

PTO Mission Statement

The Parent Teacher Organization (PTO) consists of parents and teachers working together to enhance the educational experience of our children. Our PTO sponsors numerous events and programs throughout the school year with the help of many dedicated volunteers. Through its fundraising efforts, the PTO furnishes funding not included in the county school budget for school equipment, field trips, classroom funds, and cultural arts activities.

Bylaws of the Spring Hill Elementary Parent Teacher Organization, Inc.

I NAME: The name of the organization shall be the Spring Hill Elementary Parent Teacher Organization (herein after referred to as “the Organization”).

II PURPOSE: The purpose of the Organization shall be to aid the students of Spring Hill Elementary by providing support for their educational and recreational needs and to promote open communication and partnership between the school administration, teachers, and parents.

III MEMBERSHIP:

Regular Membership: All parents and/or legal guardians of students who currently attend Spring Hill Elementary and all current faculty and staff of Spring Hill Elementary School shall be eligible for membership in the Organization without regard to race, color, creed, sex, religion, or national origin.

Only Members of the Organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

The Organization shall conduct an annual enrollment of Members, but persons may be admitted as Members at any time.

Each Member of the Organization shall pay such annual dues to the Organization as the Executive Board (as defined herein) determines.

Each Member shall have the right to vote, submit appropriations requests, elect officers, and to hold office.

IV MEETINGS:

- A General Membership Meetings: At least two General Membership Meetings of the Organization shall be held during each school year. The first shall be held within the first month of the school year. The second shall be held in the last quarter of the school year. The time and place of the meetings shall be given to all Members by way of the school's newsletter, website, or via e-mail at least seven (7) days prior to the meeting.
- B Monthly Meetings: Monthly Meetings of the Organization shall be held with a minimum of six (6) per school year. The purpose of Monthly Meetings shall be to carry out regular business of the Organization.
- C Special Meetings: Additional meetings of the Organization may be called, either by vote of the Executive Board or by petition of a majority of the Members. Notice of the time and place of all Special Meetings shall be given to all members by way of the school's newsletter, website, or via e-mail at least seven (7) days prior to the meeting.
- D Quorum: Those Members present at a properly called General Membership Meeting constituting a majority of the membership shall be designated as a quorum and shall be entitled to take action on behalf of the Organization.
- E Voting: A majority vote of the Members present at any General Membership Meeting at which a quorum is present shall be required for all action to be taken by the Organization. Voting on the annual budget, incoming Executive Board, Bylaw amendments or changes, appropriation requests, or any other matters deemed necessary by the Executive Board with the exception of the approval of minutes, shall take place at General Membership Meetings or by ballot. In any vote taken by ballot of the members, notice shall be provided on such ballot that failure by a member to return such ballot will be treated as an affirmative vote. The Executive Board shall determine whether voting shall take place at General Membership Meetings or by ballot.

V OFFICERS:

- A Positions: The officers of the Organization shall consist of a President, President-Elect, Past President, Vice President (Faculty/Advisor position), Vice President for Community Services, Vice President for Enrichment, Vice President for Fundraising, Vice President for Public Information, Treasurer(s), and the Secretary. With the exception of the President and President-Elect, two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given the rights and responsibilities of the office as enumerated herein.
- B President: The President shall be the chief executive officer of the Organization and shall supervise and direct all of the activities of the Organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the Membership. The President is responsible for filling vacancies of the General

Board that occur during the school calendar year or that were not filled by the Nominating Committee, and communicating any appropriate information to the entire PTO Membership on a timely basis including at least a quarterly written report. The President is also responsible for regular communication with the school administration and staff. The President is an ex officio member of all standing and special committees.

- C Vice President (Teacher/Advisor): The Vice President shall be a member of the Executive Board, Long Range Planning, and Appropriations Committees. The Vice President represents the teaching staff and acts as a liaison between the teaching staff and the PTO.
- D President-Elect: The President-Elect shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The President-Elect serves on the Executive Board, Long-Range Planning Committee, and Appropriations Committees. The President-Elect chairs and chooses the Nominating Committee, which selects and presents a slate of officers and board Members to the general Membership of the PTO for a vote in the spring. The President-Elect should make a thorough study of the President's duties and responsibilities and become familiar with the Bylaws and the workings of the PTO. The President-Elect is responsible for creating PTO Board nametags and folders prior to the start of the school year. The President-Elect shall perform such other duties as are assigned by the President or the Executive Board. After having served for one year, the President-Elect shall automatically become the President of the Organization. To be eligible to serve as President-Elect, a person must have been a member of the Organization for at least one year.
- E Past President: The Past President advises the current President and shall be a member of the Executive Board, Long-Range Planning, and the Appropriations Committees.
- F Treasurer(s): The Treasurer(s) shall be a member of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the Organization. There may be two (2) Treasurers of the Organization who shall divide responsibilities between themselves. The Treasurer shall make disbursements as authorized by the Executive Board or Membership. The Treasurer is responsible for maintaining the books and budget, presenting a written financial report at each General Membership Meeting, Monthly Meetings, and at other times as requested by the Executive Board. The Treasurer is responsible for organizing and overseeing the Appropriations Committee. The Treasurer shall receive and give receipts for monies due and payable to the Organization from all sources, and shall deposit such funds in such banks or other Organizations as authorized by the Executive Board. All transactions carried out by the Treasurer(s) shall be in accordance with the budget adopted by the Members.
- G Secretary: The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the Membership and the Executive Board, and distribute the minutes at the next Monthly and General Membership Meetings for approval. The Secretary shall also be responsible

for any official correspondence of the Organization, and shall perform any other duties as may be assigned by the President or the Executive Board.

H Vice Presidents: The Executive Board shall include up to four Vice Presidents responsible for the oversight and/or coordination of designated committees. The Vice President for Community Services will oversee the committees that provide services to the Spring Hill Elementary faculty, staff, students and broader community. The Vice President for Enrichment will oversee the committees that provide academic and cultural enrichment to Spring Hill Elementary students. The Vice President for Fundraising will oversee the committees that generate income for the Spring Hill PTO. The Vice President for Public Information will oversee the committees that provide information, informational events, and publications for the Spring Hill Elementary community. If fewer than four Vice President positions are filled in a given year, the committees will be divided among the Vice Presidents by the President-Elect.

VI ELECTIONS:

A Nominating Committee: The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers and general board committee chairpersons (the "General Board"). The Nominating Committee shall nominate a slate of officers to serve on the Executive Board which will be voted on by the Membership and shall contact all persons who will be nominated to confirm their willingness to serve, and shall insure that all nominees are Members and otherwise eligible to serve in the office. The Nominating Committee Members shall be chosen by the President-Elect. The position of President-Elect shall not be filled by a member of this committee.

B Procedure: The election of the Executive Board shall take place during the last General Membership Meeting each year. All Members of the Organization may participate in the election. The Nominating Committee shall present a slate of officers for election. The election of the slate, if non-contested, may be by a voice vote. Any contested election shall be by written ballot.

C Selection: A majority of the votes cast by the Members shall be necessary for election.

D Term of Office: The term of each officer shall be one year, beginning on June 30 and ending on June 29 of each year. With the exception of the offices of President and President-Elect, a person may be elected to the same or other office for no more than two terms. There shall be no nomination or election for the offices of Past President or President as both shall automatically assume the position of Past President and President at the completion of his or her term as President and President-Elect, respectively.

E Vacancies: Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Board for the unexpired portion of the term. However, should a vacancy occur in the office of the President, President-Elect shall immediately assume the office of President. Should a vacancy occur in the office of President-Elect for any reason, the Nominating

Committee that nominated such President-Elect shall reconvene and determine a candidate who will be presented to the General Members of the Organization for a vote according to the voting procedures established in Article IV herein.

VII EXECUTIVE BOARD:

- A Membership: The Membership of the Executive Board shall consist of the President, President-Elect, Past President (Faculty/Advisor), Vice President for Community Services, Vice President for Enrichment, Vice President for Fundraising, Vice President for Public Information, Treasurer(s), and the Secretary.
- B General Powers: The affairs, activities, and operation of the Organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the Members and such other business as may be referred to it by the Members or required by these Bylaws. It shall create and dissolve Standing and Special Committees, General Board Committees, approve the plans and work of standing, special, and general board committees, present reports and recommendations at the meetings of the Membership, prepare and submit a budget to the Membership for approval, and, in general, conduct business and activities of the Organization.
- C Meetings: Meetings of the Executive Board shall be held during the year as determined by the President. Prior notice of all meetings shall be provided to all Members of the Executive Board, and, in the absence of emergency, at least seven (7) days in advance. The Executive Board is expected to attend all General Membership Meetings.
- D Quorum: A majority of the Members of the Executive Board shall constitute a quorum for any action taken by the Executive Board.
- E Voting: The vote of the majority of the Members of the Executive Board present at a meeting at which a quorum is present shall be required for any action taken by the Executive Board.

VIII GENERAL BOARD:

- A Membership: All Members of the Organization shall be eligible to serve on the General Board. The General Board shall consist of all chairpersons of the General Board Committees. Appointment of such Chairpersons shall be made by the Nominating Committee. A person shall be eligible to serve in the same position for no more than two (2) consecutive years.
- B General Powers: The General Board shall follow the guidelines of the Executive Board and those set forth in the annual committee reports for the transaction of committee business, stay within the approved Budget, submit reimbursement requests to the Treasurer(s) within 60 days of incurred expense, check their committee folder at least once a month prior to the General Membership Meeting or Regular Meetings, prepare committee

reports within one month of completion of committee work, and record their volunteer hours. Any additional funds necessary for their committee business need to be approved by the Executive Board and submitted to the Appropriations Committee for consideration.

- C Meetings: Monthly Meetings of the Organization shall be held and all General Board Members are required to attend.
- D Quorum: A majority of the Members of the General Board shall constitute a quorum for any action taken by the General Board.
- E Voting: If the Executive Board determines that a matter can be voted on by the General Board, the vote of the majority of the members of the General Board present at a meeting at which a quorum is present shall be required for any action taken by the General Board.

IX STANDING AND SPECIAL COMMITTEES:

- A Nominating Committee: The Nominating Committee shall be composed of the President, President-Elect, and four (4) others – two (2) General Board Members and two (2) Members of the Organization who are not General Board or Executive Board Members (herein after referred to as “at large members”) selected by the President-Elect.
- B Appropriations Committee: The Appropriations Committee shall be comprised of the Treasurer(s), President, Past President, Vice President (Faculty), the Vice President for Fundraising, President-Elect, and three (3) at large Members selected by the Treasurer(s) who shall serve two (2) alternating year terms. The Principal shall be a non-voting member of the Appropriations Committee. The Appropriations Committee, chaired by the Treasurer(s), shall meet three times each school year to review and recommend for approval to the General Membership requests for funds submitted by General Members of the Organization.
- C Other Standing Committees: The Executive Board may establish such other Standing Committees as it deems necessary and advisable. The President or the President-Elect shall appoint the chairpersons of all Standing Committees. Only Members may serve. The Chairperson of each committee shall recruit the Members for his or her committee. The Chairperson shall report the plans and activities of the committee to the Executive Board, which must approve all such reports.

X FINANCES:

- A Budget: The Executive Board shall present to the Members at the first General Membership Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Organization during the year.
- B Obligations: The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Organization.

- C Loans: No loans shall be made by the Organization.
- D Commercial Paper: All checks, drafts, or other orders for payment of money on behalf of the Organization shall be signed by the Treasurer(s) or by any other person authorized in writing by the Executive Board.
- E Deposits/Disbursements: The Treasurer(s) shall deposit all funds of the Organization to the credit of the Organization in such banks, trust companies, or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the Membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
- F Financial Report: The Treasurer(s) shall present a financial report at each General Membership or Monthly Meeting of the Organization and shall prepare a final report at the close of the fiscal year. The Executive Board shall have the report and the accounts examined annually by an outside auditor affiliated with an accounting firm, who, if satisfied that the Treasurer(s)' annual report accurately represents the Organization's financial position, shall sign a statement of that fact at the end of the report.

XI MEMBERSHIP DUES:

- A Amount: The Organization shall authorize and collect Members' dues to be used for the operation of the Organization. The amount of the dues (and any changes thereto) shall be approved by the Executive Board.
- B Financial Hardship: In cases of financial hardship the Executive Board has the authority to waive Members' dues at its discretion.

- XII **AMENDMENTS**: These Bylaws may be amended or repealed and new Bylaws may be adopted by a two-thirds (2/3) vote of the Members present at a properly called General Membership Meeting at which a quorum is present, or approved by a two-thirds (2/3) vote of the Members by ballot. A copy of the proposed amendment(s) to the Bylaws shall accompany the required Notice for a General Membership Meeting.
- XIII **PARLIAMENTARY PROCEDURE**: The rules contained in the current edition of Robert's Rules of Order – Newly Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.
- XIV **AUTHORITY**: If any part of these Bylaws conflicts with the decisions, policies, or procedures adopted by the Fairfax County School Board, or any other state or national authority, that section shall be deemed null and void and the remainder of the Bylaws not in conflict shall remain in full force and effect.

These Bylaws were approved by two-thirds (2/3) vote of the Members.....