

BYLAWS of FINDLEY PARENT TEACHER ORGANIZATION, INC.

ARTICLE 1. NAME

The name of this organization shall be the Findley Parent Teacher Organization, Inc., also known as the PTO.

ARTICLE 2. OBJECTIVES

The objectives of the PTO shall be:

- A. To promote education, communication and understanding among the students, parents, faculty, administration, and community of Findley Elementary School;
- B. To supply and facilitate parental and community aid to the School;
- C. To aid the School in projects and public information;
- D. To promote the welfare of children and youth in home, school, and community;
- E. To promote parental support for and cooperation with the teachers and administrators of the School in education of the children and youth enrolled in the School; and
- F. To enhance and augment the basic curriculum through volunteerism and student enrichment programs.

ARTICLE 3. POLICIES

- A. The PTO shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the PTO 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 the PTO.
- B. The PTO shall not seek either to direct the administrative activities of the School or to control its policies.
- C. The program of the PTO shall be education, fundraising, and social and community activities.
- D. The PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided that no commitment shall bind the PTO beyond the current school year.
- E. No substantial part of the activities of the PTO will include electioneering in connection with ballot measures, and under no circumstances shall the PTO engage in political activity either for or against any candidate for public office.

ARTICLE 4. MEMBERSHIP

- A. All parents, teachers and staff associated with the School are members of the PTO.
- B. A member in good standing is one interested in the objectives of the PTO, willing to uphold its policies and subscribe to its bylaws.

ARTICLE 5. BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the following officers: President, Vice President, Secretary, Treasurer, Technology Officer, Volunteer Coordinator, and Member-at-Large.
- B. The Duties of the Board of Directors shall be to:
 - a. transact the necessary business in the intervals between PTO meetings,
 - b. create new standing committees, special committees, or both,
 - c. review and present for approval the PTO portion of the school calendar,
 - d. review the annual budget prepared by the Treasurer before approval, and
 - e. perform any other activities reasonably required for the PTO to accomplish its objectives.

ARTICLE 6. BOARD OF DIRECTORS ELECTIONS

Section 1. Terms of Office

- A. All officers must be members in good standing of the PTO.
- B. Any office may be shared by one or more persons.
- C. The officers shall serve a term of one year. Officers will assume their official duties at the last meeting of the school year after the outgoing officers have completed their business and turned the meeting over to the new officers.
- D. No elected position shall be held by the same person for more than two consecutive years.

Section 2. Nominations and Elections

- A. Nominations for officers shall be made by a nominating committee. The committee head shall be the PTO Vice President. Nominating committee members shall include officers of the current school year PTO board.
- B. The nominating committee shall report to the membership prior to the election meeting the name of a candidate for each office to be filled. Additional nominations may be made from the floor at the selection meeting, provided the consent of each candidate has been obtained before his/her name is placed in nomination.
- C. The elections shall occur at a PTO meeting in May. If an officer is running unopposed, the election may be made by voice; otherwise, election is by ballot.

- D. 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 of Directors, notice of such an election having been given.

ARTICLE 7. DUTIES OF OFFICERS

- A. The President shall:
 - a. preside at all PTO meetings,
 - b. be a member ex-officio of all committees except for the nominating committee,
 - c. coordinate the work of the officers and committees, and
 - d. perform other duties as may be necessary and proper for the operation and well-being of the PTO and the School.
- B. The Vice President shall:
 - a. assist the President when called upon,
 - b. perform the duties of the President in the absence or inability of that officer to act,
 - c. preside over the nominating committee,
 - d. coordinate with various PTO committee heads for those committees' appropriate acknowledgments and expressions of appreciation,
 - e. be responsible for all PTO correspondence and acknowledgments, and
 - f. perform such duties as may be delegated.
- C. The Secretary shall:
 - a. keep an accurate record of all business transacted at each PTO meeting,
 - b. have on hand for reference at each meeting a copy of the Bylaws, the minutes of the previous meeting, and the list of all standing committees and their responsibilities, and
 - c. perform such other duties as may from time to time be delegated to him/her by the President.
- D. The Treasurer shall:
 - a. receive all monies of the PTO, keep an accurate record of PTO receipts and expenditures, and pay out funds in accordance with the approved budget as authorized by the PTO,
 - b. present a financial statement at every PTO meeting,
 - c. be responsible for ensuring the filing of annual reports to the Internal Revenue Service and other governmental bodies as required by law,
 - d. receive the monthly bank statements from the bank, and
 - e. have a presence in all PTO related fundraisers.

- E. The Technology Officer shall:
 - a. create and send PTO board communications through email or similar methods,
 - b. maintain content on the PTO website to keep event and contact information current, and
 - c. provide guidance on other communication methods as technology changes.
- F. The Member-at-Large shall:
 - a. support the board of directors as needed by providing input on agenda items and other board decisions, and
 - b. perform such other duties as may from time to time be delegated to him/her by the President.
 - c. Support treasurer by getting periodical updates from committee leads responsible for the secondary fundraising activities.
- G. The Volunteer Coordinator shall:
 - a. act as the primary liaison between school staff and volunteers,
 - b. oversee all school-wide volunteering activities, including identifying and filling lead volunteer positions,
 - c. directly coordinate school office-based activities as needed, and
 - d. Share the responsibility of checking PTO email account with PTO board members.
 - e. Share the responsibility of sending school communication with PTO board and activity leads.
 - f. Oversee management and use of volunteer management software Better Impact/mVP within Findley.
- H. All officers shall:
 - a. regularly attend PTO Board meetings and PTO meetings,
 - b. perform the duties prescribed in the Bylaws and any additional duties which may be assigned to them from time to time, and
 - c. at the final meeting of the school year, deliver to their successors all papers, files, and records pertaining to their duties and responsibilities.

ARTICLE 8. COMMITTEES

- A. Additional or standing committees may be created or dissolved from time to time by the President or the Board of Directors as necessary.
- B. Special committees may be created from time to time to satisfy short-term objectives at the direction of the Board of Directors, the President or the PTO membership at a meeting.

ARTICLE 9. BUDGET AND TREASURY

- A. Preliminary budget discussions will occur at the April PTO meeting and at a scheduled Budget session in May prior to the regularly scheduled PTO meeting. Using information from these preliminary budget discussions, the proposed budget shall be prepared by the Treasurer and reviewed by the Board of Directors. This proposed budget shall be presented and voted upon at the scheduled May PTO meeting. This voting may be done by voice.
- B. The approved budget shall be communicated to all PTO members before the first PTO Meeting at the beginning of each new school year.
- C. All funds of the PTO shall be maintained in an insured deposit 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.
- D. Any large cash deposits (exceeding \$100.00 [one hundred dollars]) must be verified by two PTO members. ONE of which must be a PTO Board member. In the event that the PTO board member is unavailable, the deposit may be verified by two PTO members. All cash deposits along with required paperwork are to be handed to the Treasurer or authorized signatories to take to the bank.
- E. All checks drawn on the PTO account shall be signed by two members of the Board of Directors.
 - a. Any non-budgeted expenditures over \$500.00 (five hundred dollars) must be approved in advance at a PTO meeting.
 - b. Checks will not be pre-signed for emergency use.
 - c. Each signatory on check must examine receipts and verify amounts before signing check.
- F. Audit Committee: The accounts of the PTO may be examined at any time but shall be examined at the end of each school year by an Audit Committee, coordinated by the Vice President and including the incoming Treasurer and at least one other PTO (non-Board) member appointed by the Vice President and approved at the final Board meeting of the year. Satisfied that the Treasurer's report is correct, the Audit Committee shall sign a statement to that effect at the end of the report. The report will become part of the PTO records.
- G. A minimum of \$10,000 (ten thousand dollars) shall remain in the treasury each year as a contingency fund to be passed to the new PTO Board in order to provide operating funds to begin the PTO's activities for the next school year.
- H. The fiscal and corporate year of the PTO shall be July 1 through June 30.

ARTICLE 10. PTO MEETINGS

- A. PTO Meetings will be scheduled during the school year by the Board of Directors. PTO meetings will be attended by the Board of Directors, Committee Chairs, and any other interested PTO members. Notice of the scheduled PTO meetings will be included in the Student Information Packet given to each student at the beginning of each school year.
- B. PTO meetings may be rescheduled or additional meetings may be called from time to time by the

Board of Directors as necessary, with not less than ten days' notice to the PTO membership.

- C. Members in attendance at a meeting shall constitute a voting quorum, and motions shall be carried by a majority vote.
- D. The rules of procedure for PTO meetings, as to matters not expressly governed by these Bylaws or the Articles of Incorporation, shall be those prescribed in Robert's Rules of Order, Revised.
- E. Any motion for which a vote would result in policy change or expenditure of PTO funds should be on the published meeting agenda.
- F. If a motion is made which would result in a policy change or expenditure of PTO funds, any PTO member may table the motion until the next meeting, to allow for further discussion and notice to PTO members. If this takes place, the motion may be renewed at the following meeting and only a majority vote by all attending PTO members will be sufficient to further table the motion.
- G. If a motion is made which will not result in a policy change or expenditure of PTO funds and a board member is of the opinion that the motion should be discussed beyond the time constraints of the meeting, he/she may move that the motion be tabled until the next PTO meeting. The board will then vote on the motion to table, for which a simple majority vote is required. If this takes place, the motion may be renewed at the following meeting and only a majority vote by all attending PTO Board members will be sufficient to further table the motion.

ARTICLE 11. AMENDMENTS

These Bylaws may be amended at any Board meeting by a majority of the members present and voting.

ARTICLE 12. DISSOLUTION

In the event that the PTO is dissolved, all of its assets shall be distributed in accordance with the decisions or plan made therefore by the previous year's Board and consistent with these Bylaws and the Articles of Incorporation.