

BYLAWS OF THE GUIN FOSS PARENT TEACHER ORGANIZATION

GOALS

The teachers and parents of students at Guin Foss Elementary School wish to join with members of the community to form a Parent Teacher Organization (PTO) in order to further the education of students at Guin Foss Elementary School as follows:

- To enhance and improve the educational experience of all students attending Guin Foss Elementary School by providing financial aid and parental or other support to supplement existing resources,
- To improve communication and interaction among educators, parents, students, and members of the community in order to develop a shared vision of common goals and objectives so that all will participate more fully in the educational process, and
- To create unified effort among home, school and community for the purpose of educating and enriching children's lives.

ARTICLE I – NAME

This Organization will be known as THE GUIN FOSS PARENT TEACHER ORGANIZATION (GUIN FOSS PTO).

ARTICLE II – MEMBERSHIP AND DUES

Section A. Membership in this Organization shall be open to all educators, parents and guardians of children at Guin Foss Elementary School, and to any other members in the community interested in furthering the objectives of this Organization.

Section B. Members are required to pay nominal membership dues to join the Organization. Community members who pay such dues shall be known as "Friends of Guin Foss PTO".

Section C. After an annual budget has been adopted, the Executive Board will establish the amount of membership dues to be paid. Monies derived from membership dues will be used by the Organization for operating expenses and to fund approved projects.

ARTICLE III – NOMINATIONS AND ELECTION OF OFFICERS

Section A. Elected officers shall serve on an Executive Board to manage the affairs of the Organization. The qualifications, powers, duties and terms of office of such Executive Board members are set forth below.

Section B. All officers, with the exception of Parliamentarian, are elected by the general membership of the Organization.

Section C. The Parliamentarian is an appointed member of the Executive Board. This position automatically defaults to the immediate past President of the Organization. However, if the immediate past President is unable or unwilling to serve, the position of Parliamentarian will be filled as follows: the current President shall nominate someone to serve as Parliamentarian, subject to approval by the Executive board.

Section D. The Parliamentarian oversees the election of officers as follows:

1. In February, the Parliamentarian will chair a nominating committee selected as follows: (1) two members will be selected by the Executive Board; and (2) two members will be selected by the general membership present at the February PTO meeting. In addition, the Principal will be an advisory member of this committee.

2. The Parliamentarian shall publish information about the election process in the February PTO newsletter.
3. The nominating committee will collect and present at the March PTO meeting the names of candidates for each position. The Parliamentarian will then open each position for nominations by the general membership. Open nominations must be made and seconded by a current member of the organization. Nominations for each position will then be closed.
4. The names of all nominees shall be published in the March PTO newsletter.
5. Voting shall take place at the April PTO meeting. The Parliamentarian is responsible for distributing ballots and balloting information to all members of the Organization, and will coordinate the collection of ballots and the tabulating of votes for each position.
6. Election results will be presented by the Parliamentarian at the May PTO meeting, and published in the May PTO newsletter.
7. Installation of officers will take place in May, at a joint meeting of the outgoing Executive Board and incoming Executive Board.

Section E. In contested elections, a Candidate must receive a majority of votes cast (51%) to be elected to office.

Section F. In the event no one candidate receives a majority (51%), the two candidates receiving the most number of votes will be placed in a runoff election. Such an election will be scheduled as determined in the sole discretion of the Executive Board.

Section G. Two individuals may be elected to hold the same office, **PROVIDED** that both are willing AND the Executive Board agrees in advance that it is in the best interest of the Organization to do so. However, in the event of such shared position, the two individuals shall designate in writing, to be filed and kept with the minutes of the Organization, which duties of the office each is to perform, and may only cast one vote in decisions of the Executive Board. In the event the two cannot agree as to how their vote should be cast on any matter, then they shall abstain from voting on that issue.

Section H. In the event that a candidate is unopposed for a particular position, the President will then instruct the Parliamentarian to cast a unanimous ballot for election of that candidate to that position.

Section I. If an officer resigns or is otherwise unable to fulfill her/his term in office, the President is empowered to nominate a replacement and the Executive Board is empowered to approve that appointment. If an officer is not fulfilling their duties as set forth in the Bylaws, the Board and membership has the right to remove said Board person using a 2/3 majority vote.

Section J. All officers are elected for a period of one year. Officers will be installed in May and assume their duties at the close of the school year. To encourage diversity, no one may serve in the same office for more than two consecutive terms. In the event that no suitable candidate is identified to assume that position, the previous year's officer can continue in the Board position, elected by the voting process set forth in Article III, Section D for one year. Mid-term appointments to fill the term of someone who has resigned or is otherwise unable to complete her/his term in office shall not be counted for purposes of determining whether someone has served for two consecutive terms.

ARTICLE IV – DUTIES OF THE EXECUTIVE BOARD AND ELECTED OFFICERS

Section A. THE EXECUTIVE BOARD: The Executive Board shall consist of the President, Vice-President of Membership, Vice-President of Fundraising, Vice-President of Volunteers, Secretary, Treasurer, Financial Secretary, and Parliamentarian. These officers shall perform the duties set forth in these Bylaws.

- 1. PRESIDENT:** The President shall serve as leader and key contact for the PTO, preside at all PTO meetings, attend Coordinating Council meetings, appoint chairpersons for special committees, and coordinate the work of the officers and committees so that the PTO's objectives can be met. She/he is authorized to co-sign checks (with the Financial Secretary or Treasurer), and is authorized to approve all budgeted expenses under the amount of \$75. Two signatures shall be required on all checks. She/he is responsible for maintaining a President's notebook and handbooks for each of the Executive Board positions. She/he receives a written report of each committee's activities for the year by June 1st of each year.
- 2. VICE-PRESIDENT OF MEMBERSHIP:** Organizes annual PTO membership drive, maintains membership records, and develops the student address directory. The directory includes collecting and formatting of address data, layout and coordination with the printer.
- 3. VICE-PRESIDENT OF FUNDRAISING:** Oversees all PTO fundraising throughout the school year. She/he is responsible for assisting with the preparation of the yearly budgets and fundraising goals to meet budgetary needs. Events include but are not limited to: Cookie Dough Fundraiser, Greenery, 4th/5th Grade Outdoor Camp fundraising, See's Candy fundraisers, Mixed Bag, Spring Fling Teacher's Auction and any other fundraisers agreed upon by the Executive Board.
- 4. VICE-PRESIDENT OF VOLUNTEERS:** In charge of filling all committee positions of the PTO.
- 5. SECRETARY:** The Secretary is responsible for taking and keeping all minutes of the meetings and attends to all PTO correspondence. Minutes shall be available at the school office one week after the PTO meeting. Minutes of each monthly meeting shall be submitted at the next regular meeting for approval, and once approved shall be signed by the Secretary and President, and kept in the Secretary's notebook. She/he works with the President to prepare an agenda for all meetings and maintains a Calendar of Programs and Events. The Secretary is responsible for preparing an agenda in advance of each meeting. Copies of the agenda and previous meetings' minutes shall be posted monthly, two days in advance of the regularly scheduled meeting.
- 6. TREASURER:**
 - a.** The Treasurer is required to make a written monthly report of all monies received, disbursed, and on hand. This officer is responsible for reconciling all bank statements as soon as received, and for presenting copies of those statements for review at each monthly meeting.
 - b.** This officer is also responsible for recommending policies and procedures to follow to ensure accurate accounting of all monies and cash received on behalf of the organization, and is responsible for filing all necessary forms with any local, state or federal governmental agencies concerning funds of the organization.
 - c.** The Treasurer shall submit all books for audit on an annual basis, sufficient to insure that the books are officially closed on June 30th of each calendar year.
 - d.** This officer is empowered to co-sign checks (with the President or Financial Secretary). Two signatures shall be required on all checks.

7. FINANCIAL SECRETARY:

- a. It shall be the sole responsibility of the Financial Secretary to deposit all monies received on a timely basis. No monies shall leave the school premises without being reconciled by two members of the PTO with at least one being a member of the Executive Board. Once reconciled, such monies shall be taken by the Financial Secretary for immediate deposit in the organization's bank accounts.
- b. This officer is empowered to pay all approved expenditures and to co-sign checks (with the President or Treasurer). Two signatures shall be required on all checks.

- 8. PARLIAMENTARIAN:** The Parliamentarian monitors all meetings to ensure that business is conducted in accordance with Robert's Rules of Order Newly Revised and the Bylaws of the Organization. She/he chairs the nominating committee and oversees the election of officers for the following school year as set forth in Article III, Section D, above.

Section B. HONORARY MEMBERS OF THE EXECUTIVE BOARD: The Principal of Guin Foss Elementary School and a Teacher's Representative shall serve as honorary members of the Executive Board. Such Honorary Membership does not infer any obligation to attend meetings of the Executive Board.

1. The current Principal of Guin Foss Elementary School shall be an honorary member of the Executive Board, with full rights and privileges of membership in the Organization.
2. The teachers of Guin Foss Elementary School may select a Teacher's Representative, who shall be an honorary member of the Executive Board, with full rights and privileges of membership in the Organization. The timing, manner and method of selecting the Teacher's Representative shall rest in the sole discretion of the teaching staff of Guin Foss Elementary School.

Section C. The Executive Board shall be responsible for preparing an annual budget to submit to the membership for approval and oversees all activities of the Organization. Any expenditure on behalf of the Organization must be submitted to the Executive Board for approval before they can be paid, except for budgeted items of less than \$75, for which the President can authorize payment.

Section D. Officers, with concurrence of the Executive Board, may temporarily delegate duties and responsibilities of their office to another. However, such delegation must be made in writing and approved in advance by the Executive Board, with such approval noted in the minutes of the Executive Board. The officer delegating such duties remains fully accountable for them, and assumes all responsibility for supervising the actions taken by the delegate in fulfillment of such duties on her/his behalf.

ARTICLE V – COMMITTEES

Section A. The Executive Board is empowered to create and charter committees to act on behalf of the Organization.

Section B. The President, with the assistance of the VP of Volunteers, will recommend individuals to chair each committee. Such individuals shall serve as committee chairs subject to approval of the Executive Board.

Section C. The committee chair is responsible for overseeing the activities of her/his committee and must submit an annual written report of the committee's activities to the President no later than June 1st of each year.

ARTICLE VI – BUDGET AND AUDIT REPORTS

Section A. During the summer, the newly elected Executive Board shall meet to prepare and adopt an annual budget for the following school year. This budget shall be submitted to the general membership for approval at the first regularly scheduled meeting of members in September.

Section B. The President is authorized to approve expenditures for budgeted items of less than \$75. Expenses \$75 or more, even where budgeted, require prior approval of the Executive Board.

Section C. All changes to the budget of \$100 or more shall require the approval of the Executive Board.

Section D. All checks received on behalf of the Organization shall be made payable to “Guin Foss PTO”, and shall be immediately deposited in the Organization’s accounts. All cash and other monies received on behalf of the Organization shall be deposited in the school safe on the day received. Such monies shall be reconciled by two PTO members, at least once a week. Once reconciled, only the Treasurer or Financial Secretary is authorized to remove these monies from the school premises for their immediate deposit in the Organization accounts.

Section E. The Treasurer shall make recommendations to the Executive Board of standard accounting practices and procedures to ensure that the funds of the Organization are properly safeguarded.

Section F. The books of the Organization shall be audited annually, so that the books may be closed out as of June 30th each year. The audit report and closing statement shall be presented to members at the first monthly meeting of the membership in September.

ARTICLE VII – MEETINGS

Section A. The Guin Foss Parent Teacher Organization (Guin Foss PTO) shall meet monthly from September through June. Meeting schedule can be changed upon approval of the Executive Board. In the event that the school year changes, or the district implements a year-round school calendar, the Executive Board is authorized to designate the particular months in which meetings will be held.

Section B. A minimum of five members of the Executive Board must be present at each meeting in order to transact business.

Section C. A majority vote (51%) of all members present shall be required to pass a motion submitted for vote.

Section D. Each family membership shall be entitled to only one vote. In the event that more than one family member is present at a meeting, only one member may cast a vote on matters submitted to the membership for consideration. In the event that the family members cannot agree as to how their vote should be cast on any matter, then they shall abstain from voting on that issue. Note: Individual memberships shall each be entitled to one vote.

ARTICLE VIII – AMENDMENTS

Proposed amendments to these Bylaws shall be submitted to the membership in writing at a monthly meeting, at least 15 days in advance of any vote on such proposed amendment, and shall be published in the monthly newsletter immediately following such meeting. The proposed amendment shall be submitted to a vote at the next monthly meeting. A two-thirds vote of members present is necessary for approval of the amendment.