

## **Guidelines of Sakai Intermediate Parent-Teacher Organization**

### Article I Location

The principal location of the Sakai PTO shall be located at Sakai Intermediate School on Bainbridge Island, Washington.

### Article II Membership

1. Members. The parents/guardians of Sakai students and the teachers/staff of Sakai Intermediate School in District #303, grades 5 through 6, shall be deemed members of the organization unless they individually choose otherwise.
2. Teacher/Staff Representative(s). There may be a Sakai teacher/staff at every PTO board meeting to act as liaison between PTO and staff.

### Article III Members' Meetings

1. Meeting Place. All meetings of the members shall be held at Sakai Intermediate School or shall be determined from time to time by PTO officers, and the place at which any such meeting held will be stated in the notice of the meeting.
2. General Membership Meetings. A regular PTO general membership meeting will be held once a month or as determined by the PTO.
3. Board Meetings. A board meeting will be held at least three times a year, or as determined by the board.
4. Annual Meeting Time. The annual meeting of the members for the selection of PTO officers and committee chairs and for the transaction of such other business as may properly come before the meeting shall be held before the end of the school year or as determined by resolution of the PTO officers.
5. Special Meetings. Special Meetings of the PTO officers and/or PTO members for any purpose may be called at any time be the President or President –Elect of PTO or by a minimum of 10 PTO members.
6. Notice. Notice of the time and place of all meetings shall be given through the school newsletter, list serve, a special flyer, PTO website and/or by phone.

7. Agenda. Any PTO member can request an agenda item for the next scheduled meeting as long as the item is given to the President or President-Elect at least two days before the scheduled meeting. The PTO officers in conjunction with the Sakai Principal shall set an agenda for the PTO meeting.
8. Quorum. A minimum of six (6) officers and/or voting members shall be necessary at all meetings to constitute a quorum for the transaction of business.
9. Voting. A simple majority of the quorum may approve matters presented for voting. Voting may be held via email and presented by the President as long as all board members are included in the email and will be determined by a simple majority.

#### ARTICLE IV PTO OFFICERS

1. Designations. The officers of PTO shall be President, President-Elect, Teacher/Staff Representative(s), Secretary(s), Treasurer, Treasurer-Elect, Site-Based Council Representative, Volunteer Coordinator (s), Enrichment Coordinator (s), Special Grants Coordinator.
2. Qualifications of Officers. Each person selected as officer must be a member of the Sakai PTO. All officers for the following school year shall be elected at the annual meeting.
3. President. The PTO president shall preside over all meetings of members and officers and shall have general supervision of the affairs of the Sakai PTO and shall perform all such other duties in the PTO President's job description or that is properly required of him/her by the PTO officers or membership. The President shall represent Sakai PTO at all monthly PTOCC meetings held at a designated location.
4. President-Elect. The President-Elect shall preside over all meetings in the absence of the President and shall assume the office of the president at the first meeting following the commencement of the school year. The President-Elect shall attend monthly PTOCC meetings in the absence of the President.
5. Teacher/Staff Representative(s). The Teacher/Staff Representative(s) shall preside at meetings in the absence of the President and the President-Elect, and shall be the liaison between the teachers and the PTO.
6. Secretary (s). The secretary shall take minutes at all PTO meetings, both Board and General, and be responsible for distributing the minutes two weeks before the next monthly meeting to all PTO officers and to the Sakai Principal. The secretary will maintain all the records of PTO business, minutes and any correspondence. All approved minutes shall be posted at Sakai Intermediate School and on the PTO website.

7. Treasurer. The treasurer shall have charge and custody of and be responsible for all funds and securities of the Sakai PTO from any source whatsoever, to include directing all financial procedures for any Sakai event whatsoever, directing the creation and passage of the accounting year budget, and to deposit all monies in the name of the Sakai PTO in banks, trust companies or other depositories selected and approved by the Board; reconcile the Sakai PTO books to the bank statements; and in general perform all duties incident to the office of Treasurer as may be assigned by the President or Officers and deemed by the PTOCC Financial Guidelines. In the event of the Treasurer's absence or inability to act, the Treasurer-Elect will temporarily perform the duties of the treasurer. At the expiration of his/her term, the Treasurer will turn over all property of Sakai PTO in his or her possession and financial statements, including an income statement showing results of operations during the accounting year, and reconciliation reports of the Sakai PTO books to the bank statements. In the absence of the above officers, the Treasurer will preside over the PTO meeting.
8. Treasurer-Elect. The Treasurer-Elect shall serve in conjunction with the Treasurer to supplement the Treasurer's role. This office shall be held with the intention to train in as Treasurer for the following term. In the absence of the above officers, the Treasurer-Elect will preside over the PTO meeting.
9. Site-Based Council Representative. (Two year term) The Site Based Council Representative will attend every PTO board meeting as a dual board member (PTO and Site- Based) and give a report to the Site-Based Council on PTO affairs and attends Site Based Council meetings and reports back to the Sakai PTO board. In the absence of the above board members, the Site-Based Council Representative will preside over the PTO meeting.
10. Volunteer Coordinator (s). The Volunteer Coordinator(s) will announce, collect, and review information with parent volunteers for fundraising and school activities, attend all monthly PTO meetings and will facilitate a report on the ongoing activities or needs for the monthly meeting. He/she will keep records of committee job descriptions, committee chairs, and volunteers as well as report Sakai's Annual Volunteer Hours to Bainbridge Island School District at the requested time in the spring. In the absence of the above officers, the Volunteer Coordinator will preside over the PTO meeting.
11. Enrichment Coordinator (s). The Enrichment Coordinator(s) will meet with teachers/staff to schedule/coordinate enrichment activities as requested by teachers/staff, will attend all PTO meetings and will report on enrichment activities and expenditures. In the absence of the above officers, the Enrichment Coordinator will preside over the PTO meeting.
12. Special Grants Coordinator. In September, consult with the principal and administrative secretary to establish a schedule for Special Grant Applications. In early October, email teachers to notify them of the application process and deadline. When applications have been received, meet with the principal to review and get his/her recommendations. Create a spreadsheet summarizing application requests and dollar amounts, and distribute to the

Board for review. Schedule a Special Grant Review Meeting with the PTO Board and principal, and discuss and vote on the grant requests. Notify teachers individually by email whether or not their request has been granted, summarize the final decisions in a spreadsheet, and give copies to the PTO Treasurer and administrative secretary for funding reference. Funding should be available immediately after Thanksgiving Break.

13. Term. PTO officers shall serve a minimum of one year and a maximum of two years in the same position. In the election Process, if a board position is left unfilled, the acting officer may extend his or her term upon board approval, until a new officer is appointed.

14. Mid-Term Vacancies. All mid-term vacancies by PTO officers shall be filled by appointment by the remaining officers.

15. Commitment Requirements. The following requirements are necessary for the above officers:

- a. Each Officer shall fulfill his/her office according to his/her job description.
- b. If he/she is unable to fulfill his/her duties, he/she must notify the officers of the PTO in writing so appropriate measures can be taken.

16. Remuneration. All service provided by any PTO officer or PTO member for any PTO sponsored program or event is by definition volunteer service and as such is not eligible for compensation or payment. As all PTO service is volunteer service, no payment, compensation, monetary thank-you (i.e. gift certificate), shall be made to any PTO officer or any PTO member for their efforts associated with any PTO sponsored program or event.

17. Pecuniary Interest. No PTO member shall have a pecuniary interest in a contract or transaction with the Sakai PTO unless his/her interest is disclosed to the entire PTO Board and approved by both a simple majority of the PTO board, as well as a simple majority of the PTO general membership, pursuant to Article III, subsections 8 and 9.

18. PTO Gifts. From time to time, the PTO Board may, on behalf of the entire Sakai PTO membership, choose to present a gift to a Sakai staff member in celebration or recognition of a special or extraordinary situation and/or event. The amount and designee shall be determined and approved by a PTO Board vote.

19. PTO Venue. From time to time, Sakai PTO may choose to act as a venue for businesses or other volunteer organizations. Sakai PTO does not endorse any business or volunteer organization, nor is it a party to any business transaction that may occur between said organization and Sakai PTO members or the general public.

20. Delegation. In the case of absence or inability to act as an officer of the PTO and of any person therein authorized to act in his/her place, the PTO officers may from time to time

delegate the powers or duties of such officer to any other officer or any member of the PTO organization.

## ARTICLE V COMMITTEES

1. Committees. The PTO officers may designate such committees as it deems necessary to carry on the business of the PTO, which committees shall have such authority as stated in the committee job description.
2. Qualification of Committee Chairs. Every person selected as a committee chair must be a member of the Sakai PTO. Every committee will have at least one chairperson.
3. Term. Each committee chair and co-chair may serve on any given committee as long as they have a student attending Sakai Intermediate School.
4. Mid-Term Vacancies. All mid-term vacancies by committee chairs shall be filled by PTO members who choose to fill said vacancies.
5. Commitment Requirements. The following requirements are necessary for the committee chairs:
  - a. Each chair shall fulfill their duties according to their job description.
  - b. If the committee chairs are unable to fulfill their duties, they need to notify the officers of PTO in writing so appropriate measures can be taken.

## ARTICLE VI ACCOUNTING

1. Accounting Procedures. The Sakai PTO shall establish accounting and cost tracking procedures so as to ensure the proper segregation of direct and indirect costs, identification of direct costs by specific grant or contract, and other procedures as may be required by local, state, or federal audit agencies.
2. Purchases and Payments. Passage of the annual budget shall constitute authority to order the purchase of goods and services on behalf of the various factions of the Sakai PTO. Additionally, purchase of goods and services may occur following the passage of specific additional motions during any regular or special meeting of the PTO. All

checks or drafts of money issued in the name of Sakai PTO shall be signed by two of the following: Treasurer, Treasurer-Elect and President or President-Elect.

3. Non-Budgeted Expenditures. Non-budgeted expenditures in excess of \$200.00 require approval of the majority of the board.

ARTICLE VII  
AMENDMENTS

These guidelines may be amended or repealed by a vote of two-thirds of all the Board members at any meeting, the notice of which includes notice of the consideration of such action to the general membership.

ARTICLE VIII  
AMENDMENTS

The fiscal year of the organization shall be July 1 through June 30 of each year.

Adopted by resolution of the members of the Sakai PTO on \_\_\_\_\_

\_\_\_\_\_  
Secretary