

BYLAWS of Fir Grove Elementary School Parent-Teacher Organization, Inc.

Article 1- Name

Section 1.01 Name. The name of this organization shall be the Fir Grove Elementary Parent Teacher Organization, Incorporated (herein called the "PTO").

Article II - Objectives

Section 2.01 Objectives. The Objectives of the PTO shall be:

- a. To promote the welfare of children in home, school and community.
- b. To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of the children.
- c. To develop between education and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.
- d. To raise funds beyond the regular Fir Grove Elementary School budget so as to promote the welfare of its students in the home, school and community. Our purpose is twofold: to provide both educational and social activities and programs that fall outside the scope of the regular school day, and to supply the school and students with materials and equipment.

Article III - Policies

Section 3.01 Policies. The Policies of the PTO shall be:

- a. The programs of the PTO shall be educational and social activities, which shall be developed through conferences, committees and projects.
- b. The PTO shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the club or the name of its officers in the official capacities shall not be used in any connection with commercial concern or with any partisan interest or for any other purpose than the regular work of the PTO.
- c. The PTO shall not seek to direct the administrative activities of the school or to control its policies.
- d. The PTO may cooperate with other organizations and agencies active in child welfare such as conference groups or coordination councils, provided that no commitments shall bind the PTO beyond current 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 for public office.
- f. The PTO does not and shall not discriminate on the basis of age, ancestry, color, disability, marital status, medical condition, national origin, pregnancy, race, religion, sex, sexual orientation, gender expression, or veteran's status.

Section 3.02 Parliamentary Authority. The rules contained in Robert's Rules of Order, revised shall govern this organization in all cases in which they are applicable and not inconsistent with these by-laws.

Article IV - Membership

Section 4.01 Members. All Fir Grove Elementary School parents, guardians, staff and teachers are members of the PTO. Any person interested in the objectives of the Fir Grove Elementary School PTO and willing to participate in meeting its goals shall be considered a member in good standing. The membership shall be for the school year.

Article V - Board of Directors

Section 5.01 Board of Directors. The Board of Directors shall consist of the PTO officers and the principal of the school or a representative appointed by him or her.

Section 5.02 Duties. The duties of The Board of Directors shall be to:

- a. To uphold the PTO's policies and subscribe to these bylaws,
- b. To transact necessary business in the intervals between PTO meetings and such other business as may be referred it by the PTO.
- c. To approve the plans of work committees.

Section 5.03 Special Circumstances. The Board of Directors has the power to act in an emergency without the prior consent of the PTO general membership. Any action taken pursuant to this section must be explained to the PTO general membership at the first general meeting following the action. If an action taken pursuant to this section is one that normally requires approval by the PTO general membership, it shall be voted on by the PTO general membership as soon as practicable. "Emergency" means an unforeseeable situation such as the COVID-19 pandemic or a natural disaster.

Article VI - Officers and Elections

Section 6.01 Officers. The officers shall be the President, Vice President (Fund raising), Volunteer Coordinator, Secretary, Treasurer, and Member-at-Large.

Section 6.02 Elections. Officers shall be elected by majority vote annually. Elections shall be held each spring as early as April 2nd and no later than the commencement of summer vacation. However, if there is only one nominee for an office, it shall be in order to move that the secretary cast the elective ballot of the PTO for the nominees.

Section 6.03 Terms. Officers shall serve for a term of one year, from July 1st until June 30th. No elected officer shall serve more than two consecutive terms in the same office. At the last meeting of the school year, after all outgoing officers have completed their business; officers shall deliver all files and records, required reports, a job description and a copy of the Bylaws to their successors.

Section 6.04 Nominations. The consent of each candidate must be obtained before his or her name is placed in nomination. Additional nominations may be made from the floor, provided the consent of each candidate has been obtained before his or her name is placed in nomination. Voting shall be limited to the nominees. The PTO President shall have been a past member of the Fir Grove PTO Board of Directors or an active member of a standing committee. Any position may be shared by one or more persons upon approval of the Board of Directors.

Section 6.05 Vacancies. A vacancy occurring in an office shall be filled by appointment by the President with the approval of the Board of Directors. In case a vacancy occurs in the office of the President, the First Vice President shall fill out the unexpired term of office. A new First Vice President will be appointed to serve with the approval of the Board of Directors.

Section 6.06 Recall. Provision for recall of officers will require the reasonable cause for recall brought to a Board of Directors for approval. Upon approval of the Board of Directors a two thirds vote of members present at a general meeting will be required. One month notification of the proposed recall to all members is required prior to the vote.

Article VII – Duties and Responsibilities

Section 7.01 Officers. The duties of officers are:

- a. All members of the Executive Board will support the objectives of the Fir Grove Elementary PTO and uphold its policies and principles. Help recruit committee chairpersons for all vacant standing committees of the board. Assist the chairperson of any committee under their office at the request of the chairperson. Maintain documentation related to their function and deliver this documentation and any official materials to their successor when their term expires. All members are expected to attend and support all PTO functions and make a timely response to PTO Board communication. The

board shall maintain and update the website (firgrovepto.com) and Facebook page (facebook.com/FirGrovePTO). Administrative access to the PTO website, email accounts, Facebook, Quickbooks, Dropbox and any other PTO internet accounts shall be provided to board members and active committee members as needed. All accounts should be managed by a current board member.

- b. The President(s) shall preside at all meetings of the PTO and the Board of Directors, shall be a member ex-officio of all committees except the Nominating Committee and Audit Committee, and shall perform all other duties pertaining to the office. The President remains neutral and may not participate in any voting nor influence others with their authority. Ensure all functions of the Board are executed. Ensure the PTO website is maintained. Write agendas for each meeting. Coordinate the work of the officers and committee chairpersons of this PTO in order that the objectives of this PTO may be promoted. Communicate regularly with the Principal and staff. Foster a welcoming and safe atmosphere for children, parents, staff and visitors both in and out of the school.
- c. The Vice President(s) Fundraising shall assist the President and shall perform the duties of the President in the absence of that officer and shall act as Chairman of the Audit Committee. They shall raise funds to provide events and programs sponsored by the PTO. The Vice President shall serve as liaison between Standing and Special Committees of the PTO and shall report to the Board as needed. The Vice President is responsible for and oversees fundraising. They shall track payments from fundraising projects and coordinate with the Treasurer and school offices to confirm payment to the PTO. Be aware of new fundraising opportunities, along with donations and discounts from vendors and businesses.
- d. The Volunteer Coordinator(s) will work in conjunction with both the principal and the PTO President. They shall actively recruit volunteers and attend PTO, PTO Board and district meetings. They shall set-up and run volunteer orientation each fall. Will keep track of volunteer hours and report them to the PTO each month. Manage the volunteer database.
- e. The Secretary shall keep an accurate record of all business transacted at each meeting of the PTO and the Board and shall have on hand for reference at each meeting a copy of the Bylaws and the minutes of the previous meetings. They shall distribute copies of minutes within five days of meetings to all PTO Board members. Notify all PTO Board members of date, time, and place of all meetings. Distribute dates of all monthly meetings for the year. Distribute PTO newsletters, promotions and information. Keep the calendar of events for the PTO and distribute information as necessary for publication in the media. Promote PTO events using regular newsletters.
- f. The Treasurer shall keep an accurate record of receipts and expenditures and disburse funds only as authorized by the PTO Board. They shall present statement of accounts at every meeting of the PTO board, and at other times requested by the Board. Be responsible for, and have shared custody of all funds of this PTO. Count all money with two people present, and deposit all cash in the bank on the same day received or no later than the following business day and all checks within five business days. If unable to be deposited on the day received, the money must be held in the school in the designated locked area. Collect and keep a full accurate account of receipts

and expenditures of all money of this PTO. Make disbursements as authorized by the President, Executive Board, or this PTO in accordance with the budget adopted by this PTO. May hold and distribute funds for the 5th Grade Send Off although the PTO does not fund the 5th Grade Send Off. Reimburse all approved expenditures within five days of submitted request. Pay all approved invoices prior to due date. Maintain and reconcile accounts with bank statements monthly. Treasurer is able to sign checks up to \$100. Over \$100 must be co-signed by a President or approved Board member. Prepare a preliminary budget for the board to approve. Prepare the PTO budget for approval at the June meeting. Be present at all meetings of the PTO and the PTO Board. Attend and support all PTO functions and be present to collect all money at said functions. File both the annual IRS taxes and Department of Justice organization filing by their respective due dates and keep bank records and signature cards accurate and up to date.

- g. The Member(s)-at-Large shall support the PTO board as needed by providing input on agenda items and other board decisions.

Section 7.02 Teacher's Representative. A teacher's representative shall represent all faculty members except the school principal. A teacher's representative, the school principal or both shall be in attendance at each member meeting.

Section 7.03 Committees.

- a. Audit committee. The accounts may be examined at any time, but no less than annually by an Audit Committee chaired by the Vice President and including the Treasurer and two other PTO members appointed by the President. Satisfied that the Treasurer's report is correct, the Audit Committee shall sign a statement to that effect at the end of the report.
- b. Standing Committees.
 1. Standing committees shall be created or dissolved by the Board of Directors as may be required to promote the objectives and interests of the PTO.
 2. The chairman of all standing committees shall present plans of work to the Board of Directors, and no committee work shall be undertaken without approval of the Board of Directors at a meeting with quorum present.
 3. Standing Committees/special committees may be created at the direction of the Board of Directors, the President, or the membership at a general business meeting to satisfy a specific short-term objective. The special committee goes out of existence when its function is completed and a final report is received.
 4. Standing committee chairmen shall be approved by the Board of Directors and their terms shall extend from the time of appointment to the end of the school year.
 5. Standing committee and special committee coordinators shall be provided with a committee notebook, provided the committee has previously existed, in which they will keep an updated file of all information pertaining to their activity, including but not limited to event notes, contacts, supplies, and funds and accounting. The notebooks

will be returned to the President at either the end of the function or the end of the school year.

Article VIII - Business Meetings

Section 8.01 General Business Meetings. General business meetings for the school year shall be held monthly at a time scheduled by the Board of Directors at the first meeting of the year.

Sections 8.02 Special Business Meetings. Special business meetings of the membership may be called by the Board of Directors on not less than ten days notice to the membership.

Article IX - Monetary Policies

Section 9.01 Expenditures of Funds. All funds of the PTO shall be maintained in an insured deposit account in a bank or savings institution as chosen by the board or directors. All bank documents will be sent to the school address to the attention of the Treasurer. No ATM or debit cards will be issued for the account.

- a. A proposed budget shall be prepared by the Board of Directors before the last meeting of the school year and will be submitted for approval at the last general meeting of the year. Newly elected board members will be included in the budgeting process.
- b. A monthly report of expenditures and incomes will be prepared by the treasurer and presented at the monthly general meeting. A copy of that report will be posted with the meeting minutes. A copy of the bank statement can be made available upon request.
- c. All requests for PTO funds must be made in writing with appropriate documentation to support the request, (i.e. receipts) and must be attached to the request form. All requests/receipts must be turned in within 90 days of the expenditure or the event or by the last day of school, whichever is earlier. All expenditures incurred after the last day of school, but before the first day of school will be reimbursed from the following school year budget. The request must be signed by the requester and a board member. All appropriate documentation must be verified by both signing board members at the time the check is issued (i.e., the request form and receipts must be attached before the check is signed).
- d. Any PTO checks over \$100 will be signed by two members of the Board of Directors who are listed as authorized signers on the account. Checks \$100 and under can be signed by one authorized Board of Directors member. At a maximum, there will be three authorized signers. The Treasurer, the President and the Vice President. In years where there are Co-Presidents, the signers will be limited to the Treasurer and the Co-Presidents.
- e. Any proposed or incurred expenditure outside the approved budget must be approved by the Board of Directors.
- f. Requests for funds over \$500 must be announced in the PTO newsletter and voted on at the next general meeting.

- g. Any changes to a budget must be approved by the Board of Directors.
- h. Any unbudgeted funds will be carried over to the next school year.
- i. All committees shall be responsible for keeping record of their expenses and deposits. These records can be requested for review by the Treasurer or Board of Directors at any time.
- j. All financial records will be kept by the PTO for seven years.
- k. All field trip expenses paid by the PTO must be used for educational purposes.

Article - X Fundraising

Section 10.01 Fundraising. Fundraising shall be done to support the events and programs sponsored by the PTO. Fundraising can be school driven activities such as “Fun Runs” or “Hoop-A-Thons” where there is 100% profit to the PTO, or can be in participation with an outside vendor specific to fundraising for non-profit organizations. Participation with area restaurants for a day of profit from sales to the school can happen only if there is no up-front cost to the PTO.

Article XI- Amendments to the Bylaws

Section 11.01 Review. These bylaws will be reviewed by the Board of Directors at minimum every three years and amended as necessary.

Section 11.02 Amendments. Once approved by the Board of Directors potential amendments will be brought to vote at a general business meeting and require a majority vote of members present to be accepted. One week notification to all members must be given before voting on potential amendments.