

BYLAWS

Bylaws of Mountain View Elementary Parent Teacher Organization

Article I — Name

The name of this organization is the Mountain View Elementary Parent Teacher Organization. Hereafter, the organization will be referred to as the “Mountain View PTO.”

Article II — Articles of Incorporation

The Mountain View PTO exists as a non-profit tax-free incorporated entity. The corporation is organized and will be operated exclusively for charitable and educational purposes within the meaning of 501 ©(3) if the Internal Revenue Code. Specifically, the corporation is organized to support the education of children at Mountain View Elementary by fostering relationship between the school, parent, and teachers. In pursuance of these purposes it shall have the powers to carry on any business or other activity which may be lawfully conducted by a corporation organized under the Virginia Nonstock Corporations Act. The corporation is not affiliated with the Virginia Congress of Parents and Teachers or the National Congress of Parents and Teachers Association. The articles of organization comprise these Bylaws, and may be amended as described herein.

Article III — Purpose

The objectives of the Mountain View PTO are:

- A. To develop a relationship between the school staff and parents in support of the education of our children physically, mentally, and socially.
- B. The Mountain View Parent Teacher Organization is organized exclusively for 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 corresponding section of any future federal tax code.

Article IV—Basic Policies

- A. The Mountain View PTO shall be non-commercial, nonpartisan and will not discriminate in regards to race, color, sex or national origin.
- B. The name of the Mountain View PTO 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 or for any purpose not appropriately related to the promotion of the purposes of the Mountain View PTO.
- C. The Mountain View PTO will not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. The Mountain View PTO may cooperate with other organizations and agencies concerned with child education and welfare.
- E. Copies of minutes and/or agendas should be made available to be reviewed by the membership at all times.

Article V — Membership and Dues

Section 1. Membership

- A. Membership in the Mountain View PTO is available to the family and/or guardian of any children attending Mountain View Elementary School or the school's staff without regard to race, color, sex or national origin.
- B. The Mountain View PTO will conduct an annual enrollment of members, but will admit eligible person to membership at any time upon receipt of membership dues.
- C. All memberships received during the school year will expire on August 31th of the following school year.
- D. Mountain View PTO members are eligible to participate in the Mountain View PTO business meetings, to vote in matters before the

Mountain View PTO board, the general membership, and to serve in its elective or appointive positions.

Section 2. Dues

- A. The Mountain View PTO Board prior to the beginning of each school year will establish the cost of annual dues. Dues will not be prorated.
- B. Dues paid by members of the PTO are not used to pay for membership in any other local, state, or national association.

Article VI — Election of the Executive Board

Section 1. Board Nomination

- A. The existing Mountain View PTO Board will solicit nominees in the March or April newsletter of the PTO or the March or April newsletter of the school.
- B. Only those people who agree to have their names put forth as a nominee will be considered.
- C. The names of those nominated will be presented to the entire PTO Board at the regular April or May business meeting. This presentation will be made for informational purposes only. During the month of May or June, the Board will publicize the election meeting, hold an election and will work to ensure at least one member is elected to office.
- D. The election will take place at the May or June general membership meeting.
- E. The Board will then publicize the names of those elected to the general membership and to the school at large.

In the event that an office is not filled, that slot will remain open until filled by a volunteer.

Section 2. Executive Board

The elected officers of the Mountain View PTO will be President, Vice-President, Secretary and Treasurer. These elected officers shall be referred to as the “Executive Board”. Officers shall be elected in the general membership meeting in the month of April or May.

- A. Officers will assume their official duties at the end of the current school year.
- B. Officers shall attend each Mountain View PTO meeting unless notice is given to the President prior to the meeting.
- C. Officers will serve in their capacity for the current school year.
- D. Officer’s positions will be open to all PTO members for the next school year beginning with March nominations.
- E. The current Executive Board will have the option to run for the next school year.

Article VII — Duties of Officers

Section 1. The President

The President shall preside at all meetings of the organization and of the Executive Board; shall perform such duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the Executive Board; and shall coordinate the work of the Board and committees of the organization in order that the objectives may be promoted.

Section 2. The Vice President

The Vice President shall act as an aide to the President, perform the duties of the President in the absence or disability of the President, and will assume the duties of President if the President cannot fulfill the term of office. Notice of changes will be publicized.

Section 3. The Secretary

The Secretary will record the minutes of all meetings of the Mountain View PTO and of the PTO Board, maintain the PTO Membership Directory and will perform other correspondences as required.

Section 4. The Treasurer

The Treasurer will have custody of the funds of the Mountain View PTO, keep a full and accurate account of receipts and expenditures, and make disbursements in accordance with the adopted budget. The Treasurer will present a financial statement at each meeting of the Mountain View PTO.

Article VIII — Operation of the Mountain View PTO

Section 1. Organization

The Mountain View PTO Board will consist of elected officers (Executive Board) of the Mountain View PTO, the chair or co-chairs of committees, one or two teacher liaison, and the administrators of the school.

Section 2. Duties

The duties of the Mountain View PTO will be to transact business necessary to the goals and purposes of the Mountain View PTO. Committee chairs will report the progress of their committee, as needed, during Mountain View PTO business meetings.

Section 3. Meetings

Business meetings of the Mountain View PTO will be held at least once every three months during the school year. The first business meeting will be conducted in September. Special meetings of the Mountain View PTO Board may be called by the President or by the administrators of the school. Notification of the meeting to the general membership of the Mountain View PTO must be in writing 1-2 working days before the meeting.

Section 4. Financial Records

The Mountain View PTO Board will keep permanent books of accounting records that include receipts, items of income, and disbursements of the

Mountain View PTO .The financial records will be reviewed every other year.

Section 5. Signature Authority

Those persons authorized to sign checks and drafts drawn on the Mountain View PTO's accounts will be the Treasurer and the President.

Section 6. Budget

The Executive Board comprising of the President, Vice President, Secretary, Treasurer, and the school administrator and teacher liaison shall prepare an annual working budget of the Mountain View PTO funds for review and approval by the membership. The budget shall be submitted for general membership approval at the September business meeting.

Section 8. Vacancies

If known vacancies exist for committee chairmanships after the May business meeting, these vacancies will be publicized to the general membership.

Article IX — Mountain View PTO Meetings

Regular meetings for the Mountain View PTO membership will be held during the school year. Dates of these meetings will be determined by the Mountain View PTO Board and will be announced in writing to the general membership.

Article X — Proposal of Ideas for Mountain View PTO sponsored events

Section 1. Timing

- A. Proposals for events to be held in the school building should be brought before the Mountain View PTO Board or presented at a general membership meeting. Proposals should be presented no later than the November business meeting for events to take place between February 1 and the end of the school year; or no later than the April

business meeting for events to take place between the first day of school and January 31.

- B. Proposals for events not requiring use of the school building may be brought before the Board at any monthly Mountain View PTO business meeting.

Section 2. Method

- A. Any person wishing to propose a fund-raiser or event to be sponsored by the Mountain View PTO may be required to put the proposal in writing to the PTO President prior to the business meeting where it is presented. A copy of the proposal will be provided to each Board member.

- B. The written proposal should state:

1. The Type of event
2. The Timing of the event
3. The Estimated number of volunteers needed
4. The Estimated cost
5. How the event will be coordinated with outside persons, groups, businesses
6. How the event will be structured

The proposal will then be placed on the agenda for the following Mountain View PTO business meeting where the person submitting the proposal or an appointed representative will present it to the Mountain View Board.

Section 3. Mountain View PTO Board action on the proposal

- A. After a proposal is presented, the Mountain View PTO Board will discuss the idea. The Board will then set a date for a vote on the proposal, no later than the next business meeting (a special meeting may be called if it is deemed necessary by the Board).
- B. If the event is to be held outside the school building, a vote may be taken on the proposal when it is presented.

- C. The Mountain View PTO Board may request further information to be provided about the event prior to voting.
- D. Approval will be by majority vote of the Mountain View PTO Board members present at the vote.
- E. If the Mountain View PTO Board approves a proposal, the Mountain View PTO officers as necessary will appoint a chairperson(s).
- F. If the Mountain View PTO Board declines a proposal, the event may be brought before the Board again at a later date, provided procedure is followed.

Section 4. Making Changes to Events sponsored by the Mountain View PTO

- A. There may be a proposal made at any time to reschedule, restructure, or discontinue a Mountain View PTO sponsored event. The proposal will be discussed at the meeting where it is presented, and the Mountain View PTO Board will set a date for a vote.
- B. Approval will be majority vote of the Mountain View PTO Board members present at the vote.

Article XI — Fiscal Year

The fiscal year of the will begin on September 1 and end on August 31 of the following calendar year.

Article XII — Parliamentary Procedure

Robert's Rules of Order Revised will govern the Mountain View PTO in all cases in which they are applicable.

Article XIII — Amendments

Section 1. Bylaw Revision

The Mountain View PTO bylaws may be amended at any regular meeting of the Mountain View PTO by two-thirds vote of those voting, provided that a public notice of the proposed amendment was given at least 15 days prior to the meeting.

Article XIV — Dissolution

The Mountain View PTO may dissolve and terminate its affairs in the following manner:

The Mountain View PTO Board will adopt a resolution recommending that the Mountain View PTO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members. Notice of the meeting will be published in the school newsletter.

Approval of the dissolution of the Mountain View PTO will require the affirmative vote of the majority of the members present at the special meeting.

Upon the dissolution of Mountain View Parent Teacher Organization, assets will be distributed for one or more exempt purposes within the meaning of the 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.