

**Bylaws of the
Staton Elementary School Parent Teacher Organization**

1700 Sageberry Drive
Las Vegas NV 89144

Article I: Name

The name of this association is the Staton Elementary Parent Teacher Organization (PTO), Las Vegas, Nevada.

Article II: Purpose

Section 1. The objects of the Staton Elementary PTO are:

- a. To create a closer relationship between home and school, that parents and teachers may cooperate to enhance the education of children
- b. To improve and maintain an open network of communications between school and community
- c. To assist in enriching the school's educational environment by providing financial and volunteer support

Section 2. The Objects of Staton Elementary PTO are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

ARTICLE III: Basic Policies

The following are the basic policies of the Staton Elementary School PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- c. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements)" in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- e. The organization shall not enter into membership with other organizations.

f. No part of the earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

h. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code.

Article IV: Membership and Dues

Section 1. Every individual who is a member of this PTO is entitled to all the benefits of membership, including, but not limited to, attendance and voting at Board and General PTO meetings.

Section 2. Membership in this PTO shall be made available by this PTO, without regard to race, color, creed, or national origin.

Section 3. This PTO shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of this PTO shall pay annual dues to said organization as may be prescribed by the organization.

Section 5. Each member of this PTO shall pay annual dues of the current rate to the organization as determined by the board of directors.

Section 6. Only members of the PTO who have paid dues for the current membership year may participate in the business of that organization.

Section 7. Honorary Life Membership

a. An honorary life membership in the Staton Elementary PTO may be conferred upon an individual in special recognition of outstanding service to children and youth. The honorary life membership certificate shall be presented at a meeting of that group or at another parent-teacher sponsored meeting.

Article V: Officers

Section 1. The officers of this PTO shall be a president, a vice president, a secretary, a treasurer, an assistant treasurer, and a parliamentarian.

Section 2. Officers shall be elected in April, or before the close of the school year, for office being held the following year.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Staton Elementary PTO:

- a. Each officer shall be a member of this PTO.
- b. No officer may be eligible to serve more than two consecutive terms in the same office.
- c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- d. The immediate past-president shall function as an ex-officio member of the Board for the following year providing he/she has children currently attending Staton Elementary.

Section 5. Officers shall assume their official duties following the close of the General Membership meeting in May and shall serve for a term of one year or until their successors are elected.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy in any office other than president shall be filled by the board of directors.

Section 7. There shall be a nominating committee composed of an uneven number, no less than three, members who shall be elected by this PTO at a regular general membership meeting at least one (1) month prior to the election of officers, as outlined in Article V, Section 2.

- a. The committee shall elect its own chair.
- b. The nominating committee shall collect nominations of eligible persons for each office to be posted at least one (1) week prior to the General Membership Election Meeting, at which time additional nominations may be made from the floor.
- c. Only those individuals who are current members of this PTO and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- d. Individuals serving on the nominating committee may be nominated for any office.

Article VI: Duties of Officers

Section 1. The president shall:

- a. preside at all meetings of this PTO;
- b. serve as an ex-officio of all committees except the nominating committee;
- c. coordinate the work of the officers and committees of this PTO in order that the Objects may be promoted;
- d. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

Section 2. The vice-president shall:

- a. act as aide to the president
- b. perform the duties of the president in the president's absence or inability to serve;
- c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.
- d. oversee the chairman of the standing committees as designed by the organizational chart.
- e. attend general meetings, board meetings and PTO sponsored functions.

Section 3. The secretary shall:

- a. record the minutes of all meetings of the Staton Elementary School PTO
- b. be prepared to read the records of any previous meetings;
- c. file all records; including but not limited to the articles of incorporation, renewing insurance and renewing membership with the National PTO Network.
- d. have current copy of bylaws;
- e. maintain a membership list
- f. oversee the chairman of the standing committees as designed by the organizational chart.
- g. attend general meetings, board meetings and PTO sponsored functions.

Section 4. The treasurer shall:

- a. have custody of the funds of PTO;
- b. maintain a full account of the funds of this PTO;
- c. make disbursements as authorized by the president, executive board, or this PTO in accordance with the budget adopted by this PTO;
- d. have checks or vouchers signed by two of the three signatories: the treasurer, and/or the president, and/or one other officer;
- e. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Staton Elementary PTO;
- f. provide a written financial statement to the board of directors at each meeting;
- g. present an annual report of the financial condition of the organization;
- h. submit the books annually for an audit by an auditing committee selected by the board of directors at least one month before the meeting at which new officers assume duties;
- i. report the findings of the annual audit to the board of directors;
- j. prepare, submit and file such forms as required by the IRS or other tax agencies before the deadline of November 15th each year.
- l. oversee the chairman of the standing committees as designed by the organizational chart.
- m. attend general meetings, board meetings and PTO sponsored functions.
- n. adhere to the treasurers policy and procedure as adopted by the Executive Committee.

Section 5. The assistant treasurer shall:

- a. act as aide to the treasurer
- b. perform the duties of the treasurer in the treasurer's absence or inability to serve;
- c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.
- e. attend general meetings, board meetings and PTO sponsored functions.

Section 6.. The Parliamentarian shall:

- a. attend general meetings, board meetings and PTO sponsored functions.

b. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

Section 7. All Officers shall: perform the duties outlined in these bylaws and those assigned from time to time. Upon expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Article VII: Board of Directors

Section 1. The affairs of the Staton Elementary PTO shall be managed by the board of directors in the intervals between PTO general membership meetings.

Section 2. Each board member shall be a member of this PTO.

Section 3. The members of the board shall be:

- a. elected officers;
- b. one (1) to two (2) teacher representatives, principal or principal's designee, and chairpersons of designated committees.

Section 4. Duties of the board shall be to:

- a. carry out such business as may be referred to it by the membership of the association;
- b. create special committees;
- c. present a report at the regular general membership meetings of this PTO;
- d. select an auditor or an auditing committee to audit the treasurer's accounts;
- e. prepare and submit an annual budget to this PTO's general membership for adoption;

Section 5. If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of directors.

Section 6. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year. At all regular meetings of the board of directors, a majority of members present shall constitute a quorum for the transaction of business.

Section 7. Special meetings of the board may be called by the president or when requested by three (3) members upon seven (7) days' written/oral notice to each member of the board. At all special meetings of the board of directors, a majority of members present shall constitute a quorum for the transaction of business.

Section 8. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

Section 9. Members of board must submit requests for payment on the Check Request form. A receipt for purchases must accompany all requests. Sales tax will not be reimbursed, with the exception of purchases made from warehouses that charge membership fees. All requests for payment must be approved by the president or by the Executive Committee.

Article IX: Committees

Section 1. Only members of this PTO shall be eligible to serve in any elective or appointive positions.

Section 2. The designated committees of this PTO shall be enumerated by the Executive Committee.

Section 3. The board of directors may create such special committees as it may deem necessary to promote the Objectives of PTO and carry on the work of this PTO.

Section 4. The term of office of a committee chair shall be one (1) year or until the selection of a successor.

Section 5. The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Article X: General Membership Meetings

Section 1. Regular meetings of this PTO shall be held monthly, unless otherwise provided by this PTO, the board of directors, or the executive committee. Three (3) days' notice shall be given to the membership of any change of date.

Section 2. Special meetings of this PTO may be called by the president or by a majority of the board of directors, seven (7) days' notice having been given.

Section 3. The annual election meeting shall be held in April, or before the closing of the school year.

Section 4. The annual budget meeting shall be held before the close of the school year.

Section 5. A majority of officers, plus members present, shall constitute a quorum for the transaction of business in any meeting of this PTO.

Article XI: Fiscal Year

The fiscal year of Staton Elementary PTO shall begin on July 1 and end on the following June 30.

Article XII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Staton PTO and in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XIII: Amendments.

Section 1. These bylaws may be amended at any regular meeting of the Staton Elementary PTO by a two-thirds (2/3) vote of the members present and voting. Written notice of the proposed amendments must be provided to the General Membership no less than thirty (30) days prior to the meeting.

Section 2. A committee may be appointed by a majority vote at a general membership meeting of this PTO, or by a two-thirds (2/3) vote of the board of directors of this PTO, to submit a revised set of bylaws as a proposed substitute for the existing bylaws.

Bylaws _____
(Dated)