

Sampit Elementary School Parent Teacher Organization Bylaws

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Article I – Names

The name of this organization shall be the Sampit Elementary School Parent Teacher Organization (PTO).

Article II – Objectives/Mission

- A).** To promote the welfare of the children and youth in home, school, and community.
- B).** To bring closer the relationship of home and school so that parents and teachers may cooperate in the education of the child.
- C).** To enhance the educational facilities and opportunities for the students of Sampit Elementary School that are not otherwise provided for in the school corporation budgets, or by the School Improvement Council (SIC).

Article III - Policies

- A). This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- B). This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned (i.e. students, teachers, administrators, and parents).

Article IV – Membership & Dues

- A). Any parent, guardian, or other person with a child enrolled and attending the Sampit Elementary School shall be eligible for membership.
- B). Each member of the licensed teaching staff and administrative staff working in the Sampit Elementary School.
- C). Any member shall have the privilege of making motions and serving on committees.
- D). Any PTO member in good standing according to the sections of Article IV herein shall have voting rights. There shall be one vote per membership.
- E). Membership Dues, if any, will be established by the Executive Board and will be payable to the PTO, through the treasurer. Only members of the PTO who have paid dues and/or submitted a membership form for the current school year may participate in the business of the organization.
- F). The PTO shall conduct an annual enrollment of members, but may admit individuals to membership at any time. The membership year will run from July 1st through June 30th of the following year.

Article V – Officers & Their Elections

- A). The office of this organization shall be no more than (1) President, (1) Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and Parent Volunteer Coordinator.
- B). Officers shall be elected at the April/May meeting of the organization by the members present.
- C). Officers shall assume their official duties at the close of the current school year of their election (i.e. last day of school in June following their election) or, in such case, as soon as elected.

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D). Officers shall serve a term of two (2) years and/or until their successors are elected.

E). A person shall no be eligible to serve more than two (2) consecutive terms in the same office.

F). Officers of this organization shall be elected in the following manner:

i. Appropriate notification of elections will be given to the school populace.

ii. The Executive Board Committee shall serve as the nominating committee. Only those who have consented to serve shall be eligible for nomination by Executive Board Committee. The Executive Board Committee shall send out a nomination form/letter to the school populace to give them the opportunity to nominate themselves or someone else for office.

iii. The Executive Board Committee shall present a slate of nominees for all offices to be filled and report the slate of nominees to the PTO members at the final meeting of the organization. Nominees will be asked to attend the meeting where they will be introduced as candidates. The election shall be held by paper ballot. A majority vote shall be required for election.

G). 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 executive board committee.

Article VI - Duties of Officers

A). **President:** The President shall preside at all meetings of the organization and of the Executive Board Committee. The President shall be the primary contact for the principal and/or the administration. The President shall be the ex-officio member of all committees and shall perform such other duties as may be described in the Bylaws or assigned to her/him by the Executive Board Committee. The President shall also coordinate the work of the officers and committees in order that the objectives/mission may be promoted.

B). **Vice President:** The Vice President shall act as aide to the President and in their designated order perform the duties of the President in the absence or inability to serve, and shall be Fundraiser Coordinator, and aide the President as Administration Liaison.

C). **Secretary:** The Secretary shall record the minutes of all meetings of the organization and of the executive board committee, shall be primary contact with teachers for community Support, and shall handle membership records.

D). **Assistant Secretary:** The Assistant Secretary shall perform the duties of the secretary in his/her absence.

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E). Treasurer: The Treasurer shall receive all monies of the organization, shall keep an accurate record of the receipts and expenditures; shall pay out funds in accordance with the approval of the Executive Board Committee. He/She shall present a financial statement at every meeting and at other times when requested by the committee and shall make a full report at the end of the current school year.

F). Parent Volunteer Coordinator: The Parent Volunteer Coordinator shall organize the master volunteer list, committee lists, and room mother lists. He/She shall report all of these to the Executive Board Committee.

G). All Officers shall perform the duties outlined above as well as any other duties described in these bylaws, and such other duties as may be delegated to him/her.

H). All officers shall deliver to their successors official materials at the close of their service of office.

I). If any member of the Executive Board Committee ceases to meet the qualifications or fulfill the duties of the position, or otherwise engages in any act that negates the objectives of the organization, that person may be removed from the Executive Board Committee by a majority vote of the Executive Board Committee. Removal shall only take place after the board has met in an effort to discuss the problem and all attempts have been made to resolve the problem.

Article VII – Meetings

A). The annual meeting of the Executive Board Committee shall be held in July or August of each calendar year. The exact date shall be decided upon by the Executive Board Committee.

B). The regular monthly meetings of the organization shall be held once a month. Should a meeting date occur when school is not in session, the alternate will be decided upon by the Executive Board Committee.

C). Special Meetings may be called by the organization or the Executive Board Committee. Appropriate notification will be given to the school populace by the President/Vice Presidents of the Executive Board Committee.

D). Five officers present at any meeting shall constitute a quorum necessary for the transaction of business of the organization.

E). There shall be one required Executive Board Committee meeting as described above.

Article VIII - Finances

A). Fiscal Year – The fiscal year of the organization shall begin on July 1st of each year and end on the following June 30th.

B). Budget – A tentative annual budget outlining anticipated incomes and expenses for the upcoming fiscal year shall be drafted by the treasurer and the Executive Board Committee by the beginning of each school year, and submitted for approval at the first meeting of the school year.

C). Disbursement of Funds – All funds of the organization shall be kept in a checking account in the name of PTO, and held at a local financial institution. The Executive Board Committee shall approve all expenses and disbursements of the organization.

D). Authorized Signatures – Two authorized signatures shall be required on each purchase (check or debit receipt). Authorized signers, as designated on the account at the financial institution, shall be the president, treasurer, and vice president. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by two other officers.

E). Account Balances – There must be a minimum of \$200.00 in the bank account at all times. The organization shall leave a minimum of \$750.00 in the treasury at the end of each fiscal year for the upcoming school year.

F). Reimbursements – Reimbursement requests must be pre-approved by the Executive Board Committee. Reimbursement requests must be made within sixty (60) days of the expenditure; otherwise, the request will be denied. A receipt is required for all reimbursements.

G). Safekeeping of Funds – PTO funds shall be promptly deposited in the bank or, otherwise, stored in the school safe.

H). Contracts – Contract signing authority is limited to the president, the president's designee, or the vice president.

I). Discretionary Spending Limit – The Executive Board Committee may be granted a discretionary spending limit of \$200.00 to cover unplanned expenses that occur prior to a scheduled meeting of the PTO membership. In such cases, the expense must be in line with the purpose of the organization, a majority of the Executive Board must approve the expense, and full disclosure must occur at the next meeting of the membership.

J). Transfer of Finances. All PTO financial and other pertinent records must be turned over to the newly elected officers within ten (10) business days from the end of the fiscal year. The outgoing and incoming officers must make themselves available to sign and record the transfer of bank accounts, as well as other financial or business documentation.

K). Insurance. The treasurer must be bonded to ensure integrity of fund management. The organization may also secure and maintain other appropriate insurances as deemed necessary by the Executive Board.

Article IX – Executive Board Committee

A). The Executive Board Committee is a representative group of the organization and shall consist of the officers of the organization; Executive Board Committee members votes preside.

B). The duties of the Executive Board Committee shall be:

i. To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.

ii. To create standing and temporary committees necessary to carry out the objectives and aims of this organization.

iii. To present a report of plans, projects, activities, etc., at the regular meetings.

iv. To approve routine bills.

C). All meetings of this committee shall be called meetings as deemed necessary.

D). Twenty-four hour notice should be given for special Executive Board Committee meetings.

Article X – Standing & Special Committees

A). Standing and special committees shall be determined annually at the September meeting of the organization.

B). Committee chairperson/persons shall be issued committee guidelines by the Executive Board Committee.

Article XI – Amendments

A). These Bylaws may be amended and revised at any regular or Executive Board meeting of the organization by a majority vote of the Executive Board Committee members only.

**Drafted by the 2012-2014 Sampit Elementary School Executive Board/Bylaws
Committee**

Committee Members:

PTO President: Tara Belcher

PTO Vice President: Melitta Britton

PTO Treasurer: Kathleen Elmore

PTO Asst. Treasurer: Tina Mercer

PTO Secretary: Hollie Britt

PTO Asst. Secretary: Veronica McCray