

OPERATING GUIDELINES OF ORDWAY ELEMENTARY PARENT-TEACHER ORGANIZATION (PTO)

ARTICLE I: NAME, DESCRIPTION, PURPOSE

1. Name. The name of the organization shall be Ordway Elementary Parent-Teacher Organization. The principle location of the Ordway PTO shall be at Ordway Elementary School, 8555 Madison Ave N, Bainbridge Island, Washington 98110.
2. Description. The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.
3. Purpose. The purpose of the PTO is to enhance and support the educational experience at Ordway Elementary, to develop closer connection between the school and home by encouraging parent involvement, and to improve the environment at Ordway Elementary through volunteer and financial support.

ARTICLE II: MEMBERS

1. Members. The parents/guardians of Ordway students and the teacher/staff of Ordway Elementary School in the Bainbridge Island School District #303, grades Kindergarten through Fourth, shall be deemed members of the organization unless they individually choose otherwise. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III: MEMBERS' MEETINGS

1. Meeting Place. All PTO meetings shall be held at Ordway Elementary School or shall be determined from time to time by the PTO Board (Officers), and the place at which any such meeting shall be held shall be stated in the notice of the meeting.
2. Board Meetings. A PTO Board meeting will be held monthly during the school year or as determined by the PTO Board.
3. General Membership Meetings. A general PTO meeting will be held monthly during the school year, or as determined by the Board.
4. Annual Meeting. The annual meeting of the members for the selection of the PTO officers for the transaction of such other business as may properly come before the meeting, shall be held each year during the month of May or at such time as determined by resolution of the PTO Officers.
5. Special Meetings. Special meetings of the PTO Board member and/or PTO members for any purpose may be called at any time by the President or any Board member or by a minimum of 10 PTO members.

6. Notice. Notice of the time and place of all meetings shall be given through the school's newsletter, , a special flyer, and/or by phone.
7. Agenda. Any PTO member can request an agenda item for the next scheduled meeting as long as the item is given to the President at least two days before the scheduled meeting. The PTO officers in conjunction with the Ordway Principal shall set the agenda for the PTO meeting.
8. Quorum. A simple majority of officers (e.g. 5 out of 8) constitutes a quorum for PTO Board Meetings. A simple majority of Officers and/or six (6) voting member for General Meetings shall be necessary at all meetings to constitute a quorum for the transaction of business.
9. Voting. A simple majority of the quorum may approve matters presented for voting.

ARTICLE IV: PTO OFFICERS

1. Designation. The Officers of Ordway PTO will constitute the Executive Board and shall be President, Treasurer, Secretary, Site-Base Council Representative, Communications Coordinator, Volunteer Coordinator, and Enrichment Coordinator. Office positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.
2. Qualification of Officers. Each person selected as an Officer must be a member of Ordway PTO in good standing. All officers for the upcoming school year shall be elected at the annual meeting.
3. Term. PTO Officers shall serve a minimum of one year (except as noted) and a maximum of two years in that same position. The term begins September 1 and terminates August 31 of each year. In the selection process, if a Board position is left unfilled, the acting officer may extend his/her term upon Board approval until a new officer is appointed.
4. Mid-Term Vacancies. All mid-term vacancies by PTO Officers shall be filled by appointment by the remaining officers.
5. Commitment Requirements. The following requirements are necessary for Officers:
 - a. Each Officer shall fulfill his/her office according to his/her job description.
 - b. If an Officer is unable to fulfill his/her duties, he/she must notify the PTO Officers in writing so appropriate measures can be taken.
6. Removal. An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.
7. Remuneration. No compensation shall be paid to PTO Officers or any PTO member for their service.
8. Pecuniary Interest of Officer. No PTO Officer shall have a pecuniary interest in a contract or transaction with the Ordway PTO unless his/her interest is disclosed to the

entire PTO Board and approved by both a simple majority of the PTO Board, as well as a simple majority of the PTO general membership pursuant to Article III, subsections 8 and 9.

9. Delegation. In the case of absence or inability to act as an Officer of PTO and of any person herein authorized to act in his/her place, the PTO Officers may from time to time delegate the powers of duties of such Officer to any other Officer or a member of the PTO organization.

ARTICLE V: Board Roles & Responsibilities

1. President. The PTO President shall preside at all meetings of members and officers and shall have general supervision of the affairs of Ordway PTO and shall perform all such other duties as in the PTO President's job description or that of which is properly required of him/her by the PTO Officers or membership. The President shall represent Ordway PTO at all monthly PTOCC meetings held at designated locations.
2. Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Ordway PTO from any source whatsoever, to include directing the creation and passage of the accounting year budget, and to deposit all monies in the name of the Ordway PTO in banks, trust companies, or other depositories selected and approved by the Board; reconcile the Ordway PTO books to the bank statements, and in general perform all duties incidental to the office of Treasurer and such other duties as may be assigned by the President or the Officers. In the event of the Treasurer's absence or inability to act, the President may temporarily perform the duties of Treasurer. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to the President all property of the Ordway PTO in his/her possession and financial statements including an income statement showing the results of its operations during the accounting year, and reconciliation reports of the Ordway PTO books to the bank statements. In the absence of the above Officer, the Treasurer will preside over the PTO meeting.
3. Site-Base Council Representative. The Site-Base Council Representative attends Site-Base Council meetings and reports back to the Ordway PTO Board. In the absence of the above Officers, the Site-Base Representative will preside over the PTO meeting.
4. Communications Coordinator. The Communications Coordinator will serve as the liaison between the PTO Executive Board and the PTO General Membership. The Communications Coordinator will attend all PTO Executive Board meetings and General Membership Meetings. The Communications Coordinator will draft and coordinate input weekly for the Ordway All-School Newsletter using details provided from PTO Committee Chairs, the Executive Board, and the Ordway Principal. The Communications Coordinator will also include information he or she deems pertinent discussed at Executive Board and General Membership meetings. The Communications Coordinator will draft and provide announcements and information to the BISD website and Ordway PTO website content managers. Additionally, when necessary, the Communications Coordinator will draft and coordinate messages to the classroom communication representatives or via the listserv. In the absence of the above Officers, the Communications Coordinator will preside over the PTO meeting.

5. Volunteer Coordinator. The Volunteer coordinator will announce, collect and review information with parent volunteers for fundraising and school activities, attend all monthly PTO meetings and facilitate a report on the ongoing activities for the monthly meetings. An annual report will also be due to the District Community
6. Relations Coordinator summarizing total PTO volunteer hours. In the absence of the above Officers, the Volunteer Coordinator will preside over the PTO meeting.
7. Enrichment Coordinator. The Enrichment Coordinator will research and schedule all PTO-sponsored before and after school activities, coordinate these activities with Ordway staff and attend all PTO meetings. The Enrichment Coordinator with the Enrichment Assembly chair and will report on enrichment activities and expenditures. In the absence of all the above Officers, the Enrichment Coordinator will preside over the PTO meeting.
8. Secretary. The Secretary shall take minutes at all PTO Board and general meetings and be responsible for distributing the minutes one week before the next monthly meeting to all PTO Officers and the Ordway Principal. Minutes will also be posted on the PTO bulletin board at the school and on the website. The Secretary will maintain records of PTO business, which includes committee's job descriptions, minutes, and any correspondence. In the absence of the above Officers, the Secretary will preside over the PTO meeting.

ARTICLE VI: COMMITTEES

1. Committees. The PTO Officers may designate such committees as it deems necessary to carry on the business of the PTO which 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 Ordway PTO. Every committee will have at least one chairperson.
3. Term. Each committee chair and co-chair may serve on any given committee as long as they have a student attending Ordway Elementary School.
4. Mid-Term Vacancies. Any mid-term committee chair vacancies shall be filled by PTO members.
5. Committee 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 officers of the PTO in writing so appropriate measures can be taken.

ARTICLE VII: ACCOUNTING

1. The Fiscal Year. The Fiscal Year of the PTO begins September 1 and ends August 31 of the following year.

2. **Banking.** All funds shall be kept in a checking account in the name of Ordway Elementary PTO, requiring two signatures of the Executive Board and held at a local institution. Three signatures for the Executive Board may be kept on file.
3. **Accounting Procedures.** The Ordway PTO shall establish accounting and cost tracking procedures so as to ensure the proper segregation of direct and indirect costs, identification of direct costs by specific grant or contract, and other procedures as may be required by local, state, or federal audit agencies.
4. **Purchases and Payments.** Passage of the annual budget shall constitute authority to order the purchase of goods and services on behalf of the various factions of the Ordway PTO. Additionally, purchase of goods and services may occur following the passage of specific additional monies during any regular or special meeting of the Ordway PTO. All checks or drafts of money issued in the name of the Ordway PTO shall be signed by the Treasurer, and President or Secretary.
5. **Expenditure Authorization.** The PTO Board is authorized to make expenditures that constitute no greater than 20% of the annual budget as they relate to student programs or other purposes which are not already included in the PTO budget. Sums greater than 20% of the annual budget require approval by a majority vote by the PTO membership at a regular or special meeting.
6. **Ending Balance.** The organization shall leave a minimum of \$3000 in the treasury at the end of each fiscal year.
7. **Contracts.** Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VIII: BYLAWS AMENDMENTS

Any PTO member may propose amendments to the bylaws. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. These guidelines may be amended or repealed by a vote of two-thirds of all the Board member at any meeting, the notice of which includes notice of the consideration of such action to the general membership.

ARTICLE IX: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Ordway Elementary.

ARTICLE X. PARLIAMENTARY AUTHORITY

The authority of this organization shall be Robert's Rules of Order Newly Revised.

Adopted by resolution of PTOCC guidelines and the Ordway PTO board on May 11, 1998.

Amended by the Ordway PTO Board on **August 29, 2013.**