

By-Laws of Sarah Adams Elementary School Parent/Teacher Organization (PTO)

Article I – Name

Sarah Adams Elementary School Parent/Teacher Organization (PTO)

Article II – Recognition of Existence

The Sarah Adams PTO respectfully exists at the discretion of the building principal; therefore, the Sarah Adams PTO recognizes that the building principal must approve any and all planned events and activities.

Article III – Purpose

The Sarah Adams Elementary School PTO will actively collaborate with the school community to support the common goals of parents and teachers by enhancing the educational process and providing additional academic and recreational opportunities to assist in making each child feel valued, challenged and successful.

Article IV – Members

Section 1 – Any parents or adult guardians of a student at Sarah Adams Elementary School is a member of the PTO and shall have voting rights. The Principal and all teachers employed at the school are members of the PTO and shall have voting rights.

Section 2 – PTO activities, meetings and committees are open to all PTO members.

Section 3 – PTO members shall not use another member's personal information for private endeavors.

Section 4 – There are no dues to be a member of the PTO.

Article V – Officers and Board

Section 1 – The Officers of the PTO shall consist of President, Vice President, Secretary, and Treasurer. No individual may hold two of these offices during the same term. Any Officer position may be co-chaired.

- **President:**
The President shall preside over meetings of the organization and Board, prepare the meeting agendas, serve as the primary contact for the Principal, represent the organization at functions outside of the organization, and coordinate the work of all Officers and committees so that the purpose of the organization is served.
- **Vice President:**
The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President shall oversee all Committee Chairs and serve as an ex-officio member of all committees.
- **Secretary:**
The Secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of information to the membership. The Secretary shall also oversee submissions and writing of the PTO Newsletters. The Secretary keeps a copy of the minute's book, By-Laws, rules, membership list, along with any other necessary supplies, and brings them to meetings.

- **Treasurer:**
The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Board. He or she will present a financial statement at every meeting and other times of the year when requested by the Board. The Treasurer shall make a full report at the end of the school year and see that an auditing of the PTO financials takes place once per year. The auditor may consist of one PTO volunteer other than the President or the Treasurer. The auditor shall examine the Treasurer's records over the summer and submit an audit report to the PTO Officers by August 1st. The audit report will be presented to the PTO at the first general meeting in the fall.

Section 2 – Duties of all standing Committee Chairs shall be to enlist as many volunteers as necessary to fulfill the responsibilities of the committee. Any Committee Chair position may be co-chaired. Responsibilities for all Committee Chairs are as follows:

- **Communication:**
Committee Chairs will report to the Vice President with updates on committee progress monthly, or more often if necessary. All flyers for a PTO event must be e-mailed to the PTO Vice President, or President in the Vice President's absence, and initialed by the school Principal for approval. Once the flyer is approved by the school Principal, an approved copy of the flyer is to be provided to the school office for posting on S.I.G.N., and an approved copy is to be used as a master for printing. The Committee Chair(s) of the event is responsible for printing the flyer and returning it to the school office for any Friday Folder distribution. A minimum of a two week lead time is necessary for this process.
- **Financial Accountability:**
Committee Chairs will report to the Treasurer any issues related to committee receipts and expenses. They will make a written request to the Treasurer one week prior to a PTO event upon which money is exchanged for money needed as a cash drawer bank. A signed Deposit of Funds Form and Event Reconciliation Worksheet listing a tally of the cash and/or checks to be deposited, and a completed Financial Request Form for reimbursement including copies of all receipts, will be submitted directly to the Treasurer within seven days after an event.
- **PTO Meetings:**
Committee Chairs must report on committee activities at monthly PTO meetings during the month prior to, month of, and the month after an event/activity. All Committee Chairs are encouraged to attend each monthly PTO meeting.
- **End of School Year Term:**
A Committee Report Document will be completed no later than June 1st and returned to the Vice President. Committee Chairs will retain a file of pertinent committee information for their successor and return it to the Vice President no later than June 1st.

Section 3 – School Representatives will consist of two Sarah Adams teachers. School Representatives will communicate the needs of the school to the PTO Board. They will also make available to the faculty a copy of the meeting minutes and Grant Request Forms.

Section 4 – The PTO Board shall consist of the Officers of this organization, School Representatives and the Committee Chairs of all standing committees. All Board

positions are counted as part of the quorum as described in Article VI, Section 2.

Section 5 – Pending PTO slate approval, PTO Officers and PTO Board Committee Chairs shall serve for a term of one year, ideally not to exceed two consecutive years in the same position. The term of office for all PTO Officers and Committee Chair people shall be July 1st to June 30th.

Section 6 – The President and Vice President shall be previous Sarah Adams PTO Board members for at least a year before assuming these offices.

Section 7 – If during the school year a vacancy occurs on the PTO Board, the President shall recommend a candidate to fill the remainder of the term. That nominee must be approved by the PTO Board.

Section 8 – If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled PTO meeting, a new Vice President will be elected and voted on by the PTO Board and PTO members at large.

Section 9 – In the first week of March the Vice President shall contact the existing PTO Board officers and committee heads to inquire of their PTO position status for the following school year term. The slate of open PTO positions for the following school year will be made public at the April PTO meeting by the President. Additional names may be submitted at this time if there are any vacancies on the slate. The Friday of the same week of the April PTO meeting, the open slate will be posted on the PTO section of the Sarah Adams website and on S.I.G.N. in order to fill remaining positions.

Article VI – Meetings and Voting

Section 1 – Meetings will be held once a month in August, September, October, November, January, February, March, April, and May. Public notifications of a PTO meeting are to be published by the President at least one week prior to each month's meeting.

Section 2 – Four PTO Board members and a minimum of two PTO members present at regularly scheduled meetings shall constitute a quorum for the transaction of business.

Section 3 – In the event that the quorum is not met, or for issues that need to be resolved before the next meeting, an e-mail vote may be taken at the discretion of the President. Each PTO member shall have one vote if they choose to participate. Special meetings of the PTO Board may be called by the President.

Section 4 – All meetings of the PTO Board are open to the PTO general membership. The privilege of voting is open to all PTO Members.

Section 5 – Any legitimate motion requires for its adoption a simple majority vote unless otherwise stated. Voting at monthly meetings may be made by voice, show of hands or ballot.

Section 6 – PTO Officers and Committee Chairs are expected to attend regularly scheduled PTO meetings and are responsible for a verbal or written report of timely and pertinent information.

Section 7 – If the PTO President is unable to attend a PTO meeting, the Vice President will preside over the meeting and communicate any information given by the President.

Section 8 – If the Vice President is unable to attend a PTO meeting, information to be communicated at the meeting must be given to the President and presented by the President.

Section 9 – If the Treasurer is unable to attend a PTO meeting, he/she must provide copies of the budget to the President to be made available for all who attend the PTO meeting.

Section 10 – If the Secretary is unable to attend a PTO meeting, the President shall appoint someone from the PTO Board as the fill-in Secretary to take notes for that PTO meeting only. Immediately after the meeting the notes taken by the fill-in secretary must be submitted to the President. The President shall submit the notes within 24 hours of the PTO meeting to the PTO Secretary.

Section 11 – Committee Chairs that are unable to attend a meeting must communicate the information to the Vice President in writing.

Article VII – Fiscal Policies

Section 1 - The PTO fiscal year shall be July 1st to June 30th.

Section 2 – Individual PTO members shall not profit from any PTO fundraiser, event or program.

Section 3 – At the May PTO meeting the Treasurer will propose a budget for the upcoming school year. The budget will be discussed by the PTO Members and approved by majority vote. The budget may be revised and must be reapproved at the September PTO meeting.

Section 4 – Disbursements will be made according to the approved budget.

Section 5 – Additional committee expenditures and budget change requests are to be submitted in writing to the Treasurer 48 hours before the next PTO meeting. The request must state a specific amount and the reason for the budget increase. The Treasurer will present the request at the following PTO meeting and the changes may be approved by a majority vote.

Section 6 – Any PTO Board member who inadvertently spends more than \$15 over budget must obtain PTO Board approval at a PTO meeting for reimbursement.

Section 7 – The President can approve expenditures less than \$100 without a vote of the PTO Board.

Section 8 – All monies from PTO sponsored events will be deposited in the PTO bank account. The President, Vice President, and Treasurer shall have signing authority for the PTO bank account.

Section 9 – The Treasurer will notify the PTO Officers immediately of any single expenditure over \$500.

Section 10 – Any check issued in excess of \$1500.00 requires two signatures.

Section 11 – If there is a time constraint that precludes a monetary need, a two-thirds vote of the PTO Board Officers can grant an individual request. This monetary need request must be stated in writing along with an explanation of the time constraint.

Section 12 – All profits from the PTO sponsored events and fundraisers will be held in the general fund. The only exception is the profits generated by the Book Fair committee, which will either be donated to the school library or used for flexible reading group books.

Section 13 - All profits from a fundraising PTO event are to be counted and verified by the Treasurer and one PTO member at large immediately at the end of the PTO event. If the Treasurer cannot attend the event, a substitute for the Treasurer is to be designated in advance of the event and communicated to the Committee Chair(s), the Vice President, and the President. These funds are to be deposited within four days from which the event ended.

Section 14 - Payment to an outside vendor contracted for a PTO event must be paid in full immediately after the event by the Treasurer or a prior designated PTO member.

Section 15 - All credit card information and/or personal checks, including invoice book and any financial information collected at an event are to be handed over to the Treasurer as soon as possible, within no more than three days following an event.

Section 16 – A copy of any proposed contract must be provided to the PTO President. No PTO chairperson shall sign any contract with a company or individual without approval first from the Principal and then from the PTO Board. After any contract is approved, the Committee Chair(s) must submit a signed copy to the Treasurer.

Section 17 – Purchases or Grants proposed by any PTO Member must be presented at a PTO meeting and a special committee formed to research its appropriateness and viability. The committee will report on its recommendations and the purchase may be approved by a PTO majority vote at the following regular meeting.

Section 18 – An outgoing Treasurer shall handle the bank signature cards and turn over all records to the incoming Treasurer by July 1st.

Article VIII – Amendments and Suspension of By-Laws

Section 1 – The Constitution of By-Laws may be amended at a regular Sarah Adams PTO meeting with a two-thirds vote of the PTO members provided that the proposed amendment was presented at the preceding meeting.

Section 2 – The PTO Officers shall conduct a yearly By-Law review during the month of March with any amendments to be presented at the April PTO meeting and up for approval at the May PTO meeting. The President shall oversee this review.

Section 3 – All PTO members shall oversee adherence of By-Laws.

ADOPTED JUNE 1, 2009