

**Valley/Valley Southwoods Parent Teacher Organization (PTO)  
Bylaws and Constitution  
(LAST UPDATED JANUARY 2020)**

**Table of Contents:**

<b><u>Article</u></b>		<b><u>Page</u></b>
Article I	Name.....	2
Article II	Purpose.....	2
Article III	Structure.....	2
Article IV	Executive Board.....	2
Article V	PTO Council.....	4
Article VI	PTO Community.....	5
Article VII	Elections and Terms of Office.....	5
Article VIII	PTO Council Meetings.....	6
Article IX	PTO Community Meetings.....	6
Article X	Finances.....	6
Article XI	Amendments.....	7
Article XII	Rules of Order.....	7
Article XIII	Standing Rules.....	7
Article XIV	Notice.....	7
Article XV	Dissolution.....	7

**Valley/Valley Southwoods Parent Teacher Organization (PTO)  
Bylaws and Constitution**

ARTICLE I            NAME

The name of this organization is the Valley/Valley Southwoods Parent Teacher Organization (PTO). It is a non-profit organization and is under the umbrella of the West Des Moines Community School Foundation, located in West Des Moines, Iowa.

ARTICLE II            PURPOSE

The purpose of this organization is:

1. To develop an interactive partnership between home, school, and the community.
2. To encourage communication and involvement among parents, teachers, administrators, and students.
3. To provide resources and support for student and teacher activities.
4. To help raise funds in support of these efforts.

ARTICLE III            STRUCTURE

The organization shall be structured to achieve maximum communication benefits for the school and the community and will consist of:

1. Executive Board
2. PTO Council
3. PTO Community

ARTICLE IV            EXECUTIVE BOARD

1. The Executive Board shall consist of four offices. They shall, if a quorum of 51% is convened, have the power to transact all business of the organization. The Executive Board shall meet subject to the call of the Co-Presidents or any two members of the Executive Board.
2. The offices of the Executive Board and their duties shall be:  
President or Co-Presidents (hereinafter "President")
  - a. Preside at all meetings of the organization and at the PTO Council meetings.
  - b. Perform all duties pertaining to the office in order that the objectives and purposes of the organization be fulfilled.

- c. Determine a staff representative who shall typically be the principal of each school or their designee.
- d. Appoint all committee chairs.
- e. Work closely with the principals or a designee to ensure good family, school, and community communication.

Vice President or Co-Vice Presidents (hereinafter “Vice President”)

- a. Serve as primary PTO liaison to the Valley Southwoods administration.
- b. Assume the duties of the President in the absence of, or at the request of, the President.
- c. Perform functions directed by the President.
- d. Assume the Presidency the following term.

Secretary

- a. Record the minutes of all PTO Community, PTO Council, and Executive Board meetings and be responsible for maintaining the official records of the organization.
- b. Make the minutes available to the PTO Community or accessible to the PTO Community online.
- c. Notify the PTO Council and PTO Community of their respective meetings.
- d. Perform functions directed by the President or Executive Board.
- e. Request reports from standing committees. The Secretary shall provide all reports to the President and make them available at PTO Council meetings.

Treasurer

- a. Receive and deposit all moneys for PTO.
- b. Disburse such sums as provided by the budget or as voted by the Executive Board or the PTO Council.
- c. Keep an accurate record of all receipts and expenditures.
- d. Present an updated financial statement since the previous meeting, including payments made from each line item of the budget and a copy of the latest bank statement with the account number blackened out, at PTO Council meetings.
- e. Make a detailed financial report at the conclusion of the term.
- f. Submit the books annually for an internal examination. The examination will take place annually in July. The examiner will be selected by the PTO Presidents but will not be a member of the Executive Board nor a committee chair.
- g. Perform all other functions as directed by the President.

- h. Make financial records available for review upon request by any Executive Board member.
- i. Provide financial reports as requested by the West Des Moines Community School Foundation.
- j. Ensure vouchers are properly filled out and process the vouchers.
- k. Prepare a budget for the school year. The budget will be presented at the first PTO Council meeting of the year.
- l. Follow the “Financial Management Policies” of the Valley/Valley Southwoods PTO.

Immediate Past President(s): Participate in Executive Board and PTO Council meetings as mentors and provide assistance and institutional memory as needed. Immediate Past President shall not be counted for quorum purposes and shall have no right to vote.

3. Quorum: An Executive Board quorum consists of 51% of Executive Board members.
4. Special Meetings: The President or any two Executive Board members may call a special Executive Board meeting upon three days notice to the Executive Board.

## ARTICLE V

### PTO COUNCIL

1. The PTO Council is made up of the Executive Board and all the committee chairs needed to carry out the duties of the organization. Standing committees on the PTO Council include:
  - a. Membership
  - b. Volunteer Coordinator
  - c. School Community Network
  - d. Tiger Launch Back to School Event
  - e. Hospitality
  - f. Fundraising
2. Additional Committees: The Executive Board may appoint additional committees as needed.
3. Special committees may be created by the co-chairs for a specific, limited purpose and will automatically cease to exist when that special purpose has been accomplished.

## ARTICLE VI

## PTO COMMUNITY

The PTO Community consists of all parents, guardians, or other adults standing in loco parentis for a Valley High School or Valley Southwoods student. Teachers and administrators at Valley High School and Valley Southwoods may also be involved. While there are no membership dues, donations are critical to the organization's success.

## ARTICLE VII

## ELECTIONS AND TERMS OF OFFICE

1. Nominations: The Vice President(s) shall prepare a slate of Executive Board and PTO Council members to be presented to the Executive Board and PTO Council prior to the expiration of their term of office. The Vice President(s) shall make every effort to fill the Vice President positions with parents whose children will be Valley Southwoods students during their term of office. Further effort should be made to nominate one former Stilwell parent and one former Indian Hills parent. If there is more than one person interested in serving in an Executive Board position, a nominating procedure will be followed and voting will occur. Voting will take place at the last regularly scheduled PTO Council meeting of the year or at a special meeting called for that purpose. All PTO Council members present at that meeting will vote.
  - a. Nominations will be accepted from the floor on the day of the vote.
2. Terms of Office: The term of office shall begin July 1 and continue through June 30 of the following year. The term of office will be one year, but officers may volunteer to serve consecutive terms if they are agreeable to that and if voted on by the PTO Council.
3. Vacancies: If there is a vacancy in the office of President, the Vice President will become the President for the remainder of the term and will continue in this role the following term as scheduled. As soon as possible, the Executive Board will fill the vacancy left by the Vice President for the remainder of the term. The newly appointed Vice President will not become President the following term. A vacancy of one Co-President or one Co-Vice President may or may not be filled at the discretion of the Executive Board. If there is a vacancy in any other office, the Executive Board will fill the vacancy as soon as possible.
4. Removal from Office: An officer may be removed from office only for good cause by a vote of two-thirds of those present at a regularly scheduled PTO Council meeting or at a special meeting called for that purpose.

ARTICLE VIII            PTO COUNCIL MEETINGS

1.     The PTO Council meetings shall be held at least three (3) times per year. They shall meet before each PTO Community meeting, and at such other times as determined by the President, and have the power to transact all business of the organization. All members of the PTO Council shall be notified of meetings with a minimum of seven (7) days notice.
2.     Quorum: The quorum shall be four (4) members of the PTO Council.

ARTICLE IX            PTO COMMUNITY MEETINGS

1.     PTO Community meetings shall be held at least three (3) times per year based on a schedule to be set, in cooperation with the principals, by April 30 of the previous school year. Notice of each meeting shall be given to the PTO Community at least five (5) days prior to each meeting. Special meetings may be called by the Executive Board by giving 48 hours notice and stating the reason for the meeting.
2.     Because of varying attendance and because all business is conducted by the Executive Board and the PTO Council, there will be no standard for a quorum.

ARTICLE X            FINANCES

1.     Donations to the PTO shall be solicited yearly and used for administrative expenses of the organization or to otherwise support the purpose of the organization.
2.     A budget shall be formulated by the first PTO Council meeting of the school year and may be amended by the second PTO Council meeting after all dues have been collected. Committee chairs will receive a budget from the Executive Board and must use reasonable discretion in spending within their budget. Committee chairs may not spend beyond their budget without obtaining prior approval from the Co-Presidents or Treasurer.
3.     The fiscal year of the Valley/Valley Southwoods PTO shall run from July 1 to June 30.
4.     The Executive Board may authorize expenditures of \$500 or less that are not budgeted if action must be taken prior to the next regularly scheduled PTO Council meeting.

5. Two authorized signatures shall be required on each check over the amount of \$250.00. Authorized signers shall be the Treasurer, the President, or another approved member of the Executive Board all who have been properly vetted and approved through the financial institution holding the account.
6. Each spring, the PTO Council will review the budget and financial statements to determine if extra money is available to pass on to the schools, and if so, how much money is available related to the budget.

#### ARTICLE XI            AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the PTO Council present at a regular or special meeting, provided that the amendment has been presented in writing, per Article XIV, to the PTO Council at least ten (10) days before the meeting at which the vote is to be taken.

#### ARTICLE XII            RULES OF ORDER

Robert's Rules of Order as most recently revised, shall be the authority for procedures in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

#### ARTICLE XIII            STANDING RULES

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

#### ARTICLE XIV            NOTICE

In all cases where notice or written information is required to be given, notice is proper if it is provided through U.S. mail or electronic mail.

#### ARTICLE XV            DISSOLUTION

In the event that the PTO is dissolved, its assets shall be donated to Valley and Valley Southwoods. If Valley or Valley Southwoods is no longer in existence, the assets will be donated to the West Des Moines Community School District.