

Bylaws of Lake Street Elementary School PTO

ARTICLE I: NAME

The name of the school Parent Teacher Organization shall be Lake Street PTO.

ARTICLE II: PURPOSE

- Section 1: To promote the welfare of children and youth in home, school, and the community.
- Section 2: To bring into closer relation the home and the school, so that parents and teachers may cooperate in the educating of the child.
- Section 3: To help raise funds to provide additional benefits otherwise unavailable to students and/or staff.

ARTICLE III: POLICIES

- Section 1: This organization shall be non-commercial, non-sectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the organization and the names of its officers in their official capacities shall not be used in any purpose other than the regular work of the organization.
- Section 2: This organization shall have no authority to direct the administrative activities of the school or to control its policies; however, significant recommendations adopted by the general membership shall be made to the school administration as a method of advancing the cause of the above stated objectives.
- Section 3: This organization shall encourage open discussion of appropriate school related topics at PTO meetings, not falling under administrative guidelines. (e.g. assemblies & extracurricular activities). This organization will also promote education objectives for the school through PTO programs, committees, and various school fundraising projects.

ARTICLE IV: MEMBERSHIP

All parents or legal guardians of legally enrolled children for the current academic year of Lake Street Elementary School and school staff may be voting members of the PTO. There shall be no dues for this organization. If, however, financial need does arise in the future, a dues policy for the PTO may be implemented with appropriate rules.

ARTICLE V: OFFICERS AND THEIR ELECTIONS

Section 1.

- A. The officers of this organization shall be president, st vice president, secretary, treasurer, parliamentarian, and board advisor. These individuals shall constitute the executive board.
- B. The outgoing president, upon his/her completion of elected term, will automatically become a member of the succeeding executive board as a board advisor.
- C. The executive board may appoint one or more faculty members as parliamentarian.
- D. Officers shall be elected by ballot annually in the month of April.
- E. Newly elected officers shall assume official duties on June 15th and shall service for a term of one year.

Section 2.

- A. There shall be a nominating committee consisting of three to five members, on from the faculty, selected by the executive committee in February.
- B. The chairperson of the nominating committee, having been appointed by the president, shall present the new slate of officers at the March PTO meeting. (No name shall be placed on the slate without the nominated person's consent.)
- C. The nominating committee chairperson and board advisor (if available) shall direct the election of the new officers at the April PTO meeting.
- D. At both the March and April PTO meetings, an opportunity shall be given for nominations from the floor during the election process.

Section 3.

A vacancy of an officer shall be filled by a majority vote of the remaining members of the executive board. Due notice of such an election shall be given to the general membership in case of vacancy of the president, the vice president shall serve in that position for the remainder of the term.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. The president shall preside at all meetings of the organization and of the executive board. The president shall also perform other duties that may be prescribed in these bylaws or assigned to him/her by the organization or by the executive board.

- A. The president shall work with the executive board on forming an agenda for the general meetings.
- B. The president shall sign all checks.
- C. The president shall coordinate and oversee the work of the executive board so that all PTO objectives are accomplished.

Section 2. The vice president shall act as aide to the president and shall perform the duties of the president in the absence of that officer.

Section 3.

- A. The treasurer shall manage all PTO banking accounts and sign all checks.
- B. The treasurer's accounts shall be examined annually by an independent accountant.
- C. The treasurer shall be a member of all fundraising committees.
- D. The treasurer will provide annual income tax information to an independent accountant. The completed tax forms will then be forwarded to the appropriate government agencies by the treasurer.
- E. The treasurer is responsible for completing gaming license forms when necessary.
- F. The treasurer will prepare and present the proposed budget to the general membership for voting and approval at the first PTO meeting of the school year.

Section 4. The secretary shall keep an accurate record of all meetings of the organization and the executive board meetings. The secretary shall be custodian of all communications, papers and documents belonging to the organization. The secretary will prepare and present the budget planning minutes from the summer meeting of the executive board during the first PTO meeting of the school year.

Section 6. The parliamentarian shall be the officer most familiar with Robert's Rules of Order Revised or Robert's Rules for Dummies. The parliamentarian is to advise the president on parliamentary rules, and to decide on all questions of procedure during both board and general meetings.

ARTICLE VII: EXECUTIVE BOARD

Section 1.

- A. The executive board shall have power to transact any necessary business, financial or otherwise, in the intervals between general meetings.
- B. The executive board approves the plans of work of all committees.
- C. The executive board shall plan the calendar and annual budget prior to the start of the school year. The calendar shall be given to the principal for approval. The budget will be voted on at the first annual meeting.
- D. PTO expenditures under \$150.00 may be voted on by the executive board alone but expenditures over \$150.00 must be voted on by the general membership of the PTO.
- E. Outgoing board members shall leave a summary paper outlining their duties for their successors.
- F. All outgoing board members shall deliver their materials to their successors no later than June 15th.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of the organization can be held once a month during the school year. A minimum of seven general meetings shall be held each school year.

Section 2. The privilege of introducing motions, debating, and voting shall be limited to general members. Voting outcomes on all issues shall be determined by simple majority.

Section 3. Any general member may request a written ballot on any vote.

Section 4. Special meetings of the organization may be called by the president or by a majority of the executive board with a one-day notice having been given.

ARTICLE IX: COMMITTEES

Section 1. The executive board shall create committee, standing and others, as it deems necessary, to promote the objectives and to carry on the work of the organization.

Section 2. The chairperson of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 3. The executive board shall serve as advisors for all committees.

Section 4. The chairperson of each committee shall keep official records and deliver them to the executive board no later than June 15th.

Section 5. All receipts, pertaining to the current school year, shall be reimbursed by July 1st.

ARTICLE X: PARLIMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised or Robert's Rules for Dummies shall govern the organization.

Section 2. As previously stated, the parliamentarian shall be the officer most familiar with Robert's rules of order.

Section 3. The parliamentarian shall be the custodian of the PTO bylaws.

ARTICLE XI: DISSOLUTION

Section 1. In the event a motion is made to dissolve the PTO, said motion must be passed by a two-thirds vote of the executive board and then recommendation to dissolve must be passed by a two-thirds vote of the general membership.

Section 2. With the passing of the agreement to dissolve the PTO, all PTO monies shall be given to Lake Street Elementary School.

ARTICLE XII: STANDING RULES

Section 1. Each outgoing executive board will leave the incoming executive board with no less than \$6,000.00 balance in the combined accounts to start funding the PTO expenditures for the following school year.

Section 2. Any proposed and discussed topic with a monetary amount of \$500.00 or greater will automatically be tabled for vote to the subsequent PTO meeting. Also, a notice will be placed at least one time in the weekly Lake Street News Bulletin to inform all Lake Street parents of the topic and encourage them to attend the subsequent PTO for input and voting.

ARTICLE XIII: AMMENDMENTS

Section 1. These bylaws may be amended at any regular PTO meeting by a two-thirds vote of the members present, provided notice of the proposed amendment has been given at the previous meeting.

Section 2. All amendments shall become effective upon the approval of two-thirds of the voting membership who are present.