

**BYLAWS of the Ivy Elementary School  
Parent Teacher Organization (PTO)**  
*DRAFT for Spring 2024 Revision*

**ARTICLE I. Name**

The name of this organization shall be the Ivy Elementary School Parent Teacher Organization (“Ivy PTO”). It is a PTO unit organized under the authority of the parents, teachers and administrators of Ivy Elementary School. The entity is not affiliated with the National Congress of Parents and Teachers. The Ivy PTO is a non-profit corporation under 501 (c) (3) of the Internal Revenue Code.

**ARTICLE II. Objectives**

The objectives of the Ivy PTO shall be:

1. To promote quality education of children within the school and community.
2. To increase communication, understanding and cooperation among students, teachers, parents, administrators and the School Board.
3. To represent the interests of the neighborhoods of the Ivy Elementary School district to school administrators, the School Board, the Board of Supervisors and the community at large.
4. To enhance the academic program and physical surroundings through fundraising and volunteer efforts.
5. To seek for our students the highest possible standard of education by assisting the Principal and staff to obtain adequate financial and administrative support.
6. To promote vested leadership and accountability in the school community by creating multiple leadership opportunities for members to share in achieving the goals of the PTO.

**ARTICLE III. Membership**

Members are all parents and legal guardians of children currently enrolled in Ivy Elementary School, as well as all teachers, teachers’ assistants, counselors, staff and administrators of Ivy Elementary School.

There shall be no annual dues for membership.

**ARTICLE IV. The Board**

Section 1. The Board and Voting Rights

## The Board of the Ivy PTO:

- a. Shall consist of the elected (voting) officers and the ex-officio (non-voting, advisory) officers.
  - i. Elected (voting) officers: two (2) co-Presidents, a Secretary, a Treasurer, an Assistant Treasurer, two (2) Vice Presidents of Events, two (2) Vice Presidents of Fundraising, two (2) Vice Presidents of Communications, two (2) Vice Presidents of Outreach, and two (2) Vice Presidents of Volunteers
    - a. Each elected (voting) officer shall be a parent of a current Ivy Elementary School student.
    - b. Officer roles that are designated as shared, two-person (“co”) positions can be filled by a single individual if only one individual is available to fill the role or if an individual prefers to serve in the role by himself or herself.
    - c. The maximum number of voting officers shall be 15. The minimum number of voting officers shall be 9.
  - ii. Ex-officio (non-voting, advisory) officers: the school Principal, the school Assistant Principal, a Teachers’ Representative, and the Past President.
    - a. The Past President may fulfill this role even if his or her children no longer attend Ivy Elementary School.
- b. Shall meet as necessary to accomplish its objectives.
- c. Shall prepare and submit to the membership each year for approval a budget for the following fiscal year and a slate of candidates for officers.
- d. Shall appoint a third party to conduct an independent accounting review of the books every odd fiscal year (beginning July 1), if said review is deemed necessary by a vote of the officers.
- e. Shall create and oversee the work of standing committees to accomplish the objectives.

## Section 2. Officers’ Terms

- a. Officers shall assume their official duties on July 1 and shall serve for a term of one year and/or until their successor takes office.
- b. With the exception of the school Principal and school Assistant Principal, a person shall not serve more than two consecutive terms (i.e., two years) in the same office.

## Section 3. Election

- a. Each year, elected (voting) officers for the following school year shall be nominated by a Nominating Committee and elected by the members of the Ivy PTO.
- b. The existing board shall serve as the Nominating Committee. The current presidents lead the Nominating Committee unless they delegate this responsibility to another current board member.
- c. The Nominating Committee must seek interested candidates by sending notice to members (i.e., all parents and legal guardians) at least two weeks before the slate of candidates is developed. Also, the Nominating Committee shall hold an informational

meeting for members considering serving as an officer at least one week before the slate of candidates is determined.

- d. The Nominating Committee shall meet to develop a slate of candidates with at least one nominee for each office.
- e. Each slated candidate will be contacted to determine if he or she is willing to serve as an officer.
- f. The slate of candidates shall be communicated to all members at least one week before the election. Members shall be invited to make additional nominations.
- g. Voting shall be carried out via balloting of all members at a general membership meeting (likely April or May) or via virtual voting. Officers will be elected by a simple majority of ballots cast. Election results shall be communicated to members within one week following the ballot count.
- h. The Teachers' Representative shall be appointed by the Principal and is not subject to slating by the Nominating Committee or election by the membership.
- i. The Past President shall be appointed by the newly elected board and is not subject to slating by the Nominating Committee or election by the membership.

#### Section 4. Vacancy

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining officers.

### **ARTICLE V. Duties of the Officers**

#### Section 1: All Officers:

- a. Shall complete their respective duties as outlined in the sections below.
- b. Shall coordinate with other officers as required to complete duties.
- c. Shall oversee all activities related to his or her office including committees, committee chairpersons, expenses against budget, and communications practices.
- d. Shall serve as an ex-officio member of all committees within his or her responsibility.
- e. Shall recruit chairpersons and other volunteers to execute functions within his or her areas of responsibility (with the support of the Vice President of Volunteers and by providing the Vice President of Volunteers with a clear description of the duties required).
- f. Shall attend all monthly Board Meetings in person (if possible) or virtually (on the occasions that in-person attendance is not possible).
- g. Shall attend General Meetings.
- h. Shall attend committee meetings as required by his or her office.
- i. Shall review agenda and documents relevant to monthly Board Meetings in order to be prepared to discuss and vote on issues.
- j. Shall report at monthly Board Meetings on activities and issues related to his or her office and relevant committees.

- k. Shall submit to the Presidents prior to each monthly Board Meeting a brief report on activities and issues related to his or her office and relevant committees.
- l. Shall attend Officer Orientation at the beginning of the school year.
- m. Shall create (if necessary) and maintain an officer's manual with relevant documents and detailed descriptions of responsibilities, lessons learned, contacts, and dates.
- n. Shall train his or her successor before vacating the role.
- o. Shall adhere to guidelines regarding communication practices (e.g., newsletter, backpack mail, emails via room parents, marquee, front yard signs), branding, and reimbursements.
- p. Shall adhere to approved budgets related to activities and events within his or her responsibility.

## Section 2. The Presidents

- a. Shall set (with Board approval) and maintain the PTO vision, mission and goals.
- b. Shall encourage an inclusive and welcoming environment for the PTO and the broader Ivy Elementary School community.
- c. Shall set agendas for and preside at all meetings, General and Board, of the Organization.
- d. Shall oversee the work of the officers and committees (and support them as necessary) in order that the Organization's objectives may be promoted.
- e. Shall serve as ex-officio members of all standing and special committees.
- f. Shall lead (or delegate to another officer the leadership of) the Nominating Committee in the slating of new officers.
- g. Shall host annual Officer Orientation to onboard new and returning officers.
- h. Shall oversee transition from outgoing officers to incoming officers.
- i. Shall meet monthly with school administration to coordinate efforts, identify issues and offer support.
- j. Shall serve as the "public face" of the PTO.
- k. Shall co-sign with the Treasurer any check for an amount over \$500.00.
- l. Shall work with Secretary to manage email system (e.g., [president@ivypto.org](mailto:president@ivypto.org)) to ensure emails are appropriately forwarded to officers with an ivypto.org email address.
- m. Shall assist other officers in the appointment of and oversight of committee chairpersons to execute approved activities.
- n. Shall perform such other duties as may be prescribed in these Bylaws or assigned to him or her by the Organization.

## Section 3. The Secretary

- a. Shall distribute agenda (as set by the Presidents and to include reports submitted by each officer) and any relevant documents in advance of monthly meetings.
- b. Shall track attendance for meetings and determine if there will be a quorum.

- c. Shall record the minutes of all meetings of the Organization, distribute draft minutes to officers for review, present draft minutes to Board for approval, and (once approved) enter minutes into the permanent record.
- d. Shall maintain a permanent record of the minutes in both printed and digital format. The printed format shall be maintained in the school office. The digital format shall be posted on the Ivy PTO website.
- e. Shall ensure that the VP of Communications posts the current Bylaws on the Ivy PTO website.
- f. Shall establish and maintain a document repository (e.g., Google Drive) to be accessible by all officers and committee chairpersons.
- g. Shall work with President to manage email system (e.g., [president@ivypto.org](mailto:president@ivypto.org)) to ensure emails are appropriately forwarded to officers with an ivypto.org email address.
- h. Shall maintain PTO office supplies for the school front office (e.g., blue paper).
- i. Shall manage general Board correspondence.
- j. Shall serve as the Board's "expert" on the Organization's Bylaws and have a copy of the current Bylaws on hand at all meetings.
- k. Shall lead efforts as necessary to update Bylaws.
- l. Shall maintain an annual calendar (to include school dates, community events, holidays) that can be referenced when setting dates for the Organization.
- m. Shall establish and maintain an account for hosting video conferences (e.g., Google Meet, Zoom), serve as virtual "host" for Board meetings, and manage links/invitations for meetings.
- n. Shall support the Treasurer with 501(c)3 compliance activities.

#### Section 4. The Treasurer

- a. Shall have custody of all funds of the Organization.
- b. Shall serve as bookkeeper and keep an accurate record of receipts and expenditures.
- c. Shall maintain financial records according to best practices and store in a safe location (e.g., PTO shed, school office).
- d. Shall receive and deposit all monies of the Organization.
- e. Shall issue checks and payments in accordance with the approved budget as authorized by the Organization.
- f. Checks over \$500 must be co-signed by one of the presidents.
- g. Shall process reimbursement requests, securing specific Board approval for each reimbursement request exceeding \$500.
- h. Shall manage possession and use of debit card to facilitate approved expenditures while safeguarding the card from loss, theft or unauthorized purchases.
- i. Shall present a financial report at every meeting of the Organization and at other times when requested.
- j. Shall report to the Board any payment over \$1,000.
- k. Shall establish and maintain payment options/platforms (e.g., Venmo, PayPal, card swipers) and support their use at PTO events.
- l. Shall prepare the Organization's annual budget.

- m. Shall lead the annual budgeting process and have the approved budget in place by the beginning of the fiscal year (July 1).
- n. Shall maintain relationships with support services (e.g., accountant, attorney, bank representative).
- o. Shall be responsible for preparing and submitting (or coordinating the preparation and submission of) the Organization's annual tax filing.
- p. Shall maintain the Organization's registration with the Virginia State Corporation Commission.
- q. Shall maintain the Organization's 501(c)3 compliance (i.e., submit filings, update information).
- r. Shall establish and maintain insurance policies.
- s. Shall update bank information (e.g., bank signature cards) as necessary.
- t. Shall train the Assistant Treasurer throughout the entire fiscal year on all Treasurer duties.

#### Section 5. The Assistant Treasurer

- a. Shall actively support the Treasurer throughout the fiscal year on all Treasurer duties.
- b. Shall transition into the Treasurer role after completing one or two terms as Assistant Treasurer.

#### Section 6. The Vice Presidents of Volunteers

- a. Shall create and maintain a database of chairperson and other (non-officer) volunteer roles.
- b. Shall create and maintain a database of potential volunteers.
- c. Shall assist the Vice Presidents of Communications, Fundraising, Outreach and Events in recruiting chairpersons as needed and shall lead recruiting efforts to fill other (non-officer and non-chairperson) volunteer roles.
- d. Shall coordinate with teachers to ensure each classroom has at least one room parent.
- e. Shall coordinate all communications that officers and chairpersons want to send via room parents.
- f. Shall provide guidance to room parents to help provide consistent experiences across each grade level.
- g. Shall support Presidents in creating orientation materials for incoming officers, chairpersons, and other volunteers.
- h. Shall show year-end appreciation (e.g., host a coffee, write thank-you notes) for all volunteers.

#### Section 7. The Vice Presidents of Communications

- a. Shall be responsible for the following functions and (if functions are delegated) oversee the chairperson tasked with the following functions:

- i. Website and social media: manage the Ivy PTO website and social media accounts; write and post material to these platforms; Newsletter: write and distribute the twice-monthly newsletter
  - ii. Yearbook: create the Ivy Elementary School annual yearbook
  - iii. Directory: create and distribute the annual PTO member directory
  - iv. Branding: maintain guidelines on the use of PTO name, logo, colors, font, language; support officers, chairpersons and other volunteers in their correct usage
- b. Shall establish (and train officers and chairpersons on) communication procedures (e.g., submitting content for posting on website, social media, or newsletter; using backpack mail; sending emails via room parents; posting messages on the school's front-yard marquee; placing signs near the front of the school).

#### Section 8: The Vice Presidents of Fundraising

- a. Shall set fundraising goals (i.e., revenue goals for each fundraising campaign), subject to Board approval.
- b. Coordinate with school administration to select intended annual "wish list" gift(s) to school (e.g., gym mats, outdoor learning area).
- c. Shall be responsible for the execution of fundraising campaigns and (if campaigns are delegated) oversee the chairpersons tasked with campaigns. Such campaigns may include:
  - i. Annual Fund
  - ii. Auction
  - iii. Community Partners in Education (i.e., "Sponsors")
  - iv. Restaurant Nights
  - v. Kids' Nights Out and Kids' Days Off
  - vi. Election Day Bake Sale
  - vii. Rewards Programs (e.g., grocery stores)
  - viii. Ivy Gear Sales (i.e., spiritwear)
- d. Shall monitor the value and viability of existing campaigns and (as necessary) recommend to the Board changes to the list of campaigns.

#### Section 9: The Vice Presidents of Outreach

- a. Shall be responsible for the execution of outreach programs and (if programs are delegated) oversee the chairpersons tasked with programs. Such programs may include:
  - i. E-Zone
  - ii. Teacher/Staff Appreciation (e.g., holiday pies/cookies, favorites list, stock the lounge, appreciation days/weeks)
  - iii. New Family Welcome
  - iv. Book Fair
  - v. Friends of the Library
  - vi. School Garden

- vii. Art Print

#### Section 10: The Vice Presidents of Events

- a. Shall be responsible for the execution of PTO-sponsored events and (if events are delegated) oversee the chairpersons tasked with PTO-sponsored events. Such events may include:
  - i. Flick on the Field
  - ii. Fall Fun Fair
  - iii. Veterans' Day
  - iv. Kids' Market
  - v. Bingo Night
  - vi. Auction
  - vii. 5th Grade Moving Up Ceremony
- b. Shall monitor the value and viability of existing events and (as necessary) recommend to the Board changes to the list of PTO-sponsored events.
- c. Shall set the annual calendar of PTO-sponsored events, subject to Board approval.

#### Section 11. The Teachers' Representative

- a. Shall serve as the general liaison between the Board and the Ivy Elementary School faculty members.
- b. Shall communicate regularly with the faculty members to solicit input and gather concerns and ideas to share with the Board.
- c. Shall communicate the Board's decisions, programs, deadlines, and information to the faculty members of Ivy Elementary School.

### **ARTICLE VI. Standing and Special Committees**

#### Section 1. Standing Committees

The Board shall create such standing committees as may be deemed necessary to promote the objectives and carry out the regular work of the organization.

#### Section 2. Special Committees

The Board shall create such special committees as may be deemed necessary to perform a special function that is beyond the authority or capacity of a standing committee.

#### Section 3. Chairpersons and Authority

The chairperson of each committee shall keep the Board informed about his or her committee's work via the Vice President who oversees the committee. The Board may request that the

chairperson attend a Board Meeting to report directly on the committee's activities. No significant committee work shall be undertaken without the consent of the Board.

## **ARTICLE VII. Business Meetings of the Organization**

### Section 1: Board Meetings

The Board shall have regular meetings monthly while school is in session, days and times to be fixed by the Board. The Presidents or a majority of the Board shall call special meetings as necessary.

At Board Meetings, the elected, voting officers may vote on proposed items. A quorum shall constitute a simple majority of current elected, voting officers. A simple majority of the elected, voting officers present prevails.

All Board Meetings are open to members.

### Section 2. General Meetings

The PTO shall also have at least one General Meeting per year where the budget is adopted by the members and officers are elected. All members present may vote.

### Section 3. Virtual Meetings and Virtual Voting

In the event it is deemed necessary or preferable for the officers or members to meet or vote virtually, the Board shall create and communicate guidelines and procedures for such voting. Officers participating shall be deemed present (for purposes of determining a quorum).

### Section 4. Notice

Notice of both Board and General Meetings shall be made by written notice given by any reasonable means at least seven (7) days prior to such meetings.

## **ARTICLE VIII. Parliamentary Authority**

Robert's Rules of Order Revised shall govern the proceedings of this Organization in all cases in which they are applicable.

## **ARTICLE IX. Amendments**

A committee may be appointed by a majority vote of the Board to create and submit proposed revisions to these bylaws.

At least one week prior to voting on the revisions, the proposed bylaws shall be made available to all officers. Proposed bylaws shall be conditionally approved with a majority vote of the Board and shall then be made available to members for approval at least one week prior to voting. Proposed bylaws shall be approved with a majority vote of participating members.