

Articles of Association Old Bridge Parent Teacher Organization

Article I—Name

The name of the organization shall be the Old Bridge Elementary Parent Teacher Organization. Hereafter, the organization will be referred to as the PTO.

Article II—Articles of Organization

The PTO exists as an unincorporated association of its members limited to educational purposes at Old Bridge Elementary School. It is organized with the concurrence of the parents of children attending the school and the school's assigned staff. It is not affiliated with the Virginia Congress of Parents and Teachers nor the National Congress of Parents and Teachers.

Article III—Purposes

The mission of this organization is to support the education of our children at Old Bridge Elementary by fostering community among the school staff, parents and teachers through events, programs, and raising money for curriculum and social enrichment.

The objectives of the PTO are:

- A. To promote the education of our children in the school, in their home, and in their community.
- B. To develop a relationship between the school staff and parents in support of the education of our children.
- C. To secure adequate protection for the safety of our children at school.
- D. To develop a united effort that will secure for our children the best in physical, mental, and social education.

Article IV—Basic Policies

The PTO is formed exclusively for educational purpose within the meaning of Section 501c(3) of the Internal Revenue Code. These are the basic policies of PTO:

- A. The PTO shall be non-commercial, nonsectarian, and nonpartisan.
- B. The name of the PTO or the names of any members in their official capacities will not be used in any connection with a commercial concern or with any partisan

interest or for any purpose not appropriately related to the promotion of the purposes of the PTO.

- C. The PTO will not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. The PTO will work with the school staff to provide quality education for all children and will seek to participate in establishing school policy. The PTO recognizes that the legal responsibility to make these decisions is delegated by the citizens of Prince William County to the Prince William School Board.
- E. The PTO may cooperate with other organizations and agencies concerned with child education or welfare.
- F. No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to its members, officers, or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article III hereof.
- G. Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501c(3) of the Internal Revenue Code or by an organization, contributions to which are deductible under Section 170c(2) of the Internal Revenue Code.
- H. Any assets belonging to the PTO must be dedicated to educational purposes at Old Bridge Elementary School, as long as it is a governmental agency and the assets will be used for public purpose. If the organization is no longer in existence assets will be distributed for one or more exempt purposes within the meaning of Section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the court of Common Pleas of Prince William County, Virginia, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Approval – we certify these Articles of Association were approved and adopted on
_____.

Kindra Hemphill
President
Representing the Parents

Anita Flemons
Principal
Representing the Teachers

Rosa Roberts
Vice President

Steve Stroschein
Treasurer

Magally Hurtado
Secretary

Bylaws of Old Bridge Parent Teacher Organization

Article I - Membership and Donations

Section 1. Membership

- A. Any parent, guardian, or other adult standing in loco parentis for a student at the school or the school's staff may be a member and have voting rights without regard to race, color, sex, creed, or national origin.
- B. The PTO will conduct an annual enrollment of members, but will admit eligible persons to membership at any time.
- C. All memberships received during the school year will expire on September 30 of the next school year.
- D. PTO members are eligible to participate in PTO business meetings, to vote, or to serve in its elective or appointive positions.

Section 2. Donations

- A. The suggested cost of annual donations will be established by the PTO Board prior to the beginning of each school year.
- B. Donations paid by members of the PTO are not used to pay for membership in any other local, state, or national associations.

Article II—Officers and Their Election

Section 1. Officers

- A. The elected officers of the PTO will be the President, Vice President, Secretary, and Treasurer.
- B. Elected officers may not serve consecutive terms in the same elected office. Term shall be for two years.
- C. Elections shall be held in May. A new officer will be elected by written ballot to fill the vacant position to serve during the next school year. However, if there is but one nominee for any office, elections for that office may be by voice vote.

- D. Officers may run for other vacant offices that they have not already held despite two years in current office.
- E. Newly elected officers and incumbent officers will hold a joint meeting in June. At the conclusion of that meeting, the newly elected officers will assume their official duties.
- F. Members are eligible for office if they have a student(s) enrolled in the Old Bridge Elementary School for the years they will serve if elected.

Section 2. Nominations Committee

- A. At the general membership meeting in winter, the PTO will establish a nomination committee.
- B. The nomination committee will consist of three persons. Members of both the PTO Board and general membership will be represented. The committee will be self-governing, elect a chairperson, and establish its own operating procedures.
- C. The nomination committee will solicit nominees through the publicity resources (i.e. newsletters, robocalls, emails, flyers, website) made available to all PTO members.
- D. The nomination committee will nominate at least one eligible person for each vacant office and report its nominees to the PTO Board by the spring PTO General Membership meeting. Additionally, nomination from the floor will be accepted at the spring General Membership meeting.
- E. Only those persons who signify their consent to serve will be nominated for or elected to office.

Section 3. Vacancies

- A. Except for the office of president, a vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of those present at the next meeting of the executive board, notice of such election having been given.
- B. In case a vacancy occurs in the office of the president, the vice president shall serve the remainder of the unexpired term.

Section 4. Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given. A quorum consists of five PTO Board members as identified in Section 1 of Article IV – PTO Board.

Article III – Duties of Officers

Section 1. President

The president shall preside over meetings of the organization and executive board, serve as the primary contact for the school administration, represent the organization at external meetings, serve as an ex officio member of all committees except the nominating committee, and oversee the coordination of the work of all the officers/chairs and committees so that the purpose of the organization is served. The president shall prepare agendas for all General Membership and Executive Board meetings and provide a copy to the PTO board. The president will review all materials to be distributed (newsletters, announcements, website information, budgets, flyers, etc.) as well as perform duties as prescribed in the bylaws or as assigned by the PTO.

Section 2. Vice President

The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also maintain the PTO membership list, work collaboratively with the Volunteer Coordinator to coordinate all volunteer positions, and oversee all fundraising chairpersons and activities. The vice president shall serve as the Guidance Advisory Council Representative unless appointed to another member of the board.

Section 3. Secretary

The secretary shall record the minutes of all meetings of the PTO and of the PTO Board and post them within five days after each monthly meeting. Additionally, the secretary shall be responsible for the PTO portion of the school website, email notices via School Messenger or other Prince William County communication tools, publish PTO newsletters, and coordinate phone announcements with the office assistant. The secretary also keeps a copy of the minutes book, bylaws, rules and any other necessary supplies, and brings them to meetings.

Section 4. Treasurer

The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and make disbursements of funds in accordance with the adopted budget.

- a. The treasurer will present a financial statement at every meeting and at other times of the year when requested by the Executive Board and make a full report at the end of the year.
- b. The treasurer shall have the accounts examined annually or upon change of officer, whichever comes first, by an auditor or an auditing committee of not fewer than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of fact at the end of the report. The prior fiscal year audit should not be completed later than June 1st of the current year.
- c. The treasurer shall file tax returns (IRS form 990 or 990EZ) and re-apply for tax exempt tax status yearly (this is to be done before the November 15th IRS deadline each year).
- d. The treasurer shall make reimbursements within 10 business days after receipt of proper forms with original receipts attached.
- e. The treasurer shall hold tax and bonding insurance documents. Note: Federal law requires that a nonprofit tax-exempt organization's annual information returns (IRS for 990 or 990EZ) for the most recent three years be available for the public review when requested.

Section 5. All Officers

All officers shall attend all PTO meetings. If an officer fails to attend 3 consecutive Executive Board meetings he/she may be removed from office. All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws and such other duties as may be delegated to him/her. Upon expiration of their term of office or in the case of resignation, each officer shall turn over to the President, without delay, and in good order, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office. At least one Executive Board member should strive to oversee major events, but all officers are expected to attend such events unless prearranged with the President ahead of such event.

Article IV – PTO Board

Section 1. The PTO Board will consist of the elected officers of the PTO, the chair of standing committees, a teacher liaison, and the administrator(s) of the school.

Section 2. Any chair positions will be appointed by the executive board, may include but not limited to: Fundraising Chair, Volunteer Chair, Monster Bash Chair, Sock Hop Chair, Holiday Shoppe Chair, Staff Appreciation-Chair, Friendship Week Chair, Spirit Night Chair, Art Night Chair, School Store Chair, Spirit Wear Chair, and Box Tops Chair.

Section 3. The duties of the PTO Board will be to transact business necessary to the goal and purposes of the PTO. Committee chairs will report the progress of their committees, as needed, during PTO Board meetings.

Section 4. Regular meetings of the PTO Board will be held monthly during the school year. Special meetings of the PTO Board may be called by the president or the administrators of the school. Meetings during the summer may be held when agreed upon by the executive board.

Section 5. Those persons authorized to sign the checks and drafts drawn on the PTO's accounts will be the President and Treasurer. The President and Treasurer will be the two officers that will sign all check payments. In the case when the President is medically or physically incapacitated, the Vice President will sign on their behalf. If physical contact is not possible (2020 Covid-19 virus lockdown as an example), virtual signing of Check Request and Reimbursement Request forms is acceptable for check signage as dual control is established. President and Treasurer must both sign each Check Request and Reimbursement Request form to maintain dual control and compliance before payment can be dispersed.

Section 6. The PTO Board will identify the limits for funding and disbursement of a discretionary account to pay for unprogrammed expenses of the PTO.

Section 7. A budget committee comprised of officers of the PTO, school administrator(s), and the teacher liaison, will meet during the summer to create the new fiscal year PTO budget. The proposed budget will be reviewed and revised by the PTO Board at its summer meetings. Final approval will be done by a show of hands during the September PTO General Membership Meeting.

Section 8. Five PTO Board members as identified in Section 1 herein shall constitute a quorum.

Article V – PTO General Membership Meetings

Section 1. Regular meetings for the full PTO membership will be held during the school year. Dates of these meetings will be determined by the PTO Board and will be announced.

Section 2. The PTO Board may call special meetings providing at least five days' notice has been given when school is in session.

Section 3. The election meeting shall be held in May or as close to May as possible.

Section 4. One half of the elected officials plus at least an additional 10 members of the PTO constitute a quorum. Except as expressly provided otherwise, any action approved by a majority of the members present at a properly convened meeting of the organization shall constitute the action of the PTO.

Section 5. Notice of upcoming meetings, agenda items, special meetings, etc., may be had by publication in the school newsletter or other accepted forms of notification, to include written notice sent home with the students.

Section 6. Voting on routine matters may be by voice vote. However, votes on the bylaws or amendments, or adoption of a budget shall be by a show of hands with the vote being counted and recorded in the minutes.

Article VI – Standing and Special Committees

Section 1. Membership. Only members of this PTO shall be eligible to serve in any elective or appointive position. The president and vice president shall be members ex-officio of all committees.

Section 2. Standing Committees. Standing committees may be created upon the recommendation of the PTO Board. The PTO Board shall recommend chairpersons for each standing committee.

Section 3. Special Committees. The PTO Board may form special committees with limited objectives. However, the term of a special committee may be for no more than two months.

Article VII - Fiscal Year

The fiscal year of the PTO will begin on July 1 and end on June 30 of the following calendar year.

Article VIII – Parliamentary Authority

Robert's Rule of Order will govern the PTO in all cases in which they are applicable and will be available at each meeting.

Article IX – Amendments

Section 1. The PTO bylaws may be amended at any regular meeting of the PTO by two-thirds vote of those voting, providing that a public notice of the proposed amendment was given at least 15 days prior to the meeting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws. Approval of the revised bylaws will be made by two-thirds vote of the members present at a PTO meeting.

Article X – Dissolution

The PTO may dissolve and terminate its affairs in the following manner:

- A. The PTO Board will adopt a resolution recommending that the PTO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members. Notice of the meeting will be published in the school newsletter or other accepted forms of communication.
- B. Approval of the dissolution of the PTO will require the affirmative vote of at least two-thirds of the members present at the special meeting.

APPROVAL of Bylaws: We certify these Articles of Association were approved and adopted on _____.

Kindra Hemphill
President
Representing the Parents

Anita Flemons
Principal
Representing the Teachers

Rosa Roberts
Vice President

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