

**J.W. Alvey Elementary School
Parent Teacher Organization
BYLAWS**

ARTICLE I: NAME

The name of the organization shall be the Alvey PTO, hereto referred to as the PTO or the Organization. It is a local PTO organized in accordance with Prince William County School Board Regulations 951.01-1 and 951.01-2, the laws of the Commonwealth of Virginia, and all applicable federal regulations governing non-profit organizations.

ARTICLE II: OBJECTIVES

The objectives of the Organization are as follows:

- A. To support and enhance the school community through fundraising and social events that are consistent with the philosophy and mission statements of J.W. Alvey Elementary School (Alvey);
- B. To identify needs particular to the Alvey community and to provide financial support in meeting those needs when that is appropriate;
- C. To assist in identifying and organizing parent volunteers to support school activities;
- D. To serve as a forum for communication among students, parents, teachers, and administrators.

ARTICLE III: BASIC POLICIES

Following are the basic policies of the organization:

- A. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the Organization or the names of any members in their official capacities shall not be used in connection with any commercial concern, with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Organization.

ARTICLE IV: ARTICLES OF INCORPORATION

The PTO exists as an incorporated organization of its members. Its "Articles of Incorporation" comprise and shall be governed by these bylaws, which shall be amended as necessary in accordance with ARTICLE XI.

ARTICLE V: MEMBERSHIP AND DUES

Section 1: Membership

A. The membership of the PTO shall be open to all parents or guardians of children who attend Alvey and all Alvey faculty and staff.

B. Every member in attendance at a general meeting shall be eligible to vote if a vote becomes necessary, provided that the member has paid dues prior to the vote.

Section 2: Dues

Annual dues shall be determined by vote at the last general meeting of the school year. Notification of annual dues shall be announced following the determination of dues through appropriate mail, e-mail, or web site postings and/or at the September general meeting.

ARTICLE VI: EXECUTIVE BOARD

The Organization shall have an Executive Board (the Board) comprised of the following positions: President, Vice President, Secretary, Treasurer, and Member-at-Large.

Section 1: Election of Board Members

A. In April of each year, notification of open positions will be sent out to the school community.

B. Election of Board positions will occur at the May meeting. Transition of the incoming Board will be complete by the end of the current school year. The financial audit must be completed before transition to a new Treasurer.

C. Board members are elected for one year and may serve no more than two consecutive terms in the same office. The Treasurer may serve additional consecutive

terms when no other qualified individual runs for the position. No member can hold more than one Board position at a time.

D. If there is a vacancy in the office of President, the Vice President will become the President. At the next meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 2: Duties

A. President

The President shall be responsible for presiding over all meetings of the Board and general membership and for developing the meeting agenda, taking into consideration input from the Board and members. The President shall serve as the primary contact with the Principal and shall coordinate the work of the Board, members, and volunteers so that the purpose of the Organization is served.

B. Vice President

The Vice President shall assist the President and carry out the President's duties in his or her absence. In accordance with ARTICLE VI Section 1.D, the Vice President shall become President if a vacancy of that office occurs.

C. Secretary

The Secretary shall be responsible for maintaining all necessary paperwork regarding the Organization's non-profit status, bylaws, and Articles of Incorporation. The Secretary shall also keep all records of the Organization, record the minutes of all meetings, prepare and post the agendas for each meeting, keep records of the membership, bring necessary records to meetings, and perform all other administrative duties as necessary.

D. Treasurer

The Treasurer shall have custody of all the funds of the Organization and shall keep a full and accurate account of receipts and expenditures. In accordance with the budget adopted by the Organization, the Treasurer shall make disbursements as authorized by the Board. The Treasurer shall present a financial statement at every meeting. The

Treasurer shall be responsible for the maintenance of such books of account and records as to conform to the requirements of ARTICLE VII of these bylaws.

E. Member-at-Large

The Member-at-Large shall attend Board meetings to ensure the purpose of the Organization is served and shall perform duties as determined to be necessary by the Board.

ARTICLE VII: FUNDS

Section 1: Controls

The Organization's operating funds shall be obtained from monies collected by membership dues and other fundraising activities. The following controls will prevail:

A. The Treasurer may make payment for authorized activities within the amounts established by the approved budget;

B. Funds collected for a specific project must be accounted for separately in the PTO accounts ledger;

C. Fundraising efforts must comply with current Prince William County School Board policies and regulations, and in accordance with all federal and state laws related to nonprofit organizations under Section 501(c)(3);

D. All fundraising activities will be approved and supervised by the Board and carried out by the designated representative(s). Designated representatives are to follow any written instructions issued by the Board.

Section 2: Disbursement of Funds

All disbursements will be made by check or electronic transfer. All disbursements must be supported by an invoice, be of a recurring nature approved by the Board, or be approved by a resolution of the Board with a copy of the resolution supporting the disbursement. No petty cash funds shall be established. Any previously authorized cash expenditures made by member are to be reimbursed in a timely fashion, provided that there is adequate documented support for the expenditure. No person may approve or issue funds to themselves.

Section 3: Annual Audit

The Treasurer's accounts shall be examined by an independent auditor chosen by the Board to obtain an independent review at the end of the school year.

Section 4: Dissolution of the Organization

Upon dissolution of the Organization, all remaining monies held will be turned over to J.W. Alvey Elementary School to use at its discretion. The Organization may be dissolved with previous notice of at least 14 days and by a two-thirds vote of those present at the meeting.

ARTICLE VIII: MEETINGS

Section 1: General Meetings

Each June, the newly elected Board will determine and publish the meeting dates and times for all general meetings for the following year. A notice of no less than 15 days prior to the meeting shall be given to the general membership. Reading of the Treasurer's report shall occur at each general meeting. The Organization must schedule at least six general meetings during the school year.

Section 2: Special Meetings

Special meetings may be called by any member of the Board with a minimum of 10 days prior notification to the general membership.

Section 3: Quorum

Those in attendance constitute a quorum for the transaction of business and any meeting of this PTO.

ARTICLE IX: LIMITS OF LIABILITY AND INDEMNITY

Section 1: Liability

No person shall be liable to the Organization for any loss or damage suffered by it on account of any action taken or omitted to be taken by him/her as a Board member, member, or volunteer of the Organization if such person 1) exercised and used the same degree of care and skill as a reasonable person would have exercised and used under the same circumstances and in the conduct of his or her own affairs, or 2) took or omitted to take such action in reliance upon advice of counsel for the Organization or upon statements made or confirmation furnished by Board members, members, or volunteers which he or she had reasonable grounds to believe. The foregoing shall not be exclusive of other rights and defenses to which he or she may be entitled as a matter of law.

Section 2: Indemnity

Each Board member, whether or not then in office, shall be held harmless and indemnified by the Organization against all claims and liabilities and all expenses reasonably incurred or imposed upon him/her in connection with or resulting from any action, suit, or proceeding, civil or criminal, or the settlement or compromise thereof, to which he/she may be made party by reason of any action taken or omitted to be taken by him/her as a member of the Organization, in good faith, if such person, in the opinion of a court or by the Board 1) exercised and used same degree of care and skill as a reasonable person would have exercised and used under the circumstances in the conduct of his/her own affairs, or 2) took or omitted to take such action in reliance upon advice of counsel for the Organization or upon statements made or information furnished by any members of the Organization which he/she had reasonable grounds to believe.

ARTICLE X: ELECTRONIC MEDIA

All communications shall be in compliance with PWCS R295-1 and R295-2.

ARTICLE XI: AMENDMENTS

A. A vote for this constitution shall cause it to be in effect for the life of the Alvey PTO.

B. These bylaws may be amended at any regular meeting of the PTO by two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least seven (7) days in advance of the vote.

C. By two-thirds vote of the Board, a standing committee may be appointed to review the existing bylaws and, if needed, submit a revised set of bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XII: NONPROFIT PURPOSES

Section 1: IRC Section 501(c)(3) Purposes

This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, 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.

Section 2: Specific Objectives and Purposes

The specific objectives and purposes of this corporation shall be to aid the students, faculty, and staff of the J.W. Alvey Elementary School in their educational and recreational needs, through fundraising and family activities. We will promote open communication between the administration, faculty, parents and/or legal guardians.

ARTICLE XIII: FISCAL YEAR

The fiscal year of the PTO shall begin July 1st and end June 30th. All transactions must be completed and all receipts must be turned in for reimbursement before the end of the fiscal year.

Bylaws of the J.W. Alvey Elementary School PTO
of Haymarket, Virginia
Approved, as amended, in accordance with ARTICLE XI
on _____, 20_____,
as certified by the following Board members in attendance:

Signed: _____

Position: _____

Signed: _____

Position: _____

Signed: _____

Position: _____

Signed: _____

Position: _____

Signed: _____

Position: _____