

# Woodward Middle School Teacher Organization Bylaws

## Article I

### Purpose:

The Woodward PTO exists to 1) strengthen and enrich the classroom experience of Woodward Middle School students, 2) foster a sense of community and cooperation among our parent, teacher, staff and student community by providing events and activities that bring people together in a social environment 3) facilitate communication among our community members and 4) raise funds to support our mission.

## Article II

### Location

The principal location of the Woodward PTO shall be Woodward Middle School, 9125 Sportsman Club Road, Bainbridge Island, Washington.

## Article III

### Membership

- Members: The teachers and parents/guardians of students at Woodward Middle School, grades 7 & 8, shall be deemed members of the Woodward Parent Teacher Organization (“PTO”) unless they individually choose otherwise.
- Teacher Representative: There shall be a Woodward Middle School teacher or staff member designated to attend the monthly PTO meetings to act as liaison between the Woodward PTO and Woodward Middle School staff.

## Article IV

### Meetings

- Meeting Place: All Woodward PTO general meetings of the members shall be held at Woodward Middle School. All Woodward PTO general meetings are open for all members to attend.
- General Membership Meetings: A general meeting will be held once a month during the school year unless determined by the PTO Board that there is no pertinent business to be discussed or approved.
- Board Meetings: The current Woodward PTO Board shall hold a Board Meeting monthly during the school year unless otherwise deemed unnecessary.
- Annual Meeting: The Annual Meeting of the Woodward PTO shall be held each year for the selection of PTO Officer and Committee Chair positions and for the transactions of other such business as may properly come before the PTO. The meeting

shall be held in late spring, prior to the end of the school year or at such time as determined by resolution of the Woodward PTO Board.

- Special Meetings: Special meetings of the PTO Board and/or PTO Membership can be called at any time by the PTO President, or by a minimum of five PTO members.

- Notice of Meetings: Notice of the time and place of all meetings shall be given through at least one of the following methods of communication: School newsletter or website, special flyer, message reader board, e-mail, PTO website or phone. At least five (5) days notice shall be given except in the event of an emergency meeting as determined by the PTO Board, when the best possible effort shall be given to communicate the time and place of the meeting.

- Agenda: Any PTO member can request an agenda item for the next scheduled general meeting as long as the item is given to the President at least two days prior to the scheduled meeting and the meeting agenda is not already filled with items that take priority in order to stay within the meetings time constraints. The PTO President, in conjunction with the Woodward Middle School Principal, shall set the agenda for the PTO general meetings.

- Quorum: A minimum of five (5) PTO Board Officers shall be necessary at all times to constitute a quorum for the transaction of business.

- Voting: A quorum of PTO Board Officers must be present at a meeting in order for the transaction of business and for voting to be binding. Members of the Board shall each have one vote. A simple majority is required for approval of matters at Board meetings. At General Membership meetings, each member in attendance shall have one vote. A simple majority of those present is required for the approval of matter at those meetings. In the event that an urgent decision is required, an e-mail vote may be used to finalize a decision.

## **Article V**

### PTO Board Officer Descriptions

- Designations: The officers of the Woodward PTO Board shall be President, Immediate Past President, Treasurer, Secretary, Site-Based Council Representative, Grants Coordinator, Volunteer Coordinators, and Fundraising Chair. In the case of a shared position, each position is only allowed one voting privilege.

- Qualifications: Each person elected to a Board position must be a member of the Woodward PTO. The Woodward PTO members shall elect all Officers for the following school year at the PTO Annual Meeting.

- Commitment: Each Officer shall fulfill his/her responsibilities as described in the job descriptions below and as explained by the PTO President. All Officers shall attend all Board and General PTO meetings. If an Officer is unable to fulfill his/her duties, s/he will notify the PTO President so appropriate measures can be taken. All Officers shall pass all information and materials from their position to the newly elected Officer at the end of their term or put it in the PTO storage space at the school.

- President: The President shall preside at all meetings of members and officers and shall have general supervision of the affairs of the Woodward PTO. The President shall distribute a proposed agenda at least two days prior to PTO meetings. The President shall represent Woodward PTO at all monthly Parent Teacher Organization Coordinating Council (“PTOCC”) meetings or in an event of a scheduling conflict, shall designate another PTO Officer to attend the meeting and represent the Woodward PTO. The President shall report on all PTOCC activities at the monthly board meeting. In the event of another Officer’s inability to perform his/her duties, the President may assume those duties or call a Board Meeting to approve and/or appoint another individual to do so on a temporary basis until the opportunity to vote to approve that appointment arises at the next General Membership meeting. The President shall act as a co-signer of all checks in conjunction with the Treasurer and Secretary.
- Immediate Past President: The Immediate Past President shall preside at all meetings in the absence of the President and shall assist the President for the first half of their term. Thereafter they will act as advisor as needed by the President until the end of said school year.
- Secretary: The Secretary shall take the minutes at all PTO meetings, both Board and General and shall be responsible for distributing a draft of the minutes at least two weeks before the next monthly meeting to all PTO Officers and the Woodward Principal for review and editing. The Secretary shall seek approval of meeting minutes at the next monthly meeting. All approved meeting minutes shall be posted in a location available to the general membership, such as on the PTO website, in the PTO newsletter and/or on a bulletin board or other public location at the school. The Secretary will maintain all records of the Minutes, Agendas and Bylaws for the PTO in accordance with the PTOCC Document Retention Policy. All documents and correspondence shall be passed on to the incoming Secretary for the upcoming school year or be stored at the PTO location at school/District. The Secretary shall preside over PTO meetings in the absence of the above officers.
- Treasurer: The Treasurer shall have charge and custody of all funds of the Woodward PTO from any source, maintain all financial accounts, generate payment for PTO expenses, reconcile the PTO accounts and, in general, perform all duties incident to the office of Treasurer, including those that may be assigned by the President or Board and are outlined in the PTOCC financial guidelines. The Treasurer shall also oversee the procedures for all PTO fundraising activities at the school to ensure compliance with PTOCC Financial Guidelines by all other PTO member volunteers. At the expiration of the Treasurer’s term, all PTO property shall be turned over to the President or the newly elected Treasurer. **The Treasurer’s term of office shall be two years.** The Treasurer shall preside over PTO meetings in the absence of the above officers.
- Site-Base Council Representative: The Site Base Council Representative functions as a representative of the PTO and is obligated to remain in close communication

with the PTO through regular reporting and gathering of input. The Site-Base Council Representative is a board member to both the PTO and Site-Base Council. The Site-Base Council Representative will provide a report at each monthly meeting and make available the monthly Site Base Council minutes. The Site-Base Council Representative shall preside over the PTO meetings in the absence of the above officers.

- Volunteer Coordinator: The Volunteer Coordinator shall recruit parent volunteers and create parent volunteer lists for PTO supported activities. The Volunteer Coordinator shall gather information for volunteer needs and opportunities, update committee job descriptions and distribute the relevant information to PTO committee chairpersons or designated person. The Volunteer Coordinator shall assist the PTO committee chairpersons and Woodward Principal to find volunteers throughout the school year as needed. The Volunteer Coordinator shall preside over PTO meetings in the absence of the above officers.
- Grant Coordinator: To coordinate with the Principal and the PTO Board, the grant requests and fulfillments submitted from Woodward staff seeking extra funds for student related projects/equipment/needs. To facilitate a discussion/decision between the Principal & PTO for approval.
- Fundraising Chair: The Fundraising Chair is responsible for the main school PTO fundraiser in October. They organize, promote and operate the fundraising event and report their progress at the monthly meetings in the Fall•
- Terms: **All PTO Officers shall serve a minimum of one year and a maximum of two years in that same position.** However, if there is a vacancy on the PTO Board for a position in which someone has stepped aside due to term limits and no other qualified person is nominated to fill the position, the Board may fill the position by appointment of the person who stepped aside due to term limits.
  - Resignation: An Officer may resign at any time by delivering written notice to the Board, the President or the Secretary. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.
  - Removal of an Officer: An Officer may be removed at any time, with or without cause, by a majority vote of the other Officers at any annual or other meeting of the Board with the approval of a simple majority.
  - Mid-Term Vacancies: All mid-term vacancies by PTO Officers shall be filled by appointment by the remaining Board Officers
  - Remuneration: All PTO service is volunteer based. No compensation shall be paid PTO Officers or any PTO member for their efforts.
  - Delegation: In the case of absence or inability to act of any Officer of the PTO and of any person herein authorized to act in his/her place, the PTO Officers may delegate the powers or duties of such Officer to any other Officer or any member of the PTO organization.
  - Conflict of Interest: No PTO member shall have a financial interest in a contract or transaction with the Woodward School PTO unless full disclosure to the Board

and the General Membership is made. Simple majority approval of both groups shall be required.

## **Article VI** Committees

- **Committees:** The PTO officers may designate such committees as it deems necessary to carry on the business of the PTO. Each committee shall have such authority as states in the committee job description. The Volunteer Coordinator shall keep a list of current PTO committees and shall keep the job descriptions updated and in good order.
- **Qualification of Committee Chairs:** Each person selected as a committee chair must be a member of the Woodward PTO. Every committee will have at least one chairperson or two people serving as co-chairs.
- **Term:** Each committee chair and/or co-chair may serve on any given committee as long as they have a student attending Woodward School. Committee chairs must be approved annually by the PTO Board.
- **Mid-term Vacancies:** All mid-term vacancies by committee chairs shall be filled by PTO members who choose to fill said vacancies.
- **Commitment Requirements:** The following requirements are necessary for the committee chairs: a) each chair shall fulfill their duties according to their job description; b) if the committee chairs are unable to fulfill their duties, they need to notify the PTO President so that appropriate measures can be taken.
- **Removal:** If a committee chair is held by the Board to be in neglect of his/her duties then s/he can be removed from office by a simple majority vote of the Board.

## **Article VII** Accounting

- **Accounting Procedures:** The Woodward Middle School PTO shall abide by the PTOCC Financial Guidelines.
- **Purchases/Payments:** Passage of the annual budget shall constitute authority to order and purchase goods and services and conduct events on behalf of the Woodward PTO. Additionally, purchase of goods and services not included on the annual budget may occur following the approval of the expenditures by vote at a General Membership PTO meeting. Incidental expenses incurred under the amount of \$150 need not be approved by a vote.
- **Signing:** The Treasurer, President and Secretary shall have signing authority for all PTO financial accounts. As required in the PTOCC guidelines, all checks must be co-signed.
- **Financial Responsibility:** All Officers on the PTO Board are ultimately responsible for the financial performance and integrity of the PTO accounts.

**Article VIII**  
Fundraising

- **Fundraising:** Fundraising shall be approved by and conducted in coordination with the PTO Board, who will ensure compliance with the PTOCC Financial Guidelines for handling of said funds.
- **Fundraising Activities:** No fundraising activity involving a game of chance, raffle or any activity that could potentially be defined as gambling shall occur without consultation and approval by the PTOCC. Notice of such proposed activity must be given to the PTOCC with at least three (3) months notice so that appropriate licenses may be pursued, if approved by PTOCC Directors.

**Article IX**  
Insurance

Insurance must be obtained and maintained to cover all activities of the Woodward PTO. Insurance will be secured in coordination with PTOCC. Items included in the PTO annual budget are automatically covered by insurance once the budget is approved. To ensure insurance coverage is applicable to all PTO school activities not specified in the annual budget, a formal vote to approve all school activities must occur in a general Membership meeting. Minutes shall reflect such approvals.

**Article X**  
PTOCC Dues

PTOCC dues will be paid each year in an amount approved in the yearly PTOCC budget.

**Article XI**  
School Bonds and/or Levies

PTOCC will assess fees to support School District bonds and levies in an amount approved in the yearly PTOCC budget.

**Article XII**  
Amendment of Bylaws

**Notice of Intent to Amend:** A proposed meeting agenda shall be circulated prior to meetings to give notice of intent to amend bylaws.

**Amendment:** Amendment of these bylaws shall be allowed by simple majority vote in a General Membership Meeting.

**Article XIII**  
Dissolution

The Board may authorize a voluntary dissolution of the PTO at a general meeting by a vote of two thirds of the members present at such meeting. In the event of a voluntary dissolution and transfer of that PTO to a new school building, facility or location, assets of the PTO in excess of the PTO's liabilities shall be carried over to the new school. In the event of a voluntary dissolution and closing of a school, assets of the PTO in excess of the PTO's liabilities shall be distributed to Bainbridge Schools Foundation to be used for the benefit of the entire Bainbridge Island School District.

**Article XIV**  
Fiscal Year

Fiscal year of this organization shall be July 1 through June 30 of each year as outlined in the PTOCC Financial Guidelines.

**Article XV**

The Woodward PTO is a member of the Bainbridge Island Parent Teacher Organization.

ADOPTED BY RESOLUTION OF PTO GENERAL MEMBERSHIP ON:

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
Secretary of Woodward PTO