

Black Diamond PTO Bylaws



Article A. Organization

1. The name of the organization will be Black Diamond PTO. It was changed from a PTA to a PTO in August 2020. This unit shall be referred to as “the PTO” or “PTO” in the remainder of this document.
2. The Black Diamond PTO’s mission is to cultivate a supportive, inclusive community that comes together to support our students, staff, and one another while educating our future generation.
3. This unit is a non-profit corporation recognized by the state of Washington.
4. The IRS recognizes this unit as a tax-exempt organization under section 501(c)(3).
5. This PTO is registered with the Secretary of State under the Charitable Solicitations Act form (990EZ). The registration number is 601750968. The Treasurer is responsible for filing the annual registration prior to November 15 (required only if \$50,000 or more is earned per year).
6. This PTO serves the people of the Black Diamond Elementary School community, which includes the residences and businesses in the Black Diamond Elementary School enrollment area.

Article B. Membership

1. Membership service fees for the PTO cannot exceed \$50 per person.
2. The Executive Board (President, Vice President, Secretary, Treasurer, and Staff Liaison) determines the membership service fees each year. Fees can be tiered, flat rate, or not charged.
3. The students of Black Diamond Elementary shall be considered honorary members of the PTO without voice, vote, or the privilege of holding office. This statement relates to PTO events.

Article C. Supporters

1. The PTO may offer a business/non-profit supportership (or sponsorship). The cost can be negotiated for individual businesses and non-profit groups.

2. Benefits to supporters may include recognition in newsletters, flyers, and/or at selected events. Advertising will be limited to: name of business, contact, telephone number, and website.
3. The PTO will list the business as a supporter on the PTO website and provide a link to their website if requested.
4. Businesses and nonprofits who purchase a supportership have no voting rights.

Article D. Officers & Board of Directors

1. The elected officers of the PTO shall be the President, Vice President, Secretary, Treasurer, and Staff Liaison. These positions make up the Board of Directors.
2. Offices may be held by two people if those individuals agree to share the position. Each co-position is entitled to one (1) vote per position at a Board or general membership meeting, with voting privileges rotated every other meeting.
3. Officers will be elected by the end of the school year for the term of one year, with the expectation of two years, and shall assume office July 1.
4. Any Board position will be declared vacant if that person misses three consecutive scheduled meetings, unless excused by the President.

Authority of the Board

5. The Board may authorize expenditures within approved budget categories without additional membership vote.
6. The Board may approve unbudgeted expenditures up to \$200 when timing does not permit a membership vote, provided the change is reported at the next general membership meeting.
7. The Board may reallocate up to \$300 between approved budget categories when timing does not permit a membership vote, provided the change is reported at the next general membership meeting.

Article E. Meetings & Voting

1. The Board will generate a schedule for general membership meetings to be held during the school year.
2. At least three (3) general membership meetings shall be held per school year.

3. Quorum for general membership meetings shall be five (5) members, including at least three (3) officers.
4. Meetings shall be held at the discretion of the Board and conducted in an orderly manner. While formal parliamentary procedure is not required, the President (or presiding officer) will ensure discussion is fair and all members have an opportunity to speak before a vote is taken.
5. All meetings will be given at least seven (7) days' written notice via flyer, social media, and email when possible.
6. Adoption of the annual budget, approval of bylaws, and election of officers shall be done at general membership meetings.
7. Membership votes may be conducted in person or electronically. Voting will remain open for 24 hours following a membership meeting to allow online participation. Results will be tallied and announced once electronic voting closes.

Article F. Finance

1. The membership shall approve the annual budget prior to the end of the school year. This approval provides the legal authority to spend funds past the end of the current fiscal year.
2. Without an approved budget, no funds may be spent or disbursed after June 30 until a budget is approved.
3. The budget may be amended at any membership meeting by a majority vote, provided notice is given when possible.
4. Only funds under the complete control of this PTO, and with the capacity to be voted on for expenditures, may be kept in the PTO bank account.
5. At least two (2) elected officers shall be designated as authorized signers on the PTO's bank account.
6. Two officer signatures shall be required on all PTO checks.
7. Officers listed as authorized signers may be issued debit cards. All debit card purchases must fall within approved budget categories or be pre-approved by the Executive Board. Receipts must be submitted to the Treasurer within 30 days and reported at the next Board meeting.

8. Bills and receipts must go through the Board for any PTO event.
9. All receipts must be submitted within 30 days of purchase and no later than June 25.
10. The PTO's financial books shall be audited annually in July by a third party at the end of each fiscal year (July 1–June 30).

Article G. Mini-Grants

1. Mini-grant applications must be submitted to the Board at least three (3) days before the membership meeting. Applications submitted later are not guaranteed to be reviewed at that meeting and may be deferred to the following month
2. Applicants must be current staff at Black Diamond Elementary. Eligible applicants include teachers, paraprofessionals, specialists, and office staff.
3. All requests should directly benefit an entire grade level, service program, or the school as a whole and should focus on academics or student enrichment.
4. Applications must be specific. The Board retains the right to deny any request not aligned with the PTO mission or standing rules. Final approval of all mini-grants rests with the membership, who may approve or deny any request for any reason.
5. It is strongly recommended that the requester, or a representative, attend the membership meeting to present the application. If the requester cannot attend, they may request a PTO Board member to present on their behalf.

Article H. Committees & Documentation

1. Committees may be established by the Board as needed to carry out PTO activities. Committee chairs must be PTO members. Volunteers may serve on committees without holding office.
2. No committee chair or member may obligate the PTO to any program, project, activity, or financial obligation without prior approval of the Board of Directors.
3. Only elected officers may sign contracts on behalf of the PTO.
4. Event chairs must communicate with the Executive Board and provide an outline of their plan, including anticipated purchases and budget needs, at least one membership meeting prior to the event. If the event falls shortly after the prior meeting, preliminary plans must be shared earlier with the Board to ensure adequate review and approval.

5. Expenses incurred beyond the approved budget without prior Board approval may become a personal expense and not reimbursed by the PTO.
6. The PTO shall keep copies of its legal documents either in a designated folder or on the designated Google Drive. The Secretary is responsible for maintaining originals and providing updated copies to officers.

Article I. PTO Property

1. Any and all PTO property is maintained and secured by the Board.
2. PTO property may only be used for school or community events directly related to the students of Black Diamond Elementary, or as approved by the Board.
3. All events must have Executive Board approval.

Article J. Bylaws

1. The bylaws shall be adopted annually by a majority vote before September 30 at a General Membership Meeting.
2. Bylaws may be amended at any general membership meeting by a two-thirds (2/3) vote, or by a majority vote if prior notice of the proposed change has been given.
3. A minimum of seven (7) members must be present to make any bylaw business decisions.
4. The bylaws shall be posted on the PTO website and distributed to the membership as requested.

Article K. Standing Rules

1. The PTO may adopt Standing Rules to provide detailed guidance for the operation of the organization.
2. Standing Rules supplement these bylaws and may be adopted or amended by a majority vote of the general membership at any regular meeting.

Article L. Conflict of Interest

1. No officer or member shall use their position for personal gain.

2. Any potential conflict of interest shall be disclosed to the Board, and the individual shall recuse themselves from related discussion and voting.
3. The PTO may enter into a business transaction with a company owned or operated by a PTO officer or member only if:
 - a. The conflict of interest is fully disclosed to the Board and membership.
 - b. The individual with the conflict abstains from all discussion and voting on the matter.
 - c. The proposed transaction is presented to the general membership and approved by a majority vote.
 - d. The transaction is determined by the Board and membership to be fair, reasonable, and in the best interest of the PTO.
 - e. Competitive quotes are obtained to ensure transparency.
4. Any violation of this policy may result in removal from office and/or membership by a majority vote of the Board.

STANDING RULES APPROVED BY THE GENERAL MEMBERSHIP ON: September 11, 2025

President, Jessica Graff

Secretary, Amanda Nickel