaws of Victory Elementary School PTO or the Articles of Organization. In the event of an impasse between the two Co-Presidents, the Vice President will cast the deciding vote.

ARTICLE XV: DISSOLUTION

Section 1. In the event dissolution is desired, the Executive Committee shall adopt a resolution recommending that this organization be dissolved and directing that the question of such dissolution

be submitted to a vote at a meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving this PTO shall be given to each member entitled to vote at such meeting prior to the date of such meeting.

Section 2. Upon dissolution of the 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 the 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. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the PTO is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

ARTICLE XVI: BYLAWS REVISIONS AND AMENDMENTS

Section 1. Bylaws shall be reviewed and amended as follows:

- a. A committee may 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 General Membership meeting 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 General Membership meeting in which voting takes place. The proposed Bylaws revision or amendments require a two-thirds vote of the members present at the meeting and voting.

ARTICLE XVII: APPROVAL OF BYLAWS

The Bylaws Committee shall submit the proposed Bylaws at an Executive Board meeting for approval by majority vote. The finalized Bylaws proposed will then be presented to the General Membership for final approval and adoption.

Adopted:	VES PTO EXECUTIVE BOARD	OCTOBER 04, 2005
	VES PTO GENERAL MEMBERSHIP	OCTOBER 04, 2005
Revised:	VES PTO EXECUTIVE BOARD	APRIL 15, 2013
	VES PTO GENERAL MEMBERSHIP	MAY 14, 2013