



# Finch Elementary School Parent-Teacher Organization

## By-laws

Approved on 9/10/2019



# **Finch Elementary Parent-Teacher Organization By-laws**

## **ARTICLE I**

The name of the organization is Finch Elementary Parent-Teacher Organization, also known as, Finch PTO, hereafter referred to as PTO.

## **ARTICLE II**

### **Purpose Clause**

The organization is exclusively for charitable, educational or scientific purposes within the meaning of section 501(c), 3, of the Internal Revenue Code.

## **ARTICLE III**

### **Mission Statement and Code of Ethics**

#### **Section 1. The Mission Statement is:**

The Mission of the Finch PTO is to act as a liaison between the community and Finch Elementary School while establishing, promoting and supporting programs and events that enhance students' education.

#### **Section 2. The Code of Ethics is:**

- a. We will be understanding and accepting of our differences and encourage each other with positive words to promote respect.
- b. We will give our sincere feedback and show a willingness to receive the same to promote honesty.
- c. To show our sincerity, we will be actively involved.
- d. Our attitude must reflect our open-mindedness
- e. We will be committed to uphold these bylaws in their entirety. A violation of these bylaws may result in the board voting in favor of that board member's removal from the office.

## **ARTICLE IV**

### **Basic Policies**

The following are the basic policies of the organization:

- a. The organization shall be non-commercial, non-sectarian, and non-partisan.



- b. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The organization shall not directly or indirectly participate or intervene in any way (including the publishing and distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. School Board elections shall not be considered “political” in order that the organization may sponsor debates between candidates, if so desired.
- d. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization. This includes serving as a charter member of the Boy Scouts of America.
- e. In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c), (3), of the Internal Revenue Code of 1954 as from time to time amended.

## **ARTICLE V**

### **Articles of Organization**

The organization exists as a State of Washington Non-Profit Corporation. Members must have a child (or be the guardian of a child) attending Finch Elementary School or be an employed staff member (with exception of the Volunteer Coordinator(s) a position sanctioned by Spokane School District No. 81). Concerned community members may also be members of the organization but without voting privileges. The organization’s “Articles of Organization” comprise these by-laws, as from time to time amended.

## **ARTICLE VI**

### **Membership and Dues**

#### **Section 1. Membership**

- a. Membership is open to anyone who meets the criteria as specified in the Articles of Organization and supports the mission and purposes of the Finch PTO. Membership in the PTO shall be made available without regard to race, religion, color, creed, national origin or sexual orientation.
- b. The PTO shall conduct an annual enrollment of volunteers but admit persons to membership at any time.

#### **Section 2. Dues**

The PTO does not have dues associated with membership.



## ARTICLE VII

### **Section 1. The PTO Board**

The PTO Board consists of the executive officers and the chairpersons of the standing committees. Each member of this board has a vote in board decisions. In the case of an undecided vote, the executive officers will hold a vote. Issues will pass by majority vote.

### **Section 2. Regular Standing Meetings**

- a. Board members shall be required to attend all meetings called by the board.
- b. The board shall hold meetings (PTO Meetings) at least quarterly as called by the board, inciting general membership to attend. The board shall hold monthly meetings (Board Meetings) designated as working meetings for upcoming activities. The President may also call special meetings, if necessary.
- c. In the event that a board member shall absent oneself from 50% of all meeting (PTO & Board) without prior notification of a valid excuse to the board as soon as possible (e.g. family emergency, religious observance, work commitment) it shall be considered a resignation from one's position.
- d. Members present shall constitute a quorum to transact any business.

### **Section 3. Elections**

- a. Any board member, parent or teacher can submit a nomination for an officer position. Nominations can be submitted to the President up to and including the day of the election. Nominee or their appointed representative must be present at the election meeting to accept nomination.
- b. Board members shall be elected by ballot annually in the month of May. Newly elected members may begin participating in all PTO meetings and activities "shadowing" outgoing members. Newly elected members will officially begin their responsibilities June 1<sup>st</sup> and will service until the following June. Except where there is more than 1 candidate for any office, elections may be by voice.
- c. Board members shall assume their duties as of June, and shall serve a term of one year, or until success are elected and assume their duties.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office unless there are other nominations for that office.
- e. One who serves one-half or more of a term shall be credited with having served that term.
- f. Only members of this organization who are employed by or have a child enrolled at Finch Elementary shall be eligible to hold office. This includes parents or guardians.
- g. If a position vacancy occurs mid-year, the duties of vacated office will be assigned by the President amongst the current board members until elections can take place. Elections should be held no more than 60 days after vacancy takes effect.



## ARTICLE VIII

### **Executive Officers, Standing Committees and Their Duties**

#### **Section 1. Executive Officers**

The Executive Officers of this organization shall be: President, Vice President, Secretary, and Treasurer. Each Executive Officer shall be a member of this PTO.

##### **The President shall:**

- a. Preside at all meetings of the organization. All members of the organization will determine dates and time of such meetings.
- b. Appoint chairpersons to special committees
- c. In accordance with School District No. 81 by-laws, the school's principal and the PTO President shall select The Volunteer Coordinator(s).
- d. Keep an accurate roster of names and contact information of respective officers.
- e. Facilitate the flow of communication between board members and parents.
- f. Oversee fundraising for all school events, including the formation of a committee to carry out the solicitation of donations and gift in-kind.
- g. Serve as liaison between the board and the school principal, including establishing event and meeting calendar each year.

##### **The Vice-President shall:**

- a. Preside in the absence of the President.
- b. Serve as an aide to the President.
- c. In the case that a vacancy occurs in the office of the President, serve the remainder of the elected term.
- d. Be responsible for the year-round fundraisers (e.g. Box Tops, e-scrips, Pizza Rita, Shoparoo, Tyson A+, Amazon Smile, etc.)

##### **The Secretary shall:**

- a. Provide agendas for all PTO and Board Meetings. Agendas will be submitted to the President for approval and circulated to the Board approximately one week before the meeting.
- b. Keep minutes of all meetings of the organization and post within one week following the meeting. The minutes will also be kept on file and on the Finch Elementary website for general viewing.

##### **The Treasurer shall:**

- a. Have charge of all funds belonging to the organization
- b. Collect and keep a full and accurate account of all monies of the organization.
- c. Reconcile all bank accounts and report balances at monthly meetings.



- d. Maintain an annual binder containing a monthly financial statement and make available to the Board upon request.
- e. File a 990-N or EZ and pay any annual fees as required by the Internal Revenue Service for the term of office held.
- f. Assist the incoming Treasurer and/or Board with an annual audit of the books.
- g. At the end of the school year, submit in writing, an itemization of expenses, earnings, within broad categories, to be posted on the Spokane Public Schools Finch Elementary website.
- h. Maintain a minimum balance of \$1,500 in the treasury to start the new school year.

## **Section 2. Standing Committees**

Standing committees exist to promote the objectives and interests of the organization. The Standing Committees of the organization shall be: Media Coordinator, Fundraising Coordinator, Apparel Coordinator, Teacher Representative and Events Coordinator.

### **The Media Coordinator shall:**

- a. Maintain PTO social media sites, including the Finch Elementary PTO website.
- b. Facilitate development of the Finch Elementary yearbook
- c. Send out the “In The Loop” weekly e-newsletter

### **The Fundraising Coordinator shall:**

- a. Coordinate any fundraising efforts by PTO
- b. Submit earnings to PTO Treasurer within 5 days of fundraiser ending
- c. Uphold all money handling procedures in these bylaws

### **The Apparel Coordinator shall:**

- a. Coordinate design, ordering, marketing and sales of Finch Apparel.
- b. Submit earnings to PTO Treasurer monthly
- c. Uphold all money handling procedures in these bylaws

### **The Teacher Liaison shall:**

- a. Act as liaison between Board and Finch Elementary staff.
- b. Solicit staff volunteers for events and encourage staff involvement in PTO

### **The Event Coordinator shall:**

- a. Serve as a liaison between chairperson of event and board (if chairperson is not a board member).
- b. Generate ideas and support chairperson with logistics of each event, including flyers & communications sent home with students



- c. Facilitate PTO and Board Meeting arrangements
- d. Responsible for purchasing and maintaining organization of PTO inventory (e.g. drinks, prizes, decorations, popcorn, serving supplies).
- e. Work with Volunteer Coordinator to acquire volunteers for events
- f. Manage event binders that are passed on from year to year

## **ARTICLE IX**

### **Finances**

#### **Section 1. Budget**

The Treasurer shall present an annual budget of anticipated revenue and expenses to the organization at the first regular board meeting of the year. The budget will be used to guide the activities of the Board during the year. The Board must approve a substantial deviation from the budget in advance.

#### **Section 2. Loans**

The Board shall make no loans to its officers, members or any other organization.

#### **Section 3. Funds**

The Treasurer shall deposit all funds to PTO's bank account within five (5) days of receipt. All reimbursements to officers of the board for necessary PTO related items must be made within seven (7) days after submission to the Treasurer.

#### **Section 4. Teachers' Fund Requests**

The Treasurer shall receive teachers' financial requests and bring them to the board for discussion

#### **Section 5. PTO Bank Account**

Two executive officers shall be appointed to be on the PTO's bank account.

#### **Section 6. Money Handling Guidelines**

- a. Checks over fifty dollars (\$50) without prior board approval, require the approval of the PTO President
- b. Checks may not be written to oneself. Reimbursements to the Treasurer or the alternate signer on the PTO bank account must be signed by the other designated signer on the account.
- c. A completed Check Reimbursement Request Form and appropriate supporting documentation is required for all disbursements from the Treasurer.
- d. A completed Deposit Notice Form is required when submitting cash collected to the Treasurer for a bank deposit.



- e. A completed Debit Card Record and supporting documentation is to be submitted when the card is utilized. The cards will be maintained by the Treasurer and alternate signor on the PTO bank account.
- f. Fundraiser event procedures:
  - a. A Cash Box Request Form is to be submitted to and fulfilled by the Treasurer at least 7 days prior to events.
  - b. Immediately after the fundraiser or event, the Treasurer and one other Board member are to reconcile all cash boxes by completing a Cashier Report for each box
  - c. Funds collected are to be deposited by the Treasurer within 5 days of the event.
- g. All items received by PTO members (originating from PTO activities) from vendors and the like as a “giveaway, perk or fringe-benefit,” are considered to be the property of the PTO and are to be submitted to the Board as such.
- h. All PTO assets (e.g. Finch apparel, hospitality supplies, event supplies) shall be stored on school premises.
- i. No personal expenses (i.e. refreshments, meals, etc.) are to be incurred and reimbursed while conducting PTO business unless otherwise approved by the PTO or included in the Hospitality Budget.

**ARTICLE X**

**Amendments**

**Section 1. Amendments to By-laws**

These by-laws may be amended by two-thirds vote of the quorum of the PTO Board, Finch Staff, Finch Parents and community, provided that notice of the proposed amendment is given at least seven (7) days in advance.

**Section 2. Adoption of Revised By-laws**

The requirement for adoption of the revised set of by-laws shall be the same as in the case of amendment. By-laws should be reviewed and approved at least every other year.

Acknowledged by:

Mary Ann Eschenbacher, President	Date
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Marcheta Rapp, Vice President	Date
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Dana Parso-Kilburg, Secretary	Date
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Heather Herres, Interim Treasurer	Date
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## **History of Amendments**

Original by-laws approved April 2014

By-laws amended October 2014 - Incorporated 5/28/14

By-laws amended November 2015 – Hospitality Coordinator position eliminated

By-laws amended November 2019 – change Article IV; Section 5 to Two executive board members.