

ADM. CHESTER W. NIMITZ ELEMENTARY  
PARENT-TEACHER ORGANIZATION  
BY-LAWS

ARTICLE I: NAME

SECTION 1. The name of this organization is the Admiral Chester W. Nimitz Elementary School Parent-Teacher Organization (PTO).

ARTICLE II: DESCRIPTION

SECTION 1. The PTO, being a local unaffiliated association of the parents, teachers, and staff of the Admiral Chester W. Nimitz School, is organized to support, initiate, and encourage those programs, policies, and procedures which best ensure a quality educational experience for all our students through fundraising.

ARTICLE III: OBJECTIVE

SECTION 1. It is furthermore the PTO objective and purposes to provide certain materials, funds, or services not provided through the State of Hawaii Department of Education (DOE) funding or procurement.

ARTICLE IV: BASIC PRINCIPLES

SECTION 1. The PTO will demonstrate good citizenship by adhering to democratic principles.

SECTION 2. The PTO will demonstrate honesty by maintaining all financial dealings open for public inspection.

SECTION 3. The PTO will demonstrate the democratic principle by electing representatives from the membership.

SECTION 4. The PTO will demonstrate integrity by never having a vested interest in or personally deriving profit from any fund raising activity or financial transaction. Vested interest may be defined as deriving benefit from the business profiting from the fundraising effort and being in a position to directly affect the decision concerning which fund raiser to use. Furthermore, the name of the organization or the name of any members shall not be used in any connection with a commercial concern or any partisan interest not appropriately related to the promotion of this organization's objectives.

SECTION 5. The PTO will demonstrate environmental and social concern by carefully selecting the corporations, products, services, and policies with which it is associated.

SECTION 6. The PTO shall be non-commercial, non-sectarian, and non-partisan. The PTO shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office (including publication or distribution or statements), or devote PTO funds towards influencing legislation.

SECTION 7. The PTO will demonstrate cooperation by acting as a partner with the school administration in the establishment of school policy, recognizing that the legal

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responsibility for making school policy has been delegated by the people through the DOE to the local administration.

SECTION 8. The PTO will demonstrate a desire for open communication through the publication or similar notice, informing the Nimitz community of PTO activities, plans, concerns, etc., and shall through various means (i.e., questionnaire, surveys, etc.) seek out the opinions, suggestions, and concerns of the Nimitz community at large. Minutes of the most recent PTO meeting will be published and displayed in the school office for public review.

ARTICLE V: MEMBERSHIP

SECTION 1. This PTO exists as an organization of its members, approved by the authority of the general membership, a not-for-profit corporation organized under the State of Hawaii.

SECTION 2. Membership in this PTO shall be made available to any parent, teacher, or individual that subscribes to the objectives and basic policies herein stated, without regard to race, creed, color or national origin.

SECTION 3. Every member of the PTO is entitled to all benefits of such membership.

SECTION 4. Only members of this organization shall be eligible to participate in business meetings or to serve in an elected or appointed position.

SECTION 5. To be considered a voting member, the participant must have attended the three consecutive previous meetings. During the fourth consecutive meeting the member is allowed to vote. This attendance considers the participant an Active Member.

ARTICLE VI: OFFICERS

SECTION 1. The officers of this PTO shall consist of a President, First Vice-President, Second Vice-President, Secretary, Treasurer, and three Directors. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by this organization.

SECTION 2. Each candidate for office must be an active member of the PTO as defined in ARTICLE V.

SECTION 3. At least (30) days prior to the last open business meeting in May, a Nominating Committee of three members, plus one alternate, shall be appointed by the Executive Board. The committee shall choose its own chairperson. It shall be the duty of the committee to nominate candidates for the offices to be filled at the last open business meeting in May, however additional nominations shall be accepted from the floor.

SECTION 4. The Nominating Committee shall have charge of the conduct of the election proceedings. If there is more than one candidate for any office, an election by ballot is required. If but one candidate is nominated, a simple voice vote is sufficient. Each officer shall be elected by a majority vote of members present and will assume their duties following the close of the meeting at which they are elected.

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SECTION 5. Each officer's term shall last one year (May to May) or until their successor is elected. No member shall hold more than one office at any time and it is recommended that no member shall be eligible to serve for more than two consecutive terms in the same office.

SECTION 6. Each officer shall have a working knowledge of the parliamentary authority adopted by the PTO.

SECTION 7. Prior to the election each officer shall prepare all PTO materials in their possession, relating to their office, for immediate transfer to the officer-elect, should they be succeeded.

SECTION 8. Should an accusation be made against any officer, the officer in question will take a leave of absence from their office to await determination by the Executive Board as to just cause. Should just cause be established, a motion will be brought before the general membership for removal from office. Prior to taking the motion before the general membership however, the officer shall be provided the option of resignation. Removal from office shall require a two-thirds vote of the general membership present in favor of the motion to be sustained. Prosecution of the accused shall be in accordance with the procedures prescribed by these bylaws and the parliamentary authority adopted by this PTO.

SECTION 9. Any office may be considered vacant either through a letter of resignation or if a Board member does not attend two consecutive Board meetings without a valid reason as determined by the Board. Any office, which shall become vacant prior to the expiration of term, may be filled by a candidate who is nominated and elected by the Executive Board.

ARTICLE VII: EXECUTIVE BOARD

SECTION 1. The Executive Board is an administrative/managerial body of elected officials, which has the character of a deliberative assembly (as defined by parliamentary authority).

SECTION 2. The officers of the PTO, including the Directors, shall constitute the Executive Board.

SECTION 3. The Executive Board shall have general supervision of the affairs of the PTO between its general membership meetings. It shall determine the hour and place of its meetings, make recommendations to the organization, and shall with action taken by the PTO perform such other duties as are specified by these bylaws. The Board shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the PTO.

ARTICLE VIII: DUTIES OF OFFICERS

SECTION 1. The President shall prepare agendas for, and preside at, all meetings of the PTO. Shall represent the PTO at school-affiliated functions, shall be member ex-officio of all committees, except the Nominating Committee. Shall remain unbiased on all issues, therefore not voting on any motion, except for in the case of a tie at which time the President will cast the deciding vote. Shall oversee/coordinate the work of the PTO

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officers and committees, shall sign checks in the absence of the treasurer, shall sign any and all legal and binding contracts or commitments made on behalf of the membership and may authorize any other officer to act, sign or make commitments as circumstances warrant. Shall prepare, prior to end of term, a report detailing PTO accomplishments, to be provided to the general membership and the school administration. Shall provide input in the monthly Eagle News as necessary.

SECTION 2. The First-Vice President shall act as aide to the President and shall perform the duties of the President in the latter's absence; shall oversee the activities of the Fundraising Committee and shall perform other duties as may be delegated or directed by the President or the Executive Board.

SECTION 3. The Second Vice-President shall act as an aide to the President and second in succession to the presidency; shall oversee the activities of the Membership Committee and shall perform other duties as may be delegated or directed by the President or the Executive Board.

SECTION 4. The Secretary shall record the official minutes of all meetings of the PTO; including all notices to membership. Shall be prepared to refer to the minutes of the previous meeting. Shall prepare a summary of all unfinished business for the use of the President. Shall oversee the activities of the Publicity Committee. Shall perform such other duties as may be delegated or directed by the President or the Executive Board.

SECTION 5. The Treasurer shall receive all PTO monies. Shall keep all records of all receipts and expenditures. Shall disburse local funds as authorized by the Executive Board. Shall prove a statement of account and present an oral report at each regular PTO meeting and other times as directed by the President or the Executive Board. Shall accept the quarterly statement of expenditures required from the school administration, and rectify that statement against PTO authorized budget. Shall make a full financial report at the last open membership meeting. Shall file all IRS forms as appropriate throughout the year. Shall oversee the activities of the Beautification Committee.

SECTION 6. The Director of Beautification, aided by a committee of members, is responsible for identifying, researching, organizing, acquiring, and implementing plans/materials for capital improvements/modification to the Nimitz Campus, with the approval of school administration.

SECTION 7. The Director of Fundraising, aided by a committee of members, is responsible for analysis, review, and selection of those fundraising opportunities, which offer the best return for the effort, expended by the membership. Shall be especially sensitive to, and ensure that, the goals, objectives, and standards of the PTO are not violated during the fund raising process; and shall act as an agent of the PTO in organizing and implementing fund raising activities. Shall design and procure t-shirts for the school year. All designs will be voted on and adjustments made as necessary prior to procurement.

SECTION 8. The Director of Membership/Publicity, aided by a committee of members, is responsible for organizing, coordinating, and conducting the yearly membership drive, for the publication of notices of PTO activities, PTO membership, as well as coordination of news releases to and coverage of PTO activities by the local

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media. Maintaining an accurate roster of PTO members. Ensure that an accurate roll of adult volunteers is maintained. Shall coordinate volunteer interests with needs of standing and ad hoc committees to support PTO projects. The Executive Board prior to publication will review all news releases.

ARTICLE IX: COMMITTEES

SECTION 1. Such committees, ad hoc (special) and standing, shall be appointed by the President or the Executive Board from time to time as are deemed necessary to carry on the business of the PTO. The President shall be ex officio member of all committees except the Nominating Committee.

ARTICLE X: FINANCES

SECTION 1. Disbursement of local funds shall occur only upon authorization of the Executive Board and direction of the President. Funds dispersed by check shall require two signatures, usually the Treasurer and the President, with a third and fourth member of the Board authorized to co-sign if either of the primary signatories is not available.

SECTION 2. All funds shall be deposited in a financial institution approved by the Executive Board.

SECTION 3. The accounts of the Treasurer shall be examined annually by an Auditing Committee of not less than three members who, upon being satisfied that the Treasurer's annual report is accurate, shall sign a statement attesting to its accuracy. The Executive Board shall appoint the Auditing Committee at least two weeks prior to the end of the school year or prior to stepping down.

SECTION 4. The fiscal year for this organization shall begin on 1 July and end on 30 June.

SECTION 5. Receipts shall be required for all funds dispersed by the PTO. A "Request for Funds" or "Request for Reimbursement" form shall be filled out and attached to all receipts.

SECTION 6. Each Treasurer's annual report shall be maintained a minimum of five years for reference by succeeding boards.

SECTION 7. In the event the Nimitz Parent Teacher Organization is dissolved, all remaining funds shall be turned over to Nimitz Elementary School for use at the administrator's direction. The Nimitz PTO checking account shall be closed and all treasury documents (i.e., check registers, checkbooks, tax information and forms,) shall be retained by Nimitz Elementary administration until such time as there is reinstatement of an active Nimitz Parent Teacher Organization.

ARTICLE XI: ANNUAL PLANNING CONFERENCE

SECTION 1. An Annual Planning Conference will be held following the election of new officers for the purpose of presenting the school budget to the Executive Board;

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reviewing request for PTO funds from the school administration, projecting the PTO activities and service projects for the upcoming year.

SECTION 2. School needs and priorities, the basis for PTO Fundraising projections, will be determined by school administration. This survey shall be carried out two weeks prior to the Annual Planning Conference, with the results to be summarized and presented to the Nimitz community prior to the first business meeting of the new school year.

SECTION 3. In keeping with good business practices, it is recommended that the PTO budget and goals will be based on a three to five year plan, rather than a single year.

ARTICLE XII: MEETINGS

SECTION 1: Open business meetings are held in the fall and spring, usually in conjunction with a PTO-sponsored major school function. In the fall, usually at the open house a meeting is held to introduce the PTO Executive Board, welcome the school faculty, and promote PTO membership. In the spring, usually at the curriculum fair or a sponsored dinner, a meeting is held for the purposes of holding PTO general elections and informing the general membership of PTO activities. The open business meeting is open to the entire Nimitz Community. A majority of the Executive Board plus a minimum of twenty five members shall constitute a quorum.

SECTION 2. Executive Board meetings will be held at least once a month or as often as deemed necessary to conduct the business of the Board. As a general rule, representatives of the school administration and the PTO members are invited and encouraged to attend Executive Board meetings. However, upon occasion the Board may meet in executive session to allow the Board to consider selected issues which by virtue of their sensitive, tedious, or technical nature would be deemed improper or too time consuming to open to a general session. During the Executive Board meetings the right and responsibility of the vote is restricted to members of the Executive Board, however sufficient time shall be allowed to hear the opinions, views, interests, and concerns of the general membership. The right of the general membership to air their concerns before the Board shall not be restricted so long as it does not interfere with the ability of the Board to conduct business and maintain good order and is brought to the attention of the President (Vice President in the absence of the President) prior to the start of the meeting. Any member wishing to address the Board may do so by contacting any member of the Board prior to the scheduled meeting to ensure they are included on the Board's agenda. A majority of the Executive Board shall constitute a quorum (3 members).

SECTION 3. General membership meetings shall be held a minimum of once per quarter to conduct the routine business of the PTO. All members are welcome to attend. All members have the right to vote during general membership meetings. Any member for reasonable cause may call a meeting of the general membership at any time by contacting any member of the Executive Board. No minimum number of members is required; however, a majority of the Executive Board must be present in order to constitute a quorum.

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SECTION 4. Members of PTO standing and ad hoc committees will convene for the purpose of carrying out their assigned duties as necessary or as directed by the Executive Board. A majority of the committee membership shall constitute a quorum.

SECTION 5. Special meetings may be called by the President or by the Executive Board and as otherwise specified in these articles.

SECTION 6. Notification of meetings shall be published at least seven working days prior to the meeting. As such notice of emergency or special meetings will be provided as practicable.

SECTION 7. The minutes of all meetings shall be published to allow for public review within seven working days of the meeting. The minutes will be posted outside the office in the PTO bulletin board.

ARTICLE XIII: RIGHT OF REDRESS

SECTION 1. The right of individuals or groups (known as the redresser) to seek redress (the necessity of redress being defined by the redresser) shall not be infringed upon.

SECTION 2. Individuals or groups seeking redress, for whatever reason, may first bring their case before the Board at any Executive Board meeting either verbally or in writing. The demand for redress shall be given priority on the meeting agenda. Should the decision of the Executive Board not satisfy the redress, the redress will be given priority on the agenda of the next general membership meeting. A special general membership meeting may be demanded to hear the case. The decision of the general membership is final.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the PTO may adopt.

ARTICLE XV: AMENDMENTS

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote, provided that the proposed amendment has been submitted in writing at the previous meeting. To ensure that all PTO members are aware of, and have the chance to comment on, a proposed amendment, the text of the amendment shall be sent home to each member at least seven working days prior to the next regular meeting. If there is no response in opposition to the amendment it may be considered an affirmation of the amendment.

Amendments made:

April 5, 1995 (Article VI Officers, changed; Article VIII, Duties of Officers, Section 11 changed.)

May 2, 1995 (Article X Finances added section 7)

Aug 21, 2014 (Major overhaul, see notes in President's binder for detailed description)

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**PTO Guidelines**

Normal Flow of a meeting

Call to Order  
Reading and Approval of Minutes  
Reports from Committees  
Unfinished Business  
New Business  
Close Meeting

Handling of a Motion

A member makes a motion  
Another member seconds the motion  
The chair places the motion before the board  
Members debate the motion  
The chair puts the motion to a vote  
The chair announces the result of the vote

Voting

All voting is determined by a majority vote except the following  
-Two-thirds vote at any regular meeting to amend by laws (and then notice to all members)  
-Majority at an Executive Board meeting, withholding the president's vote unless in the case of a tie

Correspondence

- All correspondence shall be signed "Parent Teacher Organization"

Types of Meetings

Open Membership

-Held in fall and spring and open to entire Nimitz Community

Executive Board Meeting

-At least once monthly  
-School administration and PTO general membership may attend  
-Only executive board members can vote  
-General membership may voice opinions, views, or concerns prior to voting

General Membership

-Quarterly  
-All members are welcome to attend  
-All members have the right to vote



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Annual Planning Conference

- Administration presents school budget to executive board
- Review requests for PTO funds from school administration
- Define PTO goals
- Projected fundraising goals
- Planning PTO activities and service projects for the upcoming year

Gather Data Prior to Annual Planning Conference

Article XI Section 2

Conduct a Survey of

- School administration

The results of this survey will help us determine the needs and priorities of Nimitz. In addition the results of the survey will be summarized and presented to the Nimitz Community prior to the first business meeting of the new school year

Finances

Article X, Section 3, 4, & 6

- Accounts of treasurer shall be examined annually
- Fiscal year is 1 July to 30 June
- Treasurer's annual report shall be maintained for a minimum of 5 years

Article X Section 5

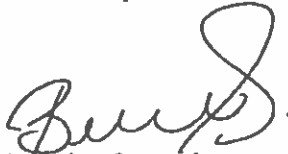
- Receipts for all funds dispersed by PTO
- “Request for Funds” or “Request for Reimbursement” forms attached to all receipts
- Quarterly report of all expenditures of PTO funds from school administration

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By signing below, you acknowledge you have read and will adhere to the By-Laws and Guidelines outlined above.



Leslie Bina  
President, Nimitz PTO



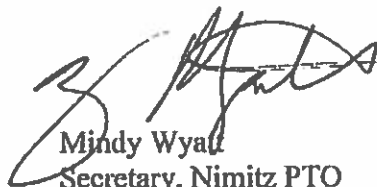
Bernice Saavedra  
1st Vice President, Nimitz PTO



Paula Biggs  
2nd Vice President, Nimitz PTO



Jill Vanek  
Treasurer, Nimitz PTO



Mindy Wyatt  
Secretary, Nimitz PTO



Cara Nichols  
Director of Beautification, Nimitz PTO



Modesto Saavedra  
Director of Fundraising, Nimitz PTO

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Rebekah Vetter  
Co-Director of Membership/Publicity,  
Nimitz PTO



Tanya Leo  
Co-Director of Membership/Publicity,  
Nimitz PTO