

# **Krum PTO**

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## **Parent Teacher Organization Bylaws**

### **Article I: Name**

The name of this organization is the Krum Parent Teacher Organization (PTO) or the Krum PTO.

### **Article II: Articles of Organization**

The articles of organization of this Local PTO include (a) bylaws of such organization and (b) the certificate of incorporation or article of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

### **Article III: Purposes**

Section 1. The purposes of the Krum PTO are:

- A. To promote the welfare of children and youth in home, school and community.
- B. To bring closer the relationship of home and school so that parents and teachers may work cooperatively toward the education of the child.
- C. To enhance the educational facilities or opportunities for the students of Krum I.S.D. that is not otherwise provided for in the school corporation budgets.

### **Article IV: Policies**

- A. This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- B. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned. (i.e., students, teachers, administrators and parents.)

## **Article V: Membership**

- A. Any parent, guardian or other person standing in “loco parentis”, with a child enrolled and attending one of the Krum I.S.D. schools, who has passed a background check.
- B. Each member of the licensed teaching staff working in Krum I.S.D.
- C. Any member shall have the privilege of making motions and serving on committees.
- D. The Principals shall be considered as a sitting advisor and/or consultants.

## **Article VI: Officers and Their Elections**

- A. The officers of this organization shall consist of President, Vice-President, Secretary, and Treasurer.
- B. Officers shall be elected at the April meeting of the organization by the members present.
- C. Officers shall assume their official duties at the close of the current fiscal year of their elections. (June 1st – May 31st)
- D. Officers shall serve a term of one (1) year and/or until their successors are elected.
- E. A person shall not be eligible to serve more than two (2) full consecutive terms in the same office.
- F. Officers shall be elected for the following positions:
  - i. Secretary  
Treasurer  
Vice-President  
President
  - ii. To be eligible to serve as President, you must have served on the executive committee for at least one term.
  - iii. Only those who have consented to serve shall be eligible for nomination, either by recommendation or volunteer for Secretary, Treasurer, Vice President and President.
- G. A vacancy occurring in any office shall be filled by appointment by the executive board and elected by a majority vote at the next regularly scheduled meeting.

## **Article VII: Duties of Officers**

- A. The President shall preside at all meetings of the organization and of the executive board committee. He / She shall coordinate and oversee the work to the officers and committee chairpersons to ensure alignment with the organization objectives. He / She shall be fair with all board members, delegate responsibilities and offer assistance. The President shall also coordinate the calendar for the PTO, schedule meetings, and distribute materials received to the appropriate officers, consult with officers and chairpersons before events to ensure everyone is working together. The President shall be one (1) of the two (2) officers authorized to sign the checks of the organization.
- B. The Vice-President shall act as aid to the President and perform the duties of the President in the absence or inability to serve. If temporarily representing the President, the Vice President must immediately report to the President any new business.
- C. The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approval of the executive board committee. He / She shall present a financial statement every meeting and at other times when requested by the executive board committee; and shall make a full report at the end of the current fiscal year. During fundraisers, the treasurer shall collect monies daily and keep track of daily sales for the board. The Treasurer shall be the second officer authorized to sign the checks of the organization and do any banking deposits.
- D. The Secretary shall record the minutes of all meetings of the organization and of the executive board committee and send copies of minutes of regular meetings via email, to members. He / She shall also handle official correspondence as directed by the President and do agendas for the board meetings and the general meetings as directed by the President.
- E. Officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to him/her.
- F. All officers shall deliver to their successor's official materials at the close of their service of office.

## **Article VIII: Committees**

- A. The Teacher Appreciation Committee shall be responsible for organizing and distributing monthly teacher appreciation gifts and during Teacher Appreciation Week. The coordinator will work closely with the President to stay within the set budget.
- B. The Scholarship Committee shall be responsible for selecting a Senior at the end of the school year to receive the PTO's scholarship. The chairperson will coordinate with the High School Counselor(s) to release the PTO volunteer opportunities, Scholarship application and applicable documents, schedule when the applications are due, and the committee will meet to discuss a recipient. The PTO President and Chairperson will present the recipient with their award at Senior Night at the end of the year.
- C. The Santa's Workshop Committee shall be responsible for shopping, setting up and working Santa's Workshop in December. A coordinator will be needed for each elementary campus. He/She will work with the President and Treasurer during the week for scheduling and money deposits.
- D. All Cupid Shuffle Committee shall be responsible for organizing, setting up and decorating the Middle School cafeteria for the dance.

## **Article XIX: Meetings**

- A. The regular monthly meetings of the organization shall be held monthly in conjunction with parent involvement events, when possible. Should a meeting date(s) occur when school is not in session, alternate date(s) will be decided upon by the executive board committee. The membership will be notified in writing of any changes.
- B. Special meetings may be called by the organization or the executive board committee. Appropriate notification will be given via e-mail notification. Twenty-Four (24) hour notice should be given for special meetings.
- C. Two (2) officers as well as at least one member present at any meeting shall constitute a quorum necessary for the transaction of business of the organization.

## **Article X: Funds**

- A. An authorized signature on PTO checks shall include the President, Vice-President and/or Treasurer.
- B. Reimbursements/Requests: funds must directly benefit students

1. To be reimbursed from the PTO with prior approval, a request for reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. The Treasurer will write check for reimbursement. To be reimbursed from the PTO without prior approval, a request for reimbursement form along with the receipt or invoice must be stapled to the form and presented at the next regularly scheduled meeting. The presenter or representative must be present at the meeting for reimbursement consideration.
  2. To make a request for PTO funds, a Special Request form must be filled out in its entirety with any additional information needed and presented at the next regularly scheduled meeting. The presenter or representative must be present at the meeting for request consideration.
- C. There must be a minimum of \$500.00 in the bank account at all times.
- a. A proposed working budget for the following year will be presented at the last PTO meeting of the school year. This budget can be revised throughout the year pending approval through a majority vote by the general membership.
- D. All PTO financial and other pertinent records must be turned over within ten (10) business days from the last day of the PTO fiscal year. The incoming and outgoing Presidents and Treasurers 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 transactions, receipts and tax information. Other pertinent records include: date of contracted events, frequent contracts, willing volunteer information, sample forms/documents, PTO inventory, etc...  
A tax form 990n must be filed within 3 months of the fiscal year end (by the end of August 31st).
- E. The purpose for which the organization is organized is exclusively charitable, scientific, literary and educational within the meaning of section 501(c) (3) of the Internal Revenue Code.
- F. Not with-standing any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c) (3) and 180(c) (2) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Code.
- G. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c) (3) AND 180(c) (2) of the Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.
- H. At the end of an event where monies have been collected, a paper slip will be filled out by two members. One member must be an officer of the board. The members

cannot be next of kin. Both members should count the money, sign and date the slip. The slip will be kept with the deposit slip by the Treasurer.

- I. PTO funds should go directly from the school to the treasurer for deposit.

- J. In the event of a check written to the PTO with insufficient funds, a letter will be written to the payee of the check. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to PTO for the check. There will be a \$25 returned check fee and the check will be returned to the payee upon receipt of cash, money order or certified check.
- K. All funds and financial records will be audited by an Audit Committee, that does not include current P.T.O. board members. This audit will be conducted at the close of the PTO fiscal year and a report will be presented at the first P.T.O. meeting of the following school year.
- L. The Fiscal Year of the Krum P.T.O. will be August 1 to July 31.

### **Article XI: Amendments**

These bylaws may be amended at any regular meeting of the organization by a majority vote of the membership.