

**Miguel Sepulveda Elementary School
Washoe County School District
5075 Ion Drive
Sparks, NV 89436**

Parent-Teacher Organization (PTO) Bylaws

Adopted: _____

Article 1: Name

Section 1. The name of the organization is Miguel Sepulveda Elementary School Parent-Teacher Organization (PTO); officially referred hereon as the Sepulveda PTO.

Article 2: Mission Statement

Section 1. The Sepulveda PTO is a nonprofit, volunteer parent/teacher organization whose membership includes all parents, legal guardians, and staff at Sepulveda Elementary School.

Section 2. The Sepulveda PTO's mission is to promote open and positive communication and understanding between parents and staff of the Sepulveda Elementary School. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential.

Section 3. The Sepulveda PTO provides financial assistance to the school for school wide purchases to benefit all staff and students on an annual basis, holds fund-raisers for supplemental educational materials and experiences, and supports school and family interaction.

Section 4. It is our belief that the team effort of a parent teacher organization offers the best possible environment for our children.

Article 3: Purpose

Section 1. The Purpose of the Sepulveda PTO is to...

- a. Encourage parents to assist with various school activities/functions/services.
- b. Provide financial assistance where needs are identified.
- c. Foster a community atmosphere.
- d. Support the mission and vision of the school and school district.

Article 4: Membership Qualifications

Section 1. Any person interested in the purposes and objectives of the Sepulveda PTO and willing to uphold its policies and subscribe to its bylaws, and who is the parent or guardian of an actively enrolled student at Sepulveda Elementary School, may become a member and have voting rights. The principal and any employed staff member whose home school is Sepulveda Elementary School may be a member and have voting rights.

Section 2. Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. The Executive Board is considered members in good standing.

Section 3. Each member in good standing shall have one vote. Each Executive Board member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

Article 5: General Policies

Section 1. Educational Nature-

The program of the Sepulveda PTO shall be educational and shall be developed through Committees, projects, programs, and meetings.

Section 2. Non-Commercial Nature-

The Sepulveda PTO shall be non-sectarian, non-commercial, and non partisan. No substantial part of the activities of the Sepulveda PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Sepulveda 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 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 corresponding section of any future federal tax code.

Section 3. Advisory Nature-

The Sepulveda PTO shall not seek to direct the administrative activities of the school or to control its policies, procedures, or curriculum.

Section 4. Expenditures-

No part of the net earnings of the Sepulveda PTO shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons. All deposits and expenditures will go through the Sepulveda Elementary School Student Activity Fund

PTO account and will follow the guidelines and policies set forth in the Washoe County School District Student Activity Account Fund Policy Manual.

Section 5. The Sepulveda PTO shall work with the school to provide quality education for all children, and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

Section 6. The Sepulveda PTO officers shall work with the principal to plan and set dates for Parent Teacher Organization programs and meetings. All proposed fundraiser activities shall be submitted to the Sepulveda principal for approval prior to undertaking any activity for such fundraiser.

Section 7. The Sepulveda PTO shall make no commitments on behalf of the PTO unless specifically designated by the PTO Executive Board.

Article 6: Executive Board/Officers

Section 1. The Executive Board will consist of the following:

- a. President
- b. Vice President/Co-President (Co-President is optional)
- c. Secretary
- d. Treasurer
- e. Past President
- f. Teacher Reps (two)
- g. Principal- ex officio

Section 2. Elected Officers and their duties:

- a. **President:**
 - Shall preside over meetings of the organization and executive board.
 - Serve as the primary contact for the principal or administrative designee.
 - Prepare the agendas for meetings.
 - Represent the organization at meetings outside the organization.
 - Serve as an ex officio member of all committees except the nominating committee.
 - Coordinate the work of all the officers and committees so that the purpose of the organization is served.
 - Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
 - Appoint special committees as needed.

- Announce PTO meetings to the School population with the assistance of the school principal at least one week in advance of that meeting.

b. Vice President (& Co-President if applicable):

- Shall act as an aide to the president.
- Performs the duties of the president in his/her absence, resignation, or inability to serve.
- Performs the duties of the Secretary or Treasurer in their absence.

c. Secretary:

- Keep all records of the organization.
- Take and record minutes of monthly PTO meetings, or Executive Board meetings.
- Assists the president in preparing the agenda.
- Takes and keeps a roster of all members and voting members attending each PTO meeting.
- Send notices of meetings to the general membership.
- Keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- Distributes copies of the minutes from the previous PTO meeting at each monthly PTO meeting and asks the president to conduct the vote of membership to approve the minutes.

d. Treasurer:

- Act as the custodian of funds and performs all financial activities of the PTO through the Sepulveda E.S. student activity account.
- Maintain up-to-date and accurate financial records of the PTO, including providing copies of the most recent PTO Student Activity Account Monthly Statements at monthly PTO meetings and other times of the year when requested by the Executive Board.
- Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
- Procure purchase orders, pay all bills, and pays out funds out of the PTO Student Activity Account as authorized by the Executive Board.
- Prepare a proposed budget for the school year, including all past and anticipated expenses for the Executive Board approval by the September meeting.
- At the end of his/her term, assist the incoming treasurer and president in review of the books and financial procedures.

e. Past President:

- Acts as a consultant for the current PTO Board to promote continuity of the organization.

f. Teacher Representatives (two) – Appointed by the Principal:

- Shall act as a liaison between the Sepulveda Staff and the PTO Board and Membership.
- Shall assist the Principal in the presentation of end of the school year funding requests on behalf of the School Leadership Team and staff.
- In the absence of the Principal (or designee), will represent the administration at monthly meetings or other PTO functions.

g. Principal (or designee):

- Acts as an advisor and represent the school and Washoe County School District.
- Present school wide funding requests at the end of the school year on behalf of the School Leadership Team and staff.

h. Duties:

- The duties of the Executive Board shall be to transact business between meetings in preparation for regular monthly meetings, May's general membership meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Quorum. Half the number of board members plus one constitutes a quorum.

Article 7: Elections

Section 1. Officers: The officers of the Executive Board shall be the president, vice president, secretary, and treasurer. An election will be held yearly to select the Executive Board Officers of the Sepulveda PTO at the September monthly PTO meeting.

- a. Candidates can volunteer themselves or are nominated for each officer position at the September PTO meeting.
- b. At this time, nominations may also be made from the floor.
- c. Voting shall be by voice vote if a slate is presented, or if a single candidate is running for a position.
- d. If more than one person is running for an office, a ballot vote shall be taken.

Section 2. Eligibility:

- a. Members are eligible for office if they are members in good standing at least 14 calendar days before the nomination/election process during the September PTO board meeting.

Section 3. Terms of Office:

- a. Officers are elected for one (1) year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 4. Assuming Duties Following Elections:

- a. Officers elected shall assume their official duties effective at the end of the September PTO meeting.
- b. Outgoing officers will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.

Section 4. Contracts & Purchases:

- a. No Officer shall secure any contract in the name of the Sepulveda PTO without the approval to do so by vote of the PTO members and in accordance with Washoe County School District contract regulations and procedures.

Section 5. Officer Appointment/Removal:

- a. The school principal has the right to appoint and/or remove any member of the Executive Board as he/she sees fit.

Section 6. Vacancies:

- a. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given to the general assembly at the next monthly PTO meeting. In case a vacancy occurs in the office of President, the Vice President shall serve in this position for the remainder of the term. A vice president will then be elected at the next monthly PTO meeting.

Section 8. Removal From PTO:

- a. Officers or members can be removed from office and/or from their membership with or without cause by a two-thirds vote of those present (assuming a quorum – two-thirds of the Executive Board are present) at a regular monthly meeting where previous notice has been given.
- b. Any member removed will receive a refund of their membership dues on a pro-rated basis.

Article 8: Committees

Section 1. Membership: Committees may consist of members and board members, with The president acting as an ex officio member of all committees.