

Bylaws of Mary G. Porter Traditional School Parent Teacher Organization (PTO)

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be Porter PTO. The PTO is located at Porter Traditional School, 15311 Forest Grove Drive, Woodbridge, VA 22191.

Section 2: DESCRIPTION—The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE—The purpose of the PTO is to enhance and support the educational experience at Porter, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Porter through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Porter students, plus all staff at Porter. The membership dues are \$10 per year per family. Members have voting privileges, one vote per household. The family also receives one volunteer hour with a paid membership.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, and Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for all officers is two years, beginning July 1 and ending June 30 of the following year.

Section 3: QUALIFICATIONS—Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$250.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

Recording Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

Section 5: BOARD MEETINGS—The Executive Board shall meet monthly during the school year, or at the discretion of the President. Meetings may be held in-person or virtually.

Section 6: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY—If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTO MEETINGS—General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Meeting shall be held a minimum of 7 months per year. Meeting may be held in-person or virtually.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCALYEAR—The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of Porter PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE—The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION In the event of dissolution of the PTO, any funds remaining shall be donated to Porter.

ARTICLE VIII: PARLIAMENTARY AUTHORITY The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on 6/29/2020.