**Bylaws Worksheet**

Bylaws are the rules that govern a PTO. The worksheet below can be used to collect information that should be included in the organization’s bylaws. Additional laws may be added with a vote of the organization at a later time.

**Name of the PTO:**

**Location of the PTO:**

**Amount of membership dues and frequency of collection:**

**Number of officers:**

*President:*

*Vice-President (Some organizations decide to have more than one vice-president as a committee chairman. Examples of various committees include: student achievement, membership, fundraising, scholarships, and/or festivals. Committees can be formed after the election of officers to include PTO non-elected members.):*

*Secretary:*

*Treasurer:*

*Historian/Parliamentarian:*

Total number of officers:

**Election month:**

**Regular meetings will be (choose one):** Every month\_\_\_\_\_\_ Every other month \_\_\_\_\_\_

**Meeting months:**

**Annual Meeting month (last month listed):**

**Number needed for a quorum (minimum number of people present in order to vote on a decision):**

**Will school staff be allowed to hold administrative positions in the parent organization?**

**Fiscal year (Choose one):** June 1-May 31 \_\_\_\_\_ July 1-June 30 \_\_\_\_\_\_ August 1-July 31 \_\_\_\_\_\_

**Temporary bylaws committee members (minimum 3)**

|  |  |
| --- | --- |
| Name (Please Print) | Signature |
|  |  |
|  |  |
|  |  |

**Bylaws Example**

Below is an example of a school’s bylaws. You may read this to get ideas on how to word your school’s bylaws, or you may use it as a template.

**(School Name) PTO Bylaws**

**Article I – Name**

The name of the organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTO, Inc.

**Article II - Purpose**

The purpose of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTO is to enhance and support the educational experience at \_\_\_\_\_\_\_\_\_\_\_\_\_\_, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at \_\_\_\_\_\_\_\_\_\_\_ through volunteer and financial support.

**Article III – Members**

**Section 1.** Membership in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTO is on an annual basis and shall be open, without discrimination, to anyone who believes in and supports the Purpose of the organization. All members shall have voting rights.

**Section 2.** Annual dues will be established by the executive board.

**Article IV – Officers and Elections**

**Section 1.** Officers. The officers shall be a president, vice president, secretary, and treasurer.

1. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the 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.
2. **Vice President.** The vice president shall assist the president and carry out the president’s duties in his or her absence or inability to serve.
3. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes’ book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
4. **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. He or she will present a 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.

**Section 2. Nominations and Elections.** Elections will be held at the last regular meeting of the school year. A nominating committee consisting of three members shall be elected by the general body at a regular meeting at least two months prior to the election of officers. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** Individuals are eligible to serve as officers if they are members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTO and are a parent or guardian of a current (school) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student, a faculty member or staff member.  Exceptions may be recommended by the nominating committee and approved by a 2/3 vote of the Executive Board.

**Section 4. Terms of Office.** Officers are elected for one year and may serve no more than two consecutive terms in the same office. One who has served more than one-half of a term shall be credited with having served that term. Each person elected shall hold only one office at a time. Officers shall assume their official duties on July 1 and hold office through the following June 30.

**Section 5. Vacancies.** If there is a vacancy in an office the executive board will elect a person to fill the position for the unexpired term by a majority vote. If there is a vacancy in the office of president, the vice president will serve as president for the remainder of the term.

**Section 6. Removal from Office.** By two-thirds (2/3) vote of the executive board an officer or chairperson shall be removed from office for failure to perform duties, missing three consecutive meetings, criminal misconduct or unethical behavior in PTO business. At least 24 hours written notice of the executive board meeting where the vote will take place is required.

**Article V – Meetings**

**Section 1. Regular Meetings.** There shall be a minimum of four regular meetings per year at a time and place determined by the executive board. The annual meeting will be held at the (month)\_\_\_\_\_\_\_regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. The secretary will notify the members of the special meeting in a flyer sent home with the students at least 10 days prior to the meeting.

**Section 3. Quorum.** The quorum shall be (usually 10)\_\_\_\_\_\_\_ members of the organization.

**Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal, standing committee chairs, a faculty representative, and a representative of ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The faculty representative shall be chosen by the school \_\_\_\_\_\_\_\_\_\_\_\_\_\_ faculty and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ representative shall be chosen by that organization.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, approve the plan of work for each officer and committee chairperson, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, prepare reports and recommendations to the membership, and fill vacancies of officers and chairpersons.

**Section 3. Meetings.** Regular meetings shall be held monthly, to be determined by the board. Special meetings may be called by any two board members, with 24 hours written notice.

**Section 4. Quorum.** Half the number of board members plus one constitutes a quorum.

**Section 5. Term of Office.** Any executive board member whose term is not otherwise specified in these bylaws shall serve a term of one year, beginning on July 1, and hold office through the following June 30

**Article VII – Committees**

**Section 1. Membership and Chairpersons.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees. Committee chairpersons shall be appointed by the Executive Board at the last meeting of the school year, and shall serve a term of one year, beginning on July 1, and hold office through the following June 30.

**Section 2. Standing Committees.** The following committees shall be held by the organization: (Examples: After School Programs, Arts and Enrichment, Auditing, Campus Beautification, Communications, Environmental Science, Events, Fundraising, Hospitality, Membership, Nominating, and Programming. Description of committees must be provided, as shown on the examples below:

1. **After School Programs.** Shall secure quality programs and qualified teachers with approval from the principal, and ensure students are properly supervised before, during and after scheduled classes. Shall work with the treasurer to ensure the collection of tuition and timely payment to teachers and facilitators.
2. **Arts and Enrichment.** Shall coordinate arts and enrichment activities with the school and work with the school to help sponsor and/or plan field trips.
3. **Campus Beautification.** Shall be in charge of landscaping and maintaining the school grounds in coordination with the Environmental Science Committee and in accordance with the recommendations of the principal.
4. **Communications.** Shall be responsible for the publication of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, maintaining current information on the PTO website, posting news and announcements to the School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ online group, updating the PTO bulletin board on a regular basis, and the publication of the annual yearbook. Shall coordinate Spanish translation for all materials distributed to members.
5. **Environmental Science.** Shall coordinate environmental science programs and activities in accordance with the Environmental Science Magnet Program requirements and recommendations from the principal. Shall coordinate the Environmental Science Fair each spring.
6. **Events.** Shall coordinate PTO sponsored events as determined by the Executive Board. These may include, but are not limited to, Ice Cream Social, Fall Festival, Camp Out on Campus, etc.
7. **Fundraising.** Shall manage fundraising activities including t-shirts and merchandise, \_\_\_\_\_\_\_ sales, Box Tops and \_\_\_\_\_reward programs, fall fundraiser (if applicable), and any other fundraising activities approved by the Executive Board.
8. **Hospitality.** Shall coordinate hospitality, including child care if offered, for regular meetings and other social functions for members, the annual \_\_\_\_\_\_\_ Breakfast, the holiday luncheon and gifts for faculty and staff, and teacher appreciation week.
9. **Membership.** Shall conduct an annual membership drive at the start of each school year, maintain a current database of members, and supply a current membership list to the secretary on a monthly basis.
10. **Programming.** Shall coordinate the calendar of events with the school and other school affiliated organizations. Shall organize and communicate with room parents to foster volunteers and PTO involvement.)

**Section 3. Additional Committees.** The Executive Board may appoint additional committees as needed.

**Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present at the first meeting of the school year.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on each check. Authorized signers shall be the president and treasurer.

**Section 5.** The audit committee shall consist of a minimum of three committee members, one Executive Board member and two members at large, and shall meet twice a year to review the financial report and records.  The first review shall occur midway through the fiscal year, and the second review shall occur at the conclusion of the fiscal year.  The treasurer and president cannot serve on the committee, but shall be available to answer questions that may arise.  The committee shall report its findings to the Executive Board; the president shall take any appropriate action and report the findings to the members at the next regular meeting.

**Section 6.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Section 7.** 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.

**Section 8.** The fiscal year shall begin on July 1 and end on the following June 30.

**Article IX – Parliamentary Authority**

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

**Article X – Standing Rules**

Standing rules may be approved by the Executive Board and the secretary shall keep a record of the standing rules for future reference.

**Article XI – Dissolution**

The organization may be dissolved at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, or in a flyer sent home with the students at least 10 days prior to the meeting. A two-thirds vote of those present at the meeting (assuming a quorum) is required for dissolution.

**Article XII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, or in a flyer sent home with the students at least 10 days prior to the meeting. A two-thirds vote of those present at the meeting (assuming a quorum) is required to amend these bylaws.

**Article XIII – Conflict of Interest Policy**

**Section 1. Purpose.** The purpose of the conflict of interest policy is to protect this tax-exempt organization’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Section 2. Definitions.**

1. **Interested Person.** Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
   1. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
   2. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
   3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. “Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Section 3. Procedures**

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest.**
4. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
5. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
6. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
7. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
8. **Violation of the Conflict of Interest Policy.**
9. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
10. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Section 4. Records of Proceedings.** The minutes of the governing board and all committees with board delegated powers shall contain:

* 1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed.
  2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

**Section 5. Compensation.**

1. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member’s compensation
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member’s compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Section 6. Annual Statements.** Each director, principal officer, and member of a committee with a governing board-delegated powers shall annually sign a statement which affirms that such person:

1. Has received a copy of the conflict of interest policy.
2. Has read and understood the policy.
3. Has agreed to comply with the policy.
4. Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

**Section 7. Periodic Reviews.** To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm’s length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

**Section 8. Use of Outside Experts.** When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

Adopted: (mm/dd/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amended: (mm/dd/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_