



BYLAWS OF THE TRAIL WIND ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE I: NAME, DESCRIPTION AND PURPOSE

Section 1: NAME

The name of this organization is the Trail Wind Parent Teacher Organization (TW-PTO), INC. Boise, Idaho.

Section 2: DESCRIPTION

TW-PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE

The purpose of TW-PTO is to enhance and support the educational experiences at Trail Wind Elementary School (TWES), to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at TWES through volunteer and financial support.

Section 4: POLICIES

TW-PTO shall be noncommercial, nonsectarian, and nonpartisan. TW-PTO shall not enter into memberships with other organizations without the approval of the membership. TW-PTO shall not endorse in any political candidates or campaigns, except for those directly impacting the Boise School District (ie. bonds). TW-PTO must not distribute funds to any individual officers, or members except in the case of reasonable reimbursement. TW-PTO, as well as its members, must uphold all rules and policies of Boise School District.

ARTICLE II: MEMBERSHIP

TW-PTO will consist of three (3) types of membership: General Membership, Active Membership, and Executive Board Membership.

Section 1: GENERAL MEMBERSHIP

Membership to TW-PTO is granted to all parents and guardians of students enrolled at TWES, as well as all staff at TWES. There are no membership dues. All General Members (GM) are eligible to vote.

Section 2: ACTIVE MEMBERSHIP

An Active Member (AM) of TW-PTO is defined as a member who has attendance at 30% General Meetings of TW-PTO and who has volunteered more than two (2) hours of time with TW-PTO or at TWES during the current school year. AMs are eligible to vote and to run for Executive Board Positions except for that of President.

Section 3: EXECUTIVE BOARD MEMBERSHIP

An Executive Board Member (EBM) of TW-PTO is defined as a member who has been elected to an executive board position, the Principal (or his/her designee) and the four (4) appointed Chairpersons of Standing Committees (CSC).

Section 4: TERMINATION

Membership to TW-PTO may be revoked, in accordance to the process of termination outlined below, from any member who makes threats to any member of the TWES community, practices slander of TWES teachers, our school, TW-PTO, or our sponsors, or acts in a way that distracts from TW-PTO's intent to support and enhance the environment at TWES, either in person, over email or on social media.

Section 5: PROCESS OF TERMINATION

1. Member will receive written notice of misbehavior signed by the President and the Principal.
2. If behavior continues, Member will receive written notice that their membership has been terminated signed by the President and the Principal. Termination of membership will be announced at the next general meeting and voting rights will be revoked for the remainder of the school year.

For Reference

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ARTICLE III: AUTHORITY AND DUTIES OF OFFICERS

Section 1: EXECUTIVE BOARD

The Executive Board (EB) shall consist of six (6) elected EBMs; President, 1st Vice President, 2nd Vice President, Recording Secretary, Communications Secretary and Treasurer as well as the four (4) appointed CSC and the TWES Principal (or his/her designee).

Section 2: ELECTIONS

Part 1: Election

Elected EBMs shall be elected at the General TW-PTO Meeting held in May of the school year prior to the term of service, except for the President who will be up for election every other year.

Part 2: Election Committee Formation

An Election Committee shall be formed, consisting of the Membership Chairperson, an Elected EBM, an AM, and the Principal will be formed at the March General TW-PTO meeting. The Membership Chairperson is in charge of finding volunteers to form this committee. The President shall not serve on the Election Committee.

Part 3: Finding Nominations

The Election Committee shall advertise for nominations for all officer positions from the general membership. The Election Committee shall investigate each nomination to ensure that the nominee meets qualifications set out in Article III, Section 4.

Part 4: Special Election Meeting

If there are positions with more than one eligible candidate the Election Committee can call a special election meeting. The purpose of this meeting is for the membership to have a chance to ask questions of prospective candidates and for candidates to make their statement as to why they want to serve as an EBM.

Part 5: Running of the Election

The election shall be the first order of business at the May General TW-PTO Meeting. Election Committee shall present the list of nominees at the May General TW-PTO Meeting in the form of a ballot. The Election Committee should present each candidate and call for the vote. Votes will be accepted from the beginning of the meeting to the

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end of the meeting. Members must be present to vote, voting by proxy will not be allowed. Election Committee shall collect and count votes and announce the list of new Elected EBMs. If a member of the election committee is running for office, they may not be present to count votes and the President may appoint an AM not running for office to take their place. Elected EBMs will be elected by simple majority vote. All those who are on the ballot must be present at the election, unless unavoidable circumstances prevent their presence and they have informed the election committee of their absence prior to the election. If the President is up for re-election the meeting shall be run by the Principal.

Part 5: Materials are the Responsibility of the Election Committee

Only the Election Committee will produce literature on the election, including advertising of the election and bios of the candidates. Nominee will forfeit right of election if they use social media to influence the election.

Section 3: TERMS OF OFFICE

The terms of office shall be one year, beginning July 1 and ending on June 30 of the following year, except for the President who shall serve a two (2) year term. Elected EBMs may complete no more than two (2) consecutive terms in any one position, unless there is no other qualified member. If asked by the New President elect the former President may serve in an advisory capacity to the EB as an EBM for one year following their term.

Section 4: QUALIFICATIONS

Executive Board Offices, Except President: Any AM of TW-PTO may run for election to the Executive Board Offices of TW-PTO, except for the Office of President of TW-PTO.

President of TW-PTO: Any current or previous EBM may run for election to the office of President of TW-PTO.

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Section 5: DUTIES

Executive Board:

- Develop the TW-PTO's annual budget
- Establish and oversee committees to conduct the work of TW-PTO,
- Establish fundraising programs
- Receive financial report from Treasurer
- Fill vacancies in office
- Report to General Membership notes from Executive Board Meetings
- Plan the TW-PTO Annual Meeting in May which includes elections
- Approve by majority vote of the EBMs unbudgeted expenditures of no more than \$300.

President:

- Preside at general PTO meetings and Executive Board meetings.
- Serve as the official representative of TW-PTO.
- Be a member of all committees except the election committee.
- Have power to sign and execute bonds, contracts, and obligations in the name of TW-PTO with the support of the Board or Membership.
- Assist with the transition of the new officers following an election, if requested.

1st Vice President:

- Perform the duties of the President in the absence or inability of that officer to serve.
- Oversee the fundraising of the organization.
- The 1st Vice President will take the place of President for the remainder of the term should the President resign or be terminated.

2nd Vice President:

- Oversee the recruitment chairpersons and volunteers for fundraisers and other events hosted by TW-PTO.
- Assist the 1st Vice President as needed.

Recording Secretary:

- Record and distribute notes of all EB meetings and general TW-PTO meetings.
- Be prepared to refer to notes of previous meetings.
- Keep a current copy of TW-PTO Bylaws, EIN, and other pertinent documents.

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Communications Secretary:

- Manage communications, marketing and public relations for TW-PTO, including but not limited to TW-PTO newsletters, website, social media, and bulletin boards.

Treasurer:

- Serve as custodian of TW-PTO's finances.
- Collect revenue, pay authorized expenses, and manage all financial records.
- Keep all membership informed of expenditures as they relate to the budget.
- Present a financial statement at every meeting of TW-PTO.
- Prepare budget presentation for approval at the September General Membership Meeting.
- Have the accounts audited annually by an independent party.

Section 6: CHAIRPERSONS AND COMMITTEES

Chairpersons shall be appointed by a majority vote of the EBMs to take leadership roles of committees and fundraisers. Chairpersons shall be invited to all executive board meetings although their attendance is not required. Each chairperson is responsible for filing an annual report with the Executive Board.

Standing Committees

1. Membership- Maintains the list of current active members. In the spring, this chairperson will form and Chair the Election Committee.
2. Teacher Appreciation- Handles the arrangement of activities to show thanks to our teachers and staff.
3. Art Parent- Organize, train and facilitate volunteers to carry out art education in the school in accordance to the Boise School District curriculum and the goals of the Principal. Organize annual Art Night.
4. Yearbook- Handles accumulation of photos and design and printing of the yearbook. In charge of selling and delivering yearbooks.
5. Spiritwear- Organize and execute orders for spiritwear.

Special Committees

Special committees, such as the Election Committee, are created by the EB to serve a specific purpose and a limited time. A special committee will be dissolved when its work is completed and its final report (stating funds used, profits and ideas for improvement) is presented to the membership.

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Section 7: BOARD MEETINGS

The EB shall meet monthly during the school year, or at the discretion of the President. Meetings shall include tasks that support the duties of the EB as listed in Article III, Section 5.

Section 8: RESIGNATION

An EBM who wishes to resign shall provide written notice to the Recording Secretary, resignation is effective immediately upon receipt.

Section 9: TERMINATION

An EBM can be removed from office for failure to fulfill his/her duties or any behaviors listed in Article II, Section 4 by majority vote of the Executive Board. Process of termination shall follow the same process as outlined in Article II, Section 5.

Section 10: VACANCY

If a vacancy occurs on the Executive Board the President shall appoint an AM of TW-PTO as a nominee for the position. Nominee will be elected with a majority vote by the Executive Board.

Section 11: REIMBURSEMENT

EBMs shall serve without compensation with the exception of reasonable expenses with prior approval which were incurred and will be reimbursed with proper documentation. All members will be granted reimbursement in this way.

Section 12: PROGRAM/ FUNDRAISING CONSIDERATION

Any member of TW-PTO who wishes to submit a proposal for a program or fundraiser must submit a Program Proposal and/or Fundraising Proposal Form to the Recording Secretary. The Recording Secretary will then place the Program/Fundraiser on the agenda for the next meeting. Proposals needing less than \$300 will be voted on at the next Executive Board meeting. Proposals needing \$300 or more will be voted on at the next general PTO meeting. Majority vote is needed to approve the Program/Fundraiser.

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ARTICLE IV: GENERAL MEMBERSHIP MEETINGS

Section 1: GENERAL PTO MEETINGS

General PTO meetings will be held to conduct the business of TW-PTO. Meetings should be held monthly or at the discretion of the Executive Board. Members shall receive at least one (1) week notice of all scheduled meetings or changes to scheduled meetings. President shall call a special meeting at the written request of ten (10) TW-PTO Members.

Section 2: QUORUM

The minimum amount of members to be present for voting on business shall be two (2) board members and five (5) general members. In the absence of quorum voting must be postponed until the next meeting. If quorum is not met at the second meeting, quorum can be waived by the President so that business can continue.

Section 3: VOTING

All members of TW-PTO may participate in the business (introducing business, debating, voting) of TW-PTO if they are present at the meeting. Voting by proxy and absentee voting are prohibited. Decisions will be made based on majority vote except dissolution (Article VI) and no-notice amendments to the bylaws (Article VII).

Section 4: FUNDS REQUESTS

As members of TW-PTO teachers and staff can request funds from the PTO by the process laid out below. The budget shall contain a set amount of funds for funds requests, when all of the funds are used funds requests will no longer be accepted for the remainder of the school year.

Process of Request for Funds

1. Teacher shall submit a Funds Request form to the Principal one week prior to the Executive Board Meeting, so that the Principal may present the Funds Request to the EB.
2. Teacher or Principal must be present at the following General TW-PTO meeting to present their request to the membership.
3. Membership will vote on the funds request, with a majority vote authorizing the use of the funds.

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ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR

The fiscal year of TW-PTO is July 1st through June 30. The fiscal year must be on file with the IRS and cannot be changed without notification to the IRS.

Section 2: BOOKS AND RECORDS

Accurate books of the activities and transactions of TW-PTO will be kept including a records book with a copy of the Certificate of Incorporation, a copy of these Bylaws, and all notes taken at Executive Board Meetings and General TW-PTO Meetings.

Section 3: LOANS

No loans shall be made by TW-PTO to its GMs, AMs, or EBMs.

Section 4: BANKING

All funds are to be kept in a checking account in the name of TW-PTO, requiring two signatures of elected EBMs and held at a local financial institution or in the Boise Schools Foundation Account. All funds must be deposited within thirty (30) days of receipt by the treasurer.

Checking Account: Must be held at a local banking institution in the name of TW-PTO. Requires the signature of the President and the Treasurer for transactions to withdrawal funds.

Boise Schools Foundation Account: Requires the Principal and the President or Treasurer to sign for withdrawals from the account.

Section 5: REPORTING

All financial activity must be recorded in a computer based accounting system. The Treasurer must reconcile and report all financial activity monthly. TW-PTO Treasurer must arrange an independent review of its financial records each year.

Section 6: ENDING BALANCE

There shall be a minimum of \$1500 for beginning of year costs for the following fiscal year in the checking account and a minimum of \$500 in the Boise Schools Foundation account. There shall be no more than \$3000 in the checking account and no more than

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\$2000 in the Foundation account at the end of the fiscal year, unless funds have been allocated for a specific purpose by the General Membership of TW-PTO.

Section 7: CONTRACTS

Authority to sign contracts is limited to the President, or the President's designee.

ARTICLE VI: DISSOLUTION

In the event of dissolution of TW-PTO, any funds remaining are to be donated to TWES. The Board must vote for dissolution with a two-thirds ($\frac{2}{3}$) majority, to present dissolution to the General Membership. The General Membership must vote for dissolution with a two-thirds ($\frac{2}{3}$) majority and quorum.

ARTICLE VII: AMENDMENT OF BYLAWS

These Bylaws shall be reviewed at the first Board Meeting of each school year for consideration of addition, deletion or revision of any article. These Bylaws may be amended by majority vote of the membership provided twenty (20) days prior notice is given, or if no such notice is given a two-thirds ($\frac{2}{3}$) vote.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on (01/10/2019)

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