

BYLAWS of
HUTTON ELEMENTARY SCHOOL PARENT TEACHER GROUP
A Washington Nonprofit Corporation

Article I – Name

The name of the organization is Hutton Elementary School Parent Teacher Group, a nonprofit corporation incorporated under the laws of the State of Washington.

Article II – Purpose

The purpose of Hutton Parent Teacher Group (PTG) is to enhance and support the educational experience at Hutton Elementary school, to foster closer relationships among students, parents and teachers, and to improve the school environment through volunteer and financial support.

Article III – Members

Section 1. Members. All parents and guardians of Hutton Elementary school students, plus the Principal and all staff at Hutton Elementary School, are automatically members of Hutton PTG. There are no membership dues unless established under Section 2. Members have voting privileges, one vote per household.

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

Article IV – Board of Directors

The Board of Directors of the PTG consists of the six officers elected to the Executive Board for each school year.

Article V – Officers and Elections

Section 1. Officers. The Officers shall be President, Vice-President, Secretary, Treasurer, Vice-Treasurer and Member-at-Large.

- a. President. The President shall preside over meetings of the PTG and Executive Board, serve as the primary contact for the Principal, represent the PTG at meetings outside the PTG, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees 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 or inability to serve. The Vice-President shall be the nominating Committee's nominee for President in the second year that the President serves or if the President announces his or her departure.
- c. Secretary. The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The Secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d. Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, pay out funds in accordance with the approval of the Executive Board, and prepare and file all required fiscal year-end tax reports. He or she 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.
- e. Vice-Treasurer. The Vice-Treasurer shall assist the Treasurer and carry out the Treasurer's duties in his or her absence or inability to serve. The Vice-Treasurer shall be the nominating Committee's nominee for Treasurer in the Treasurer's second year or if the Treasurer announces his or her departure.
- f. Member-at-Large. The Member-at-Large represents the membership of the community on the board. He or she will be responsible for oversight of social media and assist other officers in carrying out duties as needed. This position can be left vacant if unavailable to find someone to fill.

Section 2. Nominations and Elections. Elections will be held in May at the second to last regular meeting of the school year, which is also the annual meeting of the PTG. The nominating Committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if the slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for one year, beginning August 1 and ending July 31 of the following 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 5. Vacancies. If there is a vacancy in the office of President or Treasurer, the Vice-President or Vice-Treasurer will become the President or Treasurer. At the next regularly scheduled meeting, a new Vice-President or Vice-Treasurer will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the new regular meeting.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, the Principal of Hutton Elementary or his/her designee, a Member-at-Large elected by the general membership at the annual meeting, and the Past-President. The Past-President is a non-voting member of the Executive Board. The Member-at-Large position may be left vacant if a candidate cannot be found.

Section 2. Past-President. The position of Past-President shall be held by the person who served as the President in the term immediately preceding the current President. The Past-President shall advise the President and the Executive Board on procedures and issues on which he or she has unique knowledge and provide support to the President in the transition process.

Section 3. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, keep all corporate filings and licenses current with the Washington Secretary of State, and prepare reports and recommendations to the membership.

Section 4. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the President.

Section 5. Quorum. Half the number of board members plus one constitutes a quorum.

Section 6. Removal of Officers. An Officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Article VII – Meetings

Section 1. Regular Meetings. The regular meeting of Hutton PTG shall be on the fourth Tuesday of each month during the school year at 6:30 p.m., or at a time and place determined by the Executive Board at least one month before the meeting. The PTG's annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The Secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer.

Section 3. Voting. Each member in good standing in attendance at a PTG meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 4. Quorum. The Quorum shall be seven (7) members of the PTG who are present and voting.

Section 5. Notice. For all actions in these bylaws and in the Articles of Incorporation requiring notice to members, publication in the Hutton Elementary School newsletter shall be the same as written notice or “flyer.”

Article VIII – Committees

Section 1. Membership. Committees may consist of members and officers, with the President acting as an ex officio member of all committees.

Section 2. Standing Committees. The standing committees shall be set forth in the standing rules.

Section 3. Additional Committees. The Executive Board may appoint additional committees as needed.

Article IX – Finances

Section 1. Budget. A tentative budget shall be drafted in the spring of each year for the following school year and approved by a majority vote of the members present at the annual meeting in May.

Section 2. Records. The Treasurer shall keep accurate records of any disbursements, income, and bank account information. All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The Treasurer shall prepare and file all required end of fiscal year tax reports. The PTG shall arrange an independent review of its financial records each year.

Section 3. Banking. All funds shall be kept in a checking account in the name of Hutton Parent Teacher Group, requiring two signatures of the Executive Board other than the Treasurer and held at a local financial institution.

Section 4. Expenditures. All disbursements of PTG funds shall be approved by the Executive Board in accordance with the annual budget approved by the membership. Members of the Executive Board shall have the authority to spend up to \$100.00 as specified in the Standing Rules. Non-budgeting expenses up to \$3,000.00 may be authorized by majority vote of the Executive Board and the expenditure must be reported to the members at the next regular meeting. Non-budgeted expenses over \$3,000.00 must be approved by the general membership.

Section 5. Financial Statement. The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Executive Board.

Section 6. Dissolution. 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 in accordance with the Articles of Incorporation and as required of organizations exempt from tax under Internal Revenue Code Section 503(c)(3) or any corresponding section of the IRC.

Section 7. Fiscal Year. The fiscal year of Hutton PTG begins July 1 and ends June 30 of the following year.

Section 8. Contracts. Authority to sign contracts is limited to the President or the President's designee.

Section 9. Conflict of Interest. All officers, directors, and members shall avoid even the appearance of impropriety regarding conflicts of interest in conducting the business of the Hutton PTG. At all times possible, the Executive Board shall avoid entering into agreements or transactions that inure any benefit, financial or otherwise, to an officer or director of the PTG and shall conform to state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. The purpose of this 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 PTG or might result in a possible excess benefit transaction. In the case that an Executive Board member may be asked to participate in a transaction or agreement with benefit, the ask will be offered to the community via email, and if no others wish to fulfill the request, the community will vote at the next meeting to approve the Executive Board member to fulfill the request.

Article X – Parliamentary Authority

Robert's Rules of Order shall govern meeting when they are not in conflict with the organization's bylaws.

Article XI – Standing Rules

Standing rules may be approved and amended by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Article XII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. In the event of dissolution of Hutton PTG, any funds remaining shall be donated to Hutton Elementary School in accordance with Article V of the Articles of Incorporation.

Article XIII – Amendments

Amendments to the bylaws may be proposed by any PTG member. Amendments presented at a PTG meeting shall be considered for voting at a subsequent meeting. Notice must be given in writing at the prior meeting and then sent to all members of the PTG by the secretary. Notice

may be given by flyer. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

These bylaws were adopted on (MM/DD/YY).

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