

BYLAWS OF ORDWAY ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION (PTO)

ARTICLE I: NAME, DESCRIPTION, PURPOSE

1. Name. The name of the organization shall be Ordway Elementary School (“Ordway”) Parent-Teacher Organization (“the PTO”). The principal location of the 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, to develop closer connection between the school and home by encouraging parent involvement, and to improve the environment at Ordway through volunteer and financial support.

ARTICLE II: MEMBERS

1. Members. The parents and guardians of Ordway students and the teachers and staff of Ordway Elementary School in the Bainbridge Island School District #303 (“BISD”), 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. Monthly Meetings. A PTO meeting is open to all PTO members and shall be held monthly during the school year, at a day and time as determined by the PTO Board.
2. Annual Meetings. An annual meeting of PTO members for the selection of the following school year’s PTO Board shall be held each year during the month of May, or at such time as determined by the PTO Board.
3. Committee Meetings. The PTO Board may form committees pursuant to Article VI, paragraph 1. These committees may meet to plan and develop PTO-approved activities and events outside of the monthly, annual, or special meetings. Committee meetings are not subject to the notice requirements of monthly or annual meetings.
4. Special Meetings. Special meetings of the PTO Board and/or PTO members for any

purpose may be called at any time by any PTO Board member. Special meetings are not subject to the notice requirements of monthly or annual meetings, but the PTO Board member calling the meeting shall notify the PTO Board of the date, time, and place of special meetings, as practicable. PTO Board members present at the special meeting shall report on the agenda and substance of the special meeting at the next scheduled monthly meeting.

5. Notice. Notice of the date, time, and place of PTO monthly and annual meetings shall be given through Ordway's e-mail newsletter.
6. Meeting Place. All PTO meetings shall be held in person at Ordway Elementary School, or at a location to be determined by the PTO Board. Virtual meetings are also permissible.
7. Agenda. The PTO Board shall set the agenda for the monthly and annual meeting. Any PTO member can request an agenda item for meeting as long as the item is given to the President at least two (2) days in advance of the meeting.
8. Minutes. The minutes of all monthly and annual meetings shall be promptly recorded and posted on the Ordway PTO website for public inspection.
9. Quorum. A simple majority of the PTO Board (e.g. five (5) out of eight (8)) constitutes a quorum for PTO meetings.
10. Voting. A simple majority of the quorum may approve matters presented for voting.

ARTICLE IV: PTO BOARD

1. Designation. The Ordway PTO Board includes the Ordway Principal, or Principal's designee, and the following volunteer positions: President, Co-President, Treasurer, Secretary, Site-Based Council Representative, Communications Coordinator, Volunteer Coordinator, Enrichment Coordinator, and El Velero Representative. Board positions may be shared.
2. Qualification of PTO Board. Each person selected as a Board member must be a member of the Ordway PTO in good standing. All members of the PTO Board for the upcoming school year shall be elected at the annual meeting, or as determined by the PTO Board.
3. Term. Members of the PTO Board shall serve a minimum of one (1) year and a maximum of two (2) years in that same position. The term begins July 1 and terminates June 30 of each year. In the selection process, if a PTO Board member position is left unfilled, the acting officer may extend that Board member's term upon PTO Board approval until a new member is appointed. If a PTO Board position is filled mid-year, the partial year served meets the required minimum term of service but will not count toward the maximum term served.
4. Mid-Term Vacancies. All mid-term vacancies of PTO Board positions shall be filled by appointment by a simple majority vote of the remaining PTO Board.

5. Commitment Requirements. The following requirements are necessary for members of the PTO Board:
 - a. Each member of the PTO Board shall fulfill all duties in accordance with that officer's job description, as provided in Article V.
 - b. If a Board member is unable to fulfill any duties, they must notify the PTO Board in writing so appropriate measures can be taken, with as much advance notice as practicable.
6. Removal. A Board member can be removed from the PTO Board for failure to fulfill their duties, after reasonable notice, by a simple majority vote of the PTO Board. The PTO Board shall give the PTO Board member at least seven (7) days' written notice of any potential vote to remove that PTO Board member from the PTO Board position.
7. Remuneration. No compensation shall be paid to the PTO Board or PTO members for their service.
8. Pecuniary Interest. No member of the PTO Board shall have any pecuniary interest in a contract or transaction with the Ordway PTO unless their interest is disclosed to the entire PTO Board and approved at a PTO meeting, pursuant to Article III, paragraphs 9 and 10.
9. Delegation. In the case of an absence of or an inability to act as a member of the PTO Board (and of any person herein authorized to act in that PTO Board member's place), the PTO Board may delegate the powers or duties of such PTO Board member to any other PTO Board member or a member of the PTO.

ARTICLE V: Board Roles & Responsibilities

1. President. The PTO President shall preside over all meetings of members and the PTO Board, shall have general supervision of the affairs of the Ordway PTO, and shall perform all other duties as provided in the PTO President's job description. The President shall also endeavor to fulfill any other duty that is required of the President by a simple majority of the PTO Board or membership. The President shall represent Ordway PTO at all monthly PTO Coordinating Council (PTOCC) meetings held at designated locations.
2. Co-President. The PTO Co-President shall perform the duties of the President in the absence or inability of the President to perform the duties of that office. The Co-President shall perform all other duties as provided in the PTO President's job description in preparation for transition to the President role at the end of the President's term. The Co-President may have other additional specific leadership duties, including Ordway fundraising or large-scale Ordway events, as determined by the President and Co-President.
3. Treasurer. The PTO Treasurer shall have charge and custody of and be responsible for all funds and securities of the Ordway PTO, from any source whatsoever. The

Treasurer shall direct the creation and passage of the PTO accounting year budget, 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 on a monthly basis, and perform all general duties incidental to the office of Treasurer and such other duties as may be assigned by the President, or a simple majority of the PTO Board. In the event of the Treasurer's absence or inability to act, the President may temporarily perform the duties of Treasurer. Before the expiration of the Treasurer's term of office, the Treasurer shall turn over to the President all property of the Ordway PTO in their possession, including but not limited to all funds, securities, and financial statements; the Treasurer shall also provide an income statement showing the results of the PTO's operations during the accounting year and reconciliation reports of the Ordway PTO books to the bank statements. In the absence of the President and Co-President, the Treasurer shall preside over the PTO meeting.

4. Site-Based Council Representative. The PTO Site-Based Council Representative serves as the liaison between the PTO Board and Site-Based Councils at Ordway, including the Ordway teachers. The Site-Based Council Representative shall attend Site-Based Council meetings and monthly PTO meetings and shall report back to the Ordway PTO Board.
5. Communications Coordinator. The PTO Communications Coordinator shall serve as the liaison between the PTO Board and the PTO general membership. The Communications Coordinator shall attend all monthly PTO meetings. The Communications Coordinator is responsible for sending all-school emails whenever necessary based on topical needs, events, promotions, announcements, etc. The Communications Coordinator will also provide any pertinent and timely updates for inclusion in the PTO section of the Ordway Principal's weekly, all-school update, when appropriate. The Communications Coordinator will also draft and publish announcements and provide such information to the Ordway website content managers, when appropriate. Additionally, when necessary, the Communications Coordinator shall draft and coordinate messages to the classroom communication representatives or via the Ordway e-mail listserv.
6. Volunteer Coordinator. The PTO Volunteer Coordinator shall announce, collect, and review information with parent volunteers for fundraising and school activities, attend all monthly PTO meetings and provide a written or oral report on the ongoing activities for the monthly meetings. The Volunteer Coordinator shall also assist in drafting and coordinating an annual report with the BISD Community Relations Coordinator by summarizing total PTO volunteer hours and other pertinent information.
7. Enrichment Coordinator. The PTO Enrichment Coordinator shall research and schedule all PTO-sponsored before and after school activities, coordinate these activities with the Ordway Principal and staff, and attend all monthly PTO meetings. The Enrichment Coordinator shall provide a written or oral report on enrichment activities and expenditures at the monthly PTO meetings.
8. Secretary. The PTO Secretary shall take minutes at all PTO meetings and be

responsible for distributing the minutes within one week of the PTO meeting date to the PTO Board and the Ordway Principal. Minutes will also be posted on the PTO bulletin board at the school and on the PTO website. The Secretary will maintain records of PTO business, which includes committees' job descriptions and PTO meeting minutes. The Secretary shall review the PTO Bylaws annually, providing suggested additions or changes for the PTO Board's consideration at least one week in advance of the May meeting.

9. El Velero Representative. The El Velero Representative shall be filled by a parent or guardian of at least one student currently enrolled in the El Velero program at Ordway. The El Velero Representative shall attend all monthly PTO meetings and El Velero Parent Advisory Council (PAC) meetings and will provide an oral or written report of El Velero needs and financial accounting updates at the monthly PTO meetings.

ARTICLE VI: COMMITTEES

1. Committees. The PTO Board may, by a simple majority vote, designate such committees as it deems necessary to carry on the business of the PTO Board. The PTO Board shall determine and define the scope of authority granted to these committees and shall set a budget for committee expenditures.
2. Qualifications of Committee Chairs. Each person selected as a Committee Chair must be a member of the Ordway PTO. Every Committee shall have at least one Chair. Chair positions may be shared.
3. Term. Term limits do not apply to Committee Chairs. Committee Chairs may serve on as many committees as they desire provided they have a student currently attending Ordway Elementary School.
4. Mid-Term Vacancies. Any mid-term committee chair vacancies shall be filled by PTO members, as selected by a simple majority vote of the Committee.
5. Committee Requirements. The Committee Chair and Co-Chair shall:
 - a. Report to the PTO Board on planning and financial decisions of the Committee following Committee meetings described in Article III, paragraph 3.
 - b. Fulfill their duties according to their job descriptions.
 - c. If the Committee Chair or Co-Chair are unable to fulfill their duties, they must notify the PTO Board in writing so that appropriate measures can be taken.

ARTICLE VII: ACCOUNTING

1. The Fiscal Year. The Fiscal Year of the PTO begins July 1 and ends June 30 of the following year.
2. Banking. All funds shall be kept in a banking account in the name of Ordway Elementary PTO, requiring the signature of the Treasurer and one of the following

Board members: President, Co-President, or Secretary, and held at a local banking institution. No more than four signatories of the PTO Board may be kept on file. During the June monthly meeting, the PTO Board shall vote to add the incoming President, Co-President, Treasurer, and Secretary as authorized signatories to the account and vote to remove the outgoing President, Co-President, Treasurer, and Secretary from the account to be effective June 30.

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. Annual Budget. Passage of the annual budget shall occur during the June PTO meeting. Prior to the June meeting, the outgoing Treasurer shall solicit feedback from the Ordway Principal and Administration and refer to previous budgets to create a proposed budget for the following school year. The goal is to complete and pass the budget prior to the end of the school year for coordination with the PTOCC and BISD, as necessary, during the summer months. The incoming Treasurer shall report on these efforts during the September PTO meeting.
5. Purchases and Payments. Passage of the annual budget shall constitute authority to order the purchase of goods and services on behalf of the Ordway PTO. Additionally, the purchase of goods and services may occur following the passage of specific additional monies during any PTO meeting. All checks or drafts of money issued in the name of the Ordway PTO shall be signed by the Treasurer and one of the following Board members: the President, Co-President, or Secretary.
6. Expenditure Authorization. The PTO Board is authorized to make expenditures that constitute no greater than five hundred dollars (\$500.00) as they relate to student programs or other purposes that are not already included in the PTO budget. Sums greater than five hundred dollars (\$500.00) require approval by a simple majority vote of the PTO Board at a PTO meeting.
7. Ending Balance. The organization shall leave a minimum of five thousand dollars (\$5,000.00) in the Ordway PTO checking account at the end of each fiscal year.
8. Contracts. Authority to sign contracts is limited to the President or the President's designee, with advance notice to the PTO Board.

ARTICLE VIII: BYLAWS AMENDMENTS

1. Any PTO member may propose amendments to the bylaws. Amendments presented at a PTO meeting shall be voted upon at a subsequent PTO meeting. These Bylaws may be amended or repealed by a vote of two-thirds of all the PTO Board present at any monthly PTO meeting. Notice of the consideration of any such action to amend or repeal the bylaws must be provided to all PTO members pursuant to Article III, paragraph 5.

ARTICLE IX: DISSOLUTION

1. In the event of dissolution of the Ordway PTO, any funds remaining shall be held in trust by the PTOCC for the benefit of Ordway Elementary School.

ARTICLE X. PARLIAMENTARY AUTHORITY

1. The parliamentary authority of the Ordway PTO shall be Robert's Rules of Order Newly Revised ("Robert's Rules"). To the extent that these Bylaws conflict with Robert's Rules, these Bylaws supersede Robert's Rules and shall be followed.

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.

Amended by the Ordway PTO Board on **June 22, 2022.**