

**BYLAWS OF THE RAVENWOOD ELEMENTARY SCHOOL PTSO, ADOPTED March 3, 2021**

**I. NAME**

The name of the organization is the Ravenwood Elementary School PTSO (Parent Teacher Student Organization), Inc. of Eagle River, Alaska. (d/b/a RES PTSO).

**II. PURPOSE AND OBJECTIVES**

The organization exists as a nonprofit, charitable, educational, incorporated organization of its members. Its objective is to bring together staff, students and parents of Ravenwood Elementary School for the following purposes:

To foster communication between parents, Ravenwood Elementary School administrators, parent booster groups, teachers, students, and community.

To support academic activities at Ravenwood Elementary School specifically and the overall school mission in general.

To acquaint new parents and students with Ravenwood Elementary School.

To nurture the community of the school where possible, supporting the Ravenwood community in ways that do not involve fundraising.

**III. BASIC POLICIES**

The following are basic policies of this organization:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- C. The organization shall not directly or indirectly, participate or intervene on behalf of, or in opposition to, any political campaign or any candidate for public office.
- D. The organization shall work with the school to provide quality education for all youth attending the school and shall seek to participate in the decision making process establishing school policy when appropriate, recognizing that the legal authority to make final decisions has been delegated by the people to Boards of Education.
- E. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- F. The organization shall use all funds and dues collected for the administration of the organization and the promotion of projects to benefit Ravenwood Elementary School.

**IV. MEMBERSHIP**

Dues shall be established by the Executive Board prior to the beginning of each school year. If dues are charged, a member must have paid his or her dues at least seven (7) calendar days before voting on any group matter.

A non-board membership year begins on July 1st and ends on the following June 30th. .

The Executive Board member year will officially begin July 1st and end the following June 30th. Overlap will purposely occur between the May elections and the official take over date. During this overlap the existing Executive Board will still be the official board and instruct the incoming board in the processes and activities of the upcoming year.

An Executive Board member will maintain the membership forms turned into the PTSO.

## V. MEETINGS

- PTSO General Board Meeting-Meetings with the Executive Board, members of the PTSO, and the general public.
- Open Board Meetings- Meetings with discussion and voting only between the Executive Board, the public is welcome to attend.
- PTSO Board and Membership Only Meetings-meetings with the Executive Board and members only.

Meetings shall be held as established by the Executive Board. Members shall be notified by newsletter, social media, or email of scheduled meetings at least seven (7) days prior to the meeting. Open Board meetings may be held in addition to PTSO General Board Meetings and Board with Membership Only Meetings. The Executive Board must meet in the context of one of the three meeting options or have electronic coordination at least once a month, excluding the months of June and July. Minutes of all Executive Board meetings are available upon request. Treasurer's reports and budget will be made available to members upon request. These Bylaws are to be available on the PTSO website.

Special meetings called by the President or three (3) members of the Executive Board shall have a minimum of seven (7) days notice given to the PTSO membership. Executive officers for the coming year will be elected by the May meeting. The annual financial audit report will be presented at the September meeting. An overall report of the preceding year and a budget for the upcoming year will be presented by the Treasurer, for approval by the membership, at the September meeting.

There is to be a two and a half hour (2 ½) cap on all meetings. All items still in discussion are to be tabled for the next meeting.

## VI. VOTING

There will be one vote per person on the Executive Board. The President will not vote except in the need for a tie breaker. All general members shall have one vote on any issue presented to them at any meeting.

A quorum for the Executive Board shall be three (3) members, Executive or PTSO membership. For any vote to pass there must be a majority in favor of said item.

The Executive Board may decide to conduct a vote on any issue and put it before the membership. An issue needing a special vote and an extra seven (7) days include asking for \$500 or more outside of the previously decided budget, or any issues deemed significant by three (3) or more Executive Board members. The issue must be presented to the membership in paper or electronic form at least seven (7) days prior to voting. The President will then call for the vote on a specified date. Members may respond with a positive or negative vote or not respond at all at the place of voting.

Any parent, guardian, family member, or other adult standing *in loco parentis* for a student at the school may be a member and shall have voting rights. The principal and any teacher or staff member employed at the school may be a member and shall have voting rights. Any student of the school may be a member and shall have voting rights.

## VII. BOARD

The Executive Board shall consist of no fewer than the President, Vice President, Secretary, Treasurer, Faculty Representative, and when possible, a Student Government Representative.

The positions of Faculty Representative and Student Government Representative are not nominated or elected by the PTSO Executive Board. The Faculty Representative position is determined by Ravenwood Elementary staff and the Ravenwood Elementary principal. The Student Government Representative is chosen through their organizations own processes.

Students in Student Government are encouraged to attend PTSO meetings. When possible, at least one member of the PTSO Executive Board will attend a Student Government meeting quarterly. When possible, both Student Government and PTSO will work together.

Anchorage School Board members are not eligible to be on the Executive Board coincident with their term on the Anchorage Board of Education.

At the start of every school year the Executive Board will evaluate if there is a need of any committees to be made. The Financial Audit Committee is a permanent need for every year, all other committees will be decided in September and as the year unfolds.

In addition to the Executive Board, there may be Ex-Officio Board members, selected by the Executive Board. These Ex-Officio Board members will not be elected positions. Ex-Officio Board members will have the same rights and privileges as Executive Board members. They may be members, or nonmembers, who volunteer a significant amount of time towards a PTSO cause and are deemed equal to an Executive Board member. The Executive Board members will discuss who should be an Ex-Officio and decide internally annually. The Ex-Officio appointees will be notified by the Executive Board upon a majority decision. The Ex-Officio position is optional and declinable. It is not a requirement for helping with PTSO.

The school principal, or his/her representative, shall be an Ex-Officio member of the Executive Board.

The new members of the Executive Board shall officially take office July 1st.

Officer terms are for one year.

The Executive Board shall have the authority to conduct business and carry out the objectives of the organization. Duties of the board shall include the following:

- To create standing and special committees
- To decide when, where, and to whom funds shall be given to
- To select an auditor or auditing committee to audit the Treasurer's books
- To prepare and submit to the membership a budget for the year
- To communicate at least once a month with the membership about group and school events and activities
- To transact all other business necessary to fulfill the group's objectives.
- To create and put on activities for the student body, or the community at large with the purpose of unity, enrichment, and fundraising

Any vacancy occurring on the Executive Board shall be filled by appointment of the President, or in his/her absence, the Vice President, with the approval of the Executive Board. Should the position of President be vacated, the position will be filled by the Vice-President. Any member of the Executive Board who cannot attend regular meetings or fulfill his/her responsibilities may be replaced at the discretion of the Executive Board.

## **VIII. COMMITTEES**

All members, including Executive Board members, may hold the position of a committee chair, with the exception of the Financial Audit Committee.

Financial Audit Committee. The Financial Audit Committee shall consist of a member of the Executive Board appointed for this purpose by the President, two (2) non Executive Board members-at-large who will be appointed by the President and any outside consultants deemed necessary by the President. At the direction of the President this committee shall conduct an audit of the financial records of the organization after July 1st but before August 31st of the current year. All bank, membership, and treasurer records must be reconciled, a report prepared, and a statement signed by the auditors indicating that the records were found to be satisfactory. The report is to be presented at the PTSO General Board Meeting in September of the upcoming year. Those on the Financial Audit Committee will be responsible for ensuring that a professional audit is accomplished every two years. The audit must be completed by the end of the calendar year.

The head of any committee must be a PTSO member in good standing.

If a standing committee needs to be added or deleted, or if a special committee needs to be formed, a discussion will be held at a PTSO General Board Meeting or a PTSO Board and Members Only Meeting and voted upon by those members present.

## **X. NOMINATIONS AND ELECTIONS**

The PTSO Executive Board must be voted on by the May PTSO General Board Meeting. Only the Executive Board and members are permitted to vote. The process of electing and voting will be decided in that meeting. If there is a tie, the vote will be repeated until the position is filled. The President will not be the tie breaker for the vote. After elections are completed, the ballots, if ballots are used, must be kept for one month in case of a recount. After the one month period they are to be destroyed.

The newly elected Executive Board shall appoint unfilled positions, with the exceptions of Faculty Representative and Student Government.

## **XI. OFFICER DUTIES**

### *President*

Shall direct and coordinate the activities of the Organization.

Shall preside at all meetings of the membership (day and evening meetings) and the Executive Board.

Shall serve as liaison between this organization and Ravenwood Elementary School, Anchorage School District and other parent organizations.

Shall coordinate the activities of officers and oversee committees in order that the objectives of the PTSO may be promoted and may attend any committee meetings for which he/she is not a member as an Ex-Officio member.

Shall be the second signature on any and all bank accounts, and the second signature for all checks \$500 or more.

Shall serve as a group representative at school functions throughout the year or wherever the group is represented.

Shall maintain a notebook outlining duties, expenses and activity reports.

Shall delegate which board member is to be responsible for funds from a specific committee, event, or activity.

### *Vice President*

Shall exercise all the power and authority to perform all the duties of the President in his/her absence or disability.

Shall serve as a group representative at school functions throughout the year or wherever the group is represented.

Shall be in charge of memberships, or delegate memberships to another PTSO Executive Board member.  
Shall maintain a notebook outlining duties, expenses and activity reports.

*Secretary*

Shall attend and record the minutes of meetings of the membership (day and evening) and provide copies of said minutes to all members of the Executive Board at the following meeting and to any member upon request.  
Shall be responsible for written correspondence.  
Shall serve as a group representative at school functions throughout the year or wherever the group is represented.  
Shall maintain a notebook outlining duties, expenses and activity reports.  
Shall be in charge of creating a class directory for each class if requested.

*Treasurer*

Shall be responsible for depositing monies due to the Organization in an authorized bank account and making disbursements from those funds for authorized expenses of the Organization as approved by the Executive Board.  
Shall file all Federal and State Reports (i.e. Yearly insurance policies, renew the movie license, renew the business license for the state, maintain current taxes and ID number) as required.  
Shall present reports on the financial status of the organization at all Executive Board meetings.  
Shall furnish an annual written report to the membership at the September Meeting.  
Shall submit the books to an annual audit committee at the end of each fiscal year or prior to turning them over to the succeeding Treasurer.  
Shall, along with the Executive Committee, prepare and present a preliminary budget for the upcoming year at the September Meeting.  
Shall serve as a group representative at school functions throughout the year or wherever the group is represented.  
Shall maintain a notebook outlining duties, expenses and activity reports.

*Faculty Representative*

Shall provide continuity between the school and the parent group.  
Shall communicate internally with colleagues as necessary.  
Shall serve as recruiter for faculty membership.  
Shall serve as a resource in regard to school policies.  
Shall serve as a group representative at school functions throughout the year or wherever the group is represented.

*Student Government Representative*

Shall be a representative member of the Ravenwood Student Government.  
Shall represent student body interests.  
Shall serve as a group representative at school functions throughout the year or wherever the group is represented.  
Shall present a report on SGA and other student activities at each PTSO Board meeting.

**XIII. FISCAL OPERATIONS**

The Executive Board shall select a bank for the purpose of maintaining an Organization bank account. Funds deposited in said bank shall be withdrawn by checks signed by the Treasurer and President for approved expenditures. Checks for amounts under \$500 may be signed by the Treasurer only. Anything more than \$500 will need the signature of the Treasurer and the President. The bank statement must be examined and signed each month by the President and an Executive Board member chosen by the Executive board members who do not have the power to sign checks. The fiscal year shall run from July 1st to June 30st the following year.

Expenditures beyond those included in the approved annual budget must be voted upon by the PTSO Executive Board and PTSO members.

#### **XIV. AMENDMENTS**

These bylaws may be amended from time to time by a majority vote of the PTSO Executive Board followed by approval of the attending membership at a special meeting, or a regular monthly meeting. A minimum of seven (7) days notice must be given to the members of the Organization as to the date of the meeting on the proposed amendments.

#### **XV. PARLIAMENTARY AUTHORITY**

The rules of parliamentary practice set forth in *Robert's Rules of Order Revised* shall govern the proceedings of this Organization, subject to the special rules which have been or may be adopted.

Standing rules may be approved by the PTSO Executive Board and membership, and the Secretary shall keep a record of the standing rules for future reference

#### **XVI. DISSOLUTION**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a PTSO General Board Meeting or responding by electronic vote. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's majority approval, spent for the benefit of the school or donated to an approved nonprofit (501c3) organization.

These bylaws were adopted by majority vote on March 3, 2021.