

CAPTAIN CHARLES WILKES ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION GUIDELINES

As Revised June 2019

Mission Statement

The Wilkes PTO is a volunteer based organization made up of parents, legal guardians, faculty and staff of Captain Charles Wilkes Elementary School. Wilkes PTO sponsors assistance to teachers in the classroom setting, raises funds for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact our children. Our mission is to foster a positive learning climate, which encourages academic and social growth for all Wilkes students.

Article I

Location

The Wilkes PTO shall be located at Captain Charles Wilkes Elementary School on Bainbridge Island, Washington.

Article II

Membership

Members: The parents/guardians of Wilkes students and the teachers/staff of Wilkes Elementary School in District #303 shall be deemed members of the PTO unless they individually choose otherwise.

Teacher Representative: There shall be a Wilkes teacher or staff member at every PTO board meeting to act as liaison between the PTO and the Wilkes staff

Article III

Meetings

Meeting Place: All PTO meetings of the members shall be held at Wilkes Elementary School or at a place determined by the PTO Board of Officers. The meeting place shall be stated in the notice of the upcoming meeting. All PTO meetings are open for all members to attend.

Board Meetings: A PTO Board Meeting will be held with the purpose of approving the budget or any other business that the Board deems appropriate.

General Membership Meetings: A General Meeting of the PTO will be held once a month during the school year or as determined by the Board.

Annual Meeting: The Annual Meeting of the PTO for the selection of the PTO Board of Officers and Committee Chair positions, and for the transaction of such other business as may properly

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

Summer Planning Meeting: A summer planning Board Meeting will be held prior to the beginning of the school year. The purpose of the meeting will be to plan for the Meet & Greet. It is a planning meeting only. No voting will take place.

Special Meetings: Special Meetings of the PTO Board Officers and/or PTO members for any purpose may be called at any time by the President of the PTO, or by a minimum of ten PTO members.

Notice of Meeting: Notice of the time and place of all meetings shall be given through at least one of the following: the Wilkes or PTO School Newsletter, the message board, special flyer, e-mail, Internet, and/or telephone.

Agenda: Any PTO member may propose an item for the next meeting's agenda provided the item is given to the PTO President at least two days prior to the scheduled meeting. The PTO officers shall set the agenda for the PTO General Meeting.

Quorum: A simple majority of the PTO Board of Officers shall be necessary at all meetings to constitute a quorum for the transaction of business.

Voting: A quorum of Officers must be present at a meeting in order for the transaction of business (i.e.: a vote to be binding). Members of the Board of Officers will each have one vote. When a quorum is present at Board Meetings, a simple majority of Officers is required for approval of matters. At General PTO meetings, all PTO members, including non-officers, will each have one vote. A simple majority of those present is required for the approval of matters.

Article IV

PTO Board of Officers

Designations: The Board of Officers shall include 6 or more members, as follows: President; President-Elect; Vice-President; Treasurer; Assistant Treasurer, Secretary; Teacher Representative; Site-Base Council Representative; Volunteer Coordinator; Enrichment Coordinator; Communications Coordinator, Multicultural Advisory Council Liaison; and Member-at-Large.

The responsibility of the position may be shared to reduce the responsibilities of any one person. While every effort should be made to fill all shared positions, one person can elect to undertake these duties. Nominations can be by self or peer.

Qualifications: Each person selected as an Officer must be a member of the Wilkes PTO. The Wilkes PTO (Board Officers and general members) shall elect all Officers for the following school year at the Annual Meeting.

Commitment: Each Board Officer is expected to fulfill her/his responsibilities as described in the following job descriptions, and as explained by the PTO

President. All Board Officers are expected to attend all PTO Meetings. If an Officer is unable to fulfill her/his duties, s/he will notify the PTO President so appropriate measures can be taken.

Term: PTO Officers shall serve a minimum of one year and are encouraged to serve for two years to ensure continuity of their role, with the exception of the President-Elect and the Assistant Treasurer (who are encouraged to serve one year as a training year before assuming the role of the coordinating office). A maximum of two years in the same position is recommended in order to ensure a variety of volunteer support. In the selection process, if a Board position is left unfilled, the acting officer may extend her/his term upon board approval, until a new officer is appointed.

Mid-term Vacancies: All mid-term vacancies will be filled as soon as possible, or at the discretion of the Board. Vacancies will be filled by appointment by the remaining Board of Officers.

Remuneration: No compensation shall be paid to PTO Board Officers or to any PTO member for their services.

Removal: If a Board Officer is determined to be in neglect of her or his duties, as outlined above in Article IV and in the specific Officer's job description as described in Article V. s/he can be removed from office by a simple majority vote of the Wilkes PTO Board.

Delegation: In the case of absence, or inability to act as an Officer of the PTO, the PTO Board of Officers may delegate the powers or duties of such Officer to any other Officer or any PTO member.

Pecuniary Interest of Officer: No PTO Officer shall have a pecuniary interest in a contract or transaction with the Wilkes PTO unless her/his interest is disclosed to the entire PTO Board and approved by a simple majority of the PTO Board. Notification to general membership will be given through the minutes or other communication.

Article V

Board of Officers Job Descriptions

1. President: The PTO President shall prepare the agenda and preside at all general meetings and board meetings and shall have general supervision of the affairs of the Wilkes PTO and shall perform all duties of the PTO President including duties required of her/him by the PTO Officers or members. The President shall represent Wilkes PTO at all monthly PTOCC meetings held at a designated location. In the event that the President cannot preside over any meeting, s/he may appoint any other Board member as

representative. The President acts as co-signer of all checks in conjunction with the Treasurer.

2. President Elect: The President-Elect shall serve on the board to train in for the role of President for the following year. S/he also has the authority to sign checks, if either the President or Treasurer is not able to do so.
3. Vice President: The Vice President will be responsible for hospitality and community relations. S/he will coordinate hosting PTO meetings. Other responsibilities include: welcoming new members, following up with new attendees and recognizing the Volunteer of the Month.
4. Teacher Representative: The Teacher Representative shall be a member of the Wilkes staff and serve as a liaison between the teachers and the PTO. S/he will make periodic reports to the PTO Board.
5. Secretary: The Secretary shall take minutes at all PTO meetings. The secretary will route the preliminary minutes to the Board of Officers for feedback. S/he is responsible for getting a simple majority approval of the Board of Officers' of the minutes. Once approved, the Secretary will circulate the minutes to the general membership via the PTO Classroom Representatives. At the following meeting, the minutes need to be officially approved. Once they are approved, the secretary shall post the minutes in the Wilkes school office. Further distribution of the minutes to the PTO and the Wilkes community can be determined by the Board (e.g. via e-mail, posted on the Wilkes website). The Secretary will maintain a permanent written record of all PTO meetings. S/he will also maintain committee job descriptions, and any correspondence.
6. Treasurer: The Treasurer is the authorized custodian, elected by the members, to administer the funds of the PTO on behalf of the membership and Board of Officers. The funds, as well as the books and record-keeping materials, are the property of the PTO. The Treasurer must adhere to all requirements set forth in "The Financial Guidelines for the Bainbridge Island Parent Teacher Organization" document of the Bainbridge Island School District. Please refer to this document for a more detailed description of the Treasurer's responsibilities. In the absence of the Treasurer, the President may temporarily perform the duties of the Treasurer. At the expiration of her/his term of office, the Treasurer shall turn over to the President all property of the Wilkes PTO in her/his possession, including all financial statements, an income statement showing the net of operations during the fiscal year, and reconciliation reports of the Wilkes PTO books with financial institution statements
7. Assistant Treasurer: The Assistant Treasurer shall serve in conjunction with the Treasurer to supplement the Treasurer's role. This office shall be held with the intention to train in as Treasurer for the following term.

8. Member-at-Large: The Member-at-Large should be a previous PTO President. If a past president cannot serve, the Member-at-Large should be a previous Wilkes PTO Board Member. S/he will serve in a supportive role to the current Presidents and other Board Officers.
9. Site-Base Council Representative: One of the three parent representatives to the Wilkes Site-Base Council will be the PTO Representative. The Site-Based Council Representative from the PTO will serve a term of two years. The Site-Base Council Representative is required to attend and report at both the Site-Base Council meetings and all Wilkes PTO meetings. This position will likely require participation in special committees and/or groups established to represent parent interests.
10. Enrichment Coordinator: The Enrichment Coordinator will be responsible for all curriculum enhancement activities sponsored by the PTO. This includes researching, coordinating and scheduling all PTO-sponsored assemblies. S/he will submit a budget outlining the enrichment plan for the year, per PTO guidelines. The Enrichment Coordinator will chair any necessary committees related to school enrichment activities, and s/he will report to the PTO Board on the actions of this committee.
11. Volunteer Coordinator: The Volunteer Coordinator will recruit and collaborate with PTO Classroom Representatives (one from each classroom). They will work with the various event and activity chairpersons to staff fundraising and school activities. The Volunteer Coordinator shall set up a recruiting table at the Meet & Greet at the beginning of the school year. This officer shall be the liaison between all chairpersons and the Board. The Volunteer Coordinator will report on committees and volunteer needs at the monthly PTO meetings. The Volunteer Coordinator compiles an annual report summarizing total PTO volunteer hours, which is due in April to the District Community Relations Coordinator. In the spring, the Volunteer Coordinator works together with current chairpersons and board members to ensure that most committee and chair positions are filled for the following school year.
12. Communications Coordinator: The Communications Coordinator handles all publicity for the PTO. Their main responsibility is the monthly PTO newsletter, The Whale and other fliers or communications as deemed necessary.
13. Multicultural Advisory Council Liaison: The role of the Multicultural Advisory Council (MAC) liaison is to serve as a link between the Wilkes PTO and the MAC to help promote multicultural education in our community. The liaison will attend monthly PTO meetings, inform the community of upcoming events hosted by MAC, and articulate the goals and mission of MAC. The liaison will also serve as a Wilkes representative at the MAC meetings and share Wilkes events and initiatives.

Article VI

Committees

1. Committees: The PTO Board of Officers may designate such committees, as it deems necessary to carry on the business of the PTO. These committees shall have such authority as stated in the committee job description.
2. Qualification of Committee Chairs: Each person selected as a Committee Chair must be a member of the Wilkes PTO. Every committee will have at least one chairperson.
3. Term: Each Committee Chair may serve on any given committee as long as they have a student attending Wilkes.
4. Mid-term Vacancies: All mid-term vacancies by Committee Chairs shall be filled by PTO members who choose to fill said vacancies, with the approval of the PTO Board of Officers.
5. Commitment: Each chair shall fulfill her/his duties according to the job description. If the Chair is unable to fulfill these responsibilities, s/he will notify the PTO President so appropriate measures can be taken.
6. Removal: If a Committee Chair is determined to be in neglect of her or his duties, as outlined above in Article VI, s/he can be removed from office by a simple majority vote of the Wilkes PTO Board.

Article VII

Accounting

Accounting Procedures: The Wilkes PTO will abide by the Financial Guidelines outlined by the PTOCC in the document, "Bainbridge Island Parent Teacher Organizations Financial Guidelines".

Purchases and Payments: Passage of the annual budget shall constitute authority to order the purchase of goods and services on behalf of the Wilkes PTO. Additionally, purchase of goods and services may occur following the passage of specific additional motions during any meeting of the Wilkes PTO. Purchases over two hundred dollars (\$200.00), not previously specified in the annual budget approved by the PTO, must be approved by a simple majority vote of the PTO at a meeting where a quorum of Board Officers is present.

Signing: The Treasurer and President will have signing authority for all PTO financial accounts. As required in PTOCC guidelines, all checks must be cosigned. The Treasurer and President shall sign all checks or drafts of money issued in the name of the Wilkes PTO. In the absence of the President or Treasurer, the Board member who is a designated signer can sign checks.

It is the Entire Board that is responsible for the Financial Performance and Integrity of the PTO.

Article VIII

Dissolution

In the event of dissolution of the Wilkes PTO, the assets of this organization, remaining after payment of obligations, shall be distributed evenly to each of the individual elementary level Parent-Teacher Organizations (hereto referred to as PTOs) of the Bainbridge Island School District in operation at the time of dissolution. If no PTO remains in operation at the time of dissolution, the assets of the Wilkes PTO shall be distributed to an organization or organizations that support the functions and purposes of the Wilkes PTO. In this event, the members shall adopt a plan of distribution of the assets of the Wilkes PTO, which must be approved by at least two-thirds (2/3) of the members present at a meeting called for the purpose, a quorum being present. The plan of distribution shall be subject to the provisions of RCW 24.03.225 of the State of Washington.

Article IX

Amendments

These guidelines may be amended or repealed by a vote of two-thirds (2/3) of all the Board of Officers at any meeting, the notice of which includes notice of the consideration of such action to the general membership.

Article X

Fiscal Year

The fiscal year of the organization shall be July 1 through June 30 of each year. Adopted by resolution of the members of the Wilkes PTO Board of Officers