

Bertha Holt Elementary School
Holt Parent Group (PTO)
770 Calvin Street
Eugene, OR 974001
(541) 790-6100

**BYLAWS OF
BERTHA HOLT ELEMENTARY SCHOOL
HOLT PARENT GROUP (PTO)**

ARTICLE I – Name

SECTION A: The name of this organization shall be Holt Parent Group (PTO), herein referred to as “PTO.”

SECTION B: Bertha Holt Elementary School herein referred to as “School.”

SECTION C: Elected members of the PTO Board and Committee Chairs are herein referred to as “Board.”

ARTICLE II – Mission Statement

The mission of this organization is:

- To support and enhance the learning atmosphere of all students attending Bertha Holt Elementary;
- To provide resources and volunteers for both social and educational opportunities that will enhance the curriculum and school community for all students and their families;
- To recruit family and community volunteers to fill current needs and foster positive involvement at the school;
- To provide a welcoming environment where families can become informed, express concerns, and get answers to questions; and
- To enhance and preserve the school’s image in both the neighborhood and the community.

ARTICLE III – Policies

SECTION A. This organization and the names of its Board Members in their official capacities, shall be non-commercial (meaning that the PTO’s name shall not be used to promote a private business), non- sectarian, non-partisan, and non-profit.

SECTION B. This organization shall seek neither to direct the administrative activities of the school nor control its policies. Nor shall we make it mandatory for Staff members to attend any of the PTO meetings, which are after school hours.

SECTION C. Funds raised by the organization each year must be disbursed or put into the PTO General Funds for the following year.

ARTICLE IV – Memberships and Dues

SECTION A. General Membership. All parents and/or guardians are included as a general member of the PTO. All general members shall have the right to know all matters pertaining to the PTO, and the right to vote on Board members and budget issues presented during General Meetings. Members have one vote per household.

SECTION B. Staff Membership. All Staff who currently are employed full-time or part-time at the School shall be eligible for membership in the PTO. Staff Memberships do not have the rights to be on the Board of the PTO with the exceptions that if a Staff Member is a parent or guardian of a student(s) attending the School then he/she shall have the same rights of General Membership and can run for office.

SECTION C: Dues. There are no membership dues for the PTO.

ARTICLE V – Board and Election Process

SECTION A. Purpose of the Board. The purpose of the Board shall be to transact business between meetings and/or in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

SECTION B. Board Members. The board shall consist of elected officers: Facilitator, Facilitator Elect, Secretary, Treasurer, Assistant Treasurer, Volunteer Coordinator, Recruitment Coordinator, Communications Coordinator, Project Coordinator, Site Council Representatives, PTO/Teacher Liaison, School Principal/Acting Principal, and Members-at-Large. Some board positions may be split into co-positions and duties shared between the individuals. In addition to the duties listed below in Article VI, each board member will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

SECTION C. Nominations. All general members, refer to Article IV, are eligible to **nominate themselves** for any open Board position.

1. General Members may not nominate other General Members for a Board position without that person's prior knowledge and approval.
2. Nominations for open positions will be collected at the April meeting or from the floor at the elections meeting in May,
3. If the member is unable to attend the nomination or elections meeting, they can advise the current Board of the position in which they are interested in and may still be voted on.
4. All nominees must have an approved 4j Volunteer background check on file with the School and must remain in good standing for the term of the office they are seeking. A new background check may be requested at the discretion of the Principal/Acting Principal.

SECTION D. Voting Eligibility. All general members and members of the Board, with the exception of the Principal/Acting Principal and the PTO/Staff Liaison whose primary duties are to be advisors to the Board, are eligible to vote. The Facilitator shall vote only in the case of a tie.

SECTION E. Elections. After the initial establishment of this organization, the Board officers shall be elected at the General Meeting in May of each year and assume their duties within ten

(10) days after the election. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a paper ballot vote shall be taken.

SECTION F. Terms of Office. The elected officers shall be elected for a term of one (1) school year, with the exception of Site Council Representatives which is a two (2) year position.

SECTION G. 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.

SECTION H. Vacancies. It shall be the responsibility of all outgoing and returning officers to help fill all vacancies that occur on the Board, by communicating with all parents and inviting them to join the organization.

1. Any vacancy occurring among the Officers during the school year, other than the Facilitator and Treasurer, shall be filled by vote of the Board from the candidates presented.
2. If there is a vacancy in the office of the Facilitator, the Facilitator-Elect shall automatically become the Facilitator.
3. If the office of the Treasurer is vacated, the Assistant Treasurer shall automatically become the Treasurer. At the next regularly scheduled meeting, a new facilitator elect and/or assistant treasurer 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.

ARTICLE VI – Officer Duties

SECTION A. Facilitator or Co-Facilitators - organize and preside over all PTO meetings. They will set the agenda for all meetings, prepare the agenda, handle correspondence, and send notices of meetings to the membership, be the spokesperson for the group, and serve as the public relations liaison to the Principal, Staff and Community. To be eligible for this position, a person must be a voting member of the board for at least one year.

SECTION B. Facilitator or Co-Facilitators Elect - supports the current Facilitator(s) and shadow to learn the duties and ensure a smooth transition into the facilitator role the following year. In the event the Facilitator(s) are unable to fulfill their duties, the Facilitator Elect will take over the responsibilities of the Facilitator. To be eligible for this position, a person must be a voting member of the board for at least one year.

SECTION C. Secretary - shall keep all records of the organization, take and record minutes,. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. records and keeps the minutes for each meeting and assists the Facilitator(s) with correspondence. They will send the meeting minutes to all Board members within one week of the meeting.

SECTION D. Treasurer - The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. They will present a budget report and financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. This includes maintaining a yearly budget with fundraising revenue and line items for expenses.

SECTION E. Assistant Treasurer - supports the treasurer in their role. The assistant may need to fill in to present the budget and financial statements if the treasurer is unavailable or help at events where physical money is being collected.

SECTION F. Volunteer Coordinator - organizes and maintains the master volunteer list and creates and maintains online volunteer sign ups lists for various activities. The volunteer coordinator works directly with the various event committees and school to fulfill any and all volunteer needs.

SECTION G. Recruitment Coordinator - attends various school events (i.e. Holt Night Out, meet the teacher event, back to school night) to help recruit new volunteers to the Holt Parent Group. The recruitment coordinator will work directly with the Volunteer Coordinator to help fulfill volunteer needs for various events.

SECTION H. Communications Coordinator - oversees communications from the Holt Parent Group to the school community, including Quick News weekly newsletter and social media marketing. They will also work with the School administrator to make sure the School website contains current information from the Holt Parent Group.

SECTION I. Project Coordinator - oversees the organizing of all Holt Night Out fundraising events, as well as events that foster the building of a strong School Community.

SECTION J. Site Council Representatives - are members of the Holt Parent Group board and shall represent our group at the School Site Council meetings which are held immediately before our regular meetings. They help with liaison between staff, administration, and parents.

SECTION K. School Principal/Acting Principal - is a non-voting member of the Board and shall be an advisor to the Board.

SECTION L. PTO/Teacher Liaison - is a non-voting member of the Board and acts as a liaison between the PTO and School teachers. They shall periodically attend Staff meetings at the School to gather information and ideas from the teachers, relay information between teachers and the PTO, and submit any requests for funding.

SECTION M. Members at Large -lead special projects to support the board and be advisors to the Holt Parent Group. Members at large include all current standing committee chairs and up to two (2) additional elected members.

SECTION N. If any Board Members mentioned herein does not comply with these Bylaws, by participating in an illegal act and/or act for personal gain, then the PTO Members have the right to remove that Officer or Board member from office.

SECTION O. If at any time a Board Member is not following their duties as stated in ARTICLE VI and/or not acting in the interest of PTO as stated in ARTICLE II and III, that Officer or Board Member will be review by the PTO members at a General Meeting and, if deemed necessary with a simple majority vote, will be asked to relinquish their role on the Board.

SECTION P. No one Board Member is above another; every Board Member is equal with different duties.

ARTICLE VII – Committees

SECTION A. Membership. Committees may consist of general members and board members.

SECTION B. Standing Committees. The Board may establish Standing Committees as it deems necessary and advisable. The Chairpersons of all Standing Committees shall be elected for a one (1) year term at the May General Meeting. The Chairperson of each Standing Committee shall recruit members for his/her committee. The Chairperson shall report the plans and activities of the Committee to the Board, which must approve all activities and expenses.

Current Standing Committees include:

1. 5th Grade Breakfast & Memory Books
2. Book Fair
3. Book Nook
4. Costume Bingo Night
5. Holt Bolt (Jog-a-thon)
6. Library Liaison
7. OBOB
8. School Cents
9. Spring Carnival
10. Teacher & Staff Appreciation

SECTION C. Review Committee - shall be composed of three (3) persons from the PTO general memberships, who shall be selected by the Board to review the financial data at the end of the year for tax filing. In addition, the Facilitator-elect shall be an ex-officio member of the Review Committee.

SECTION D. Special Committees - The Board may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the conclusion of the school year, whichever occurs first. The Facilitator shall appoint the Chairpersons of all Special Committees. The Chairperson shall report the plans and activities of the committee to the Board during planned, scheduled PTO meetings which then must be approved by the PTO Board vote.

ARTICLE VIII – Non-profit Status

SECTION A. Non-profit. This organization is organized and operated exclusively for education purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code (IRC), as enacted by Congress in Title 26 of the United States Code (26 U.S.C.)

SECTION B. Non-Partisan. No commercial enterprise and no political candidate shall be endorsed by the organization.

SECTION C. Non-Commercial. Neither the name of this organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern; nor for any purpose other than the regular work of this organization.

SECTION D. No part of the net earnings of the organization shall be given 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 distributions to further the purposes of that is set forth in ARTICLE II.

SECTION E. Notwithstanding any other provision of these Bylaws/Articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under section 501 (c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) or (b) by any organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE IX – Meetings

SECTION A. General Meetings: The organization shall hold monthly meetings throughout the school year, to be determined by the board. Meeting time and dates will be published at the beginning of the school year. If a Meeting must be canceled and rescheduled by Board Members, every attempt will be made to notify all parents at least five days prior to scheduled meeting. All Board Members are encouraged to attend every General Meeting set forth by the Board at the beginning of the School year

SECTION B. Special Meetings: Special meetings may be called at the discretion of either the Board or the PTO members as deemed necessary. Notice of the meeting must be given 24-hours in advance.

SECTION C. Board Meetings: There shall be two (2) scheduled Board Meetings per school year. The first Meeting shall be held before the first day of the new School year, and the second Meeting shall be held during the School year. These two meetings are to plan, organize, and review goals for the year. Special Board meetings may be called by any two board members, with a 24 hour notice.

SECTION D. Informal Meetings: Informal, non-presided meetings may be held at the discretion of the committees and PTO members as deemed necessary to accomplish a project.

SECTION E. Quorum. PTO members present shall constitute a quorum for a regular and special meeting of membership provided that there is a minimum of four (4) voting members of the PTO Board present. A provision for absentee votes shall be made available when possible. In the case of a tie, the Facilitator will cast the deciding vote.

SECTION F. Agenda. Meetings shall follow an agenda as set by the Facilitator. Items for the agenda shall be submitted to the Facilitator at least two (2) days before any meeting. Committee Chairpersons should report fundraising/event progress at meetings where appropriate.

ARTICLE X – Finances

SECTION A. Treasury - The Treasury of this organization shall consist of monies accrued by donations and from all monies raised by this organization via fundraisers. The monies in this treasure shall be disbursed as outlined in these Bylaws.

SECTION B. Budget.

- a. The fundraising goals and spending budget for the following school year will be discussed and reviewed no later than the April general meeting. A draft budget will then be submitted for approval by the general membership prior to the close of the current fiscal year.
- b. No less than \$750.00 shall be left in the treasury fund at the end of any fiscal year. There should be a reserve to be carried forward to the next school year.
- c. All PTO sponsored fundraising projects and programs must be presented and approved by the PTO members at a general or special meeting, as described in ARTICLE IX.
- d. A special project fund may be allocated and carried over from year to year until completion of the designated project at the discretion of the PTO members and Board.
- e. Upon approval of the general membership in attendance, the PTO may set aside an amount from the treasury for investment in a secure long-term financial vehicle (i.e. Certificate of Deposit, Savings Account, Money Market, etc.).
- f. The list of approved expenditures shall be presented for a vote to the general membership, prior to the events, for approval at a general meeting or at a special meeting.
- g. Disbursement of PTO funds through annual requests by the School's Staff should be approved and voted by all PTO members and the Board at the general meeting.
- h. The annual Jog-a-thon (also referred to as Holt Bolt), will be the main PTO fundraiser event and the primary use of funds will be designated for Teacher Enrichment. Any additional funds raised will then be designated for other school enrichment programs or discretion of the PTO board.

Section C. Accountability. PTO members accountability is as follows:

1. The treasurer shall keep accurate records of any disbursements, income, and bank account information.
2. Those members who chose to spend over an approved budget amount will do so at their own personal expense.
3. All Bank accounts under the PTO name shall have three (3) primary signers on each account, one of which is the Treasurer. The School's Principal shall be the 3rd signer for convenience in case the two primary signers from the Board are unavailable.
4. When disbursing funds, the Treasurer shall sign all checks after the Facilitator has reviewed and approved it.
5. To assure the general membership that all PTO accounts are accurate, the financial records of the organization shall be reviewed by an appointed Review Committee at the end of the fiscal year. The financial procedures review should include a written report in order to prepare documents necessary to file the PTO's annual tax return.
6. If necessary, the Treasurer shall engage a competent professional to prepare the annual tax return at the end of each fiscal year (tax Form 990).

SECTION D. Handling of funds - Funds shall be received from the bank and deposited to the bank by a board officer. Funds shall be counted by at least 2 people. Verifying each other's count. At least 1 person counting monies shall be a board officer, preferable the treasurer or assistant treasurer.

SECTION E. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school or donated to the school.

ARTICLE XI – Termination/Dissolution

SECTION A. If at any time this organization does not function in the best interest of the School, the PTO may be dissolved by a majority vote of the general meeting of memberships. In this event, any funds will be used for student welfare within the school or for reorganization of a new PTO.

SECTION B. Upon dissolution of this organization and after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the School, which is an educational institution in the 4J School District and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

SECTION C. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

ARTICLE XII – Amendments

SECTION A: These bylaws may be amended by a two-thirds vote of the PTO members present at any general meeting, providing notice was given at the previous general meeting. Notice may be given by postal mail, email, or hard copy.

SECTION B: Any amendments to these bylaws must be dated and included with the organization's master copy held on file in the main office at Bertha Holt Elementary School. A copy can also be found on the Holt website under the PTO link for general membership access..

These Bylaws/Articles were approved by the PTO on _____ by a unanimous or $\frac{2}{3}$ vote and are now in effect.