

South Shore School District

PTO BYLAWS

Article 1-Name

The name of the organization shall be the South Shore School District PTO.

Article II-Mission

To develop a team of parents, school faculty, and community members that work together to support the mission and vision of the South Shore School District.

Article III-Goals

- A. To support the educational goals of the school and assist with attaining those goals through parent and community volunteerism.
- B. To assist with increased awareness of school safety and security concerns.
- C. To encourage family and community participation in school events and programs.
- D. To enhance the educational experience of students by supporting academic and enrichment activities through volunteer and financial support.
- E. To plan and carry out events which support the mission and goals of the PTO.
- F. To organize fundraising efforts to support some additional programs, equipment and services not covered within the school budget.
- G. To assist in strengthening or maintaining communications between school staff, parents, and the community.

Article IV-Limitations

In order to protect the rights of individuals and ongoing educational programs, the South Shore School District PTO agrees to abide by the following limitations:

- A. It shall not violate the district's personnel agreements, contracts, policies, or interfere with the professional performance of the school.
- B. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents or community.
- C. It shall not become involved in, or interfere with, specific curriculum decisions unless the district or school requests input.
- D. It shall not directly, or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- E. It shall not force parents to participate in PTO and/or school activities.

Article V-Members

Definition: Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Rights: Any member shall have the privilege of making motions and serving on committees.

Duties: Responsibilities of general members shall be to attend General Meetings, elect PTO officers at the Annual Meeting, participate in school activities, committees, events, fundraisers, and educational programs sponsored by the PTO, provide input and vote on expenditures of funds earned by the PTO, share ideas and concerns relating to PTO sponsored events, and review and approve the bylaws at the first meeting of each year.

Article VI-Fiscal Year

The fiscal year of the South Shore School District PTO shall be from July 1 through June 30 of the following year.

Article VII-Officers and Elections

Officers: The officers shall be a President, Vice-President, Secretary, and Treasurer. Newly elected officials shall assume their duties July 1st and shall serve for a term of one year.

President: The president shall preside over meetings of the organization and Executive Board, serve as the primary contact for the Principal, represent the organization at meetings outside the PTO, attend District Meetings as necessary, prepare the agenda prior to the General Meetings, coordinate the work of all the officers and committees so that the purpose of the organization is served, and deliver to the successor in office, all records in his/her possession by fiscal year end.

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, be timekeeper at the PTO General Meetings, take and distribute minutes when the Secretary is absent, and deliver to the successor in office, all records in his/her possession by fiscal year end.

Secretary: The Secretary shall keep all records of the organization, take and record minutes, handle correspondence, send notices and minutes of meetings to the membership, keep a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and bring them to meetings, and deliver to the successor in office, all records in his/her possession by fiscal year end.

Treasurer: The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, be responsible for checking/savings account, pay out funds in accordance with the approval of the executive board, present a financial statement at every meeting and at other times of the year when requested by the Executive Board, monitor and renew tax-exempt status, file necessary tax forms as required by the IRS, facilitate an annual audit by the Auditing Committee of the financial records and practices of the organization and make a full report at the end of the year, and deliver to the successor in office, all records in his/her possession by fiscal year end.

Nomination and Elections: Elections will be held at the Annual Meeting (May) at the second to the last meeting of the school year. At the annual meeting, nominations may be made from the floor. Voting shall be by a ballot, counted by the Secretary.

Eligibility: Members are eligible for office if they are members in good standing. No member shall be nominated without his/her consent.

Terms of Office: Officers are elected for a term of one year and may serve no more than two consecutive terms in the same office. Each person elected shall hold only one office at a time. Newly elected officials will work in conjunction with current officials for the remainder of the fiscal year to ensure a smooth transition. Duties begin on July 1st and run through June 30th of the following year.

Vacancies: If there is a vacancy in the office of President, the Vice-President will become the President. At the next regularly scheduled meeting, a new Vice-President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Removal from Office: A Board Member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or performs any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization. Removal shall take place only after the board has met in an effort to assess and discuss the problem and all attempts have been made to resolve the problem. Officers can be removed from office with just cause by a two-thirds vote of those present (assuming a quorum) at a General Meeting where previous notice has been given.

Article VIII-Meetings

General Meetings: General Meetings of the South Shore School District PTO shall be set by the President and shall make every attempt to accommodate all members with both day and evening meetings.

Annual Meeting: The Annual Meeting will be held at the May General Meeting. The Annual Meeting is for receiving reports, electing officers, and conducting other business that should arise. The Secretary will notify the members of all meetings in a flyer sent home with the students at least one week prior to the meetings. There shall be at least one summer meeting, with the date and time to be determined by the Executive Board at the Annual Meeting in May.

Special Meetings: Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least seven (7) days prior to the meeting, by email, flyers and phone calls.

Quorum: The quorum shall be three (3) board members and two (2) general members, or the majority of the organization.

Article IX Executive Board

Membership: The Executive Board shall consist of the officers.

Duties: All officers are expected to attend scheduled Executive Board and General Membership meetings. The duties of the Executive Board shall be to transact business between meetings in preparation for the General Meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills and prepare reports and recommendations to the membership. The Executive Board has the power to act in an emergency without the consent of the PTO General Members. Unbudgeted expenditures up to a maximum of \$100.00 may be approved by unanimous vote without being put to a vote by the membership at large. All officers have the right to one vote.

Meetings: Executive Board Meetings shall meet to transact business as necessary.

Quorum: Half the number of board members plus one constitutes a quorum.

Article X Events/Activities

Committees: Members shall be appointed or volunteer to chair events or activities sponsored by the PTO. In the event of multiple volunteers, the parties may agree to co-chair or a voice vote will be taken at the meeting to appoint a chair. He/she is responsible for overseeing and implementing the goal work plan of the committee, obtaining approval from the president and school Principal before distributing any communication or notices to teachers or students, and document/record information regarding the activity for future reference.

Funding Request Form: Persons requesting funding through the PTO for events/activities shall complete a funding request form, located in the Elementary School Office. The request shall be voted on at the next meeting of the PTO. Written response shall be provided within 7 days following the meeting.

Article XI Finances

Budget: A tentative budget shall be crafted in the fall for each school year by the President and Board Members and approved by a majority vote of the membership present. Any additional expenditure must be approved by a majority vote of the Executive Board.

Monies: Monies raised by this organization shall be spent as specified in the approved budget. At the end of an event where monies have been collected, two members should count the money, initial, and date the deposit slip. A copy of the deposit receipts should be provided to the Treasurer. PTO funds should go directly from the school to the bank

for deposit. If the bank is not open, monies will be stored in the school safe. PTO funds should not be taken home.

Bank Accounts: Authorized signature on PTO checks shall require two signatures. Authorized signatures include the President, designated Teacher and Treasurer. The signature on any check cannot be the payee. The Treasurer shall keep accurate records of any disbursement, income, and bank account information.

Reimbursement: To be reimbursed from the PTO, a receipt or invoice must be submitted to the Treasurer. If it is not an item as written in the budget, the Executive Committee may approve expenditures up to \$100, any receipts in excess of \$100 must be brought in front of the membership for approval by majority vote. All reimbursement requests must be submitted within 60 days of expense.

Returned Checks: A letter will be written to the payee of checks that are written to the PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to the PTO by the bank. The check will be returned to the payee upon receipt of cash, money order, or certified check.

New Officers: All PTO financial and other pertinent records must be turned over within ten (10) business days from the summer meeting date. The incoming and outgoing President and Treasurer must make themselves available to sign and record the transfer of bank accounts. Financial records would include: bank account records, outstanding debt records, history of all transaction, receipts, and tax information. Other pertinent records include: date of contracted events, request contacts, willing volunteers information, sample forms/documents, PTO inventory, etc...

Audit: The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Executive Committee or a professional as agreed upon by the members.

Article XII Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article XIII Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XIV Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. Any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article XV Bylaws

The bylaws of the South Shore School District PTO will be reviewed every year and amended to match the changing needs of the School, its students, and PTO.

Article XVI Amendments

These bylaws may be amended at any General or Special Meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by USPS, e-mail, fax or phone. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XVII Adoption of Bylaws

The bylaws have been submitted for approval by the general membership on the _____ . The bylaws were approved by a vote of ____ and put into effect on _____ .

Article XVIII Revision of Bylaws

Revisions were approved on the following dates: