

Gay Avenue Primary School PTO Bylaws

ARTICLE I – NAME

The organization shall be named Gay Avenue Primary School Parent-Teacher Organization (PTO); here in referred to as the PTO.

ARTICLE II – MISSION STATEMENT

The purpose of the PTO is to enhance and support the educational experience at Gay Avenue Primary School to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Gay Avenue Primary School through volunteer and financial support.

ARTICLE III – POLICIES

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined 501(c)3 of the Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest of for any purpose not appropriately related to the Mission of the PTO.

Section 4: The PTO may cooperate with other PTOs within the same school district that have similar goals and interest, but shall not interfere with the administration of these school or seek to control its policies.

ARTICLE IV – FISCAL YEAR

The fiscal year of the PTO shall begin on September 1st and end on the following June 30th.

ARTICLE V – MEMBERSHIP AND DUES

Section 1: Membership. Any parent of, guardian of, grandparent of a student at the school, the Principal, or any teacher currently employed at the school may become a PTO Member.

Section 2: Dues. Each member shall pay annual membership dues of FIVE DOLLARS (\$5.00) to the PTO or the Black&Orange membership dues of TWENTY-FIVE DOLLARS (\$25.00) to the PTO. Only members in good standing (Who have paid their annual dues) shall be eligible to vote or serve on the board of Officers.

Section 3: Vote. Each individual, paying member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE VI – OFFICERS

Section 1: Officers. The officers shall consist of an elected President, Vice President, Secretary, Treasurer, Technical Officer, and Reporting/Publicity Officer.

Section 2: Eligibility. Only members in good standing (who have paid their annual dues) shall be eligible to serve in any officer position.

Section 3: Nominations and Elections. Nominations for Officers' positions shall be submitted at the April PTO meeting. At this meeting, additional nominations may also be made by the PTO membership.

Section 4: Term of Service. Voting may take place by written ballot at the May PTO meeting. Officers may be elected for a term of one calendar year (beginning September 1st and ending on the following June 30th) by the general PTO membership. A person may only hold one officer's position at a time.

Section 5: In the event the PTO fails to fill Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: Compensation. No Officer shall be compensated by the PTO for their service.

Section 8: Attendance. Each Officer shall attend monthly Officer/Board and monthly PTO meetings.

Section 9: Committee Service. Each officer is expected to serve on a minimum of one committee.

Section 10: Contracts and Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 11: Removal from Office. Any Officer can be removed from office by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO membership at least one week prior to the meeting.

ARTICLE VII – OFFICER DUTIES

Section 1: President.

The President shall:

1. Preside over all meetings of the PTO,
2. Prepare each meeting's agenda; give a copy to Executive Board, Bulletin and web site prior to meeting date.
3. Represent the PTO at all city-wide meetings outside of the organization.
4. Delegate responsibilities to Officers/members when needed; i.e.: committees. Appoint special committees as needed.
5. Liaison between PTO and school Administration and PTO and Teachers. Responsible for keeping PTO Bylaws and Procedures updated as needed.
6. Sign checks, notes, ect. with the Treasurer or appointed officer.
7. Serves as the contact person for and works closely with the school Principal.
8. Work with the Principal in establishing ideas for the fund raising activities for the PTO organization each year.
9. Work with the Principal to set targets for where the PTO money should be spent and present targets to the Executive Board.
10. Lead officers and members in a goal setting process. Will be responsible for approving all activities and events regarding the PTO.
11. Maintain a notebook describing his/her actions and the activities and projects undertaken during the course of the year. Present the notebook to the incoming President when completing his/her term as President.

Section 2: Vice President.

The Vice President shall:

1. Preside at all meetings in the absence of the President.
2. Perform the duties of the President in his/her absence, resignation, or inability to serve.
3. Develops and maintain a list of all parents and the areas where they are willing to help.
4. Coordinate Classroom parent sign-ups, assignments, and communicating with them throughout the year on upcoming events and needs.
5. Coordinate committees for major fundraising events (Movie Night and Winter Carnival).
6. Coordinate activities and event committees throughout the term as delegated by the President.
7. Work closely with teachers to assure communication with classroom parents.
8. Manage the Organization calendar and keep track of all events where the Organization may want to be involved or need to be represented, including, but not limited to, registration activities, new parent gatherings, and school functions.

9. Maintain a notebook describing his/her actions and the activities and projects undertaken during the course of the year. Present the notebook to the incoming Vice President when completing his/her term as Vice President.

Section 3: Secretary.

The Secretary shall:

1. Prepare a sign-in sheet for all PTO meetings, collect sheet following the meeting adjournment.
2. Record and transcribe all monthly meeting minutes for review and approval by Officers/Board.
3. Distribute approved meeting minutes to all teachers, and officers.
4. Store meeting agendas, meeting minutes and other relevant materials in the PTO binder in the library or school office.
5. Prepare PTO correspondence as needed (e.g. thank you notes)
6. Prepare PTO flyers along with the Technical Officer as needed for activities, news, and events.
7. Hold a copy of the PTO Bylaws, Procedures, and a current membership list and make each available upon request to any PTO Member at any PTO meeting.
8. Provide a printed copy of the Bylaws to each elected Officer, Principal and Teacher Representative.
9. Attend monthly Officer and PTO meetings.

Section 4: Treasurer.

The Treasurer shall:

1. Act as a custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Perform a complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records for such.
5. Keep receipts/records or payments and deposits organized by event.
6. Organize and distribute change boxes as needed for all events needed (e.g. Movie Night, Winter Carnival)
7. Reconcile checkbook monthly.
8. When treasurer changes position, arrange for the new signature card to be completed-meet at bank;
9. Attend monthly Officer and PTO meetings.

Section 5: Technical Officer.

Technical Officer shall:

1. Maintain and update the PTO web site as new information becomes available.
2. Send emails to update volunteers, as needed.
3. Post approved monthly meeting minutes on PTO site.
4. Design PTO logo for shirts, web site and forms as needed.
5. Prepare a list of PTO Officers and members contact info and keep updated throughout term.
6. Keep an updated members list to all Officers, Principal and Teacher Representative.
7. Design items for activities and events as delegated by the President or Vice President.
8. Prepare a PTO Activities and events calendar once approved by the Officer Board. Post the calendar on PTO web site.
9. Attend monthly Officer and PTO meetings.

Section 6: Reporting Officer.

Reporting Officer shall:

1. Post approved monthly meeting minutes on the PTO bulletin board.
2. Post all upcoming event flyers on the PTO bulletin board and/or where decided upon.
3. Responsible for having upcoming events and activities posted in the newspaper for the community.
4. Announce PTO meetings to the school population at least one week in advance of that meeting.
5. Record monthly meetings minutes in absence of the Secretary Officer.
6. Prepare sign-in sheet for PTO meeting and collect sheet following adjournment in the absence of the Secretary Officer.
7. Attend monthly Officer and PTO meetings.

ARTICLE VIII – EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Officers, the school Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

Section 2: Principal & Teacher Representative. The Principal and the Teacher Representative are not required to pay annual dues and shall each have one vote. The Principal acts as liaison between school and PTO and ensures that all PTO activities are in accordance with school policies and procedures. The Teacher Representative acts as a liaison between the school teachers and the PTO.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at one of the first regular PTO meeting of the fiscal year.

ARTICLE IX - MEETINGS

Section 1: Regular Meetings of the PTO - Shall be held monthly, except during August, at the School, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Executive Board Meetings - Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

Section 3: Special Meetings of the PTO - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

Section 4: Quorum. At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

Section 5: The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget..

Section 6: The final PTO meeting shall take place in June, prior to the close of school.

ARTICLE X - FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items, that directly benefit the students of the School; with the exceptions of the annual Teacher Appreciation Luncheon, and Staff Holiday Gifts.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 days of

receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

Section 5: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000.

ARTICLE XI - COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Enrichment, Social, Hospitality, Publicity, Room Parent, Field Day and Finance Audit. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the April PTO meeting. Elections shall take place at the May PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

Section 3: The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years.

Section 7: Attendance. Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

Section 8: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

ARTICLE XII - COMMITTEE DUTIES

Section 1: Fundraising Chair

The Fundraising Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.

2. Prepare and execute fundraising projects as approved by the Executive Board.
3. Solicit volunteers to assist with each Fundraiser.
4. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee and execute the Savings Programs (i.e. Box Tops, cartridges, GoodSearch, etc.).

Section 2: Enrichment Chair

The Enrichment Chair shall:

1. Coordinate educational enrichment programs for students in all grades.
2. Work with the Principal and teachers to coordinate events that enhance current curriculum.
3. Notify the Publicity Committee in advance of event dates for photo coverage.
4. Write a summary of each event for publication in the newsletter or School website for the purposes of informing School parents that the event was sponsored by the PTO.

Section 3: Social Chair

The Social Chair shall:

1. Plan and implement all not-for-profit social activities for School students and their families; including, but not limited to, the Ice Cream Social, Spirit Days, and Student Holiday Workshop.
2. Coordinate a monthly not-for-profit Fun Event for the students.
3. Coordinate after-school programs (i.e. An Introduction to Sign Language; Crafts & More: Lego Engineers; Responsible Babysitting; etc.)

Section 4: Hospitality Chair

The Hospitality Chair shall:

1. Plan and serve refreshments at the monthly PTO meetings and other PTO functions.
2. Coordinate the Teacher Appreciation luncheon, New Parent Breakfast, and Welcome Back Cookout.

Section 5: Publicity Chair

The Publicity Chair shall:

1. Attend School functions and events to take photos and write articles for submission to the local newspaper, School newsletter, and School website
2. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display.
3. Coordinate annual parental consent forms necessary for the publication of student photos.
4. Coordinate and execute the School photo to be taken in September each year.

Section 7: Room Parent Chair

The Room Parent Chair shall:

1. Solicit volunteers for a minimum of one Room Parent per classroom and maintain records (i.e. name, phone, email) to contact these individuals.
2. Coordinate and review with the Room Parents their responsibilities; including requesting parental consent forms for student photos and the PTO Directory, supporting the teacher with class parties, coordinating the decoration of Field Day t-shirts, and recruiting parent volunteers to assist at various PTO events.

Section 8: Field Day Chair

The Field Day Chair shall:

1. Assist the Principal and Gym Teacher with the planning and implementing of the School's annual Field Day held each June.
2. Purchase student Field Day t-shirts and the paint supplies to decorate them. Coordinate the decoration of the t-shirts with the Room Parents.

Section 12: Finance Audit Chairperson

The Finance Audit Committee shall be made up of up to three PTO members that do not currently serve on the Executive Board. The Finance Audit Chair shall audit the financial records of the PTO and prepare a fiscal year-end audit report.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- At least 5 PTO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE XIV - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or

2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.