

**JACKS VALLEY ELEMENTARY SCHOOL
PARENT TEACHER STUDENTS ORGANIZATION**

By-Laws

Revised – January 20, 2017

ARTICLE I: Name

The name of this organization shall be the Jacks Valley Elementary School Parent Teacher Student Organization (PTSO)

ARTICLE II: Purpose

The purpose of this organization is to assist in and elicit ongoing participation and meaningful involvement of parents, teachers, and administrators in the improvement of our school. This could include the following.

- a) Provide supplementary educational programs on an ongoing basis.
- b) Assisting in establishing and financing specific program goals for extracurricular activities.
- c) Serve as an advisory body for potential program or policy changes within the school.
- d) Serving as a communication link between the school and the community to generate support for our school.
- e) Keeping all parents informed of current school activities with teacher assistance.
- f) Fundraising to facilitate the goals and programs.

ARTICLE III: Membership

Membership shall consist of all interested parents or guardians of children registered at JVES, faculty members, and JVES Volunteers. (Anyone in attendance is considered a member.)

ARTICLE IV: Officers

Sec. 1 Officers of PTSO

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

The offices of President, Vice President, Secretary, and Treasurer shall be elected by majority vote of the PTSO members during the regularly scheduled May PTSO meeting.

Sec. 2 Election of Officers

- a) Nominations will be made from the floor at the April PTSO meeting.
- b) Elections will be by majority vote at the May PTSO meeting.
- c) Officers will take office in June.

- d) To be eligible for election, the nominee must have attended at least one (1) meeting in this school year (not the voting meeting).

Sec. 3 Term of Office

- a) All officers shall serve a one-year term starting June.
- b) A term limit of two years shall apply whereby no individual shall serve more than two consecutive years in the same officer position unless no replacement can be found.

Sec. 4 Duties of Officers

- a) President
 - 1. Shall conduct the monthly meeting and all special meetings of PTSO.
 - 2. Shall be responsible for the agenda in concert with the Principal. Shall be the spokesperson for PTSO.
 - 3. Shall appoint standing committee chairpersons in consultation with the board.
- b) Vice President
 - 1. Shall assume all the President's duties in the absence of the President.
 - 2. Shall develop an annual Volunteers List and coordinate volunteers for programs and activities.
- c) Secretary
 - 1. Shall keep accurate and complete minutes of all PTSO meetings.
 - 2. Shall be responsible for preparing and maintaining a monthly attendance list.
 - 3. Shall read the minutes of the previous meeting.
 - 4. Shall submit minutes of the previous meeting to the President at least one week prior to the next meeting. Synopsis to be available on JVES website at the same time.
 - 5. Shall be responsible for formal thank-you notes, letters, fliers, etc. as requested by the PTSO board.
- d) Treasurer
 - 1. Shall keep accurate accounting of all funds.
 - 2. Funds generated by PTSO activities will be counted and verified by two activity participants. The Treasurer will receive a receipt for cash deposits for all PTSO activities.
 - 3. Funds generated by PTSO receipts and expenditures to the bank statement on a monthly basis.
 - 4. Shall report on the financial condition of PTSO at each meeting.

Sec. 5 PTSO Board

- a) The Board consists of the four (4) elected officers and the chairpersons on the following standing committees: Hospitality, Fund Raising, Student Programs, Yearbook and Community Partners.

- b) The Board will meet as needed throughout the school year. Two Board Administration members shall be in attendance to constitute an official Board Meeting.
- c) The Board will review all requests for PTSO funds and assistance.

Sec. 6 PTSO Standing Committees

Standing committees shall be formed on an annual basis to fulfill regular PTSO program responsibilities in a reliable manner. Chairpersons shall be appointed by the PTSO President at the May PTSO meeting, and shall take responsibility for committee duties and organization at the August PTSO meeting. Committee chairperson responsibilities are as follows:

- a) Hospitality
 - 1. Shall coordinate refreshments for school activities as requested by the Board for school events such as Back-to-School Night, the Faculty Christmas Brunch, and the Spring Teacher Appreciation Luncheon.
 - 2. Shall coordinate refreshments for monthly PTSO meetings.
 - 3. Hospitality/or President shall coordinate childcare for monthly PTSO meetings including place, supervision, activity, and snack.
- b) Fundraising
 - 1. Shall review and recommend a potential fundraising plan in June for the upcoming school year at the regularly scheduled first meeting of the new school year.
 - 2. Shall be responsible for organizing a fundraising committee for each fundraising event.
 - 3. Shall establish a committee to count fundraising money and prepare appropriate deposits and payments as necessary. All fundraising shall follow the Douglas County School District School Activity Fund Procedure Manual and shall follow Treasurer Duty #3.
- c) Student Programs
 - 1. Shall review and recommend assembly programs for approval by the Principal.
 - 2. Shall seek funding from existing grant programs for funding of approved student programs.
- d) Yearbook
 - 1. Shall coordinate orders and publishing of the school annual.
 - 2. Shall assemble and layout photographs and memorabilia for publication in the school annual.
- e) Community Partners
 - 1. Shall act as the official school liaison with our community partner businesses.
 - 2. Shall coordinate two school activities per year (fall and spring) to show gratitude and support to our Community Partners.

ARTICLE V: Disbursement of Funds:

No disbursement of PTSO funds for amounts greater than \$250 shall be made without prior

approval of the PTSO membership. Disbursements of PTSO fund shall require a majority of officers for approval on an official school district vouchers. All Board members shall have the authority to approve expenditure vouchers. Approved Grant Requests, Invoices, or Statements must be attached to vouchers at the time of approval.

The authorized school administrator in accordance with Douglas County School District policies Shall pay approved vouchers from the PTSO account.

ARTICLE VI: PTSO Meetings

Sec. 1 Schedule

- a) Meetings shall be held on the last Tuesday of each month during which school is in session as called by the President.
- b) The President, by standing resolution, shall designate the time and place for all meetings.

Sec. 2 Voting

- a) All voting shall be done by voice, ballot, or hand count with majority rule of members present at the meeting.
- b) To be eligible to vote for officers and bylaw changes, the member must have attended at least one (1) meeting during this current school year.
- c) Emergency voting shall be done by telephone to all regular attending board members of PTSO at presidents' discretion.
 - 1. Attendance registers from previous meeting shall be used to contact regular members.
 - 2. A record of the vote by name shall be kept.

Sec. 3 Agenda

- a) The agenda at all PTSO meetings shall include:
 - 1. Call to order and welcome
 - 2. Read and Approve last meeting's minutes
 - 3. Read and Approve Treasurer's report
 - 4. Old business
 - 5. New business – Open for discussion
 - 6. Request for agenda items
 - 7. Establish next meeting date and time
 - 8. Adjournment

ARTICLE VII: Review of By-Laws

- a) Recommendations for amendments to by laws can be made any PTSO meeting. The secretary will note the recommendations.
- b) Any recommended amendments to the by-laws will be available to parents and teachers at least one month prior to a vote to adopt the recommendations.
- c) Recommendations will be submitted for a vote one month after revised by-laws are available for general review.

ARTICLE VIII: Dissolution

In the event that PTSO dissolves, moneys will be dispersed to the Jacks Valley Elementary School discretionary account.