

# **BYLAWS OF THE WHAM PTO**

## **ARTICLE I — NAME**

The name of this organization is WHAM PTO (the “**PTO**” or “**WHAM PTO**”). The PTO is located at 2000 College Drive, Baton Rouge, Louisiana, 70808.

## **ARTICLE II — PURPOSES**

The mission of WHAM PTO is to create an energized and supportive environment for students, teachers and parents. By supporting the relationships between teachers and parents, WHAM PTO creates a stronger community, enables teachers to succeed in higher-level teaching, and offers students exceptional school experiences.

WHAM PTO shall accomplish its mission by:

1. Facilitating volunteer services to the teachers and school;
2. Fundraising to help provide needed resources for the school that fall outside of the school budget;
3. Fostering a sense of community for all parents, students and teachers; and 4. Facilitating communication between families, teachers, and the administration.

## **ARTICLE III - POLICIES**

**Section 1:** The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

**Section 2:** The policies of WHAM PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

**Section 3:** The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the mission of the PTO as set forth in Article II above.

**Section 4:** The WHAM PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

**Section 5:** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Article on Purposes hereof:

- a. notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code
- b. upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall

be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code; and

- c. the organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) 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.

## ARTICLE IV - FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

## ARTICLE V - MEMBERSHIP & DUES

**Section 1: Membership.** Any parent, guardian, or adult standing *in loco parentis* for a student at WHAM may be a member and have voting rights. The Principal and any teacher or staff member employed at WHAM may be a member and have voting rights. (one (1) voting right per family).

**Section 2: Dues.** Each household containing one or more members (as defined in Article V, Section 1) shall pay annual membership dues set by the Executive Board to the PTO. However, financial difficulties should not prevent anyone from becoming a member of the PTO. If a potential member desires to join WHAM PTO, but cannot pay the membership dues, they may contact the PTO Secretary and request to have their dues waived. Dues paid shall be good through the current fiscal year of the PTO.

**Section 3: Good Standing and Active Members.** Members in good standing who have read the bylaws and frequently attend regular scheduled PTO meetings have voting privileges as described in Article V, Section 1. An Active Member is a member in good standing and actively participates in at least one (1) committee. Only members in good standing (those who have paid their annual dues or have had the dues waived by the PTO Secretary at least fourteen (14) calendar days prior to a PTO meeting) shall be eligible to vote.

## ARTICLE VI - OFFICERS

**Section 1: Officers.** The officers of the PTO shall consist of an elected President, Vice President, Secretary, Treasurer, and Assistant Treasurer.

**Section 2: Eligibility.** Only members in good standing as set forth in Article V, Section 3, shall be eligible to serve in any Chair position. Only Active Members in good standing as set forth in Article V, Section 3, shall be eligible to serve in an Executive Board position. Any Active Member seeking to serve as President shall have served on the Executive Board for at least one (1) year.

**Section 3: Nominations & Elections.** Nominations for Officer positions shall be submitted at the last general membership PTO meeting of the school year by the Executive Board. At this meeting, additional nominations may also be made by the PTO membership from the floor.

Voting shall be by a show of hands. If more than one person is running for office, a vote by written or electronic ballot shall be taken.

**Section 4: Term of Service.** Officers shall be elected for a term of two (2) fiscal years by the general PTO membership. An individual may not serve more than two (2) consecutive years as an Officer in the same position. A person may hold only one (1) Officer position at a time. All Executive Board positions shall be approved by the School Administration prior to the start of the new school year.

**Section 5. Officer Vacancies.** In the event the PTO fails to fill all Officer positions at the last general membership meeting of the school year, the incumbent of the expiring term may remain in office for one (1) additional fiscal year or until an election of a new Officer at any subsequent general membership meeting. The incumbent may not remain in an official position for more than two (2) consecutive years.

**Section 6. President Vacancy.** Officers, in the designated order (Vice President, Secretary, Treasurer, Assistant Treasurer) shall perform the duties of the President in the President's absence or inability to serve temporarily. If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled general membership meeting, a new Vice President and any other vacant Officer positions will be elected. The Executive Board may appoint an interim Officer until the next regularly scheduled general membership meeting where nominations are submitted and an election can be held in accordance with Article VI, Section 3.

**Section 7: Compensation.** All Officers shall act in the best interest of the PTO. No Officer shall be compensated by the PTO for their service.

**Section 8: Attendance.** Each Officer shall attend Executive Board, Officer and general membership PTO meetings.

**Section 9: Contracts & Purchases.** No Officer shall secure any contract in the name of, or on behalf of, the PTO without the approval to do so by a vote of the Officers. Any approved purchases must be made within the budgetary restrictions.

**Section 10: Removal from Office.** Any Officer can be removed from office, with or without cause, by a two-thirds (2/3) majority vote at a general membership PTO meeting. Advance notice of the vote shall be given to the PTO membership at least two (2) weeks prior to the meeting.

## **ARTICLE VII - OFFICER DUTIES**

**Section 1: President.** The President shall:

1. Preside over all Executive Board meetings, Officer meetings, and general membership meetings of the PTO;
2. Serve as the primary contact for the Principal;
3. Represent WHAM PTO at city-wide meetings or other meetings outside of the organization as needed;
4. Spend no more than one hundred dollars (\$100) on any one item or combination of related items not included in the budget without the prior consent of the Officers;
5. Sign checks, notes, etc., in the absence of the Treasurer;
6. Appoint special committees as needed from time to time; and

7. Announce PTO general membership meetings to the school population at least two(2) weeks in advance of that meeting.

**Section 2: Vice President.** The Vice President shall:

1. Serve as an aide to the President;
2. Perform the duties of the President in his/her absence, resignation, or inability to serve;
3. Assist in the total coordination of all active committees and the PTO as a whole; and
4. Research, write, and solicit educational grants at the direction of the Executive Board.

**Section 3: Secretary.** The Secretary shall:

1. Maintain all records of the PTO, including a membership list, transactions, contracts, correspondence, and related documents;
2. Prepare each meeting's agenda with the approval of the President;
3. Record the minutes of the meetings of the Executive Board, Officer, and general PTO;
4. Maintain organized records from the planning of any event hosted by the PTO, which should be made available, upon request, to any Chair planning a similar event;
5. Hold a copy of the PTO Bylaws, meeting minutes and contracts entered into by or on behalf of the PTO, and make each available upon request to any PTO member;
6. Provide a copy of these Bylaws to each newly elected Executive Board member prior to the next Executive Board meeting or general membership meeting, whichever comes first, following their election; and
7. Turn over all records to the next Secretary to hold this position by the end of the fiscal year in which he/she serves.

**Section 4: Treasurer and Assistant Treasurer.** The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO;
2. Maintain up-to-date, accurate financial records of the PTO;
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions;
4. Provide a written or oral financial report of the receipts and expenditures at each PTO, Officer and Executive Board meeting and at other times upon request;
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies;
6. Pay all bills and disburse funds as authorized by the Officers;
7. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, if applicable, and maintain accurate records of such; and
8. Complete all financial updates by the close of the fiscal year and provide a full year-end report to the incoming Treasurer.

The Assistant Treasurer shall:

1. Assist the Treasurer in being the custodian of all funds belonging to the PTO;
2. Assist in maintaining an accurate record of all receipts and expenditures;
3. Assist the Treasurer in developing a budget;
4. Assist in audit of all invoices and receipts submitted for payment/reimbursement;
5. Fill in for the Treasurer when needed; and

6. Assist in year-end report to successor.

**Section 5. Officer Meetings.** Officers shall plan meetings from time to time to conduct necessary business in preparation for the regular PTO meetings. Officers are also responsible for preparing a proposed budget to be voted upon by the general membership at the first regular PTO meeting of the fiscal year.

## **ARTICLE VIII - EXECUTIVE BOARD**

**Section 1: Executive Board.** The Executive Board shall consist of the Officers, the WHAM Principal (or, in his/her absence, a representative designated by the Principal who may vote on his/her behalf), and a Teacher Representative appointed by the Principal to serve during the current fiscal year.

**Section 2: Principal and Teacher Representative.** The Principal and the Teacher Representative are not required to pay annual dues and shall each have one (1) vote at Executive Board meetings. The Principal acts as liaison between the school and the PTO and ensures that all PTO activities are in accordance with WHAM and East Baton Rouge Parish School System policies and procedures. The Teacher Representative acts as liaison between the WHAM teachers and the PTO and presents faculty and staff needs, offers recommendations and supplies the teachers' perspective.

**Section 3: Duties.** The Executive Board shall meet at least once annually prior to the first general membership PTO meeting of the school year to review the purposes, mission, and activities of the PTO and assure alignment of these goals with the annual budget. The Executive Board may meet again from time to time at the request of the Officers.

## **ARTICLE IX – MEETINGS**

**Section 1. General Membership Meetings.** WHAM PTO will hold regularly scheduled general membership meetings once every nine-week period (as designated by the current year East Baton Rouge Parish School System Academic Calendar) at WHAM, on a date and time pre established by the Executive Board. Proposed dates and times of the meetings shall be presented by the President at the first general membership PTO meeting of the school year, but may be adjusted as needed. Notice shall be given to the general membership at least two (2) weeks in advance of each general membership meeting.

**Section 2. Executive Board Meetings.** Executive Board meetings shall be held at WHAM on dates mutually agreed upon by the Officers, Principal and Teacher Representative.

**Section 3. Special Meetings of the PTO.** Special general membership meetings may be called at any time during the school year by the President or upon the written request to the Secretary by at least ten (10) PTO members in good standing. The objective(s) of such special meetings shall be set forth and presented to the PTO membership at least ten (10) days prior to the special meeting.

**Section 4. Officer Meetings.** Officer meetings may be in person or via conference or video and shall be held from time to time on dates mutually agreed upon by the Officers.

**Section 5. Quorum.** Any regular or special general membership meeting with fifteen (15)

members in good standing present constitutes a quorum. Any Executive Board meeting with four members present constitutes a quorum; *however*, one of the members must be either the Principal (or his/her designee) or the Teacher Representative. Three (3) Officers represent a quorum at Officer meetings. A quorum must be met in order for any vote to take place at any general membership, Officer, or Executive Board meeting.

**Section 6:** Elected Officers shall meet at least once between July 1st and the first general membership PTO meeting of the upcoming school year for the purposes of preparing a balanced budget proposal which will be presented at the first general membership PTO meeting of the school year. A vote shall be taken at that meeting as to either accept or amend the Officers' proposed budget.

## **ARTICLE X – FUNDS**

**Section 1. Use.** PTO funds shall be used for programs, events, and items that directly benefit WHAM students and teachers.

**Section 2. Income.** All funds raised for the PTO shall be documented and submitted to the PTO Treasurer within fourteen (14) days of receipt. All funds received by the Treasurer shall be deposited into the PTO bank account within seven (7) days of receipt by the Treasurer. Separate deposit receipts shall be maintained for funds received from each unique fundraising event.

**Section 3. Expenses.** Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within thirty (30) days of the incurred expense or by three (3) weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

**Section 4. Reporting.** An updated financial report shall be made available in printed or electronic form to a PTO member upon request.

**Section 5. Carry-Over.** The PTO is authorized to carry over funds from the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed forty thousand dollars (\$40,000), unless approved by a general membership vote and shall not roll over for more than three (3) years.

**Section 6. Ending Balance.** The organization shall leave a minimum of \$1,000 in the treasury at the end of the fiscal year.

## **ARTICLE XI - COMMITTEES**

**Section 1. Standing and Special Committees.** The following committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Social, PTO Communications, Room Parent, School Beautification, Recycling, Decorating, and Teacher Appreciation (collectively, the “**Standing Committees**”). Additional special committees may be formed at any time, either at the request of the President, Executive Board, or by a majority vote of the PTO membership.

**Section 2. Chairpersons.** Chairpersons (“**Chairs**”) of Standing Committees shall be elected

annually by the PTO membership. Officers and Chairs of the Standing Committees shall assist in the nomination of incoming Chairs of their respective committee. Nominations and elections will be submitted at the last general membership meeting of the school year. [Chairs of special committees shall be elected by the PTO membership at the next scheduled general membership PTO meeting following the creation of the special committee.] An Officer may also act as Chair of up to two committees.

**Section 3. Records.** Chairs of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO for future Chairs.

**Section 4: Committee Members.** Chairs may solicit and appoint additional members to serve on their respective committees as necessary.

**Section 5: Contracts & Purchases.** No Chair should secure any contract in the name or on behalf of the PTO without the approval to do so by a vote of the Officers. Any approved purchases must be made within the budgetary restrictions.

**Section 6: Term of Service.** A person may not serve as the Chair of the same committee longer than three (3) consecutive years.

**Section 7: Attendance.** Standing Committee Chairs are expected to attend PTO meetings to report on and facilitate the planning of the activities of his/her respective committee.

## **ARTICLE XII - COMMITTEE DUTIES**

**Section 1. Fundraising Chair.** The Fundraising Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Officers;
2. Prepare and execute fundraising projects as approved by the Officers;
3. Oversee and execute school-wide [non-cash] fundraising through savings programs from local and national businesses (i.e. Box Tops, Community Coffee Cash for Schools, etc.);
4. Solicit volunteers to assist with each fundraiser;
5. Report all fundraising activities, expenses, and profits at PTO meetings;
6. Maintain confidential records of all contributions; and
7. Maintain planning records of each fundraiser and pass these along to the PTO Secretary for permanent record keeping at the end of the fiscal year.
8. Time commitment estimated at 5 hours per month plus events.

**Section 2. Social Chair.** The Social Chair shall:

1. Plan and implement social activities open to all WHAM students and their families, such as a Fall Social, and Valentine's or Mardi Gras Social, etc.;
2. Coordinate not-for-profit grade-level events (at least one event per grade-level per fiscal year) for students and their families with the primary purpose of building community and fostering relationships between WHAM families;
3. Plan and coordinate volunteers to serve refreshments and facilitate school tours at the Fall Magnet Open House and Spring Pre-K Open House;
4. Coordinate the Grandparent/Special Friend Day reception, 5<sup>th</sup> Grade Recognition

- Reception and other events during the school year where visitors are invited to campus;  
and
5. Maintain planning records for the Social committee which should be given to the PTO Secretary for permanent record keeping at the end of each fiscal year.
  6. Time commitment estimated at 5 hours per month plus events.

**Section 3. Room Parent Chair.** The Room Parent Chair shall:

1. Solicit volunteers for a minimum of one Room Parent per classroom and maintain records (i.e. name, phone, email) to contact these individuals;
2. Coordinate and review with the Room Parents their responsibilities; including requesting parental consent forms for student photos and the PTO Directory, if any; supporting the teacher with class parties; and recruiting parent volunteers to assist at various PTO events (including but not limited to Teacher Appreciation monthly luncheons and end of year grade-level parties); and
3. Maintain planning records for the Room Parent committee which should be given to the PTO Secretary for permanent record keeping at the end of each fiscal year.
4. Time commitment estimated at 2 hours per month plus events.

**Section 4. PTO Communications Chair.** The PTO Communications Chair shall:

1. Work to build and maintain the PTO website;
2. Work closely with Officers and Chairs to publicize WHAM PTO events in a variety of platforms (such as monthly newsletters, flyers and App push notifications) as requested by the Officers or Executive Board;
3. Complete projects (such as monthly newsletters, promotional flyers) within a time limit set forth by Executive Board; and
4. Maintain planning records for the PTO Communications committee which should be given to the PTO Secretary for permanent record keeping at the end of each fiscal year.
5. Time commitment estimated at 2 hours per month.

**Section 5. School Beautification Chair.** The School Beautification Chair shall:

1. Work with a faculty member to assist with planning garden clean-up days (at least one in the Fall and one in Spring) to help maintain the Metamorphosis Garden and WHAM grounds;
2. Work with faculty members to assist with planning and executing school beautification projects;
3. Recruit volunteers when needed throughout the year for school beautification and grounds and garden maintenance;
4. Coordinate with any landscaping companies to assist with grounds work when approved by the Executive Board; and
5. Maintain planning records for the School Beautification committee which should be given to the PTO Secretary for permanent record keeping at the end of each fiscal year.
6. Time commitment estimated at 1 hour per month plus events.

**Section 6. Teacher Appreciation.** The Teacher Appreciation Chair shall:

1. Plan teacher appreciation activities throughout the year;
2. Plan Teacher Appreciation Week (“**TAW**”) activities to be held in the spring of each year, the purpose of which is to celebrate and thank the WHAM faculty and staff for their



- service during the school year;
- 3. Work with the PTO Communications committee to promote Teacher Appreciation parent and student involvement;
- 4. Coordinate volunteers and secure donations for Teacher Appreciation activities; and 5. Maintain planning records for the Teacher Appreciation committee that could help with future planning [such as theme information, budget data and schedule of events], which should be given to the PTO Secretary for permanent record keeping at the end of each fiscal year.
- 6. Time commitment estimated at 2 hours per month plus events.

**Section 7: Recycling Committee Chair.** The Recycling Committee Chair shall:

- 1. Identify and implement recycling opportunities at school;
- 2. Work with faculty/staff to implement opportunities; and
- 3. Work with Communications Committee to ensure fliers are created for recycling events.
- 4. Time commitment estimated at 1 hour per month.

**Section 8: Decorating Committee Chair:** The Decorating Committee Chair shall:

- 1. Work within the budget given by Executive Board to decorate for school events;
- 2. Assist school with making public bulletin boards; and
- 3. Work with Social committee to be informed of themes for activities.
- 4. Time commitment estimated at 1 hour per month plus events.

## **ARTICLE XIII - BYLAWS AMENDMENTS**

**Bylaws Amendment.** These Bylaws may be amended under the following conditions:

- 1. Either a special committee formed to update the bylaws or at least five (5) PTO members in good standing shall submit the revision request to the PTO Secretary.
- 2. At least fourteen (14) calendar days prior notice shall be given to the PTO membership that a vote will be taken at the next scheduled general membership PTO meeting. 3. A quorum must be met at a meeting where the revision is submitted for a vote and the revision request must be approved by a majority vote of those present.
- 4. All approved amendments shall become effective immediately and recorded by the PTO Secretary.

## **ARTICLE XIV – DISSOLUTION**

**Section 1: Dissolution.** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled general PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds.** Upon a vote to dissolve the WHAM PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

- 1. A vote shall be taken by the general membership to spend remaining funds on an item or items that benefit the students; or
- 2. The remaining funds be held in escrow by the Principal for use by a future school PTO. If a PTO is not formed within twenty-four (24) months, the funds shall revert to WHAM and be used toward the benefit of the students under the sole discretion of the Principal.



Approved by the Executive Board on \_\_\_\_\_.

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President, WHAM PTO

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Vice President, WHAM PTO