

# **Environmental and Adventure School PTO**

## **Standing Rules 2011-2012**

### **NAME**

The name of this PTO is Environmental and Adventure School (EAS) PTO.

### **MEMBERSHIP**

The EAS PTO serves the students, staff and parents of the Environmental and Adventure School. Each EAS staff member and parent members of each EAS student will automatically be a member of the EAS PTO.

All members of the EAS PTO shall have voice and vote. Membership fees shall be \$25.00 per family.

### **LEGAL STATUS**

The EAS PTO was incorporated as a non-profit corporation by the State of Washington on June 6, 2000.

This PTO is registered under the Charitable Solicitations Act. It is the responsibility of the treasurer to file this registration each year before November 15. The Federal Employer Identification Number is 91-2024355.

The EAS PTO is a non-profit corporation with tax-exempt status, Section 501(c) (3), granted on September 21, 2004.

The current treasurer is responsible for filing IRS Form 990 or Form 990N prior to November 15, if required.

At least two copies of the Legal Documents Notebook shall be kept in two separate locations. The original copy of all documents shall remain with the Secretary. The other will remain in the EAS office.

### **FINANCES**

The EAS PTO shall conduct an annual audit of its books and records for the periods ending June 30th.

The signatures of at least three elected officers shall be on the signature card for the EAS PTO's authorized bank account.

The Board of Directors may reallocate up to \$100.00 from line items in the approved PTO budget.

All reimbursements shall include a receipt and shall be submitted to the Treasurer within sixty days of purchase. All requests for reimbursement must be received by June 30.

## **OFFICERS AND THE BOARD OF DIRECTORS**

The elected officers of the EAS PTO shall be: President or Co-Presidents, Vice Presidents, Secretary or Secretaries, Chief Financial Officer and Treasurer.

Officers shall be elected at the Spring Parent Meeting for a term of one year. They shall assume office on July 1st. No person may serve in the same position for more than two consecutive terms or until their successor(s) is elected.

Co-Presidents shall serve staggered terms and all elected officers shall serve in their positions for at least two years in order to provide leadership continuity.

The Board of Directors shall include all elected officers and the Standing Committee chairpersons. Each person shall have voice and vote at the Board of Director Meetings. The Board of Directors shall coordinate the ongoing operation of the EAS PTO and help decide which issues are brought to the General Meetings. All members of EAS PTO are encouraged to attend and participate in Board Meetings.

The Standing Committees shall consist of:

Directory, Office/Site Support, Yearbook, First Aid, Wednesday Enrichment, Healthy Choices, Expeditions, Text Book, Student Socials, Hospitality, Emergency Prep, Bingo, Ninth Grade Graduation, EAS Sweats Coordinator, Scrip, and Matching Funds.

Special Committees shall be appointed by the President(s) as needed with the approval of the Board of Directors.

All officers and committee chairs shall be current PTO members.

## **MEETINGS**

There shall be an annual General Meeting of the members for the purpose of electing officers, approving the budget and approving the standing rules. The General Meeting shall be held in the spring. Other general meetings may be called by the PTO as needed. Meeting dates and times for the year shall be set by the Board of Directors and posted during the first week of September.

The PTO shall approve the annual operating budget for the following school year at the Spring General Meeting of the prior year.

Board meetings shall be on a date and time to be determined by the Board of Directors and shall be posted during the first week of September. Meetings are open to all parents, students and staff of EAS.

The students of EAS shall be considered honorary members of this PTO without vote or the privilege of holding office. They are encouraged to attend and participate in General Meetings and provide input for PTO programs.

The quorum for a General Meeting is 15 members. A simple majority of the members present is needed when voting on measures, unless indicated otherwise by the PTO Bylaws. A quorum for the Board of Directors meeting is a majority of the elected officers.

These Standing Rules shall be reviewed each year and adopted at the Spring General Meeting. These Standing Rules may be amended at any scheduled PTO Board Meeting if posted for 10 days on Parent Organizer with proposed changes. The amendments must then be passed at the Spring General Meeting.