

**BYLAWS OF LAKEWAY ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION**

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**ARTICLE I. NAME**

The name of this organization shall be the Lakeway Elementary School Parent Teacher Organization "LWE PTO."

**ARTICLE II. PURPOSE**

The purpose of the organization shall be to aid the students and staff of Lakeway Elementary School by providing support for their educational and recreational needs; and to promote open communication and foster relationships between the administration, staff, parents, and the community.

**ARTICLE III. BASIC POLICIES**

Section 1. This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 2. The organization shall be noncommercial, nonsectarian, and nonpartisan. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the organization.

Section 3. The organization shall not, directly or indirectly, participate or intervene, in any way, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. In the event of the dissolution of this organization, any funds remaining in the treasury shall be donated to Lakeway Elementary School to be used for the benefit of the school.

**ARTICLE IV. MEMBERSHIP AND DUES**

Section 1. Any individual who supports the purpose and basic policies of the organization, as set forth in its bylaws, may become a member upon payment of annual dues. Membership in the organization shall be available without regard to gender, race, color, creed, religion, or national origin.

Section 2. No individual shall be denied membership due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers.

Section 3. The organization shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 4. The organization's Executive Committee shall determine annual dues in May of each year according to the needs of the organization, to be ratified by the Board of Directors.

Section 5. Holding office, making motions, and voting shall be limited to members of the organization whose annual dues have been paid, waived or whose membership has otherwise been accepted in accordance with Article IV, Section 2.

**ARTICLE V. EXECUTIVE OFFICERS AND THEIR ELECTION**

Section 1. Officers of this organization shall consist of President, First Vice President/Aide to the President, Second Vice President /Volunteer Coordinator, Third Vice President/Fundraising Coordinator, Fourth Vice President/Programs Coordinator, Secretary, and Treasurer.

Section 2. Nominations for officers shall be made by a Nominating Committee of at least three (3) members appointed by the Executive Committee in January of each year. It shall be the duty of this Committee to nominate candidate(s) for each elected office at the March regular meeting. The Committee will submit the names of the candidates to the organization's membership prior to this meeting. Additional nominations may be made from the floor of the March regular meeting. Nominations will be closed at this meeting. The consent of each candidate must be obtained before his or her name is placed in nomination. The Nominating Committee will assist the incoming Executive Committee in filling the appointed officer positions and committee chairs.

Section 3. Officers shall be elected by ballot at the April regular meeting. If there is but one candidate for each office, the ballot may be dispensed with and the election may be made by voice. These officers shall serve for a term of one (1) year and shall assume their official duties at the close of the last regular meeting of the school year.

Section 4. No officer of the organization shall hold more than one (1) elected office at a time or shall be eligible to hold the same office for more than two (2) consecutive years, unless no other candidate is nominated.

Section 5. A vacancy occurring in an office shall be filled by a majority vote of the members present at the next regular meeting; previous notice of such election shall be given. If a regular meeting is not scheduled within thirty (30) days of such vacancy, the Board of Directors shall have the option of nominating and electing a candidate for such office at their next meeting.

**ARTICLE VI. DUTIES AND RESPONSIBILITIES OF OFFICERS**

Section 1. The President shall:

- a. preside at all meetings of the organization, Board of Directors, and the Executive Committee;
- b. coordinate the work of the officers and committees of the organization in order that the purpose may be promoted;
- c. appoint chairpersons for all committees and serve as an ex-officio member of all committees, except the Nominating Committee;
- d. have previously served on a board of any parent teacher organization;
- e. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 2. The First Vice-President/Aide to the President shall:

- a. aid the President and perform the duties of the President in the absence of that officer;
- b. act as aid to the President;
- c. serve as Parliamentarian;
- d. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 3. The Second Vice-President/Volunteer Coordinator shall:

- a. aid the President;
- b. act as coordinator of volunteer resources;
- c. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 4. The Third Vice-President/Fundraising Coordinator shall:

- a. aid the President;
- b. act a coordinator of all fundraising events and activities;
- c. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 5. The Fourth Vice-President/Programs Coordinator shall:

- a. aid the President;
- b. act as coordinator of all programs and special events;
- c. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 6. The Secretary shall:

- a. record, transcribe, copy, and distribute minutes of all meetings of the organization, Board of Directors, and Executive Committee;
- b. maintain a list of members, committees, and committee members;
- c. be the custodian of all the official books, records, correspondence, meeting notices, programs, announcements, and documents, except the financial books and records;
- d. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 7. The Treasurer shall:

- a. receive and disburse monies of the organization;
- b. keep accurate records of receipts and expenditures;
- c. present a statement of account at every meeting of the organization, Board of Directors, and Executive Committee;
- d. submit the books annually, or upon change of Treasurer, for review by the Audit Committee, who, if satisfied that the books are correct, shall sign a statement of that fact and file this report with the Treasurer's books;
- e. prepare and file such forms as required by the Internal Revenue Service or other tax agencies;
- f. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

## **ARTICLE VII. MEETINGS**

Section 1. The organization shall hold a regular meeting monthly during the school year. The dates, time, and place of such meetings will be determined by the Executive Committee in accordance with the school calendar. Notice of these meetings shall be made known to the membership of the organization.

Section 2. The regular meeting in April shall be known as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special Meetings of the organization may be called by the President or by a majority vote of the Executive Committee. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

Section 4. Those persons present at a properly called regular meeting or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization, with a minimum of five (5).

## **ARTICLE VIII. THE BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the elected officers, appointed officers, and committee chairpersons of the organization, the Principal of the school, and/or faculty representatives. Members of the Board of Directors shall serve for a term of one (1) year.

Section 2. The duties of the Board of Directors shall be:

- a. to transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization's members;
- b. to approve the plans of work of any Standing and Special Committees;
- c. to approve the annual budget and any amendments to the budget;
- d. attend all meetings of the organization;
- e. to approve and participate in the organizations fundraisers; and
- f. to perform such other duties as specified in these bylaws or by vote of the organization's members.

Section 3. The Board of Directors shall meet monthly at the regular meeting to conduct business of the organization. The dates, time, and place of such meetings will be determined by the Executive Committee. Special Meetings of the Board of Directors may be called by the President or shall be called by written request of five (5) or more members. Five (5) members of the Board of Directors shall constitute a quorum.

Section 4. Upon expiration of term of office or in case of resignation, each elected or appointed officer and committee chairperson shall turn over to the President, without delay, all books, records, materials, and money(s) pertaining to such office.

#### **ARTICLE IX. THE EXECUTIVE COMMITTEE**

Section 1. The organization's Executive Committee shall consist of the elected officers of the organization.

Section 2. The duties of the Executive Committee shall be:

- a. to transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the Board of Directors;
- b. to prepare and submit to the Board of Directors for approval a budget for the fiscal year;
- c. to establish priorities and prepare the agenda for all regular, special, and annual meetings;
- d. to set meeting dates for all regular, special, and annual meetings;
- e. to appoint the Nominating Committee;
- f. to appoint a qualified committee to audit the Treasurer's accounts;
- g. to appoint at least two (2) of the Elected Officers to act as designated check signers; and
- h. to perform such other duties as are specified in these bylaws or by vote of the organization's members.

#### **ARTICLE X. STANDING AND SPECIAL COMMITTEES**

Section 1. Standing Committees shall be established by the Board of Directors as may be required to promote the purpose and interests of the organization.

Section 2. Special Committees shall be appointed by the Executive Committee as may be required to promote the purpose and interests of the organization.

#### **ARTICLE XI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are consistent with these bylaws.

#### **ARTICLE XII. AMENDMENTS**

These bylaws may be amended at any regular meeting of this organization, by a two-thirds (2/3) vote of those present, provided that the amendment has been submitted in writing to the membership.