

BYLAWS OF THE BRISTOL BAY ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
EIN 45-2925673

ARTICLE I – NAME

The name of this organization is the Bristol Bay Elementary School Parent Teacher Organization, also known as BBES PTO.

ARTICLE II – PURPOSE

The purpose of the BBES PTO is to promote quality education for all BBES students by providing programs, information, and activities. The BBES PTO supports this purpose by:

1. Actively supporting the parents, students, teachers and staff of Bristol Bay Elementary School.
2. Coordinating volunteers for classroom, fund-raising, and other school activities.
3. Providing a forum for the presentation of any program of student and/or parent interest.
4. Purchasing items for the school that have been approved by the BBES PTO.
5. Generating revenue by means of fund-raising events to support these objectives.
6. Fostering relationships among school, parents and teachers.

ARTICLE III – Basic Policies

The following are basic policies of this organization.

1. This organization shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
3. This organization shall not, directly or indirectly, participate or intervene (in any way, including publishing and distributing statements) in any political office, or devote more than an insubstantial part of its activities to attempting to influence legislation.
4. Should the membership decide to disband the BBES PTO, the PTO shall be dissolved by a 2/3 vote at any PTO meeting with prior notice of such a vote having been given at least 30 days in advance. Assets will be distributed at the discretion of the current PTO Board.
5. If there is a school related referendum on a ballot, there will be a special vote taken. There will be notice given to all members of the BBES PTO and any member may come and vote. The BBES PTO will only voice an opinion on the referendum as a group IF the vote is unanimous.
6. BBES PTO cannot be held liable for any lost, stolen or misplaced items at any PTO function.

ARTICLE IV – MEMBERSHIP

Section 1: Membership in the BBES PTO shall be available without regard to race, color, creed, or national origin and shall be open to all parents or guardians of students

who attend BBES as well as all teachers and staff of the school. The school principal shall serve the PTO as an advisor as well as a liaison with teachers, staff and school administrators.

Section 2: No dues shall be collected.

Section 3: Membership shall be for the length of the school year.

Section 4: Any member of the PTO may make a motion. Members of the BBES PTO Board (defined in Article V, Section 2) shall have the privilege to vote. General voting privileges shall be extended to all members. Election voting privileges shall be extended to all members who attend three of the nine PTO meetings in a school year.

ARTICLE V – OFFICERS, BOARD MEMBERS, AND ELECTIONS

Section 1: The officers of the organization shall be President, Vice President, Secretary and Treasurer. If needed, the option to elect Co-President, Co-Vice President, Co-Secretary and Co-Treasurer can be available.

Section 2: The PTO Board of the organization shall consist of these four officers. The current board will establish the list of committees for the next year's board by February 28 (see Article V Section 4.). This list can be amended by a PTO board vote at any time thereafter.

Section 3: All members of the BBES PTO shall have the privilege of nominating individuals to serve as PTO officers. Nominations will be called for at the March and April meetings. Additional floor nominations will be accepted at the May meeting so long as the nominee is present. Those nominated will have been notified of their nominations and will have agreed to assume the respective office if elected.

Section 4: Only current PTO Board members and members with election voting privileges shall vote at the May election. An election may be conducted by paper ballot if deemed appropriate by the officers. New officers shall be announced after the vote at the May meeting. Sign up for committee chairs for next school year will start at the March meeting. Events shall be scheduled by June 30 of the previous year, with changes discussed with the Vice President after that date.

Section 5: Officers and chairpersons shall assume their official duties at the close of the school year and shall serve a term of one year or until the time their successors are elected and assume their duties. No officer shall hold the same office for more than two consecutive years. If there is no one willing to take over an office position, a vote may be taken to make an exception.

Section 6: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members, notice of such

election having been given. In case of vacancy occurs in the office of the President, the Vice President shall serve the remainder of the President's term.

ARTICLE VI – DUTIES OF THE OFFICERS

- Section 1: The President shall:
- a. Presides at all the meetings of the organization and work with the school principal.
 - b. Coordinate the work of the officers and committees to promote the objectives of the PTO Board.
 - c. Shall be an alternate signer on PTO checking account.
 - d. Vote by ballot, and in all other cases may cast a vote to break a tie.
 - e. Assist with Website maintenance and updates.
 - f. Review the organization's monthly bank statement and treasurers report for discrepancies
 - g. Send out notice of general meetings, events and important messages through phone blast by Wednesday prior to the Sunday it will go out.
 - h. Send out notice of general meetings, events and important messages through email by the Sunday before.
 - i. Work with individuals who are not on the board to maintain bulletin boards, photo albums, electronic archive of all event flyers and webmaster/Facebook volunteer.
- Section 2: The Vice President shall:
- a. Act as an aid to the President and perform the duties of the President in the absence or inability of that officer to serve.
 - b. Shall be an alternate signer on PTO checking account
 - c. Oversee all committees and maintains records of committee chairs through follow up on events.
 - d. Maintain records of business solicitations
 - e. Maintain records of publicity
- Section 3: The Secretary shall:
- a. Record the minutes of all meetings of the board, and distribute a Secretary's Report to all PTO board members, meeting attendees and staff board prior to the next PTO board meeting.
 - b. Handle all necessary correspondence of the organization as delegated by the President.
 - c. Take attendance and maintain a list of members in attendance to determine which members have election voting privileges for the May election.
 - d. Maintain records of all general and board meeting minutes.
 - e. Maintain copies of bylaws and membership lists and all policies and forms
- Section 4: The Treasurer shall:

- a. Receive all monies of the organization and place them, in a timely manner, into a depository approved by the PTO.
- b. Pay out funds in accordance with the approved budget as authorized by the organization.
- c. Keep a detailed, accurate record of all receipts and expenditures.
- d. Make a written and oral report of the current financial status of the organization at every PTO meeting and at other times when requested by the executive board.
- e. Receive the organizations monthly bank statements and review them for discrepancies. Make the books available for review. (This review may be done by a committee of no less that three PTO Board or chairperson members, including the President and/or outside agent.) This review shall be done at the end of the school year.
- f. Create a “BBES PTO Reimbursement Request/Cash Disbursement” form, have these available at school, and require that such a form be turned in, with receipts for purchases stapled to the form, before he/she processes payments.
- g. Primary signer on BBES PTO checking account
- h. When monies are counted at an event, the treasurer (or appointed substitute) must tally money with at least one other PTO member present, preferably the chair of that particular event.
- i. File annual filings with all required organizations, i.e IRS, Secretary of State, Attorney General’s office, etc.

- Section 5: The Teacher Liaison shall:
- a. Be a Liaison between BBES Staff and BBES PTO.
 - b. Communicate information and requests between Staff and PTO
 - c. Provide input and ideas for assistance between groups.

ARTICLE VII – MEETINGS

- Section 1: The BBES PTO shall plan to have monthly meetings. Times and dates for the meetings shall be designated by the incoming PTO.
- Section 2: A majority vote of the voting members present at a PTO meeting shall be required for the transaction of the business of this organization. In between meetings, in emergency cases, the President may elicit a phone and/or e-mail vote of the PTO Board members and members present at the last General meeting.
- Section 3: “Robert’s Rules of Order Revised” shall be followed for PTO meetings, or more informal proceedings may be used at the discretion of the presiding officer and the membership.

ARTICLE VIII – AMENDMENTS

- Section 1: These bylaws may be amended at any regular meeting of the PTO by a 2/3 vote of voting members. Notice of the proposed amendment(s) shall be given 30 days in advance. Notice and voting can also take place through email or fax.
- Section 2: Any changes in the PTO bylaws must be dated and signed as accepted by the PTO President, Vice-President and another office.

ARTICLE IX – STANDING RULES

- Rule 1: Permanent records of this PTO such as financial records, minutes, publicity records, and all materials inherent to the respective duties of successors shall be turned over to the incoming officer or committee chairperson(s) at the close of the school year.
- Rule 2: Spending authority rests with the voting members of this PTO. Any check over \$1000.00 requires two signatures.
- Rule 3: Fundraising money should be spent in the year it is raised, unless otherwise delegated. The available balance at the end of the year should be at least \$2000.00 with no more than \$3000.00.
- Rule 4: All fundraisers need to have district approval 30 days prior to start of event.
- Rule 5: The President shall have discretion and emergency spending authority for expenses up to \$75, not to exceed \$300 during the school year. Emergencies shall be any expenses inherent in the carrying of our expressed purpose of the PTO, but not specifically covered in the budget.
- Rule 6: In keeping with school district policy, a PTO Board member must obtain prior approval from the principal for any and all material the organization wishes to distribute.

Article X-Finances

- Section 1: A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.
- Section 2: The treasurer shall keep accurate records of any disbursements, income, and bank account information.
- Section 3: The board shall approve all expenses of the organization.
- Section 4: Two authorized signatures shall be required on each check over \$1000.00. Authorized signers shall be the president, treasurer and vice president.

- Section 5: The treasurer shall prepare a financial statement at the end of the year to be reviewed by the board.
- Section 6: Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.
- Section 7: The fiscal year shall coordinate with the school year.
- Section 8: All annual financial statements and information returns for the previous 3 years shall be available for public review when requested.

Article XI – Committees

- Section 1: Committees may consist of members and board members, with the Vice President acting as an ex officio member of all committees.
- Section 2: The committees held by the organization will be decided by the current board.

Article XII – Dissolution

- Section 1: The organization may be dissolved with previous notice (30 calendar days) and a two-thirds vote of those present at the meeting or by email with eligible voters.

Article XIII – Conflict of Interest Policy

- Section 1: Purpose.
The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
- Section 2: Definitions.
- a. Interested Person. Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
 - b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;

ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or

iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3: Procedures.

a. Duty To Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest.

i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the

above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflict of Interest Policy.

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4: Records of Proceedings.

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5: Compensation.

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6: Annual Statements.

Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Section 7: Periodic Reviews.

To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8: Use of Outside Experts.

When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

Approved on: _May 16, 2016_____

PTO President: __Teri Zub_____

PTO Vice President: __Meghan Morlan_____

Member at Large: __Susan Carlson_____

(Amended July, 2013)
(Amended May, 2016)