

BY-LAWS
Robert M. Martin Elementary School
Parent Teacher Organization, Inc.

ARTICLE I

The name of this organization shall be the Robert M. Martin Parent Teacher Organization, Inc. hereinafter referred to as the PTO.

ARTICLE II

Mission Statement

The Mission of this organization shall be to promote the growth and education of all children attending the USD 385 Robert M. Martin Elementary School. This organization shall encourage the partnership of parents and teachers to the benefit of the children and youth in home, school, and community.

ARTICLE III

Policies

Section 1. The program of this organization shall be educational and shall be developed through coordinating efforts of the PTO Board.

Section 2. This organization shall be non-commercial, non-secretarian, and non-partisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, for any other purpose than the regular work of the organization.

Section 3. This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 4. This organization may cooperate with other organization and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes not commitments that bind the group he/she represents.

Section 5. This organization shall be representative of group concerns rather than individual issues pertaining to the general welfare of all children.

Section 6. This organization shall act as liaison between home and school in the presentation and communication of educational issues.

Section 7. The fiscal year of this organization begins July 1 and ends June 30 of the following year.

ARTICLE IV

Membership

Section 1. All parents and guardians of children attending USD 385 Robert M. Martin Elementary School and all members of the staff of this elementary school are considered to be members of the PTO. Members shall promote the mission statement of the organization and uphold the policies and subscribe to the by-laws of this organization. Membership shall be available without regard to race, sex, color, creed, national origin, handicap/disability, or age.

ARTICLE V

Officers and Elections

Section 1.

- a. The officers of this organization shall be the PTO President, Vice-President, Secretary, Treasurer, and Past President.
- b. At the March meeting, the President will appoint the Vice President to begin the search to fill open positions on the PTO Executive Board for the following school year. The PTO Executive Board will assist the Vice President with the search and will welcome any general parent assistance to aid the search. Nominations and suggestions shall be accepted beginning at the March meeting and continue to be accepted through the last regular meeting of the school year.
- c. Officers shall be elected of the majority vote at the last regular meeting of the school year and shall assume their official duties on July 1st, and shall serve for a term of one year ending June 30th. Officers shall serve a maximum of two years in the same position, unless there are no nominees or volunteers to replace them.

The responsibilities of the Vice President concerning Officers and Elections shall be:

- a. Accept all nominations and/or suggestions;
- b. Verify all nominations and/or suggestions;
- c. Report any vacancies at the next to last regular meeting of the school year.

Nominations can be made by any of the following: From the floor and/or contacting any parent suggested by the general PTO public or by the PTO Executive Board.

Section 2. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the PTO Executive Board, notice of such election having been given.

ARTICLE VI

Duties of the Officers

Section 1. The President of Robert M. Martin PTO shall preside at all executive meetings and any regular meetings of this organization and any district PTO meetings that are held. He/she shall perform and act as spokesman for his/her school during these meetings.

Section 2. The Vice President of the PTO shall be program chairperson, be responsible for searching for members to fill open committee positions (with the assistance of the PTO Board), act as an aide to the President and shall perform the duties of the President in the absence or inability of the officer to serve. The Vice President shall perform other duties as may be delegated. In case a vacancy occurs in the office of the President, the Vice President shall serve in that position until the end of that term.

Section 3. The Secretary shall record the minutes of all meetings of the organization and of the PTO Board and shall perform such other duties as may be delegated to him/her.

Section 4. The Treasurer shall receive all monies of the organization; shall keep an accurate record of the receipts and expenditures; and shall pay out local funds in accordance with the approved budget, as authorized by the organization. The Treasurer shall reconcile the bank account(s) monthly and report all financial activity monthly. The Treasurer shall present an up-to-date financial statement at every meeting of the organization, and at other times when requested by the PTO Board, and shall make a report at the end of the school year. The Treasurer's accounts shall be examined annually by an auditing committee of not less than three members, who should satisfy that the Treasurer's annual report is correct and sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the PTO Board during the current school year or at the next to the last meeting and shall submit their report by August 15th. All funds shall be kept in a checking account in the name of Robert M. Martin PTO, requiring two signatures-that of the President and Treasurer, and held at a local financial institution. The Treasurer shall prepare Federal Tax Form 990-EZ and State Form HP after the end of the fiscal year end of June 30th and submit to the tax authorities by the respective due dates. The PTO shall leave a minimum of \$5,000 in the treasury at the end of each fiscal year.

Section 5. The Past President shall be available to the PTO Executive Board, PTO Committees and General Public to offer guidance and assistance based upon past experience. The Past President shall vote in matters of the general meetings but not in matters of the PTO Board.

Section 6. All officers shall perform the duties as prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time and deliver to their successors all official material on or before June 30th.

ARTICLE VII

PTO Executive Board

Section 1. The PTO Executive Board shall consist of these elected members of this organization: President, Vice President, Secretary, Treasurer, and Past President. Each member of the PTO Executive Board shall fulfill the duties of their office and other duties outlined within these by-laws. The Past President shall advise but not vote in matters of the PTO Executive Board.

Section 2. The PTO Executive Board may be commonly referred to as "the PTO Board". Members of the PTO Executive Board shall be referred to as "officers". The officers of the PTO Executive Board shall serve until the end of their term.

Section 3. The duties of the PTO Board shall be:

- a. To transact necessary business in the intervals between organizational meetings and such other business as may be referred to it by the organization as state in Article VII, Section 3.
- b. To appoint the plans of work of the committees.
- c. To present a report at the regular meeting of the organization when required.
- d. To appoint an auditing committee at the next to the last meeting of the school year.
- e. To approve the budget prepared by the elected officer and recommend acceptance of the budget by the organization.
- f. To represent their school during any district wide PTO meeting.

Section 4. Meetings of the PTO Executive Board may be held during the school year. A majority shall consist of a quorum. Special meetings of the PTO Board may be called by the PTO President or by a majority of the members of the board.

Section 5. A majority of the PTO Board shall constitute a quorum for the transaction of business in any meeting of this organization up to \$100.00. Business less than \$100, voted on by a majority of the PTO Board members present, shall be disclosed at the next general meeting and itemized on the financial statement.

ARTICLE VIII

Meetings

Section 1. This organization will hold regular monthly meetings (at least six meetings per school year) as agreed upon by the school administrators and PTO Board.

Section 2. Special meetings may be called by the PTO Board.

Section 3. Two thirds of the PTO Executive Board shall constitute a quorum for the transaction of business in any meeting of this organization up to \$100.00. Any expenditure

that was not budgeted and is over \$100.00 must be brought up before a general meeting for a vote. Business less than \$100 voted on by the PTO Board shall be disclosed at the next general meeting and itemized on the financial statement.

Section 4. Any expenditure that was not budgeted and is over \$100.00 must be brought up before a general meeting for a vote. The PTO Board can consider emergency requests for funds exceeding \$100 on an as-needed basis throughout the school year. A simple majority vote of members present will be needed to approve the request for funds exceeding \$100. The PTO Board will present emergency requests to the general membership of the PTO at the next scheduled meeting or a special meeting may be called if necessary.

Section 5. All PTO members in attendance are eligible to vote. To pass a motion requires a majority vote of those in attendance.

Section 6. The privilege of hold office, introducing motions, debating and voting shall be limited to the members of the organization (as defined in Article IV).

ARTICLE IX

Committees

Section 1. Committees shall be created and appointed by the PTO Board to promote the objectives of the PTO. No committee shall be formed without the approval of the PTO Board.

Section 2. The chairperson of each committee shall receive instruction and guidance through the PTO Board. No committee work shall be undertaken without the approval of the PTO Board.

Section 3. The power to form a special committee and appoint their members rests with the PTO Board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 4. The President and/or Vice President shall be the ex-officio member of all committees with the exception of the President and the nomination process.

ARTICLE X

PTO Wish List Committee

Section 1. The Wish List Committee, chaired by the President, will consider requests for funds from the PTO on an annual basis.

Section 2. The Wish List Committee shall be comprised of the PTO Executive Board, two members at large, and the school principal or his/her representative. At least one member of

the Wish List Committee shall be a returning member. Voting is limited to the President, Vice President, Secretary, Treasurer, and the two at large committee members.

Section 3. All Martin Elementary staff will be afforded the opportunity to submit items for Wishlist consideration in alignment with the major fundraiser each year. In addition, members of the PTO may submit requests to the PTO President at the same time Martin staff requests are due. The PTO President and principal of Martin Elementary will compile all requests and make them available for Wish List Committee review. Martin Elementary building leaders (teacher representatives) and the principal of Martin Elementary will approve and rank the compiled requests. At the discretion of the PTO Executive Board, the Wish List Committee may provide additional opportunities to submit wish list requests throughout the school year if additional funds become available.

Section 4. The Wish List Committee will meet to review all applications, interview applicants (if necessary) and gather information regarding requests. The PTO Treasurer will bring a projection of funds available for Wish List purchases for the upcoming year. The school principal will provide the ranking list of all requests. The Wish List Committee will discuss and vote on each requested item. Each item will either be "approved", "denied", or put "on hold". "Denied" items will not be considered for purchase in the future unless a new request is made at a future Wish List submittal opportunity. Items put "on hold" may be approved for purchase by the Wish List Committee throughout the current school year if additional funds become available. Should additional funds be available following the annual Wish List meeting, the committee may consider distributing funds across Martin Elementary staff. All additional funds requests require the approval of building leaders and the principal of Martin Elementary. The principal of Martin Elementary will submit a recommendation for Wish List Committee approval on each additional request. Additional funds requests may not be considered after April 15th. The Wish List Committee will discuss and vote of each additional funds request accordingly.

Section 5. The Wish List Committee shall provide at the next regular meeting a list stating which Wish List items were approved for purchase. Funds will be released, per Wish List item, as they become available throughout the year. The president shall notify all applicants as to the status of the wish list request and notify them when funds are released for purchase of the item(s).

Section 6. All wish list items will be purchased through the school account and the PTO Treasurer will reimburse the school when copies of invoices are received.

Section 7. All Wish List items purchased by the PTO will be permanently marked as property of Robert Martin Elementary by the office staff upon receipt and shall remain at Robert Martin Elementary. The PTO Executive Board may make exceptions on a case-by-case basis.

ARTICLE XI

Parliamentary Authority

Robert's Rule of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE XII

Amendments

Section 1.

- a. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment was given at the previous meeting and provided the amendment is not in conflict with the required articles.
- b. A committee may be appointed to submit a revised set of by-laws as a substitute for the by-laws only by a two-thirds vote at a meeting of the organization or by two-thirds vote of the PTO Board.
- c. The by-laws shall be reviewed for approval or revision as deemed necessary.

ARTICLE XIII

Dissolution

In the event of dissolution of the PTO, any funds remaining shall be donated to Robert M. Martin Elementary.

Adopted October 2005

Amended February 2009

Amended April 2012

Amended November 2013

Amended January 2014

Amended October 2017