

Shafter Elementary PTO

BYLAWS

Adopted: September 12, 2016

Article I: NAME

The name of this organization is **Shafter Elementary PTO**, Honolulu, Hawaii. It is the parent teacher organization that directly supports Major General William R. Shafter Elementary, Honolulu HI.

Article II: PURPOSES

Section 1. The purpose of the **Shafter Elementary PTO** is to collaborate and align the parents, educators, school staff, and the community in a partnership to achieve goals that promote safety, quality, and diversity of education for the youth we serve.

Section 2. **Shafter Elementary PTO** is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of the Section 501(c)3 of the Federal Internal Revenue Tax Code.

Article III: POLICIES

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work to promote the health and welfare of the youth it serves and shall seek to promote collaboration between parents, the school and the community.
- c. No officer, member or other private person shall monetarily benefit from the net earnings of the organization. Officers, members or other private persons shall be fairly reimbursed by the organization for their pre-authorized purchases that directly benefit the organization or the school it supports.
- d. The organization shall not carry on any other activities not permitted by the Section 501(c)3 of the Federal Internal Revenue Tax Code.
- e. Upon dissolution of this organization by a quorum vote of its members, the organization will pay all remaining debts. Any remaining assets shall be

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distributed for the promotion of education and welfare of the school it supports. After all assets are liquidated the organization's bank account(s) will be closed.

Article IV: ORGANIZATIONAL STRUCTURE

Section 1. The Executive Committee shall review the organization's bylaws annually (generally at the beginning of every school year) to determine the need for revisions or amendments. If a revision or amendment is deemed necessary, the Executive Committee will propose said revisions or amendments to the general membership for vote at the next scheduled general board meeting. A majority vote of the meetings members (2/3 quorum) is required to revise or amend the organization's bylaws.

Section 2. The Executive Committee may additionally decide to purpose revisions or amendments to the general membership during the school year if they deem it necessary. The same process for voting shall be used as stated in Article IV, Section 1.

Section 3. The organization shall keep permanent books of accounts and electronic records that sufficiently establish the items of gross income, receipts of purchase and disbursements of the organization.

Article V: MEMBERSHIP

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any staff employed at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the Executive Committee. If dues are charged, a member must have paid his or her dues before the meeting to be considered a member in good standing with voting rights.

Article VI – OFFICERS AND ELECTION

Section 1. – Officers.

The officers shall be a president, vice president(s), secretary, and treasurer. Co-Presidents are allowed with permission of the Executive Committee and the school's principal. President, secretary, and treasurer are required officers, while vice president (s) is preferred to assist the president and provide for succession.

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- a. **President.** The president shall preside over meetings of the organization and Executive Committee, serve as the primary contact for the school's principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President(s).** The vice presidents) shall assist the president and carry out the president's duties in his or her absence or inability to serve. Chief responsibilities: Personnel, Communication and daily Operations of the organization.
- c. **Secretary.** The secretary shall record of the meeting minutes of the organization, prepare the agendas as requested, handle correspondences as needed, and send notices of special meetings to the members. The secretary also keeps a copy of the minutes, bylaws, membership attendance list
- d. **Treasurer.** The treasurer shall receive all funds of the organization; keep accurate paper and electronic records of receipts, expenditures, and disbursements in accordance with the approval of the Executive Committee. The treasurer will propose a yearly budget (income versus expenses for the upcoming school year to the Executive Committee. He or she will then present a financial statement prior every meeting, additionally when requested by the Executive Committee, and make a full report at the end of the school year.

Section 2. - Nominations and Elections.

Elections will generally be held during the fourth quarter of the school year, except when an officer must vacate his or her position prior to the end of the school year. The nominating committee shall post the open positions to the membership so that interested candidates may make themselves known. Selection of a candidate for the office is presented at the next general board meeting to be voted on. At that meeting, nominations may also be made from the floor. Voting shall be by voice, ballot at the meeting or electronically prior to the selection meeting.

Section 3. - Eligibility.

Members are eligible for office if they are members in good standing with the organization and intend to commit one school year's time in selected position.

Section 4. - Terms of Office.

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Officers are elected for one school year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. If an officer must vacate his/her position sooner than the end of the school year, than written notice will be given to the President or in the case of the President vacating, than written notice of the vacancy date will be given to the Executive Committee as soon as the vacancy date is known.

Section 5. - Vacancies.

If there is a vacancy in the office of president, the vice president will act as the president until the position is voted in at the next general meeting. If there is a vacancy in the office of the treasurer, the president will do the immediate duties of the treasurer until the position can be filled at the next general meeting. If there is a vacancy in any other office, members will fill the vacancy through an election at the next scheduled general board meeting.

Section 6. - Removal From Office.

Officers can be removed from office with cause by a two-thirds vote of those present members at a general board meeting where previous notice has been given.

Article V – MEETINGS

Section 1. - Routine Meetings.

The routine general board meeting of the organization shall be monthly at a time and place to be determined by the executive committee. The annual meeting(s) is for publishing financial reports, electing officers, and conducting other business that should arise in preparation for the following school year. The annual meeting date is determined & communicated to the general membership by the executive committee.

Section 2. - Special Meetings.

Special meetings may be called by any executive committee member or by written request to an executive member. Prior notice of the special meeting shall be sent to the members at least 10 days prior to the meeting (whenever possible).

Section 3. - Quorum.

The quorum shall be 10 members of the organization or 2/3 of members present at a meeting.

Section 4. - Meeting Minutes.

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Meeting Minutes of all general and special meetings shall be recorded and published to its members within ten days of the meeting date. If the timeline for publication is changed, written noticed to the member shall be given. The secretary is generally responsible for recording meeting minutes and the president is responsible for publication oversight.

Article VI – EXECUTIVE COMMITTEE

Section 1. - Membership.

The Executive Board shall consist of the officers. Extended members of the executive board include the principal, and standing committee chairs.

Section 2. - Duties.

The duties of the Executive Committee shall be to transact business between meetings in preparation for the general board 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.

Article VII – COMMITTEES.

Section 1. - Committees.

The following committee components shall be held by the organization: Fundraising, Membership/ Communications, Enrichment/Family Events. Committees may consist of officers and general board members, with the president acting as an ex officio member of all committees.

Article VIII – FINANCES.

Section 1. – The treasurer and president shall draft a tentative budget in the fall for each school year and be approved by the executive committee.

Section 2. - The general board members shall approve all outside Funds Requests and the executive committee shall approve all expenses of the organization over \$50.

Section 3. - Authorized signers of checks and chargers of the credit card are generally the president and the treasurer. With the consensus of the executive committee, other executive members may be added as signators of the bank account when necessary.

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Section 4. - The treasurer shall prepare a yearly financial report to be reviewed by the Executive Committee at the end of the school year.

Section 5. - The fiscal year shall coordinate with the school year. Federal law requires our nonprofit tax-exempt organization's IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.

These bylaws were passed by a consensus of the Executive Committee and a 2/3 vote of the General Membership meeting held on 6 September 2016.

Sarah Thompson

(Print name)

Sarah Thompson

(President Signature)

12 Sept 2016

(Date)

Alison Higa

(Print name)

Alison Higa

(Principal Signature)

12 Sept 2016

(Date)

ADOPTED DATE: _____

AMENDED DATE: _____

REVISED DATE: _____