

Patrons at Wasatch School

"P.A.W.S"

The Parent Teacher Organization for Wasatch Elementary School, Provo, UT

Bylaws

Article I: Name of Organization

The name of this organization is "P.A.W.S.", which stands for Patrons at Wasatch School. P.A.W.S. is the Parent Teacher Organization (P.A.W.S. or Organization) at Wasatch Elementary School (School), Provo, UT.

Article II: Objectives

- A. To establish and maintain a working relationship between parents, School, and the community.

- B. Provide child-enrichment programs for the students to complement their curriculum and provide the finest education possible for the students at Wasatch Elementary.

- C. Enhance the quality of education by raising funds for school supplies, equipment, or programs which enhance the education of the students and which fall outside the school budget.

- D. Aid School in promoting citizenship and democracy.

- E. Advocate for the welfare of children and youth in school, home, and community.

P.A.W.S. is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any further federal tax code (hereinafter "Internal Revenue Code").

Article III: Policies

The basic policies of P.A.W.S. are as follows:

A. It will be non-commercial, non-sectarian, and non-partisan.

B. Neither the name of this Organization nor the names of any members in their official capacities shall be used in connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the organization.

C. P.A.W.S. shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office.

D. P.A.W.S. may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.

E. P.A.W.S. shall work with Wasatch Elementary to provide quality education for all children and youth and shall seek to participate in the decision-making process which establishes school policies and programs at Wasatch.

F. **Subject to the exceptions enumerated in this paragraph, P.A.W.S. funds shall not be used to purchase gifts and** no part of the net earnings of this Organization shall inure to the benefit of, or be

distributable to its members, directors, trustees, officers, or other private persons. ~~except this Organization shall be authorized and empowered to pay~~ The following are exceptions for which P.A.W.S. funds may be used: reasonable compensation for services rendered, ~~and to make payments and distributions in furtherance of the purposes set for in Article III hereof. The funds of P.A.W.S. shall not be used to purchase gifts outside of funds used for~~ teacher expense accounts, ~~and~~ gifts to School, ~~de minimis~~ back-to-school gifts for staff/administration, and ~~de minimus~~ end-of-year thank you gifts to Organization's Board.

G. Notwithstanding any other provision of these articles, P.A.W.S. shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

H. Upon the dissolution of this Organization, after paying or adequately providing for the debts and obligations of P.A.W.S., the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Article IV: Membership

The membership of P.A.W.S. shall consist of:

A. Parents or guardians of children enrolled at Wasatch Elementary, Provo, Utah.

B. Teachers, administrators, and staff while employed at Wasatch Elementary, Provo, Utah.

C. There shall be no payments of dues required for membership.

D. Before this Organization can be dissolved, the following procedures shall be followed, including:

1. All members must be notified at least thirty (30) days prior to the date of such meeting and invited to attend a general membership meeting to consider this action; and

2. Approval of dissolution of this Organization shall require the affirmative vote of at least two thirds of the members present and entitled to vote at the special meeting, a quorum being present.

E. A quorum shall consist of no less than twelve (12) members.

F. A Super Majority shall consist of a two-thirds vote of a quorum, as defined above, present and voting.

Article V: Meetings

A. Only members of P.A.W.S. shall be eligible to participate in its business meetings, unless approved by the general membership, or to serve in any of its elective or appointive positions.

B. This Organization shall endeavor to hold general membership meetings on a monthly basis during the school year. In any event, at least two (2) general membership meetings will be held during each school year.

C. Executive Committee meetings shall be scheduled as needs and events require.

Article VI: Executive Committee

A. The Executive Committee shall consist of all elected officers, the faculty representative and the principal of Wasatch Elementary School.

B. The principal and faculty representative shall serve as ex-officio members of the executive committee.

C. The Executive Committee may appoint various committees and subcommittees from time to time as needs and circumstances require.

D. The Executive Committee shall transact necessary business in the intervals between general meetings and such other business.

Article VII: Officers and Their Election

A. All officers of P.A.W.S. shall be elected by the membership of this Organization (See Article X: Voting).

B. The elected officers of this Organization shall consist of the president, the president-elect, the secretary, and the treasurer. A non-voting co-president may be selected by the president-elect to serve with him or her during said term. This is an optional position where the co-president serves at the pleasure of the president-elect during his or her term. Notice of the appointment must be disclosed prior to the annual election.

C. The principal, serving as the administrative representative, and the faculty representative shall be included as officers but shall not be elected.

D. The president-elect shall assume the duties of the president after one year.

E. A person shall not be eligible to serve as president or president elect for more than two consecutive terms. The term of the president-elect, president

and past president is a three year term. A president would not be eligible for re-nomination until two (2) years after the conclusion of his or her term as past-president.

F. A person may serve more than two consecutive terms in the same elected office, other than that of president or president-elect, as long as he or she is re-elected after each term by the membership of P.A.W.S. and two years have lapsed as discussed above.

G. Officers shall assume their official duties at the close of the fiscal year (June 30) following their election, shall serve for a term of one year and shall remain in office until the close of the following fiscal year (June 30) or until their successors are elected.

H. The annual election of officers shall be held at the March or April general membership meeting, occurring prior to the end of the school year.

I. If there are two or more candidates for any elected office, voting shall be done by written ballot at the election meeting. If there is only one candidate for any office, however, by motion from the floor, the election for that office may be by voice vote.

J. Nominations for elected officers may be made from the floor at the election meeting provided each nominee has filed intent to become a candidate at least five days prior to the election meeting to the Executive Board. His or Her name must then be placed in nomination from the floor at the election meeting. ~~No additional nominations may be made at the election meeting.~~

K. If an office remains unfilled after the election, it shall be considered a vacant office to be filled by a person elected by a majority vote of the new

executive committee, all members of the new executive committee having been notified.

L. If an officer or appointee fails to attend three consecutive meetings without excuse or to perform the duties of his or her office, the members of the executive committee shall meet and declare the office or position vacant. All resignations must be made in writing to the president.

M. A vacancy in the office of president shall be filled for the remainder of the unexpired term by the president-elect, who shall then cease to be president-elect. A vacancy occurring in the office of president-elect shall be filled by a vote of the general membership at a special election meeting called by the president, all members having been notified. A vacancy occurring in any other office shall be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, all members of the committee having been notified.

N. Nominating Committee

1. The nominating committee, which shall nominate an eligible person for each office for which elections are to be held, shall be elected by the membership of this Organization at a general membership meeting prior to February 15.
2. There shall be elected, prior to February 15 of each year, a nominating committee composed of at least three (3), and no more than nine (9), and always consisting of an odd number of voting members, one of whom shall be elected by the executive committee from its body, and the remaining members of whom shall be elected by this Organization, making sure each member of the committee

resides in a different geographical area, to the extent possible. The nominating committee shall elect its own chairman. All members of the nominating committee must be members of this Organization.

3. Recommendations for nominations may be made to the nominating committee by any member of this Organization prior to the first meeting of the nominating committee.

4. The president shall not serve on the nominating committee but shall orient the committee to its duties and procedures at its first meeting.

5. The president-elect shall serve as a non-voting member of the nominating committee.

6. No meeting of the nominating committee shall be held with fewer than three (3) members in attendance.

7. A nominee for any office must be a member of this Organization.

8. The nominating committee shall nominate an eligible person for each office to be filled. If the president-elect is unable to succeed to the office of president, the nominating committee shall nominate an eligible person for president and president-elect.

9. The nominating committee must report its nominees to the Executive committee at least five (5) days prior to its report at the general membership meeting in March or April. (See Article VII, Item J)

Article VIII: Duties of Officers

A. The president shall:

1. Preside at all meetings of this Organization and the Executive Committee;
2. Perform such other duties as may be prescribed in these bylaws or assigned to him or her by this Organization or by the Executive Committee;
3. Be a member *ex officio* of all commissions and other committees but shall not serve on the nominating committee;
4. Appoint the chairpersons of special committees;
5. Coordinate the work of the officers, commissions, and committees of this Organization in order that the objectives may be promoted;
6. File the appropriate documents and pay the necessary fees to maintain P.A.W.S. as a not-for-profit corporation with the State of Utah.
7. Read and know the Bylaws; and
8. Perform all other duties usually pertaining to the office.

B. The president-elect shall:

1. Act as an assistant to the president;
2. Perform the duties of the president in the absence or inability of that officer to serve;

3. Coordinate the work of the officers, commissions, and committees of this Organization in order that the objectives may be promoted, with specific responsibility over the nominating committee process, and such officers, commissions, and committees as the president may designate;
4. Assume the position and duties of president during the following school year;
5. Read and know the Bylaws; and
6. Perform all other assigned duties.

C. The secretary shall:

1. Record the minutes of all meetings of P.A.W.S. and the Executive Committee, including the motions and actions taken;
2. Have and bring to all meetings a current copy of the Bylaws;
3. Conduct correspondence and perform such other duties as may be delegated to him or her;
4. If necessary, be called upon by the president to rule in procedural matters at all meetings in the event of a dispute of order. A copy of *Robert's Rules of Order* shall be on hand as a reference guide in these matters;
5. Make agenda and minutes of Board meetings available to the general membership;
6. Maintain copies of all agenda and minutes for seven (7) years;

and

7. Read and know the bylaws.

D. The treasurer shall:

1. Have custody of and be responsible for all funds of this Organization;
2. Ensure that all money is counted by two people who are both present, that both people individually count the money, that they verify the amount is correct; and then two people make the deposit of all money in the bank or the school safe the same day received;
3. Collect and keep a full and accurate account of receipts and expenditures of all moneys of this Organization and maintain all financial records of the organization for seven (7) years;
4. Develop, with the Executive Committee, an annual budget to be distributed to and approved by the membership of this Organization at a general membership meeting (prior to October 1st) of the school year;
5. Make disbursements as authorized by the president, Executive Committee or this Organization, in accordance with the budget adopted by the membership of P.A.W.S.
6. ~~Go-sign all checks;~~ Facilitate online access to bank accounts and accounting software for President, Co-President and Treasurer-Elect to allow for oversight;
7. Present a financial statement at every meeting of P.A.W.S. and at

other times when requested by the Executive Committee;

8. File timely reports to governmental agencies or appointed tax accountant(s) as required concerning the financial activities of the organization;

9. Make a financial report at the annual meeting in May and submit a full written financial report to the incoming Executive Committee by the close of the school year;

10. Submit the books annually or upon change of officer for an audit by an auditor or an auditing committee;

11. ~~Maintain record of volunteer hours for seven (7) years and submit such record to appointed tax accountant(s) as needed for filing with reports to governmental agencies;~~

12. Maintain custody of P.A.W.S. checkbook at all times;

13. Never distribute signed, blank checks;

14. Enforce the policy that P.A.W.S. will not maintain a petty cash account; and

15. Read and know the bylaws.

E. The books of the treasurer shall be examined annually or upon change of officer by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasury accounts are correct, shall sign a statement of that fact.

1. The new Executive Committee shall not accept unaudited financial records.

2. In the event of a vacancy in the office of treasurer, the books shall be audited before the new treasurer takes office.

F. Follow the expenditures policy as stated herein:

1. ~~Pay out funds for expenditures for amounts less than \$100.00 only upon authorization of the president of president-elect.~~ Changes to the approved budget are to be voted on by the Board of Directors.

2. ~~Pay out funds for expenditures for amounts greater than \$100.00 only when authorized by the Board of Directors.~~

3. Any expenditures exceeding amounts budgeted by more than ten percent (10%) shall be approved by the general membership.

G. In the event that two members of the same household serve on the Executive Committee, only one member of the household shall be permitted as a possible signee of checks.

Article IX: Commissions, Board of Directors and Special Committees

A. Only members of P.A.W.S. shall be eligible to serve in any elected or appointive positions.

B. No more than twelve (12) commissions, shall be organized by the officers of this Organization. The term of each commissioner shall be one or two years, or until the selection of his or her successor.

C. The Executive Committee and the commissioners comprise the Board of Directors of this Organization. ~~Regular meetings of the Board of Directors shall be held during the year, the time to be fixed by the Board of Directors at its first meeting of the year. Members of P.A.W.S. may attend, without the right of voice or vote, all meetings of the Board of Directors but may be granted permission to speak at these meetings provided they have contacted the presiding officer of the meeting and requested to be placed on the agenda. A majority of the Board of Directors shall constitute a quorum.~~ Special meetings of the Board of Directors may be called by the president or by a majority of the members of the Board, all members of the Board having been notified.

D. The Executive Committee may create such special committees as it may deem necessary to promote the objects and carry on the work of P.A.W.S. These committees are not to be considered as commissions and terminate at the end of the assignment which is given by the Executive Committee.

E. Each commissioner shall present a plan of work to the Executive Committee for approval. No work shall be undertaken without the consent of the Executive Committee.

Article X: Voting

All motions and elections, with the exception of Bylaws, shall be carried or failed by simple majority vote of members present and voting.

Article XI: Fiscal Year

The fiscal year of this Organization shall begin on July 1 and end the following June 30.

Article XII: Reading and Renewal of Bylaws

These bylaws shall be reviewed by the Executive Committee at the beginning of each school year and shall every three (3) years be presented to the general membership and reaffirmed by a two-thirds vote of the members present and voting. A copy of these Bylaws shall be kept by the president(s), the secretary, and shall be placed in the front office of Wasatch Elementary School.

Article XIII: Amendments

A. The Bylaws may be amended at any regular meeting of P.A.W.S. provided: that notice of the proposed amendments shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon; that a quorum (at least 12 members) has been established; and that two-thirds of the quorum who are present and voting approve.

B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing Bylaws by a majority vote at a meeting of P.A.W.S. or by a two-thirds vote of the Executive Committee.