

CONSTITUTION AND BY-LAWS
OF THE
FORT BELVOIR ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION
2010-2011

Date of Adoption
September 18, 2007

**ARTICLE I
NAME**

This organization shall be known as the Fort Belvoir Elementary School Parent-Teacher Organization. (Fort Belvoir PTO).

**ARTICLE II
OBJECTIVES**

1. The objectives of the Fort Belvoir PTO shall be to promote the welfare and quality of education of the children of Fort Belvoir in the home, school and community.
2. To promote a closer relationship between home and school so the parents and teachers may cooperate meaningfully and intelligently for the welfare of the child.
3. To promote education to the general public, such united efforts will afford every child the highest advantages in physical, mental and social education.
4. This corporation is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law.
Upon the winding up and dissolution of the corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**ARTICLE III
MEMBERSHIP**

- Section 1.** The membership of the organization shall consist of the teachers, staff, principal and vice-principals of Fort Belvoir Elementary School and parents of children enrolled at Fort Belvoir Elementary School.
- Section 2.** While all listed in Article III Section 1 are welcome to attend all events, only those paying the membership fees will be "Members" of the Fort Belvoir Elementary Parent Teacher Organization.
- Section 3.** Any members present at meetings of the PTO are eligible to vote. Nonmembers may not vote, serve on the Executive Board or as committee chairs in positions listed in Article X.

**ARTICLE IV
DUES**

- Section 1.** The Executive Board shall decide the amount of dues annually.
- Section 2.** PTO dues are payable throughout the school year.
- Section 3.** The fiscal year of the organization shall be from July 1st to June 30th.

**ARTICLE V
MEETINGS**

- Section 1.** There shall be a minimum of 5 meetings of the organization throughout the school year. Meeting dates and times will be established by the Executive Board no later than the first meeting after school starts.
- Section 2.** A special meeting may be called by the President/ Co-Presidents or at the request of 10 members. All members shall be notified of the proposed meeting at least one week prior to the meeting.
- Section 3.** The Executive Board shall meet in July prior to the start of the school year for budget planning.

**ARTICLE VI
ELECTIONS**

- Section 1.** The Executive Board shall ask for nominations during the month of March by written notice. The Executive Board shall publish a list of candidates prior to the April meeting, with the approval of the candidates. The Executive Board shall announce the list of candidates at the April meeting. Additional nominations from the floor will be accepted, with the approval of the nominees.
- Section 2.** Officers of the organization will be elected by the membership present at the April meeting by a majority vote. At the meeting in April, the vote shall be taken in the following order: President, Membership Coordinator, Volunteers Coordinator, Fundraising Coordinator, Secretary and Treasurer.
If more than one person is nominated for the same office, a secret vote shall be taken.
- Section 3.** Installations of offices shall take place in May, with duties to begin with the Executive Board meeting that takes place in July.

ARTICLE VII OFFICERS

- Section 1.** The officers of this organization shall be a President, Membership Coordinator, Volunteers Coordinator, Fundraising Coordinator, Secretary and a Treasurer.
- Section 2.** The officers shall be elected by the organization, serving a term of one year, and shall be eligible for re-election to the same office or any other office. The officers may not serve the same office more than two consecutive terms unless there are no other members willing to take on a particular position.
- Section 3.** Vacancies in the offices may be filled by temporary appointment by the Executive Board until a special election is held at a general meeting.
- Section 4.** FBES PTO board members and Committee Chairs are all volunteer positions. There is NO compensation for any and all positions relating to the PTO.

ARTICLE VIII DUTIES OF OFFICERS

- Section 1.** The President shall preside at all meetings of the organization and of the Executive Board; have general supervision over the interests of the organization and be an ex-officio member of all committees.
- Section 2.** Any Executive Board Member may be called upon to temporarily assume the duties of the President. In the event of the president's resignation, the *Membership* Coordinator, or other Executive Board Member voted on by the board, assumes the President's duties until a new vote can be taken by the general membership.
- a.** ***Membership Coordinator*** - responsible for building an informed and participating membership that understands what the PTO stands for and how it helps our children and their school. To achieve this, the Membership Coordinator hosts an information table at several school events to allow parents and staff the opportunity to join for the PTO. The Membership Coordinator will be available to assist other executive board members as the need arises.
- b.** ***Volunteers Coordinator*** - is responsible for assisting the school staff and event coordinators with finding volunteer persons throughout the year. These volunteers may be parents, grandparents, guardians, or community members. Volunteers Coordinator will also track hours for all PTO volunteers and turn in said hours to the Installation Volunteer Coordinator.
In order to ensure continuity and unity of effort, the Volunteers Coordinator will coordinate with the School Carnivals and Family Activity Night committees.
The Volunteers Coordinator will coordinate closely with committee heads for the Holiday Market and Book Fairs to ensure that volunteer needs are met.
- c.** ***Fundraising Coordinator*** - responsible for coordinating all fundraisers for the PTO and is responsible for organizing the fall fundraiser. The Fundraising Coordinator will be available to answer questions regarding fundraisers as well as give a summary report following each fundraiser to the general membership.
In order to ensure continuity and unity of effort, the Fundraising Coordinator will coordinate with the Box Tops, Campbell's Soup labels, Tyson's, Spirit Wear, School Store, Lollypop/ Popcorn Days, Holiday Market/ Reindeer Lane, Family Restaurant Night, School Kitz and Book Fairs committees.
- Section 3.** The Secretary shall keep the minutes of all organization and Executive Board meetings and shall have custody of all documents belonging to the organization, except those currently necessary to the work of other officers and chairpersons. The Secretary shall publish the minutes of a meeting within one week of the meeting. The minutes shall be distributed to the Board members via email and should be posted on the PTO website for members to view at any time.
The Secretary keeps track of membership attendance for Election purposes.
The Secretary shall also handle the organization's correspondence that the Executive Board deems necessary. Responsible for coordinating all communication from the PTO to its membership and the school population. To ensure continuity and unity of effort, the Secretary will coordinate with the web page, newsletter, and publicity committees
- Section 4.** The treasurer shall keep accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the PTO. The Treasurer shall maintain an operating balance of not less than \$1000 in the checking account to facilitate paying of monthly expenditures. The Treasurer shall present a financial statement at each meeting of the PTO and other times when requested by the Executive Board. The Treasurer and two officers as determined and approved by the Executive Board will be designated signatories. The Treasurer's accounts shall be examined by an external, qualified source with knowledge and experience in accounting practices annually or when there is a transfer of the Treasurer's duties. Satisfied that the Treasurer's report is correct, the outgoing and incoming Treasurer shall sign a statement to that fact at the end of the report.
- Section 5.** In order to ensure an active executive board, if an executive board member misses more than 2 meetings without a reasonable excuse and does not respond to a minimum of 3 contacts via telephone, email, or written letter, the board member can be voted out by the membership present at a meeting and replaced with a new member chosen by the same membership.

ARTICLE IX EXECUTIVE BOARD

- Section 1.** The Executive Board consists of the President, 3 Coordinators, Secretary and Treasurer.
- Section 2** The Principal of Fort Belvoir Elementary School or Principal's designee shall be an ex-officio member of the Executive Board and shall not have voting privileges.
- Section 3.** Each member of the Executive Board will have one vote.
- Section 4.** Only one spouse can serve on the Executive Board during any given term, unless there are no other members willing at the time of elections to serve on the Executive Board.

ARTICLE X STANDING COMMITTEES

The Standing Committees, their respective duties, and the Executive Board Member who will lead the committees are as follows:

Fundraising Coordinator

The Box Tops, Tyson's, Campbell's Committee will collect and turn in all collected box tops, soup labels and Tyson's Labels, track checks received and points collected to be used for catalog purchases. Plan and implement an incentive program for winning classes/school.

Spirit Wear Committee will buy and maintain stock of all Dolphin Spirit Wear merchandise for sale at school events.

Restaurant Night Committee will organize and work with various restaurants in the community for fundraiser nights.

Fundraiser Committee will work with various fundraisers throughout the year which include and are not limited to; Fall Fundraiser, School Kitz in the Spring, School Cookbooks, Popcorn Fridays and Lollypop Wednesdays

School Store Committee will stock and maintain a school supply store two days a week in the school cafeteria.

Holiday Market Committee will plan and staff the Holiday market during the holiday season.

Book Fair Committee will organize volunteers, plan and execute the annual book fairs. This shall be done in close coordination with the VP of Volunteers.

Volunteers Coordinator

School Carnival Committee will plan materials, games, and other items need for the school carnival(s) in addition to organize event volunteers, promote event to the school and community

Family Activity Night Committee will plan and execute a minimum of 5 family activity nights during the school year.

Secretary

Publicity committee will advertise all general membership meetings no later than a week in advance. This shall be done by sending flyers home with students in the Thursday information packets and through weekly PTO emails. They shall also publicize all other PTO events, including, but not limited to, school carnival, family activity nights, family restaurant nights, book fairs, and holiday market.

Newsletter committee will publish a two page monthly newsletter to keep general membership informed of the PTO activities and events within Fort Belvoir Elementary School. This committee shall work closely with the Publicity committee to ensure that FBES parents are kept well informed of current happenings.

All other Committee Heads work with Budget Chair and Officers to determine their duties and remain within their budget.

ARTICLE XI GOVERNANCE

The organization and the Executive Board shall use "Robert's Rules of Order Revised".

ARTICLE XII STANDING RULES

- Rule 1.** All programs and activities involving the membership of the organization at large shall have the approval of the Executive Board.
- Rule 2.** The Executive Board may spend up to \$300.00 without pre-approval of the general membership present at any given meeting. A detailed explanation shall be provided at the next meeting of the general membership. Amounts to exceed \$300.00 shall be voted on by the membership present at any given meeting.

- Rule 3.** A checkbook balance at the end of the school year shall be carried over for use by the subsequent PTO. The balance to be carried over is to be a minimum of \$4000.00.
- Rule 4.** The PTO shall refrain from all partisan and factional political activities. The PTO may provide funds for the distribution of information regarding a non-partisan activity.
- Rule 5.** The PTO shall abstain from encroaching on administrative functions of the school.
- Rule 6.** All votes will be taken by an open vote/show of hands (no secret ballots). A secret vote may be requested by any member.
- Rule 7.** In the unfortunate event of a death of a Ft Belvoir Elementary School student or a faculty or staff member the PTO will authorize up to \$100 to support services at the school or as a donation in accordance with the families wishes. In the event of a mass casualty or emergency event, i.e. an accident or natural disaster, the Executive Board will determine the appropriate course of action to take with regard to the funds available. If possible the Board will present their decision to the membership at large for approval.
- Rule 8.** In order to maintain efficiency at general membership meetings, open floor discussions not provided for within the agenda of the meeting will be limited to 5 minutes. At the five minute point, the discussion will need to be tabled until any necessary research can be done to provide answers or solutions to the issue. These solutions/answers should be make known at the next general membership meeting.
- Rule 9.** The PTO shall not host school wide fundraisers through independent consultants of Direct Sales companies or home based businesses. Such businesses may be permitted to have display tables at events such as School Carnivals following the guidelines set by Fairfax County Public Schools.

ARTICLE XIII AMENDMENTS

- Section 1.** These bylaws may be amended at any regular meeting of the general membership by a majority vote of the members present. Notice of bylaw amendments must be given in writing to the membership of the PTO prior to the meeting in which they will be voted on so that members are given an opportunity to participate in the revision process.
- Section 2.** All amendments to the bylaws will be sponsored and presented to the Executive Board and general membership by an Executive Board member. Any general member may propose an amendment to any Executive Board member who will in turn present it to the membership at large.
- Section 3.** These Bylaws are to be reviewed annually by the Executive Board. All revisions are to be approved in the manner prescribed in Article XIII, Section 1.

These by-laws were last updated 23 September 2010 by the 2010-2011 Executive Board and General Membership.
Jamie E Marshall
President
Fort Belvoir Elementary School PTO Fort Belvoir Elementary School PTO