

BYLAWS of FINDLEY PARENT TEACHER ORGANIZATION. These can be amended or changed during the year as voted by the PTO Board.

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 across the student population, parents, faculty and the Findley community
- B. To lead projects which benefit the school, and enhance and enrich the student body
- C. To promote the welfare of the children in school, at home and in the public setting
- D. Promote parental support and volunteerism in cooperation with the teachers and faculty of the school
- E. To enhance the curriculum through enrichment program continuation, support and planning

ARTICLE 3. POLICIES

- A. The PTO will remain noncommercial and impartial in all decisions impacting the school.
- B. The PTO shall not work to direct or control the administrative activities of the school.
- C. The function of the PTO will focus on education, fundraising, and community activities.
- D. The PTO may collaborate, as needed, with other youth based organizations and agencies to benefit the Findley community, provided that no commitment shall extend beyond the current school year.

ARTICLE 4. MEMBERSHIP

- A. All parents, teachers and staff associated with the Findley Community are members of the PTO.
- B. It is encouraged that PTO members participate and/or volunteer to enrich the programs offered and supported by the PTO Board

ARTICLE 5. BOARD OF DIRECTORS and RESPONSIBILITIES

- A. The recommended Board of Directors will target the following configuration: Board President, Vice President, Communications Specialist, Fundraising Chair, Secretary, Treasurer, Volunteer Recruiter, Event/Social Coordinator and Member-at-Large. The Board will also have specific committee leads.
- B. The Duties of the board include:
 - Leading all PTO meetings
 - Be an available and active resource for event planning and preparation as requested
 - Present the PTO portion for the school calendar
 - Evaluate and adopt the annual budget proposal

- Perform activities as needed for PTO to accomplish annual objectives.
- Regularly attend and participate in board meetings
- Partner across committees to ensure streamlined method of funds received from fundraisers to be accounted for accordingly
- All board positions are limited to a 2 year term, except for the Member-at-Large which will be limited to 1 term. Board members are encouraged to run for a new role and continue to remain on the board.
- PTO Board members will serve a minimum of one Year after elected

C. Individual Officer Responsibilities include:

- President -
 - Lead all PTO meetings
 - Coordinate and distribute responsibilities across the board members
 - Regularly meet with the Principal, to stay abreast on school activities (minimally on a monthly basis)
 - Provide necessary guidance and training to incumbent President (Vice President)
 - Lead and perform other duties to help PTO board achieve their objectives
 - Serve as the executive officer of Cub Scout pack 718.
- Vice President -
 - Assist the President as needed with duties for the board
 - Stand in for the President in case of emergency or absence
 - Help other board members or committee leads to fulfill commitments
 - Prepare to assume the role of President after 1 or 2 terms as Vice President
- Communication Specialist -
 - Lead communications across all platforms
 - Support and troubleshoot website nuances
 - Draft and send messages on behalf of the board
 - Actively maintain and update PTO websites and affiliated social media
- Fundraising Chair -
 - Act as the primary lead of Dragon Dash and support additional fundraising activities as needed
 - Coordinate with President to support Dragon Dash and subsequent fundraisers
 - Provide updates at PTO meetings about fundraising activities
 - Facilitate and communicate status of cash transfers from other fundraisers (bookfair, boo grams, carnival) in a timely manner in coordination with treasurer
 - Partner with committee leads to document transactions for deposit into PTO account
- Secretary -
 - Keep an accurate record of all business transacted at PTO meetings
 - Have minutes of prior meeting available
 - Submit notes to board members from PTO meetings within 10 days
 - Perform additional duties as needed and appointed by the President
 - Keep records of due dates and outstanding items for committee members
- Treasurer -
 - Build and present the annual budget to be voted on by the board

- Reconcile monthly bank statements and ensure to balance out line items
- Present financials monthly at each PTO meeting
- File annual reports to IRS and other government bodies as required
- Keep an accurate record of PTO receipts and expenditures; write all reimbursement checks as required
- Volunteer Recruiter
 - Partner with the Event / Social coordinator to identify PTO members to take an active role in opportunities
 - Follow up with committee leads to understand their volunteer needs and identify PTO members who will participate
 - Verify eligibility of volunteers through better impact and provide assistance to help volunteers clear the procedures
 - Connect PTO members to leads for volunteer opportunities
- Event/Social Coordinator
 - Partner with the Volunteer recruiter to enlist PTO members to take part in events
 - Host 2 to 3 events a year to encourage social and community involvement
- Member-at-Large
 - This position is meant to help new and interested parties who are looking to join the board to get a view into the inner workings
 - Partner with other Board members to assist as needed to deliver on commitments
 - Identify areas of opportunity and train to take over another position in the subsequent year.

ARTICLE 6. COMMITTEES

- A. Additional committees may be created or removed by the Board as necessary
- B. Committee leads will report to the PTO board and attend PTO meetings as required.
- C. Committee leads will provide feedback on any area they need assistance and partner with the Volunteer Recruiter for additional assistance.

ARTICLE 7. BUDGET AND TREASURY

- A. Budget discussions will begin at the APRIL PTO meeting and the budget will be voted and confirmed by the current PTO Board for the following school year at the MAY PTO meeting.
- B. The approved budget will be communicated to PTO members in the first general meeting in November of the following school year
- C. All funds of the PTO shall be maintained in an insured deposit account in a bank, credit union savings and loan institution as directed by the PTO Board
- D. PTO Board members who will have access to the account include the President, the Treasurer and the Fundraising Chair
- E. All checks will be signed by both the Treasurer and President

- F. Any non-budgeted expenditures over \$500.00 (five hundred dollars) must be approved either at a PTO meeting or via email with $\frac{2}{3}$ vote approval.
- G. Any deposit greater than \$100 (One-hundred dollars) must be verified by two PTO board members
- H. A minimum of \$20,000 (twenty thousand dollars) will remain in the treasury as a contingency fund to be passed to the new PTO Board in case of emergency.
- I. The Findley Fiscal year will be considered August 1st to July 31st.

ARTICLE 8: AUDIT

- A. Financials will be regularly examined and audited between school years
- B. President to initiate an audit meeting as required

ARTICLE 9 PTO MEETINGS

- A. Three PTO General Meetings will occur in the months of November, February and May.
- B. PTO Board meetings will occur monthly during the school year and once in the summer.
- C. If urgent items need to be addressed, the PTO president can call for an additional meeting throughout the year.
- D. PTO board members in attendance will constitute a voting quorum and motions will be carried through by a $\frac{2}{3}$ majority vote.
- E. Any motion which will result in a policy change will be identified prior to the meeting and called out specifically as an agenda item. This will require a majority vote to be passed and amended.
- F. Any motion that requires addendum to the budget will require a majority vote and can be tabled to the next PTO meeting or to be verified via email.

ARTICLE 10 - CUB SCOUTS PACK 718

- A. PTO shall be the charter organization for Cub Scout Pack 718
- B. PTO will appoint a Chartered Organization Representative
- C. PTO will participate in the charter renewal process each year by reviewing and signing paperwork prepared by the Cub Scout Pack.
- D: Cub Scout Pack 718 may continue to lead school-wide events, like Findley Fall Cleanup as mutually agreed with PTO leadership.
- E. Pack 718 maintains its own finances. All donations for Cub Scouts through Benevity or other donations will pass through the PTO but will not be counted as part of the annual budget.

ARTICLE 11 AMENDMENTS

These Bylaws may be amended at any Board meeting by a majority vote.

ARTICLE 12 - DISSOLUTION

If all PTO board members vacate their positions during the school year, responsibilities will defer to the Findley Principal until a new board is formed.