



Bylaws
Of
The Parent Teacher Organization of
Waterford-Halfmoon School

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Article I- Name

The name and location of this organization shall be; The Parent Teacher Organization of Waterford-Halfmoon School, 125 Middletown Rd, Waterford, NY. For the purpose of this document and external materials the organization will be referred to as "The PTO".

Article II- Purpose

This organization is for the purpose of supporting the education of children in home, school, and community within the Waterford-Halfmoon Union Free School District (WHUFSD). To bring teachers and parents together to;

- Provide educational enrichment and recreational activities for the benefit of the children
- Promote open communication between administration, teachers, and parents. Through fundraising, educational and enrichment programs, and family activities.
- Promote positive school and community relationships that enhance our children's educational environment.

Article III- Members

Section 1. Eligibility

Any parent, guardian, other adult caring for a student of the school or within the district, any faculty, administration, or staff may be a member and shall have voting rights. Membership in this organization shall be made available with out regard to age, ethnicity, language, culture, economic status, educational background, gender, geographic location, marital status, mental ability, national origin, organizational position and tenure, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Section 2. Voting Rights

A member must have attended at least one meeting within the current fiscal year to be considered a member in good standing with voting rights. Each PTO member in good standing is entitled to one vote. Proxy or absentee voting is prohibited.

Article IV – Officers and Elections

Section 1. Officers

The officers shall be a president, vice president, secretary, communication representative and treasurer.

No person shall hold more than one office at any given time.

- A. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

The president must assist with the transfer of all records to the incoming executive board.

- B. Vice President. The vice president shall assist the president with work as delegated and carry out the president's duties in his or her absence or inability to serve.

The vice president must assist with the transfer of all records to the incoming executive board.

- C. Secretary. The secretary shall keep all internal records of the organization, take and record minutes, prepare the agenda, and send notices of meetings to the members. The secretary also keeps a historical copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. All approved records shall be maintained securely and in permanent form on the school premises.

The secretary must assist with the transfer of all records to the incoming executive board.

- D. Communications Representative. The communications representative shall handle external correspondence to the community including but not limited to any website or social media sites. Be responsible for publicity of all events of the organization in conjunction with special committees and shall act as a liaison between the PTO and the media.

It is the responsibility of the communications representative to adhere to the written policies of WHUFSD regarding publication of visual images and copy written materials.

The communications representative must assist with the transfer of all records to the incoming executive board.

- E. Treasurer. The treasurer shall: receive all funds of the organization; keep an accurate and up to date record of receipts and expenditures; and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, as well as make a full report at the end of the year.

The treasurer must assist with the transfer of all records to the incoming executive board.

Section 2. Nominations and Elections.

- A. Elections will be held at the second to last meeting of the school year.
- B. The nominating committee shall select at least one candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor.
- C. Any member, as defined in Article III, Section 1, plus having attended a minimum of four regular meetings within the current fiscal year, is eligible to be nominated as a candidate for election.
- D. Voting shall be by voice vote if a slate is presented with only one candidate for each office. If more than one person is running for an office, a ballot vote shall be taken.
- E. An election may be contested immediately following the election results. A contested election is one in which the legality or validity of the result is challenged by the losing candidate. If an election is contested, a second, written ballot election shall be held. Ballots shall be collected and counted immediately in the presence of all members. Ballots shall be retained for six months by the chairperson of the nominating committee or if there is no nominating committee, by an officer. If she/he will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming secretary.

Section 3. Voting Eligibility.

Voting eligibility for elections is as follows:

- A. A member must have attended no less than 4 regular meetings within the current fiscal year prior to the election.
- B. Each PTO member in good standing is entitled to one vote.
- C. Proxy or absentee voting is prohibited.

Section 4. Terms of Office.

- A. Officers are elected for one year and may serve no more than four (4) consecutive terms in the same office.
- B. Each person elected shall hold only one office at a time.
- C. Officers shall be installed at the June meeting and shall assume their duties once the work of the current school year has been completed.

Section 5. Vacancies.

- A. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.
- B. Officers who wish to resign their positions once an election has been certified must submit their written resignation to a current Officer and immediately turn over all organization records. Resignations shall take effect as of the time specified therein, or if no time is specified, at the time of its receipt by the Officer. The acceptance of a resignation shall not be mandatory to make it effective.

Section 6. Removal from Office.

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – PTO Meetings

Section 1. Regular Meetings.

- A. There shall be one regular meeting per month. Dates, Time, and Locations will be decided at the last meeting of the prior fiscal year. Subject to change with notice.
- B. Notice must be given at least ten days prior to the scheduled meeting to all members of the organization. The date of distribution shall appear on all notices, when applicable.
- C. The privilege of holding office, making motions, debating and voting shall be limited to members of the organization who are in good standing.
- D. Except as described in Duties of the Executive Board, Article VI, Section 2 below, no vote may be taken nor any Organization business transacted except at a properly called meeting where a quorum of the membership is present.
- E. Except as noted below, all decisions of the Organization must be moved, seconded and approved by affirmative vote of a majority of those present and voting, with a quorum being present.
- F. The rules contained in Roberts Rules of Order (Revised) shall govern this organization in all cases in which they are applicable.
- G. Order of Business, unless changed by the Executive Board:
 1. Call to Order
 2. Welcome/Introductions
 3. Reading and Approval of Minutes
 4. President's Report
 5. Treasurer's Report
 6. Principal's Report
 7. Communications Representative's Report
 8. Committee Reports
 9. New Business
 10. Old Business
 11. Adjournment
- H. Monthly Organization meetings, including Executive board meetings must be held at the school. Under no circumstances

are PTO meetings to be held in private residences or commercial venues but they may be held at a another mutually agreed upon public location when necessary. Committee meetings, however, may be held at any location with proper notice to all Committee members.

- I. All meetings shall be no longer than 90 minutes. If an extension is needed a motion to extend the meeting should occur.

Section 2. Annual Meeting.

The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meeting.

Section 3. Special Meetings.

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 calendar days prior to the meeting, by flyer, website, email and/or phone calls.

Section 4. Quorum.

The quorum shall be 8 members of the organization, including at least three members of the Executive Board.

Article VI – Executive Board

Section 1. Membership.

The Executive Board shall consist of the elected officers of the organization, one principal or other representative chosen by school administrators to represent them, and the immediate past president of the organization, who shall serve at least one year (unless position was vacated prematurely or president was removed from office by membership.)

Section 2. Duties.

- A. Transact business between meetings in preparation for the general meeting
- B. Create standing rules and policies

- C. Create standing and temporary committees
- D. Prepare and submit a budget to the membership
- E. Approve routine bills
- F. Prepare reports and recommendations to the membership
- G. At the last regular meeting, before the final membership meeting in June, to appoint a committee of no less than three members from the organization to audit the treasurer's accounts if outside accounting and bookkeeping services are not utilized.
- H. To authorize expenditures under \$200

Section 3. Meetings.

- A. Regular meetings shall be held monthly, on a date to be determined by the board.
- B. Special meetings may be called by any two board members, with 24 hours notice.
- C. A quorum must be present for business of the organization to be conducted.
- D. A majority of affirmative votes is required to carry a motion.
- E. Voting by proxy or absentee is prohibited.
- F. Minutes of each Executive Board meeting shall be recorded by the Secretary and made available at the subsequent regular meeting
- G. Board meetings may be attended by any PTO member with a specific item needing to be addressed by the Board, with notification prior to the Board meeting. Dates of Board meetings should be announced at the membership meeting of the previous month and changes to scheduled meeting dates should be made known to the membership as soon as possible.

Section 4. Quorum.

A majority of board members present constitutes a quorum.

Article VII – Committees

Section 1. Membership.

- A. Committees may consist of members, non-members and board members, with the president acting as a non-voting member of all committees, with the exception of the Nominating Committee.
- B. The Executive Board will elect a chair for each committee; only a member may serve as a chair of a committee.
- C. Committees should consist of at least 3 members or non-members.

Section 2. Standing Committees.

The following committees shall be held by the organization: Auditing, Budget, Family Events, Fundraising, Membership, Nominating

- A. Auditing: If outside accounting and bookkeeping services are not utilized, the Audit committee shall conduct an internal audit or shall recommend that an external audit of all financial affairs of the organization be conducted based upon their initial findings. The treasurer shall make all books and records available to them. The Audit committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation. Members of the Audit Committee shall not be related by blood, marriage, or household the current Treasurer.

- B. Budget: The Budget committee shall be responsible for drafting 1) a proposed budget each for approval by the membership, 2) a written review of the prior year's budget, both of which must be presented for vote at the May membership meeting, and 3) presenting the budget process

- C. Family Events: The Family Events Committee shall be responsible for organizing family events to strengthen relationships between students, caregivers, and peers. Family Events shall be created to help further educate caregivers for the benefit of their students. Students and Caregivers shall be notified at least two weeks before the event is to happen.

- D. Fundraising: The Fundraising Committee shall coordinate the solicitation and gathering of voluntary contributions in the form of money and/or other resources by requesting donations from individuals, businesses, charitable foundations or government agencies. In addition the committee will be responsible for;
 - i. Research options, plans, and anticipate profits and expenses for any fundraising projects and present suggestions to the organization
 - ii. Prepare and execute fundraising projects as approved by the organization
 - iii. Solicit volunteers to assist with each fundraiser
 - iv. Report all fundraising activities, expenses, and profit at each monthly PTO meeting
 - v. Maintain confidential records of all contributions

- vi. Maintain planning records of each fundraiser and pass along to the Secretary for all permanent records
- vii. Oversee and execute the Saving programs (i.e Box Tops, Soup Labels)

E. Nominating: The Nominating committee shall consist of no less than three members of the organization, who are considered in good standing, selected by the membership no later than the March meeting. Current members of the Executive Board are not eligible to be members of the Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons interested in serving as officers. The Committee shall prepare a confidential slate of nominees consisting of one individual per open board position. The slate will be publically presented to the Membership one month prior to the election. The Committee shall contact all persons who will be nominated to confirm their willingness to serve. The Committee shall insure that all nominees are voting members and otherwise eligible to serve in the office.

Section 3. Additional Committees

The Executive Board may appoint additional committees as necessary to conduct the business of the organization in a more expeditious manner.

Section 4. Events

The activities of each Committee may take the form of an established Event. Responsibilities for Events and Event details will be determined by each respective Committee. The Committee Chair may choose to appoint an Event Coordinator and an Event Team to execute the tasks related to each Event.

Article VIII – Finances

Section 1. Fiscal Year.

The organization's fiscal year shall run July 1st- June 30th.

Section 2. Budget.

- A. The Budget Committee shall present a proposed budget for the upcoming school year to be approved by a majority of the membership at the Annual Meeting (Article V, section 2).

- B. The outgoing Audit Committee must review the current budget, annual financial status, accounting, expenditures and outstanding bills and prepare a proposed budget for the next school year.
- C. The incoming executive board must review the proposed budget in September for presentation and discussion during the September meeting.
- D. The budget may be amended by vote of the general membership at any membership meeting, assuming a quorum.
- E. All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.
- F. The executive board is authorized to make an emergency expenditure not to exceed \$200 with a majority approval by the executive board. These expenditures shall be reported to the general membership at the next association meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the association to accept this action.
- G. The executive board must present the budget process for membership approval no later than the October meeting.

Section 3. Financial Accounting.

- A. The treasurer shall keep accurate records of any disbursements, income, and bank account information.
- B. The counting and handling of any cash, checks, or money orders received by the PTO, must be completed by at least 2 PTO members. Funds must be counted in the school, when possible, on the same day of receipt. The PTO's financial records must display the total amount of funds and the signatures of the PTO members who participated in counting the funds.
- C. All funds shall be received by the Treasurer to be deposited in the bank account by authorized executive board members within 5 business days of receipt. All funds shall be secured and locked by the Committee Chair, Event Coordinator or Executive Board Member.
- D. Documentation related to every transaction must be maintained by the Committee Chair, Event Coordinator, or Executive Board Member. (e.g., cancelled checks, deposit receipts, purchase orders, PTO minutes related to the financial transactions, etc.)
- E. All final records of the organization's prior fiscal year(s) including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.
- F. No loan shall be made by the Organization to its officers or members. No part of the Net Earnings of the PTO shall inure to

the benefit of, or be distributable to its members, officers or other private person.

Section 4. Expense Approval.

The membership shall approve all non-budgeted expenses of the organization over the amount of \$200.

Section 5. Signatories.

- A. Authorized signatories shall be the president, treasurer, and vice president.
- B. No two signatories may be related by blood, marriage, or household.
- C. A PTO member may not sign a check if she/he has any direct or indirect interest in the expenditure.

Section 6. Statement.

- A. The treasurer shall prepare a financial statement at the end of the fiscal year, to be reviewed by the Audit Committee. The statement will be presented to the organization at the first meeting of the new fiscal year.
- B. The treasurer or certified third party shall prepare and submit any and all required tax documentation and filings as applicable to our organization.

Section 7. Dissolution.

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval be spent for the benefit of the school. No Member, Officer or any private individual shall be entitled to share in the distribution of any assets on the dissolution of the organization.

Section 8. Record Availability.

IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years shall be made available for public review when requested.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the

Secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, website, or organization management social media. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XIII – Code of Conduct

Section 1. Definition

If any part of these bylaws shall conflict with decisions, policies, or procedures adopted by WHUFSD Board of Education they shall be deemed null and void, and the decision of the School Board in all cases, control.

Distinct responsibilities come with being a volunteer of a nonprofit organization. Volunteers have accepted an obligation to act in the best interests of the organization as a whole. All officers and members are expected to adhere carefully to the policies, goals and principles of the organization and to set an example of civic volunteerism.

During service to this organization, members shall keep these principles in mind:

- A. Organizational goals before personal goals: Put the best interests of the entire program ahead of individual desires. We are here to serve all the children with quality programs.
- B. Speak up when there is a questions or disagreement, but support the final decision of the organization: Once an issue has been discussed and decided, support it and defend it. We may make mistakes, but we do so in good faith with the best interests of all children at heart.
- C. Be a good ambassador. Look for opportunities to introduce yourself to parents new to our program. Ask for their comments

and input and invite them to help. Be open to all parents. Address rumors and misunderstandings. Ask complainers to help out. By being open and communicating, we can head off misunderstandings.

- D. Accept responsibility: Take on your share of the work. Do your best, ask for help and look for ways to improve prior practices. Accept blame graciously and give credit to your colleagues. Work together. Work with and communicate with the rest of the board, officers and volunteers. We need to restrain egos and share ideas and responsibility.
- E. Keep your promises: If you say you will do something, including maintaining confidentiality, please fulfill your obligations to the very best of your ability. The reputation and success of the PTO and of the event or job for which you have volunteered depend on promises kept. If you cannot fulfill your promise, please immediately notify an Executive Officer so appropriate steps may be taken.
- F. Think broadly: Look at problems from an organization-wide perspective. Focus on the best interests of all the children. Look for ways to use older children to help younger ones. Look for ways to collaborate with other towns and other local organizations. Look for ways to draw on the expertise of our parents.
- G. Be respectful: Children and teenagers are guided by the behavior of adults. If we are respectful of WHUFSD rules, administration, teachers, staff, students, and each other, regardless of our personal feelings, we are providing a future foundation for children to build on when they work with others and under rules and authority they may have no control over.
- H. Give your colleagues the benefit of the doubt. They are volunteers just like you, doing their best to help build a quality program for our kids. Conflicts should focus on issues, not personalities or individuals. Courtesy goes a long way toward building harmony and cooperation.
- I. Be polite. Discussions, questions and, yes, even disagreements should be polite, courteous and seemly. Support the final decision of the organization, whether you agree with it, or not. Sometimes, mistakes happen – know it, note improvements for the future, and move on. Second-guessing, complaining, pointing fingers, and/or gossiping not only weaken the organization, it reflects badly on you.
- J. Know what's going on: If you have an older student, talk to the folks involved with the youngest kids and vice versa. Go to our

- meetings and programs. Ask questions. Get answers. Keep your finger on the pulse of our organization. Talk to the teachers.
- K. Be altruistic: Volunteer to help a group even if your child is not affected. We all need to be willing to help each other for the best overall good of our children.
 - L. Periodically review the organization and its programs: Take a fresh look at how things are done. Don't be afraid to enlist new talent. Teach them how things have been done in the past, but don't handcuff innovation and improvement.

Section 2. Disciplinary Action

Any member found to be in conflict of these principles during any Meeting, Event, or on School property could be given verbal warning by an Executive Board member and the incident shall be recorded by the Secretary.

If a second warning is needed the Secretary shall provide written warning on behalf of a majority of the Executive Board and the incident will be recorded.

In the case of a third incident, by way of written notice the majority of the Executive Board can terminate the member from the organization.

In the case of serious incident, immediate termination of membership can determined by majority vote by the Executive Board at any regular or special meeting of the Executive board.

Article XIV – Conflict of Interest Policy

Section 1. Purpose.

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

- A. Interested Person. Any director, principal officer, or member of a committee with governing board-delegated powers who has

a direct or indirect financial interest, as defined below, is an interested person.

B. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
- ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

A. Duty To Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.

B. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest.

- i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- d. Violations of the Conflict of Interest Policy.
 - i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings.

The minutes of the governing board and all committees with board delegated powers shall contain:

A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

A. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements.

Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- A. Has received a copy of the conflict of interest policy;
- B. Has read and understood the policy;
- C. Has agreed to comply with the policy; and

D. Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Section 7. Periodic Reviews.

To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

A. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.

B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts.

When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

Article XV – Version History

Version #	Revision Date	Committee Members
1.00	5/07/2013	Kristie Brundige Denise Carutasu Amy Catanzarita Jack Catanzarita Judy Houbre Christy Stoliker- Chair Lisa Strubel

Article XVI – Signatures

<u>Meeting Date</u>	<u>Vote</u>
June 13, 2013	Initial acceptance of Bylaws
October 16, 2013	Article VIII- Finances, Section 5. Signatories Remove: two required signatures from checks
January 16, 2014	Article V- PTO Meetings, Section 1. Regular Meetings, Letter H Action: Committee meetings may be held off premises
June 17, 2014	Article VII- Committees, Section 2. Standing Committees Action: Combine Hospitality and Membership Committees in to one committee. Hospitality Committee shall succeed.
October 13, 2015	Article V- PTO Meetings, Section 1. Regular Meetings, Subsection G Action: Change in order of meeting; move New Business before Committee Reports Article V- PTO Meetings, Section 1. Regular Meetings, Letter H Action: Change language of meeting location from "in school" to "at school" and organization meetings may be held at mutually agreed upon place.
November 12, 2015	Article IV- Officers and Elections, Section 2. Nominations and Elections, Subsection C Action: Add to definition, "...plus having attended a minimum of four regular meetings within the current fiscal year..."

November 8, 2018

Article III- Members, Section 2. Dues

Action: Eliminate the collection of dues.

Article V- PTO Meetings, Section 4. Quorum

Action: Decrease number of members to constitute a quorum to 8, including at least 3 members of the Executive Board.

Article VI- Executive Board, Section 2. Duties, Subsection G

Action: Amend to read "...final membership meeting in June."

Article VI- Executive Board, Section 3. Meetings, Subsection F

Action: Amend to read as, "Minutes of each Executive Board meeting shall be recorded by the Secretary and made available at the subsequent regular meeting."

Article VI- Executive Board, Section 3. Meetings, Subsection G

Action: Amend to read as, "Board meetings may be attended by any PTO member with a specific item needing to be addressed by the Board, with notification prior to the Board meeting. Dates of Board meetings should be announced at the membership meeting of the previous month and changes to scheduled meeting dates should be made known to the membership as soon as possible."

Article VII Committees, Section 2. Standing Committees

Action: Eliminate Arts and Enrichment, and Hospitality Committees

Article VII Committees, Section 2. Standing Committees, Subsection A. Audit

Action: Add, "If outside accounting and bookkeeping services are not utilized,..."

Article VIII Finances, Section 3. Financial Accounting, Subsection C

Action: Amend to read, "All funds shall be received by the Treasurer to be deposited in the bank account by authorized executive board members within 5 business days of receipt."

Article VIII Finances, Section 4. Expense Approval

Action: Amend to read, "The membership shall approve all non-budgeted expenses of the organization over the amount of \$200."
Article XIII Code of Conduct, Section 1.
Definition, Subsection B
Action: Remove from Bylaws