

Bylaws: Partners at Windsor School

Article I: Name

The name of this organization shall be the Partners at Windsor School. Partners at Windsor School will be abbreviated as PAWS, and will herein be referred to as PAWS.

Article II: Purpose & Mission

PAWS is a parent-teacher partnership organization (PTO) at Windsor Elementary School in Des Moines, Iowa, herein referred to as Windsor, and it exists to:

- 1) Promote academic growth and development at Windsor.
- 2) Supply and facilitate parental and community aid to Windsor.
- 3) Provide financial resources to enhance educational facilities and opportunities for the students of Windsor that are not otherwise provided for by the school corporation budgets.
- 4) Promote parental support for and cooperation with the teachers and administrators of Windsor.

Article III: Membership

Section 1) Qualifications: Any parent, guardian, or caregiver of a Windsor student can be members of the PTO.

- 1) Active Membership is defined as one who has attended a minimum of 1 meeting per school semester (2 meetings per year) and attended at least 1 PAWS sponsored event/activity during a school year.

Section 2) Advisory Membership: The school administrator(s) with responsibility for the day-to-day operations of the School shall be considered an advisor to PAWS.

Section 3) Privileges: Members are invited to attend regular PAWS meetings where they are invited to ask questions and share thoughts and concerns. Active members shall have the privilege of serving on committees at the discretion and under the direction of the Board.

Article IV: Policies

Section 1) PAWS shall neither seek to direct the administrative activities of Windsor nor to control its policies.

Section 2) PAWS may make suggestions to the administration concerning activities of Windsor, if such suggestion is made toward the betterment of conditions for our students and/or teachers.

Section 3) PAWS shall be noncommercial, nonsectarian, and nonpartisan. Neither the name Partners at Windsor School (PAWS) nor the name of any of its members or officers in their official capacity shall be used in connection with any commercial concern, or with any partisan interest, or for any purpose other than the regular work of PAWS.

Section 4) No part of the net earnings of the PAWS shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II above.

Section 5) Upon the dissolution of the PAWS, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. The organization(s) will be chosen by a majority vote of the Board of Directors.

Section 6) PAWS, or members in their official capacities shall not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 7) PAWS may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided that no commitment shall bind PAWS beyond the current school year.

Article V: Board of Directors

Section 1) Makeup of the Board: The Board of Directors shall consist of the following officers: President, Vice President, Secretary/Media Coordinator, and Treasurer. These 4 officers shall make up the Board of Directors of Paws.

- 1) A minimum of two executives must be present for the existence of the group. This would be at minimum the Treasurer and a President.
- 2) In the event that there is no Vice President OR Secretary/Media Coordinator the current members will split the duties and responsibilities for that officer position(s) among themselves until the officer position is filled.

Section 2) The Board shall be elected at a PAWS meeting, open to all members, to be held annually in May. (See Section VII for more details.)

Section 3) Officers shall begin their official duties at the start of the next school year following their election.

Section 4) Any board officer position may be shared by more than one person, except for Treasurer.

Article VI: Duties of the Board of Directors

The Board of Directors shall:

- 1) Transact the necessary business in the intervals between PAWS meetings.
- 2) Create new standing committees, special committees, or both, as needed, at the discretion and direction of the Board.
- 3) Review and present for approval the PAWS portion of the Windsor annual calendar.
- 4) Create and operate according to an annual budget to be presented to members annually.
- 5) Perform any other activities reasonably required for PAWS to accomplish its purpose.

- 6) Attend and participate in the monthly PAWS Meetings and PAWS sponsored activities.

Article VII: Positional Duties

Section 1) Duties of the President

The president of PAWS shall...

- 1) Preside at all regular and special PAWS meetings and at meetings of the Board
- 2) Coordinate the work of the officers and any committees in order to accomplish the Purpose & Mission as outlined in Article II
- 3) Serve as the primary PAWS contact for the Administration and staff of Windsor
- 4) Serve as an ex-officio member of all committees
- 5) Perform such other duties as may be prescribed in these Bylaws or assigned to him or her by the Board

Section 2) Duties of the Vice President

The vice president shall...

- 1) Act as an aide to the president, represent the president upon request, and assume the duties of the president in the absence or inability of the president to serve.
- 2) Become president if that position is vacated for any reason.
- 3) Perform such other duties as may be prescribed in these Bylaws or assigned to him or her by the Board

Section 3) Duties of the Secretary/Media Coordinator.

The Secretary/Media Coordinator shall...

- 1) Record and present the minutes of all PAWS meetings and Board meetings
- 2) Make available copies of meeting minutes for review.
- 3) Be responsible for maintaining a record keeping system, for the safekeeping of the minutes and other legal non-financial documents.
- 4) Update and publish social media information.
- 5) Perform such other duties as may be prescribed in these Bylaws or assigned to him or her by the Board.

Section 4) Duties of the Treasurer.

The treasurer shall...

- 1) Receive all monies of the organization.
- 2) Keep an accurate record of all receipts and expenditures.
- 3) Make disbursements as authorized by the Board.
- 4) Present a financial statement to members at every regular PAWS meeting and to members of the Board at their request.
- 5) Relinquish duties to a majority vote of the board in an emergency or under special circumstances the executive board may be given the responsibility of the treasurer's duties.
- 6) Be responsible for maintaining a record keeping system and for the safekeeping of the financial documents and records of the organization.
- 7) Perform such other duties as may be prescribed in these Bylaws or assigned to him or her by the Board.

Section 5) Duties of All Officers

All officers shall...

- 1) Be considered an Active Member of PAWS.
- 2) Regularly attend PAWS meetings and PAWS sponsored activities.
- 3) Perform the duties prescribed to them in the Bylaws and any additional duties which may be assigned to them by the Board
- 4) At the final meeting of their term for that school year, deliver to their successors all papers, files, and records pertaining to their duties and responsibilities.

Article VIII: Electing the Board of Directors

Elections for open board positions occur at the May general meeting.

Section 1) Qualifications

- 1) Immediate family members cannot serve on the Board at the same time.
- 2) Nominees for the Board should be active participants in PAWS, demonstrating such by:
 - a) Attending at least 4 public PAWS meetings over the 12 months.
 - b) Volunteering for at least one PAWS event over the 12 months.

Section 2) Nominations

- 1) Members will be notified about nominations for open Board positions at least two months in advance of the May general meeting.
- 2) All nominations, for self or another candidate, must be submitted to the PAWS executive board no later than March 31.
 - a) If nominating another person, the nominee must accept or decline by March 31st.
 - b) Qualifying candidates that meet the requirements to be on the ballot will be announced at the April PAWS meeting. See Article VIII Section 1 Qualifications.

Section 3) Voting Procedures

- 1) Members will be notified about elections for open Board positions at least one month in advance of the May general meeting.
- 2) If a board member is running unopposed, the vote may be made by voice.
- 3) If there are multiple candidates for an open position, the vote must be taken by a secret ballot.
- 4) Votes are cast by Executive Board Members and current Active Members. Advisory membership positions are excluded from voting.

Section 4) Terms

- 1) Each member of the Board shall serve a 2-year term. At the end of 2 years, each member of the Board is eligible to be re-elected to serve another 2-year term.
- 2) A Board member who has served in an office for more than half of a full term shall be deemed to have served a full term in such office.
- 3) An individual may not serve more than two consecutive terms in the same officer position.
 - a) Term limits and number of terms may be extended in an effort to sustain the life of PAWS. This structure is only to exist as a temporary state until more participants can contribute.

Section 5) Vacancy

- 1) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board.
- 2) A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice President.
- 3) In the event that PAWS fails to fill all seats on the Board, the incumbent of the expiring term may remain in office for another term or until an election takes place during any regular session PAWS meeting to fill that Officer position.
 - a) Notification of a special election must be given no less than two months prior so that nominations can be appropriately made.
 - b) If a nominee is running unopposed, the vote may be made by voice.
 - c) If there are multiple candidates for the open position, the vote must be taken by a secret ballot.

Section 6) Resignation

- 1) Any Officer may resign from PAWS, with or without cause.
- 2) Advance notice shall be given to the PAWS Executive Board at least one week prior to the PAWS meeting where the resignation will be announced.

Section 7) Removal

- 1) If an Officer becomes derelict in his or her duties, as outlined in Section VIII of these Bylaws, the other members of the Board may ask them to resign.
 - a) A signed Request for Resignation Due to Dereliction of Duty shall be made and delivered to the derelict member, in writing, by a minimum of 2 members of the Board.
 - b) If a request for resignation is declined, the Board will vote on whether to remove the member accused of dereliction.
 - i) A majority vote of the Board will result in removal.
 - ii) If a vote to remove does not receive a majority of the votes, the member will remain on the Board.
- 2) If a Board member is credibly accused of committing a crime, the same process outlined in Section 11.a shall be followed by the remaining members of the Board.

Section 8) Close of Office

At the close of their service of office, all exiting officers shall deliver official materials to their successors and shall make themselves available for consultation and discussion.

Article IX: COMMITTEES

Section 1) Additional or standing committees may be created or dissolved from time to time by the President or the Board of Directors as necessary.

Section 2) Special committees may be formed to satisfy short-term objectives and as need arises at the direction of the Board of Directors, the President or the PAWS members at a meeting. These shall automatically cease to exist when the work is completed and the final report is shared with PAWS.

Section 3) Committees shall seek authorization from, and report to, the executive board.

Section 4) No fundraising will be pursued without prior authorization from a majority vote of PAWS.

Article X: BUDGET

Section 1) The fiscal and corporate year of PAWS shall be July 1 through June 30.

Section 2) Preliminary budget discussions will occur in June after the finances for the ending school year have closed.

- 1) If the current school year runs past a May 31st closure date, the budget discussions may begin in July. Voting for the preliminary budget by the executive board will take place by August 1.

Section 3) The proposed budget shall be drafted by the Treasurer, to be reviewed by the Board of Directors, taking into consideration information from the following sources:

- 1) The ending school year's budget findings.
- 2) Requests and/or suggestions made by Windsor staff and/or administration.
- 3) Suggestions presented by Windsor parents/guardians and supported by Windsor staff/administration.
 - a) This proposed budget shall be presented at the scheduled July executive board meeting and voted on by the executive board members. This voting may be done by voice.
 - b) The proposed budget will be presented to Windsor administration.

Section 4) The approved budget shall be communicated to all PAWS members at the first PAWS general meeting of the school year.

- 1) For specific budget-related inquiries, after the first meeting, please email PAWS at DSMWindsorPAWS@gmail.com.

Section 5) Budgeted items for the current school year.

- 1) May contain a line item for a general fund amount.
- 2) Items on the budget must correspond with items that will be purchased and used at or for Windsor Elementary students or staff.
- 3) Any electronic items requested for purchase over \$150.00 must be approved by the PAWS board and are to stay with the school in the case that a staff member shall leave Windsor.

Section 6) Any non-budgeted expenditures over \$500.00, requested after the budget for the year has been set and approved, must:

- 1) Email a detailed proposal to the PAWS board at least one week before the next PAWS meeting.
- 2) Be reviewed by the PAWS board. If the request can be accommodated, the requestor, or representative, will be asked to present at the next meeting.
- 3) At that meeting the proposal will be presented, discussed and may have a verbal majority vote of the Executive Board.

Section 7) Any non-budgeted expenditures under \$500.00, requested after the budget for the year has been set and approved, must:

- 1) Email a detailed proposal to the PAWS board at least one week before the next PAWS meeting.
- 2) Be reviewed by the PAWS board. If the request can be accommodated, the proposal will be discussed and may have a verbal majority vote of the Executive Board.

Article XI: Treasury

Section 1) All funds of the PTO shall be maintained in an insured deposit bank account in a bank, credit union, or savings and loan institution as directed by the Board of Directors. At least two and up to four members of the Board of Directors must be named on the account. These Board of Directors shall be (but not limited to) the President, Treasurer, and Vice President.

Section 2) The PAWS Treasury Accounts consists of

- 1) A total of 3 accounts (1)CURRENT YEAR, (2)REVENUE/FUNDRAISING and (3)RESERVE.
 - a) The "Current Year" consists of the funds allocated for the immediate school years budget. These funds were raised the previous year.
 - b) "Fundraising" consists of money brought in during the immediate school year for the following school year budget.
 - c) "Reserve" consists of money towards a reserve operating budget that will not exceed more than one year's budget.
- 2) Any fundraising money collected will be deposited in the "REVENUE" account to be used for the following school years budgeted spending allotment.
 - a) This money is to be replenished during each year for the next year's use through fundraising by being kept in the "REVENUE" account.
- 3) After the budget has been voted on and approved at the July meeting the money to cover that year's budgeted expenditures money may be moved from the "REVENUE" account to the "CURRENT YEAR" account. The "RESERVE" account shall be the money saved for use when PAWS is unable to fundraise any dollar amounts for that year and needs funds to continue to operate and support their goals.
 - a) A minimum of 25% from each major fundraiser shall be placed into an account labeled "RESERVE".
 - b) The "RESERVE" fund can be used for years when the "CURRENT YEAR" account falls short of the budgeted funds.
 - c) The "RESERVE" fund shall be capped at a maximum dollar amount of 12 months of operating expenses based on the previous three years expenses.
 - d) Once the cap is placed and 12 months of running funds are reached the 25% saving will cease until needed again. The funds will be placed in the "REVENUE" account.
- 4) An account labeled "CURRENT YEAR" containing the current years budgeted dollar amount for spending shall contain all spending funds budgeted for the current year.
- 5) Additional accounts may be created as deemed appropriate for savings/allocations.

Section 3) Any unspent funds at the end of the school year in the "Current Year" spending account will be distributed as follows:

- 1) 50% to be applied to the following year budget account (REVENUE account)
- 2) 25% to the "RESERVES" account
- 3) 25% to one time request from administration

Section 4) Any large cash deposits (exceeding \$100.00) must be verified by two PAWS members, one of which must be a PAWS executive board member. All cash deposits along with required paperwork are to be

handed to the Treasurer or authorized signatories to take to the bank. All deposit receipts are to be returned to the Treasurer.

Section 5) All checks drawn on the PAWS account shall be signed by the Treasurer.

- 1) Checks will not be pre-signed for emergency use.
- 2) Each signatory on the check must examine receipts and verify amounts before signing the check.

Article XII: Meetings

Section 1) The annual meeting of the executive board shall be held in July or August of each calendar year, the exact date to be decided upon by the executive board.

Section 2) General meetings of this organization shall be held monthly during the school year from September through May. The day and time to be fixed by the executive board at its annual meeting.

- 1) PAWS general meetings are attended by Board of Directors, Committee Chairs, and any other interested PAWS members.
- 2) PAWS general meetings may be rescheduled or additional meetings may be called occasionally by the Board of Directors, with not less than ten days' notice to the PAWS members.
- 3) If a motion is made which would result in a policy change or expenditure of PAWS funds, any PAWS Executive member may table the motion until the next meeting, to allow for further discussion and notice to PAWS members. If this takes place, the motion may be renewed at the following meeting and only a majority vote by all PAWS Executive members will be sufficient to further table the motion.

Section 3) Special meetings may be called by the executive board. Appropriate notification will be given to the school populace by the president or the Executive Board when applicable.

Section 4) Items being requested to be discussed at a general PAWS meeting will need to be emailed to PAWS no less than one week in advance of the meeting to be placed on the next meeting agenda.

Article XIII: Amendments

These bylaws may be amended at any regular or executive meeting of the organization by a majority vote of the executive board members. Notice of proposed amendments shall be made available to PAWS members at least two weeks prior to the meeting. Approval shall require 2/3 vote of PAWS membership.

Article XIV: DISSOLUTION

In the event that PAWS is dissolved, prior notice must be given to the PAWS Board.

- 1) A vote will be taken at the next general PAWS meeting, and the request to dissolve must be approved by a majority vote from the PAWS board present to be approved.
- 2) Upon the dissolution of PAWS, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3)

of the Internal Revenue Code. The organization(s) will be chosen by a majority vote of the Board of Director.

