

BULLOCK CREEK/PINE RIVER ELEMENTARY
PTO BY-LAWS

I. Name

- a. The name of this organization shall be the Bullock Creek/Pine River Elementary Parent/Teacher Organization.

II. Objectives

- ~~a. To improve the whole experience of children at home, school and in the community.~~
- ~~b. To encourage effective communication between home and school, to encourage good rapport between families and teachers, and to support those activities and traditions that foster school spirit.~~
- c. To engage our school community and enhance classroom learning by providing volunteer and monetary support to a broad range of events and projects that benefit students, teachers and families.

III. Policies

- a. The program of the organization shall be to accomplish the above objectives developed through meetings, committees and projects.
- b. This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or any candidate shall be endorsed by it. The name of the organization or its officers in their official capacities shall not be used in any connection with a commercial concern, nor will any partisan interest, nor for any other than the regular work of the organization.
- c. This organization shall not actively seek to direct the administrative activities of the school or to control its policies.
- d. In the event of the dissolution of this organization, any assets of the PTO shall be turned over to the administration of the Bullock Creek/Pine River Elementary (or its successor) to buy educational equipment as needed.
- e. This organization may cooperate with other organizations and agencies active in child welfare provided the PTO makes no commitments that bind its members.
- f. The PTO shall be represented by a member at each sponsored event.

IV. Financial Policy

- a. Monies shall be raised by fundraising activities.
 - i. Money may be borrowed from the general fund to initiate fundraisers.
- b. These funds shall be spent for the benefit and/or enrichment of the students.
- c. All fundraising and expenditures will be appropriated by membership approval.
- d. See also "Finance Policies and Procedures"

V. Membership

- a. All families of students at Bullock Creek/Pine River Elementary, and all teachers and staff of the school are members of this organization.

VI. Meetings

- a. General meetings shall be held monthly during the school year.

- b. Membership present at any given PTO meeting shall constitute a quorum, provided written or electronic notice of such meeting has been given.
- c. Time and place of monthly meetings shall be determined by those elected to the Board.

VII. Executive Board

- a. The Executive Board shall consist of the officers of the organization, committee chairs, a teacher representative, and a principal. (The teacher rep will be the one that signed up for that month and the principals will rotate their attendance.)
- b. The duties of the Executive Board shall be to transact necessary business of the PTO.
- c. Special meetings of the Board may be called by the president or by a majority of the Board Members.
- d. The Executive Board has the authority to approve expenses up to \$250 without the general member's approval. Expenses that are over \$250 must be submitted to the board at least 2-4 weeks prior to the event to be approved at a general meeting unless it is a standard item that has been approved in the past. Purchases under special circumstances prior to a board meeting will require all board members to be contacted to vote. It will then be covered at the next board meeting. Officers and Committee Chairs have the autonomy and authority to conduct routine transactions up to \$50 without formal approval of the Executive Board or general members; in such cases, the transaction does still need subsequent review and approval by the President or a Vice President. All expenses over \$250 need to be approved by the general members.
- e. The elected offices of the organization shall be President, Vice-President of Events, Vice-President of Fundraising, Secretary, and Treasurer, Co-Treasurer, and Volunteer Coordinator.
 - i. Newly elected officers shall assume their official duties at the close of the school year in June.
 - ii. All incoming and outgoing Board members are to be present at the first scheduled meeting after the election.
 - iii. Only members of the BC/PR PTO may hold office.
 - iv. The elected term of office shall be one year. No person shall serve more than 3 (three) consecutive terms in the same office unless unable to fill the vacancy otherwise.
- f. Committee chairs can be named at the discretion of the officers of the organization and approved by vote in a general meeting.
 - i. Only members of the BC/PR PTO may serve as committee chair.
 - ii. The term shall be one year. No person shall serve more than 3 (three) consecutive years in the same capacity unless unable to fill the vacancy otherwise.
- g. The PTO shall seek requests for nominations for officers by written or electronic notice to all families during the month of April and/or by nominations from the floor at the scheduled meeting of the PTO in May. Only those who have consented to serve shall be eligible for nomination. Officers shall be elected by ballot. However, if there is but one nominee for any office, upon motion from the floor, the election may be by voice. If a member is unable to attend the meeting and would like to be considered for a board position, the member can send written consent to the board prior to the May meeting.
 - i. If a Nominating Committee is deemed necessary, it shall consist of three PTO members with one of the principals serving as advisor.

- h. A vacancy occurring in an office shall be by a person receiving a majority vote of the remaining members of the Executive Board, due notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.

VIII. Duties of the Officers

- a. President – The president shall preside at all meetings of the organization and of the Executive Board and shall be a member, ex-officio, of all committees. The president, or a designated alternate, shall represent the PTO to other groups in the community. The president shall perform all other duties usually pertaining to the office. Shall compile the report for the Community Newsletter from input from board members, a committee chair, or representative.
- b. Vice-President – The position of vice-president shall consist of two separate jobs. One person shall act as the Vice President of Events and the other shall act as Vice President of Fundraising. The vice presidents shall assist the president in his/her duties. In the event that the president is unable to fulfill his/her duties or to complete their term, the two vice-presidents shall work together to assume the president’s duties until the next general election.
 - i. Vice President of Events: The vice president of events shall be primarily responsible for the planning and organizing of PTO events such as assemblies and other family activities for Bullock Creek/Pine River Elementary students and their families.
 - ii. Vice President of Fundraising: The vice president of fundraising shall oversee all PTO sponsored fundraisers, such as all fall and spring fundraisers, book fairs, clothing sales, etc.
- c. Secretary – The secretary shall take minutes of all meetings of the organization and of the Executive Board.
 - i. A written record of each meeting shall be given to each Board member prior to the next meeting and be read at such meeting.
 - ii. The secretary shall perform such other duties as may be delegated.
 - iii. The secretary shall retain copies of the minutes for a period of five (5) years and have all documents readily available for reference.
- d. Treasurer – The duties of the Treasurer shall be to:
 - i. Keep an accurate record of receipts and expenditures. Record checks written and deposits made in the checkbook ledger and/or comparable computer accounting program.
 - ii. Compare the account balances with the bank statement each month and reconcile any differences.
 - iii. Present a monthly report at each general meeting. This shall include all debits, credits, and the current balance in the account. Copies shall be distributed to the Executive Board.
 - iv. Present an annual report at the September general meeting. ~~This report will be posted in the school after that meeting.~~
 - v. Create a projected spending report that shall be submitted to the Board by the September meeting.
 - 1. A projected spending report is an estimate of PTO expenses for the current school year based on the previous year's activities.

2. A copy of this report shall be given to each member of the Executive Board.
 - vi. Be responsible for any sales tax payments and the annual return as required by law.
 - vii. Pay all bills approved by the Executive Board and/or at the general membership at monthly meetings.
 - viii. Work with VP of fundraising, or committee chairs to count all monies received from fundraising or other activities.
 - ix. Take deposits to the bank.

The Treasurers' accounts shall be examined annually ~~in June~~ within 90 days of year end by an Audit Committee. This Committee shall be composed of the President, one of the building principals, and at least one other member. The Treasurer shall not be a member of the Audit Committee, but shall be present at the audit. A signed statement by the Audit Committee verifying the accuracy of the financial records shall be kept with the Secretary's records.

All reimbursable expenditures require a receipt when payment is refunded. A copy of all financial statements shall be kept for five (5) years.

Any PTO Board member, Committee chair, or person responsible for a fundraising event may make a deposit, and then turn in the deposit slip to the Treasurer. Money shall be counted by two people prior to deposit.

- e. **Co-Treasurer** – The Co-Treasurer will work in conjunction with the Treasurer for any above listed responsibilities.
- f. **Volunteer Coordinator** – The volunteer coordinator is responsible for recruiting volunteers for events, fundraising activities, and any other activities as requested.

IX. Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable.

X. Amendments

These by-laws may be amended by a majority of all voting members present, provided the amendments have been presented in writing at least 14 days prior to the vote. Voting shall be conducted at a general meeting of the organization.