

**BYLAWS
OF THE
BONNIE BRAE
PARENT-TEACHER ORGANIZATION**

ARTICLE I: NAME

The name of the organization shall be the Bonnie Brae Parent-Teacher Organization, Inc. located in Fairfax, VA.

ARTICLE II: PURPOSE

Section 1. The Bonnie Brae Parent-Teacher Organization (hereinafter, “PTO”) is organized for the purpose of supporting the education of the children at Bonnie Brae Elementary School by fostering relationships between and among the school, parents, teachers, and the community.

Section 2. The Bonnie Brae PTO is organized exclusively for the charitable, scientific, literary or educational purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter “Internal Revenue Code”).

ARTICLE III: MEMBERSHIP AND DUES

Section 1. The school administrators, teachers and staff members, and any parent, guardian, or other adult standing in loco parentis for a student at Bonnie Brae Elementary School is eligible to be a member of the PTO.

Section 2. Membership in this PTO shall be made available without regard to race, color, creed, or national origin to any individual who subscribes to the Purposes and Basic Policies of Bonnie Brae PTO.

Section 3. This PTO shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 4. Each member of this PTO shall complete a membership application and pay such annual dues as may be established by the Executive Board. Fees are per household, and membership rights are extended to all adult members of the family that are named on the membership application.

Section 5. All school administrators, teachers, and staff members shall immediately receive voting rights upon completion of an application and payment of dues.

Section 6. All other members, which complete applications and pay dues at or before the first regular meeting of the year, shall immediately receive voting rights. Members, which

complete applications and pay dues after the first regular meeting, shall receive voting rights fifteen (15) days later.

Section 7. All memberships activated during the fiscal year shall expire on September 1 of the following fiscal year. Memberships for the following fiscal year may be accepted in advance, but membership rights are not activated until the fiscal year begins.

ARTICLE IV: BASIC POLICIES

The following are the basic policies of the Bonnie Brae PTO:

1. The Bonnie Brae PTO shall be noncommercial, nonsectarian, and nonpartisan.
2. The Bonnie Brae PTO or its members in the official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the Bonnie Brae PTO as set forth in Article II hereof.
3. The Bonnie Brae PTO or its 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.
4. 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 the services rendered and to make payments and distribution in furtherance of the purposes set forth in Article II hereof.
5. Notwithstanding any other provision of these articles, the organization shall not carry on any 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 to whom contributions are deductible under Section 170(c)(2) of the Internal Revenue Code.
6. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall upon approval of a majority of members at a regular or special meeting, be distributed to one or more non-profit funds, foundations or organizations which have established their tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1. Each officer of the PTO Executive Board shall be a member of the Bonnie Brae PTO.

Section 2. Only members with full voting rights to this organization for the current fiscal year shall be eligible to hold office, to seek nomination or to serve on the Executive Board, or to serve on committees.

Section 3. Officers and their election:

1. The officers of this organization shall consist of:
 - 1.1. **President.** The President shall preside over meetings of the organization and executive board; serve as the primary contact for the principal and assistant principal; represent the organization at meetings outside the organization; serve as an ex-officio member of all committees except the nominating or financial review committee; have signature authority on financial accounts, coordinate the work of all of the officers and committees in order that the purpose of the organization is served, and serve as Past-President the following fiscal year
 - 1.2. **President-Elect.** The President-Elect shall act as an aide to the President or Past-President in the absence or inability to act of the President and perform other delegated duties as assigned, and serve as President the following fiscal year.
 - 1.3. **Vice-President for Fundraising.** The VP Fundraising shall research, propose and oversee fundraising efforts of the organization, and provide an After Action Report including lessons learned and a financial statement for each fundraising effort; in addition to any other duties as shall be determined by the executive board.
 - 1.4. **Vice-President for Programs.** The VP Programs shall research and procure programs and assemblies for the students at Bonnie Brae ES in support of the academic goals of the staff and administrators of Bonnie Brae ES, and provide an After Action Report including lessons learned and a financial statement for all programs; in addition to any other duties as shall be determined by the executive board.
 - 1.5. **Treasurer.** The Treasurer will keep an accurate record of receipts and expenditures; The Treasurer will prepare and present a monthly financial statement at every meeting and at other times of the year when requested by the executive board; have signature authority on financial accounts, in addition to making a full report at the end of the school and/or fiscal year, depending on the date of the final meeting of the year.
 - 1.6. **Secretary.** The Secretary shall keep all records of the organization; take and record minutes of meetings; handle correspondence; publish election slates and send notices of meetings to the membership. The Secretary also keeps a copy of the minute's book, bylaws, rules, PTO Code of Ethics, membership list, and any other necessary supplies and brings them to meetings.

- 1.7. **Past-President.** The Past-President shall be the outgoing PTO President from the preceding school year. The Past-President shall assist the President and President-elect in the execution of their duties, and primarily perform the duties of the President in the absence or inability to act of the President
2. Elections: Only members with full voting rights shall be eligible to be selected as a candidate for office. Voting shall be made by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. In order to be considered for office, all candidates must sign the PTO Code of Ethics.
 1. Annual elections: Candidates for each office shall be submitted as a slate or nominated from the floor at a meeting held one month prior to the election. The election shall be held at a meeting in the month of May.
 2. If called for and approved, a Special election may be held at the next regular or special meeting, during the school year, in order to fill a vacancy on the Executive Board other than for President or Past President. Board members elected during a special election shall serve to the completion of the term of the vacant position.

Section 4. Officers, except the Treasurer, shall assume their official duties following the close of the fiscal year. Officers elected during special elections assume their responsibilities immediately. The Treasurer shall assume his/her official duties upon the completion of the financial review process. Officers, except the Treasurer, shall serve for a term of one (1) fiscal year. The Treasurer shall serve a term of two(2) years ending with the acceptance of the financial review report by the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers of the organization and the principal of the school or his/her designee.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. All Executive Board members shall sign and comply with the terms of the Bonnie Brae PTO Code of Ethics.

Section 4. Meetings. Executive Board meetings shall be held once per month at a recurring time and date as determined by the President or a majority of the Executive Board at least one (1) month before the meeting, three (3) days' notice having been given to all Board members. Members may participate in meetings via conference call or other communication methods. Actions of the Board may also be achieved through email or other electronic means if all members are notified and able to participate.

Section 5. Special Meetings. The President or any two (2) Executive Board members, with at least seven (7) days' notice given to all Board members, may call a Special Executive Board meeting.

Section 6. Quorum. A simple majority of Executive Board members.

ARTICLE VII: MEETINGS

Section 1. Regular meetings. The regular meetings of the organization shall be held at least once per semester at a time and date as determined by the Executive Board at least one (1) month before the meeting. Members will be notified of meetings via the PTO flyer sent home at least one (1) 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 (5) members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least ten (10) days prior to the meeting.

Section 3. Quorum. The quorum shall be ten (10) members of the organization.

ARTICLE VIII: COMMITTEES

Section 1. Membership. Committees may consist of current PTO members and board members, with the President acting as an ex-officio member of all committees except the nomination and financial review committees. In order to be considered as a committee chair, the PTO member must sign the PTO Code of Ethics.

Section 2. Committees may be formed by a simple majority vote of the Executive Board.

Section 3. Standing Committees. The Executive Board may create standing committees as it may deem necessary to promote the Purpose and carry on the work of the organization. Standing committee chairs and committee members shall be appointed by the elected officers. The term of each standing committee chair shall be one (1) fiscal year or until a successor is selected. Committee chairs may be reappointed by the Executive Board at the end of the fiscal year.

Section 4. Special Committees. The Executive Board may create such special committees as it may deem necessary to promote the Purpose and carry on the work of the organization. Special committee chairs and committee members shall be appointed by the elected officers. The term of each special committee chair is ended upon completion of the task assigned to the committee.

Section 5. Quorum. The quorum of any committee shall be a majority of its members.

Section 6. Authorization of expenditures. The authorization to spend any funds dedicated to the purpose of the committee, as detailed in the PTO budget, must be approved by a majority vote of the committee members.

Section 7. Turnover of materials. Committee chairs shall turn over to the Executive Board, without delay, all records, books and other materials pertaining to the committee at the end of the term served or when departing office.

ARTICLE IX: RESIGNATION AND REMOVAL FROM OFFICE

Section 1. An Executive Board member may resign from office if the resignation is presented in writing and delivered to the President, along with any records or materials held by the Executive Board member being returned to the Executive Board. If the Treasurer resigns, they must prepare a final financial report and return all record books along with all records, books, BBES PTO money and other materials pertaining to the committee, and a financial review will be conducted in accordance with ARTICLE IX, Section 3.

Section 2. A Committee Chairperson may resign from office if the resignation is presented in writing and delivered to the President along with all records, books, BBES PTO money and other materials pertaining to the committee.

Section 3. Any Executive Board Officer or Committee Chairperson may be removed from office when the Executive Board determines by a two-thirds majority vote if the person:

1. fails to fulfill the responsibilities of the position;
2. significantly interferes with the operation of the Executive Board or the BBES PTO; and/or
3. knowingly violates one or more of the BBES PTO policies and/or procedures.

Section 4. The following steps for removal from office shall be taken (as applicable):

1. Two or more Executive Board Officers challenge the fitness of Committee Chairperson or other Executive Board Officer to continue to serve and bring the issue to the President. This challenge must be presented in writing, to include supporting evidence.
2. The President provides the written challenge and supporting documentation to the person in question and all Executive Board Officers within two (2) days of receiving the challenge.
3. The person in question has an opportunity to respond to the issues. This response shall be provided in writing within five (5) days to the President.
4. Once the response has been received, or on the sixth (6th) day, whichever occurs first, the President calls a special meeting with the person in question and all Executive Board Officers. The person being challenged must agree to a meeting date to occur within the next seven (7) days.
5. If the person in question fails to respond or fails to attend the special meeting, the President shall notify all Executive Board Officers and the Executive Board will vote on the grounds for removal at the special meeting. If the person in question is an Executive Board member and they fail to attend the meeting, their vote shall not be counted.

6. All Executive Board Officers must vote yes or no by secret ballot on the grounds for removal of the person in question. A two-thirds vote is required for removal from office. The President shall count the votes, unless the President is in question and then the Secretary shall count the votes.
7. The President, shall notify the person in question of the vote.
8. Such proceedings shall be kept confidential and be closed to the general membership.

ARTICLE X: FINANCIAL REVIEW PROCEDURES

Section 1. A financial review committee or a Certified Professional Accountant (CPA) shall be selected by the Executive Board prior to the end of the fiscal year. A financial review committee shall consist of no fewer than three members and no one with signature authority shall sit on the financial review committee.

Section 2. The Treasurer shall submit current and past monthly financial reports, budget reports, bank statements, all payment and receipt forms, and IRS documents to the financial review committee or the CPA at the end of the fiscal year. The financial review report shall be submitted in writing to the Executive Board prior to the finalization of the proposed budget for the coming school year.

Section 3. The Executive Board shall, within one (1) week of the resignation of the Treasurer during a term, call a special meeting to select a financial review committee or a CPA. The financial review shall be performed with fiscal year end financial review procedures and shall be completed within one calendar month of the committee's formation.

Section 4. The newly-elected Treasurer shall not undertake any duties or responsibilities of that office until the financial review is presented to and accepted by the Executive Board.

Section 5. All financial review reports shall be presented to the Executive Board for adoption. The fiscal year-end financial review report shall be presented at the first general membership meeting held after the completion of the report, and the Secretary shall keep a physical copy of the report available for members to review after submitting a written request.

Section 6. If required, the Treasurer will file a 990 or 990EZ per IRS regulations. A copy of the report shall be provided to the Secretary.

ARTICLE XI: FINANCES

Section 1. The Executive Board shall present a tentative budget for the following fiscal year during the last regular meeting of the school year, for approval by a majority vote of members present.

Section 2. The Treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3. The Executive Board shall approve all non-committee related expenses of the organization with a majority vote.

Section 4. Two authorized signatures shall be required on each check paid out from the organization. Authorized signers shall be the positions of President, Secretary, and Treasurer

Section 5. The fiscal year shall begin on August 1 and end on July 31.

ARTICLE XII: PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the organization’s bylaws.

ARTICLE XIII: DISSOLUTION

The organization may be dissolved with a previous notice at any regular or special meeting, and a two-thirds vote of those present at the following regular or special meeting.

ARTICLE XIX: AMENDMENTS

These bylaws may be amended at any regular or special meeting. Notice of a vote to amend must be given at a prior regular or special meeting. A copy of the proposed bylaws will be sent electronically to all members of the organization by the Secretary or designee at least fourteen (14) calendar days prior to the vote. Amendments will be approved by a two-thirds vote of those present, assuming a quorum. These bylaws were last amended on Month Day, Year.