

**Bylaws of  
V. L. Murray Elementary School PTO  
A Virginia Nonstock Corporation**

Revised February 3, 2019

**ARTICLE I. NAME AND LOCATION**

The name of the organization shall be the V. L. Murray Elementary Parent Teacher Organization (PTO). The place in Virginia where the principal office of the organization is to be located is the County of Albemarle.

**ARTICLE II. PURPOSES**

**Section 1:** The PTO is a non-profit organization whose purpose is to supplement the educational experience of all students attending Virginia L. Murray Elementary School by:

- a. Providing a forum for interaction and understanding between parents, teachers, students and their families.
- b. Providing a framework for coordinating fundraising and volunteer efforts to purchase instructional items and fund events, activities and school enhancements to enrich the learning experience that would not otherwise be provided by the school.
- c. Cooperating with the school to support the improvement of education in ways that do not interfere with the administration of the school.

**Section 2:** This PTO is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any federal tax code.

**Section 3:** The PTO shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the *PTO* shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Section 4:** The PTO is registered with the Virginia State Corporation Committee as a non-stock corporation on September 14, 2018.

**ARTICLE III. MEMBERSHIP AND DUES**

All parents and legal guardians of children currently enrolled in the Virginia L. Murray Elementary School, as well as all teachers and staff members of Virginia L. Murray Elementary School are members of the PTO.

There shall be no annual dues for membership.

## **ARTICLE IV. OFFICERS AND THEIR ELECTIONS**

### **Section 1: Officers**

- a. The officers of this PTO shall be a President, Vice President, Secretary, and Treasurer, each of whom must be members of the PTO.
- b. Officers shall be elected annually by all PTO members.
- c. Officers shall assume their official duties at the May PTO meeting and shall serve for a term of one year and/or until their successor is elected.
- d. An officer shall not be eligible to serve more than two consecutive terms in the same office unless voted otherwise by the PTO.

### **Section 2: Election/Voting Procedures**

- a. The Vice President will chair the Nominating Committee which will consist of the President, Vice President, and three volunteers, one of which must be a Virginia L. Murray Elementary School staff member.
- b. The Nominating Committee will send a notice immediately following the March PTO meeting to solicit candidates for the Executive Committee officer positions for the following year.
- c. The Nominating Committee shall meet to establish a slate of possible candidates for officers. The slate of possible candidates will be developed based on responses from the membership notice in Article IV. Section 2 (c) and direct contact with members. At least one nominee for each position must be filled
- d. The Nominating Committee shall post the slate of candidates at least two weeks before the election.
- e. The officers will be elected by a vote of the members at the April PTO meeting by a show of hands. If a PTO member cannot attend this meeting that member can obtain an absentee ballot from the Nominating Committee and the ballot will be due at the school office on the day of the PTO election.
- f. In the event there is more than one candidate for an officer position, the Nominating Committee will distribute one ballot to each PTO member via back pack mail and/or by general mail if a child has a guardian(s) or parent(s) residing in different households. Only one vote per parent or guardian regardless of the number of children attending V.L. Murray Elementary is allowed. Ballots will list each candidate in alphabetical order by officer position. Ballots will be distributed at least one week prior to the election and are due by the end of the school day on the day of election.
- g. In the event of a tie vote, a re-election shall be held two weeks from the initial election.
- h. The new slate of PTO officers will assume their responsibilities at the May PTO meeting.

### **Section 3: Vacancy**

In the event that an officer resigns, the PTO Executive Committee, as defined in Article VII, shall elect an interim officer to fill the vacancy until a formal election can be held. In case a vacancy occurs in the office of President, the Vice President shall assume the Presidency and serve notice of the vacancy in the position of Vice President. A new Vice President shall be elected under the provisions of Article IV, Section 2 of the Bylaws.

## **ARTICLE V. DUTIES OF THE OFFICERS**

### **Section 1: The President**

- a. Shall preside at all Regular PTO and Executive Committee Meetings.
- b. Shall coordinate the work of the officers and committees in order that the PTO objectives may be promoted.
- c. Shall serve as ex-officio member of all Standing and Special Committees.
- d. Shall serve as Director of the corporation along with the school principal.
- e. Shall be responsible for communication of general programs and events to the PTO membership and community through such tools as the newsletter and the Internet.
- f. Shall perform such other duties as may be prescribed in the Bylaws or assigned to him/her by the PTO.

### **Section 2: The Vice President**

- a. Shall act as aid to the President and shall perform the duties of the President in the absence or inability of this officer to serve.
- b. Shall coordinate fundraising efforts.
- c. Shall chair the Nominating Committee.
- d. Shall perform such other duties as may be delegated to him/her.

### **Section 3: The Secretary**

- a. Shall record the minutes of all meetings of the PTO and maintain a permanent record of the minutes on hand and in the school office.
- b. Shall send out monthly minutes of the PTO Board meetings to all Board members and Committee Chairs.
- c. Shall be responsible each year for seeing that each PTO Executive Committee member is given a copy of the current Bylaws and Articles of Incorporation.
- d. Shall have a copy of the current Bylaws and Articles of Incorporation on hand.
- e. Shall present minutes to the Executive Committee for approval prior to final posting on the PTO website and distribution at PTO meetings.
- f. Shall preform such other duties as may be delegated to him/her.

### **Section 4: The Treasurer**

- a. Shall have custody of all funds of the PTO.
- b. Shall keep a full and accurate account of receipts and disbursements in books belonging to the PTO.
- c. Shall submit the books to the Executive Committee annually or upon the resignation of the Treasurer for an audit.
- d. Shall perform such other duties as may be delegated to him/her.
- e. May appoint an assistant treasurer or a committee of volunteers to support the Treasurer's duties. The person or persons who assist may not have check signing authority or officer status.
- f. Shall train the newly elected Treasurer.

## **ARTICLE VI. SCHOOL REPRESENTATIVES**

### **Section 1; Principal**

- a. Shall monitor school needs as related to the purpose of the organization and communicate those needs to the PTO membership.
- b. Shall receive suggestions from the PTO for the improvement of the school program.
- c. Shall ensure that the activities of the PTO are in concert with the needs of the school community.
- d. Shall serve as ex-officio, advisory, non-voting, member of the PTO.
- e. Shall serve as both the Registered Agent and Director of the corporation.

### **Section 2: Teacher Advisory Representative**

- a. Will be appointed by the Principal each year.
- b. Will communicate regularly with the staff and serve as a liaison between teachers and the remaining PTO membership.
- c. Will attend all PTO Executive Committee meetings or designate a representative to attend in their place.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

### **Section 1: The PTO Executive Committee**

- a. Shall consist of the PTO Officers, the Principal of the school, and a Teacher Advisory Representative.
- b. The PTO Officers and the Teacher Advisory Representative shall be voting members of the Executive Committee.
- c. Shall work to ensure that all activities of the PTO are in concert with the needs of the school community.
- d. Shall establish an agenda for the school year and establish means of enacting the agenda. This shall include formulating a tentative budget and a review of existing fundraisers and PTO activities. All business and activities of the PTO must be approved by the PTO Executive Committee.
- e. Shall transact necessary business in the intervals between Regular PTO Meetings.
- f. Shall create Standing or Special Committees and approve the work of those committees.
- g. Shall have the discretion to determine the topics that require a vote of the general membership provided there is advanced notice to the PTO membership. This excludes the voting procedures for electing officers and Bylaw amendments.
- h. Shall designate one of the officers as a co-signatory of all checks with the Treasurer.
- i. An officer or an individual selected by the PTO Executive Committee shall attend County and school

meetings on behalf of the PTO. The person attending the Parent Council or meetings of special interest will report to the Principal and Executive Committee prior to the next PTO meeting.

- j. Shall meet with the new slate of Executive Officers prior to the end of the current school year; review the PTO's financial status, fund raising efforts, and other programs; and transfer PTO governing documents including Articles of Incorporation and Bylaws, and all financial records to the new officers.
- k. The incoming Executive Committee shall prepare and present at the May PTO meeting a tentative calendar of events and budget for the following school year so that summer preparations, if necessary, can be approved.

## **Section 2: PTO Executive Committee Meetings**

- a. Regular meetings of the PTO Executive Committee shall be held monthly during the school year, the time to be fixed by the Executive Committee at its first meeting of the year.
- b. The President or a majority of the members of the Executive Committee shall call special meetings as necessary.
- c. All PTO members may attend the Executive Meeting but must contact the President in advance of the meeting to be placed on the agenda to speak.
- d. Business may only be transacted in meetings where the Principal is present, the Teacher Advisory Representative or a designee, and 3/5 quorum of voting members.

## **ARTICLE VIII. STANDING AND SPECIAL COMMITTEES**

- a. The Executive Committee, as may be deemed necessary to promote the objectives and carry out the work of the PTO, shall create such Standing or Special Committees.
- b. The Executive Committee shall select the Chairpersons of the Committees. Both the Chairperson and the Executive Committee will mutually agree upon the terms of the Committee.
- c. Only members of the PTO shall be eligible to serve in any appointed position.
- d. The Chair of each Standing or Special Committee shall present a plan of work to the Executive Committee or to the PTO for approval. No significant committee work may be undertaken without the consent of the Executive Committee or the PTO.
- e. The Chairpersons of Standing or Special Committees will report as necessary to the Executive Committee. The Executive Committee, as necessary, will request attendance at regular Executive Committee or PTO meetings.
- f. The Chair of each Committee will collect receipts/bills/revenues and submit to the Treasurer for disposition or deposit.

## **ARTICLE IX. REGULAR BUSINESS MEETINGS OF THE PTO**

- a. Regular Business Meetings of the PTO shall be held monthly during the school year, the time to be fixed by the Executive Committee at its first meeting of the year. Dates and times shall be announced at the beginning of the school year. A tentative agenda for the monthly meeting shall be distributed five (5) school days in advance of the meeting.
- b. The President or a majority of the members of the Executive Committee shall call special meetings as necessary.
- c. Five (5) school days' notice shall be given of change of date of any meeting or the calling of a special meeting, except in cases of emergency.
- d. All meetings are open to members of the PTO.
- e. Ten (10) members shall constitute a quorum for the transaction of business.
- f. The act of the majority of the regular members and the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken.

## **ARTICLE X. FISCAL YEAR/FISCAL POLICIES**

- a. The fiscal year of this PTO shall begin on July 1 of each year and end on June 30 of the following year. All requests for reimbursements shall be made by May 15 and any expenditure after May 15 must be approved by the Treasurer.
- b. No part of the net earnings of the PTO shall inure to the benefit of, or be distributed to, its members, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.
- c. The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses and a calendar of events for the year for approval. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.
- d. The Treasurer shall present a financial report at each Regular Meeting of the PTO, shall prepare a final report at the close of the PTO fiscal year, and present the final report at the May regular PTO meeting. The Executive Committee shall have the report and the accounts examined annually each June by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- e. All PTO bank accounts shall be opened with the PTO's EIN number and require two PTO Executive Officer signatures on the account. All bank statements shall be addressed to the school's physical address and kept on file in the school for PTO member access.
- f. All checks, drafts, or other orders for the payment of money on behalf of the PTO and withdrawals from PTO bank accounts shall be signed by the Treasurer and one of the following: President; Vice President, or Secretary.
- g. The Executive Committee may authorize disbursements not to exceed \$500 in addition to budgeted amounts or before the budget is finalized, not to exceed \$500 in total, without prior approval of the membership.
- h. The Treasurer shall deposit all funds of the PTO to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the PTO membership. All deposits shall be made within a maximum of seven (7) days from the receipt of the funds. All orders of payment shall be made within a maximum of thirty (30) days from the receipt of the payment request except for requests made payable to V.L. Murray Elementary School which shall be made within a maximum of seven (7) days from receipt
- i. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the PTO. The officers shall not have the authority, however, to enter into such agreements on behalf of Virginia L. Murray Elementary School or the Albemarle County School Division, nor should they hold themselves out as having such authority.
- j. No loans shall be made by the PTO to its officers or members. The PTO shall complete all necessary tax reporting within the required period. In the event the Treasurer is unable to complete this task, the Executive Committee will complete this responsibility.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

All PTO and Executive Committee meetings will operate in the spirit of Robert's Rules of Order Newly Revised provided that the Robert's Rules are applicable and are not in conflict with these Bylaws or the PTO's Articles of Incorporation.

## **ARTICLE XII. AMENDMENTS**

- a. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote at a meeting of the PTO provided a quorum has been established. The proposed revised Bylaws can only be adopted provided: one, a paper ballot is distributed to the entire PTO membership, following form and substance for ballot voting procedures as referenced under Article IV, Section 2, item (g); and two, that a majority of voting members approve the revisions.

- b. Bylaw articles may be amended at any Regular PTO meeting provided: one, the amendment does not change the purpose of the PTO and violate the statutes of a 501(c)(3) organization; two, a quorum is present at this meeting; and three, that notice to the entire membership of the proposed amendments was given at least thirty (30) days prior to the meeting.

### **ARTICLE XIII. FINANCES**

The PTO shall be funded through donations from members and other individuals and entities, grants, and fundraising initiatives.

### **ARTICLE XIV. DISSOLUTION**

Upon the dissolution of the PTO, whether voluntary or involuntary or by operation of law, none of the assets of the PTO shall be distributed to any member, but after payment of all lawful debts of the PTO, its property and assets shall be given to a charitable organization or organizations of the kind described in Section 501 of the Internal Revenue Code of 1954, as amended, such organizations to be selected by the Executive Committee.

Revised on February 3, 2019