

**SAKAI INTERMEDIATE SCHOOL  
PARENT-TEACHER ORGANIZATION GUIDELINES**

As Revised May 2015

**Article I  
Mission Statement**

The Sakai Parent-Teacher Organization (“Sakai PTO”) is a volunteer based organization made up of parents, legal guardians, teachers and staff of Sonoji Sakai Intermediate School (“Sakai”) in District #303 on Bainbridge Island, Washington. The Sakai PTO sponsors assistance to teachers in the classroom setting, raises funds for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact Sakai students. The mission of the Sakai PTO is to foster a positive learning climate, which encourages academic and social growth for all Sakai students.

**Article II  
Definitions**

1. Members: The parents and legal guardians of Sakai students, and the teachers and staff of Sakai shall be deemed Members of the Sakai PTO unless they individually choose otherwise.
2. PTO Board: The term “PTO Board” is defined in Article IV, Section 1.
3. Board Officers: The term “Board Officers” is defined in Article IV, Section 1.

**Article III  
Meetings**

1. Meeting Place: All Sakai PTO meetings of the Members shall be held at Sakai or at a place determined by the PTO Board. The meeting place shall be stated in the notice of the upcoming meeting. All Sakai PTO meetings are open for all Members to attend.
2. Board Meetings: A PTO Board Meeting will be held with the purpose of approving the budget or any other business that the PTO Board deems appropriate.
3. General Membership Meetings: A General Meeting of the Sakai PTO will be held once a month during the school year or as determined by the PTO Board.
4. Annual Meeting: The Annual Meeting of the Sakai PTO for the selection of the PTO Board and Committee Chair positions, and for the transaction of such other business as may properly come before the Sakai PTO, shall be held each year in the spring, prior to the end of the school year, or at such time as determined by resolution of the PTO Board.
5. Summer Planning Meeting: A summer planning Board Meeting will be held prior to the beginning of the school year. The purpose of the meeting will be to plan for the Meet & Greet. It is a planning meeting only. No voting will take place.
6. Special Meetings: Special Meetings of the PTO Board and/or PTO Members for any

- purpose may be called at any time by the President of the PTO, or by a minimum of ten PTO Members.
7. Notice of Meeting: Notice of the time and place of all meetings shall be given through at least one of the following: the Sakai or Sakai PTO newsletter, the message board, special flyer, e-mail, internet, and/or telephone.
  8. Agenda: Any Member may propose an item for the next meeting's agenda provided the item is given to the PTO President at least two days prior to the scheduled meeting. The PTO Board shall set the agenda for the PTO General Meeting.
  9. Teacher Representative: There shall be a Sakai teacher or staff member at every PTO Board Meeting to act as liaison between the Sakai PTO and the Sakai staff.
  10. Quorum: A simple majority of the PTO Board shall be necessary at all meetings to constitute a quorum for the transaction of business.
  11. Voting: A quorum of Board Officers must be present at a meeting in order for the transaction of business (i.e., a vote to be binding). Members of the PTO Board will each have one vote. When a quorum is present at Board Meetings, a simple majority of Board Officers is required for approval of matters. At General PTO meetings, all PTO Members, including non-officers, will each have one vote. A simple majority of those present is required for the approval of matters. The PTO Board may also elect to vote electronically via email.

#### **Article IV PTO Board of Officers**

1. Designations: The PTO Board of Officers ("PTO Board") shall include 6 or more Members, as follows: President; President-Elect; Vice-President; Treasurer; Assistant Treasurer, Secretary; Teacher/Staff Representative; Site-Base Council Representative; Volunteer Coordinator; Enrichment Coordinator; Communications Coordinator; Fundraising Coordinator; Special Grants Coordinator; Arts and Traditions Representative and Member-at-Large ("Board Officers"). The responsibility of the position may be shared to reduce the responsibilities of any one person. While every effort should be made to fill all shared positions, one person can elect to undertake these duties. Nominations can be by self or peer. Each person has one vote.
2. Qualifications: Each person selected as a Board Officer must be a Member of the Sakai PTO. The Sakai PTO (Board Officers and general Members) shall elect all Board Officers for the following school year at the Annual Meeting.
3. Commitment: Each Board Officer is expected to fulfill their responsibilities as described in the following job descriptions, and as explained by the PTO President. All Board Officers are expected to attend all Sakai PTO Meetings. If a Board Officer is unable to fulfill their duties, they will notify the PTO President so appropriate measures may be taken.
4. Term: Board Officers shall serve a minimum of one year and are encouraged to serve for two years to ensure continuity of their role, with the exception of the President-Elect and the Assistant Treasurer (who are encouraged to serve one year as a training year before assuming the role of the coordinating office) and the Site-Base Council Representative (who will serve two years). A maximum of two years in the same position is recommended in order to ensure a variety of volunteer support. In the selection process,

- if a PTO Board position is left unfilled, the acting Board Officer may extend their term upon PTO Board approval, until a new Board Officer is appointed. .
5. Mid-term Vacancies: All mid-term vacancies will be filled as soon as possible, or at the discretion of the PTO Board. Vacancies will be filled by appointment by the remaining PTO Board.
  6. Remuneration: No compensation shall be paid to any Board Officer or to any PTO Member for their services.
  7. Removal: If a Board Officer is determined to be in neglect of their duties, as outlined above in Article IV and in the specific Board Officer's job description as described in Article V, they can be removed from office by a simple majority vote of the PTO Board.
  8. Delegation: In the case of absence, or inability to act as an Board Officer, the PTO Board may delegate the powers or duties of such Board Officer to any other Board Officer or any PTO Member.
  9. Pecuniary Interest of Officer: No Board Officer shall have a pecuniary interest in a contract or transaction with the Sakai PTO unless her/his interest is disclosed to the entire PTO Board and approved by a simple majority of the PTO Board. Notification to general membership will be given through the minutes or other communication.

## **Article V**

### **Board of Officers Job Descriptions**

1. President: The PTO President shall prepare the agenda and preside at all general meetings and board meetings and shall have general supervision of the affairs of the Sakai PTO and shall perform all duties of the PTO President including duties required of them by the PTO Officers or Members. The President shall represent Sakai PTO at all monthly Parent Teacher Organization Coordinating Council ("PTOCC") meetings held at a designated location. In the event that the President cannot preside over any meeting, they may appoint any other Board Officer as representative. The President acts as co-signer of all checks in conjunction with the Treasurer.
2. Vice President: The President-Elect shall serve on the PTO Board to train for the role of President for the following year. They also have the authority to sign checks, if either the President or Treasurer is not able to do so.
3. Teacher/Staff Representative: The Teacher Representative shall be a member of the Sakai staff and serve as a liaison between the teachers and the PTO. They will make periodic reports to the PTO Board.
4. Secretary: 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.
5. Treasurer: The Treasurer is the authorized custodian, elected by the Members, to administer the funds of the Sakai PTO on behalf of the membership and PTO Board. The funds, as well as the books and record-keeping materials, are the property of the Sakai PTO. The Treasurer must adhere to all requirements set forth in "The Financial Guidelines for the Bainbridge Island Parent Teacher Organization Coordinating Council (PTOCC)" document of the Bainbridge Island School District. Please refer to this

document for a more detailed description of the Treasurer's responsibilities. In the absence of the Treasurer, the President may temporarily perform the duties of the Treasurer. At the expiration of their term of office, the Treasurer shall turn over to the President all property of the Sakai PTO in their possession, including all financial statements, an income statement showing the net of operations during the fiscal year, and reconciliation reports of the Sakai PTO books with financial institution statements

7. 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.
9. Site-Base Council Representative: One of the three parent representatives to the Sakai Site-Base Council will be the PTO Representative. The Site-Based Council Representative from the PTO will serve a term of two years. The Site-Base Council Representative is required to attend and report at both the Site-Base Council meetings and all Sakai PTO meetings. This position will likely require participation in special committees and/or groups established to represent parent interests.
10. Enrichment Coordinator: The Enrichment Coordinator will be responsible for all curriculum enhancement activities sponsored by the Sakai PTO. This includes researching, coordinating and scheduling all Sakai PTO-sponsored assemblies. They will submit a budget outlining the enrichment plan for the year, per the Sakai PTO guidelines. The Enrichment Coordinator will chair any necessary committees related to school enrichment activities, and they will report to the PTO Board on the actions of this committee. **All Enrichment activities will require approval from the Principal and staff leaders**
11. Volunteer Coordinator: The Volunteer Coordinator(s) will announce, collect, and review information with parent volunteers for 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. In the absence of the above officers, the Volunteer Coordinator will preside over the PTO meeting.
12. Fundraising co-Coordinators: The Fundraising Coordinators are in charge of all fundraising duties, specifically the Math-a-thon. This position shall be shared, two year commitment by an incoming fifth grade parent and a sixth grade parent. The person(s) in this position coordinate the fundraising budget with the President and Treasurer and report to the PTO board monthly regarding all fundraising happenings.
13. Special Grants Coordinator: Before school begins, consult with the principal and president(s) to establish a schedule for Special Grant Applications. During the first week of school notify teachers/staff of the application process and deadline. When applications have been received, meet with the principal and president(s) to review and get their 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.
15. Arts and Traditions Representative: **Need description from Michelle Byron with input from incoming Tina Pujolar**

## **Article VI Committees**

1. Committees: The PTO Board may designate such committees as it deems necessary to carry on the business of the PTO. These committees shall have such authority as stated in the committee job description.
2. Qualification of Committee Chairs: Each 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 may serve on any given committee as long as they have a student attending Sakai.
4. Mid-term Vacancies: All mid-term vacancies by Committee Chairs shall be filled by PTO Members who choose to fill said vacancies, with the approval of the PTO Board.
5. Commitment: Each chair shall fulfill their duties according to the job description. If the Chair is unable to fulfill these responsibilities, they will notify the PTO President so appropriate measures can be taken.
6. Removal: If a Committee Chair is determined to be in neglect of her or his duties, as outlined above in Article VI, they can be removed from office by a simple majority vote of the PTO Board.

## **Article VII Accounting**

1. Accounting Procedures: The Sakai PTO will abide by the Financial Guidelines outlined by the PTOCC in the document, "Bainbridge Island Parent Teacher Organizations Financial Guidelines".
2. Purchases and Payments: Passage of the annual budget shall constitute authority to order the purchase of goods and services on behalf of the Sakai PTO. Additionally, purchase of goods and services may occur following the passage of specific additional motions during any meeting of the Sakai PTO. Purchases over two hundred dollars (\$200.00), not previously specified in the annual budget approved by the Sakai PTO, must be approved by a simple majority vote of the Sakai PTO at a meeting where a quorum of Board Officers is present.
3. Signing: The Treasurer and President will have signing authority for all Sakai PTO financial accounts. As required in PTOCC guidelines, all checks must be cosigned. The Treasurer and President shall sign all checks or drafts of money issued in the name of the Sakai PTO. In the absence of the President or Treasurer, the Board Officer who is a designated signer can sign checks.
4. **All Board Officers are responsible for the financial performance and integrity of the Sakai PTO.**

## **Article VIII**

## **Dissolution**

In the event of dissolution of the Sakai PTO, the assets of this organization, remaining after payment of obligations, shall be distributed evenly to each of the individual elementary level Parent-Teacher Organizations (hereto referred to as PTOs) of the Bainbridge Island School District in operation at the time of dissolution. If no PTO remains in operation at the time of dissolution, the assets of the Sakai PTO shall be distributed to an organization or organizations that support the functions and purposes of the Sakai PTO. In this event, the Members shall adopt a plan of distribution of the assets of the Sakai PTO, which must be approved by at least two-thirds (2/3) of the Members present at a meeting called for the purpose, a quorum being present. The plan of distribution shall be subject to the provisions of RCW 24.03.225 of the State of Washington.

## **Article IX Amendments**

These guidelines may be amended or repealed by a vote of two-thirds (2/3) of the PTO Board at any meeting, the notice of which includes notice of the consideration of such action to the general membership.

## **Article X Fiscal Year**

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 Board of Officers.

Date:

Signature:

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