



## USD384 BLUE VALLEY

# Parent Teacher Organization Bylaws

### PHILOSOPHY

The Parent Teacher Organization works to improve the learning opportunities for all students of USD 384. It is a partnership between families, faculty and administration that requires the commitment of all sides to accomplish its goals.

### MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the school's students by:

- providing an organization through which the parents, school, and teachers can work cooperatively; and
- providing financial support for programs funded outside of the annual school budget; and
- parents and teachers working together to promote the education and well being of all students at home, in school and in the community.

### OBJECTIVES

The following objectives will be carried out and supported through conferences, committees, projects and programs, as appropriate:

- to raise money to benefit the students of USD 384; and
- to abide by the laws/rules for the care and protection of children and youth; and
- to enhance home/school relationships so the families and faculty cooperate in the education of children.

### POLICIES

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

## MEMBERSHIP

Membership shall be automatically granted to all parent(s) or guardian(s) of a student in the district, any community member, the administration, or any teacher currently employed in the district. There are no membership dues. Members have voting privileges of one vote per household.

## OFFICERS

**Section 1: Officers.** The Officers shall consist of an elected President, Vice President, Secretary, Treasurer and Events Coordinator.

**Section 2: Nominations & Elections.** Nominations for Officers' positions shall be submitted by the May PTO meeting. Any member in good standing may become an officer.

**Section 3: Term of Service.** Voting shall take place at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the PTO Membership. A person may hold only one Officer's position at a time.

**Section 4:** All Officers shall act in the best interest of the PTO.

**Section 5: Compensation.** No Officer or Member shall be compensated (financial or goods) by the PTO for his or her service unless the committee has given prior approval.

**Section 6: Contracts & 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 7: Removal from Office.** Any Officer can be removed from office by majority vote from present members 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.

## OFFICER DUTIES

### Section 1: President

The President(s) shall:

- Preside over all meetings of the PTO.
- Prepare each meeting's agenda.
- Represent the PTO at meetings outside of the organization.
- Assist in the total coordination of all committees and the PTO as a whole.
- Works with the principal in coordinating PTO activities with school needs to include the meeting schedule for the year.
- Gather input from the principal and other PTO members.
- May call meetings at his or her discretion.

- Has the authority to table and/or limit discussion on a specific topic for one meeting.
- Can serve as the second signature on the checking account for the organization.
- Signing authority on checking account. Two names will be listed on the signature card at the bank - the treasurer and the president.

## **Section 2: Vice President**

The Vice President shall:

- Perform the duties of the President in his/her absence, resignation, or inability to serve.
- Shall act as an aide to the President

## **Section 3: Secretary**

The Secretary shall:

- Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
- Record the minutes of the meetings, have them posted to the PTO website, and sent to members as needed.
- Take and keep a roster of all members attending each PTO meeting.

Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location and should be made available, upon request, to any member planning a similar event.

- Hold a copy of the PTO Bylaws and make available upon request to any PTO member.
- Maintain current and past records for five years.

## **Section 4: Treasurer**

The Treasurer shall:

- Act as custodian of funds and perform all banking activities of the PTO.
- Maintain up-to-date, accurate financial records of the PTO.
- Receive all funds of the PTO; including, but not limited to, donations, and fundraising sales and contributions.
- Provide a report of the receipts and expenditures at each PTO meeting and at other times upon request.
- Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the committee.
- Perform the 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 of such.

- Two people will count all money before deposited
- Has custody of all funds of the PTO.
- Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
- Make disbursements as authorized by the committee or organization in accordance with the budget adopted by the PTO.
- Signing authority on checking account. Two names will be listed on the signature card at the bank - the treasurer and the president.

### **Section 5: Event Coordinator**

The Event Coordinator shall:

- Coordinate planning, organizing and executing PTO events throughout the year.
- Help recruit volunteers to chair events and volunteer at events.
- Report on event planning progress and outcomes at PTO general meetings.

## **MEETINGS**

**Section 1: General PTO Meetings.** General PTO meetings shall be held monthly to conduct the business of the PTO. Meetings will be scheduled on a rotation of the schools at the beginning of the school year.

**Section 2: Voting.** Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not applicable.

**Section 3: Quorum.** Three (3) officers of the PTO present at a general meeting constitute a quorum for the purpose of voting.

## **FISCAL POLICIES**

**Section 1: Fiscal Year.** The fiscal year of the PTO shall begin on January 1 and end on the following December 31.

**Section 2: Use.** PTO funds shall be used for programs, events, and items that directly benefit the students, administration and staff of USD 384.

**Section 3: 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 5 days of receipt. Separate deposit receipts should be maintained for funds received from each unique fundraising event. Each cash box will be counted by two individuals and signed off by them prior to providing the funds to the treasurer.

**Section 4: 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 5: 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.

**Section 6: Reporting.** An updated financial report shall be made available to each PTO member at each PTO meeting. An annual report will be due at the end of each fiscal year and provided to the PTO committee and made available to any party upon request.

**Section 7: Carry-Over.** The PTO is authorized to carry over funds for the following fiscal year.

## **BYLAW AMENDMENTS**

Any PTO member may propose amendments to the bylaws. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the Bylaws.

These bylaws were adopted on October 10, 2018.