

Environmental and Adventure School PTO Standing Rules

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. The EAS PTO Membership consists of current EAS staff and legal guardians of current EAS students.

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 the Charitable Organization Renewal and the Corporation Annual Report with the Secretary of State. 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 15th, 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 financial review of its books and records for the period 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 \$500.00 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 30th.

OFFICERS AND THE BOARD OF DIRECTORS

The elected officers of the EAS PTO shall be: two (2) Co-Presidents, three (3) Vice Presidents, Secretary, and (2) Co-Treasurers or a Treasurer and an Assistant Treasurer.

Officers shall be elected at the Spring Membership 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 and Co-Treasurers shall serve staggered terms and all elected officers shall commit to serve in their positions for two terms in order to provide leadership continuity.

The Board of Directors shall include all elected officers and the following standing committee chairpersons: Scrip and Staff Appreciation. 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 membership meetings.

The Standing Committees shall consist of: Yearbook, First Aid, Healthy Choices Fair, Expeditions, Student Socials, Staff Appreciation, Emergency Prep, Bingo, Eighth Grade, Extracurricular Activities, Spirit Wear, Scrip, Nominating, and Financial Review.

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 Spring Membership Meeting for the purpose of electing officers, approving the budget and approving the standing rules. Other membership 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 Membership 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.

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 membership meetings and provide input for PTO programs.

The quorum for a membership 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 a Board of Directors meeting is a majority of the elected officers.

These Standing Rules shall be reviewed each year and adopted at the Spring Membership Meeting. These Standing Rules may be amended at any scheduled PTO Board Meeting if posted for 10 days with proposed changes. The amendments must then be approved by the membership at a membership meeting.