

# **OKES PTO** *Together we are better*

## **BY-LAWS**

### **ARTICLE I – NAME:**

The name of the organization shall be the OLD KINGS ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION (PTO).

### **ARTICLE II – OBJECTIVE:**

The PTO will promote communication between the Old Kings Elementary School faculty, parents and community. Additionally, the PTO will encourage a positive, supportive atmosphere to enhance students' educational and extracurricular experiences. The organization is organized exclusively for charitable and educational purposes under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

### **ARTICLE III – SCOPE:**

Section 1 - The PTO will engage in the following services: Social and academic activities, communication and fund raising. Financial support will be provided to support teacher and student programs not covered by the School District. The PTO will encourage parent and community involvement and cooperate with school administration to enhance educational opportunities. Areas of concern will be brought to the attention of the principal.

Section 2 - Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation or organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation or organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

### **ARTICLE IV – POLICIES:**

Section 1 – The PTO shall be non-commercial, non-sectarian, non-partisan and non-political, and will not endorse a commercial enterprise or candidate.

Section 2 – The PTO will seek neither to direct administrative activities of the school nor to control its policies.

Section 3 – Upon dissolution of this organization after paying or adequately providing for the debts and obligations of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 4 – The PTO may cooperate with all other organizations within the School District with similar interests.

Section 5 – PTO funds will not be used for any items, programs or events that do not directly benefit the students and/or faculty members of Old Kings Elementary School, with the exception of costs related to the operation of the PTO itself.

Section 6 – Special monetary requests for non-budgeted items must be submitted to the PTO Board for discussion prior to the PTO General Meeting. Vote for approval of the request will be made at the PTO General meeting.

Section 7 - Department specific fundraisers will be designated by the PTO Officers as either Departmental Fundraisers or Joint Fundraisers as described below.

1. Departmental Fundraisers

- a. Departmental Fundraisers are to be conducted by the Department, with minimal help from the PTO.
- b. PTO Responsibilities for fundraisers with *Department Funds*:
  - i. Pre-purchase needed supplies for the fundraiser.
  - ii. Pre-pay vendors for items and/or services when necessary.
  - iii. Assist in promoting the event, including pre-payment of advertising materials.
  - iv. Deposit the monies collected from the fundraiser into the PTO account and issue a single check to Old Kings Elementary for the Department, in the amount of the net profit from the fundraiser (net profit = total income minus all expenses paid by the PTO, including, but not limited to, those listed in items i. ii. and iii. above.)
  - v. The PTO can offer only minimal assistance with these fundraisers. The fundraiser is ultimately the responsibility of the Department.
- c. Department Responsibilities for Departmental Fundraisers:
  - i. Recruit and schedule all volunteers needed for the fundraiser.
  - ii. Set up, clean up, and supervise the fundraiser, including all volunteer activity.
- d. The net profits from these fundraisers, heretofore labeled as *Department Funds*, will be given to the named Department to spend as they choose, with no restrictions from the PTO.
  - i. Disbursement of the *Department Funds* to the named Department may be made without a vote by the general membership.

2. Joint Fundraisers

- a. Joint Fundraisers are to be conducted by a joint effort of the Department and the PTO.
- b. PTO Responsibilities:
  - i. Pre-purchase needed supplies for the fundraiser.
  - ii. Pre-pay vendors for items and/or services when necessary.
  - iii. Assist in promoting the event, including pre-payment of advertising materials.
  - iv. Deposit the monies collected from the fundraiser into the PTO account and hold the net profit from the fundraiser in the PTO account to be used only for purchases and expenses for that Department (net profit = total income minus all expenses paid by the PTO, including, but not limited to, those listed in items i. ii. and iii. above.)
  - v. Assist in recruiting and scheduling volunteers needed for the fundraiser.
  - vi. Assist with set up, clean up, and supervision of the fundraiser, including volunteer activity.
- c. Department Responsibilities:
  - i. Manage the recruitment and scheduling of volunteers needed for the fundraiser.

- ii. Manage the set up, clean up, and supervision of the fundraiser, including volunteer activity.
- d. The PTO will assist with these fundraisers as much as possible. However, the fundraiser is ultimately the responsibility of the Department.
- e. The net profits from these fundraisers, heretofore labeled as *PTO Department Restricted Funds*, will be held by the PTO, but will be earmarked for use for the named Department only.
  - i. All PTO item requests from the Department will be paid from the earmarked funds first, with any remaining balance to be paid from the PTO general funds.
  - ii. All item requests must be approved by the PTO Members at a PTO general meeting.
  - iii. *PTO Department Restricted Funds* may be “carried over” from one year to the next.
  - iv. Upon dissolution of the PTO, all *PTO Department Restricted Funds* will be paid to the named Department(s) as a debt or obligation as stated in Article IV, Section 3.

Section 8 – If a specific long-term goal has been approved, additional funds may be carried over to the next school year.

All members of the PTO Board must be notified of request for reimbursement of non-budgeted items, **up to \$100.00**, without PTO membership approval. A majority of the PTO Board must approve the purchase.

Section 9 - No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the Organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

Section 10– Accounting Procedures

1. Expense Guidelines

- i. Reimbursements for all expenses will be made only after receipts for expenditures have been documented on **the Check Request and/or Expense forms**. These forms should be submitted to the PTO Treasurer within thirty (30) days. Requests made without paper receipts will not be processed.
- ii. A cash advance to cover expenses prior to a purchase must be documented in detail on the Check Request form at least 2 days in advance. All unused monies must be returned to the Treasurer immediately following the purchase.
- iii. All receipts for purchases made with a PTO debit/credit card must be submitted to the PTO Treasurer within thirty (30) days of the purchase.

2. Deposit Guidelines

- i. All monies raised for the PTO must be documented on a deposit form and submitted to the PTO treasurer immediately.

**ARTICLE V – MEMBERSHIP:**

Section 1 – PTO membership will be open to teachers, parents or guardians of students and staff of Old Kings Elementary School.

Section 2 – Membership to the PTO will be available regardless of race, color, creed, national origin or sex to all people.

Section 3 – The PTO will conduct an active membership campaign throughout the school year.

Section 4 – The membership year will correspond with the school year.

Section 5 – A family is considered a member of the PTO when dues are paid in full.

Section 6 – Following elections at the last meeting of the school year, the new PTO Board will determine annual dues for the following school year.

Section 7 – Any member is eligible to vote on any motion at PTO monthly and/or quarterly General meetings.

**ARTICLE VI – OFFICERS (BOARD MEMBERS):**

Section 1 –

1. An officer must be a member of the PTO.
2. An officer must have a child currently enrolled in Old Kings Elementary School or must be a staff member of Old Kings Elementary School.
3. No officer shall hold more than one board position at one time.
4. Officers shall not be compensated for their services to the Organization.

Section 2 –

1. The officers of the board of the PTO will consist of:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - And any other positions that the Board deems necessary. Any additional positions shall be approved by a majority vote of members present at the general meeting when the vote is taken.
2. Any of the offices can be co-chaired.

Section 3 – In addition to the officers, there will be at least one teacher liaison position to be appointed by the PTO Board and the Old Kings Elementary Principal. Additional teacher liaisons may be appointed at the discretion of the PTO Board and the Old Kings Elementary Principal.

**ARTICLE VII – ELECTION OF OFFICERS:**

Section 1 –

1. The elections will be held at the last General Meeting of the school year.
2. Voting shall be done by secret ballot.
3. A nomination during the meeting may be made from the floor and added to the ballot.
4. A person receiving the majority of the votes for each position will become the next year's officer.
5. In the case of a tie, the PTO Board will cast the deciding vote.

Section 2 – An officer's service date will occur at an installation ceremony held at the end of year's General Meeting.

Section 3 – A vacancy occurring on the PTO can be filled, through a special election, for the unexpired term by a PTO member. This special election will follow the same guidelines as the general election.

Section 4 – If a vacancy occurs in the office of the President, the Vice President shall fill it for the unexpired term.

## Section 5 – Officers’ Duties:

1. Will attend the Board and PTO General meetings.
2. PTO meeting days and times are to be determined by the PTO Board.
3. President:
  - a. Will preside at all PTO Board, General and Special meetings.
  - b. Will coordinate the work of the officers and the committees to facilitate educational and extra-curricular activities.
  - c. Shall cooperate with the Principal and maintain a supportive relationship between the school and the PTO.
  - d. Will appoint special committees when needed.
  - e. Will provide a summary year-end report of his/her year in office to give to the new President at the joint Board Meeting.
4. Vice President:
  - a. Will act as an aide to the President, upon request, and assume the duties of the President during his/her absence.
    - ii. Will preside over the membership enrollment.
      - i. Conduct an active membership campaign throughout the year.
      - ii. Set up and man a membership table at registration.
      - iii. Follow up and enroll new members, particularly new families.
      - iv. Will provide a written year-end report to the new Vice President at the joint Board Meeting.
5. Secretary:
  - a. Will record, in a permanent form (minutes), all business transacted at each meeting of the PTO.
  - b. Will submit a copy of the minutes to the members at the following PTO General Meeting for approval by the membership.
  - c. Will keep attendance records for all meetings.
  - d. Will notify the PTO members of special meetings called by the PTO Board, at least three (3) days prior to such meeting.
  - e. In case of the Secretary’s absence from any meeting, another board member will be appointed to take the minutes.
  - f. Will provide a written year-end report to the new Secretary at the joint Board Meeting.
6. Treasurer:
  - a. Will handle all funds of the PTO and will give a financial report of collections and expenditures, and call attention to any unusual items at each PTO General and Board Meetings.
  - b. Will provide a written Year-to-Date, and annual financial statement, at each PTO General Meeting.
  - c. The Treasurer or President must sign all checks and cannot sign checks if he/she is the payee.
  - d. Will maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the PTO.

- e. Will disburse funds approved by the PTO Board. vi. Will file required tax forms by the end of the fiscal year.
  - f. Will provide a written year-end report to the new Treasurer at the joint Board meeting.
7. Teacher Liaison:
- a. Will attend or send a representative to all general membership PTO meetings.
    - ii. Will act as advisor and liaison between staff and the PTO organization.
  - b. Will help maintain open lines of communication between parents and teachers.
  - c. Will help coordinate PTO sponsored activities in the classroom.
  - d. Will report on current Teacher activities within OLD KINGS ELEMENTARY SCHOOL.
  - e. Will advise teachers of PTO activities.
    - vii. Will coordinate budget requests by school personnel for consideration by the PTO.

Section 6 - The PTO Board will submit a tentative allocation of funds (budget) to the membership for approval by the second PTO General meeting for the new school year.

**ARTICLE VIII – COMMITTEES**

Section 1 - The chairpersons of committees shall present plans, verbally or in writing, to the PTO Board before he/she begins work.

Section 2 - The chairpersons of committees will present written or oral progress reports to the membership at the PTO General meetings.

Section 3 - Prior to the event or activity, the chairperson must inform OLD KINGS students, parents, and staff. The chairperson should use the newsletter for their communication.

**ARTICLE IX – AMENDMENTS**

The by-laws may be amended, or changed, by a vote of the majority present at any general meeting of the PTO. The amendment and/or change must be submitted, in writing, to the general membership prior to the vote and presented at the general meeting.

The by-laws may also be amended or changed by a vote of the majority of responses to electronic mail (email) sent to the general membership. The amendment and/or change must be sent via electronic mail to the general membership a minimum of 5 days prior to the response vote deadline.