

**Caddo Grove Elementary School Parent/Teacher Organization
By-Laws**

**Organized May 27, 2016
Revised November 6, 2016 (SK)
Revised August 11, 2017 (SK)
Revised August 14, 2019 (SK)**

Objectives

To create and foster a spirit of close relationship between home and school, so that the students may secure the best education possible.

To take an active interest in the civic, social, and moral welfare of the students and assist them in becoming outstanding members of our community.

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purpose, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Caddo Grove Elementary School Parent/Teacher Organization is a non-profit organization.

Article 1—Calendar

Functions will be discussed and determined by the PTO Board members. It will then be presented and voted on at the beginning of each school year. The fiscal year end will be June 30th of each year.

Article 2—Meeting Place

The Location and time of General Meetings will be discussed and voted on at the first board meeting of each school year and will then be published on the school's website and in any newsletters. There will be one meeting held each grading period. A board meeting shall be held once a month during the school year. The general meeting shall be held the week following the board meeting. For the 2019-2020 year, the board meeting will be on the 2nd Tuesday and the general meeting on the 3rd Tuesday.

Article 3— General Meeting Order of Business

1. Call meeting to order
2. Pledge
3. Reading of minutes
4. Treasurer's report
5. Announcements
6. Unfinished business
7. New business
8. Program
9. Adjournment

Article 4—Policy

This organization shall be nonsectarian and nonpartisan. A revised set of by-laws or amendment to the by-laws may be set **if voted on by a majority of present board members. Bylaws and Bylaw changes will be posted by the front office and on the website.**

4a. Standards for Board Members

Board members must attend monthly meetings. Missing 3 consecutive meetings or events without proper notice will result in disciplinary action and/or removal from the board. Proper notice is defined as a message posted in the group chat. Anyone to be removed from the board must be notified of intent and provided a meeting date with the Principal in which to discuss the action.

Board Members are responsible for outlined job duties.

Article 5—Membership

Any person interested in supporting this organization may become a member after paying the annual dues. The amount of the dues will be set at the first meeting of each school year by the board and shall be published on the school's website.

Article 6—Election

The officers are to be elected annually at the last meeting of the school year. Term of each office will be a complete school calendar year including the summer months. Nominations will be made, second, and voted on by the majority of attending members. If more than one person is nominated for a position then a paper ballot must be used and tallied by the Principal/ Vice-Principal and one other non-nominated person. If an office becomes available for any reason during a term, the position must be posted as soon as possible before the next meeting. The position will then be nominated, second, and voted on at the up-coming meeting. After 2 years, a performance review will be done for each position. This review will be done by the principal and president, when his or her 2 years is not for review. If the president's 2 years is up for review, the principal and vice president will conduct the president's review. The executive board will vote to accept or deny a person wanting to continue in a board position after 2 years.

All previous signers to the bank account must be removed by the end of their term. This must be notated in meeting notes and taken to the bank.

Article 7—Officers and Duties

1. **President**—shall preside at all meetings, break any tie votes by voting last in all situations, oversee all functions and activities of the organization, and keep a detailed folder of meeting records and activities. Will ensure that the ethics code of JISD is being followed. Will be a signer on the checking account. Must be removed from the checking account when term is over. Can have administrative rights to the website and other social media sites, such as Facebook, to oversee, add, delete or modify information as needed.
2. **Vice-president**—act as aide to President, perform Presidential duties in case of absentee, and preside as President if the office should become vacant in the middle of a term. Will be a signer on the checking account. Must be removed from the checking account when term is over. Can have administrative rights to the website and other social media sites, such as Facebook, to oversee, add, delete or modify information as needed.
3. **Secretary**—keep all records, sign-in sheets, and reports on past meetings, type and print agendas for the meetings. Distribute copies of each meeting records to President and Principal as to stay in compliance with Title 1 campus regulations. Help to ensure that the website has updated and correct information. Will act as Historian, if position is vacant.
4. **Treasurer**—keep accurate accounts of incoming monies and expenditures of the organization. Attends monthly board meetings to present an updated report on the checking account. Will NOT be a signer on the checking account. If needed, file any and all necessary forms to keep up the 501c3 status. Must maintain up to date status on taxes.
5. **Historian** —will take pictures and have administrative rights to media sites such as Facebook. At the end of each event, board members will give information about each even to the Historian. He/She will then fill out a report for each event. Historian will keep a binder of all events for each year. If there is no one to fill this position the Secretary will furnish a summary of the year's events.
6. **Publicity** —writes, prints, and distributes newsletters and newspaper articles on upcoming and past events. Creates events on social media. Answers emails and messages and reports back to the board. Has administrative rights to media sites such as Facebook and be the primary contact to update the PTO page regarding matters pertaining to PTO and other campus activities.

- 7. Volunteer Coordinator** – Will keep a record and compile a membership list in typed format, organized and arranged by class/teacher, known as the Volunteer Contact List. Will provide the President and Principal with this list by keeping it updated in Google Docs online.
From this list, the volunteer coordinator will coordinate with Caddo Grove teachers to meet their classroom, workroom and event needs.
This Volunteer List will also provide the PTO with volunteers to help at events.
The Volunteer Coordinator will work with the Room Parents, who will be selected by the teachers, as needed.
The Volunteer coordinator will be the main contact for volunteers for all PTO-sponsored events/activities. Will organize volunteers as needed for PTO-sponsored events.
- 8. Fundraiser (committee)**—gathers and submits fundraising ideas to the board and members of the organization. Will organize and oversee all fundraising activities with help from the board. Seeks out sponsors and donations from outside sources as needed.
- 9. Sunshine Committee Coordinator** –coordinates the hospitality events for the PTO. Will organize Boohoo Breakfast, Teacher appreciation, Staff appreciation events. Will work with a committee to accomplish these tasks.
- 10. Special Projects** –A committee(s) will be formed and a Chairperson appointed as needed to coordinate all activities regarding a specific long or short term project the PTO is actively working on. Will provide updates to PTO on a regular basis and coordinate with school administration, the Executive Board, teachers, vendors and volunteers to accomplish goals.
- 11. Teacher Representative**—The Teacher Representative will act as an advisor and liaison between the other Teachers/Staff and the CGE-PTO. This position is voluntary and/or may be assigned by the school Principal; this is not an elected position and is not considered an Officer and shall typically be held for two consecutive years.
- 12. Campus Administration (Principal and/or Assistant Principal)**—helps to advise the organization of ways it can better assist the students and staff of this organization. The CGE Principal retains final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of Caddo Grove Elementary School. Will have administrative rights to the website and other social media sites, such as Facebook, to oversee and to add, change, remove or modify information as needed and be the final authority on information posted to the site.

Article 8—Expenditures

All expenditures must be signed off on by two Board members, must include President or Vice President, an Administrator and one other board member. Permission and a vote will be needed on any purchase over \$100.

Article 9—Amendments to the By-Laws

At the beginning of each school year the board must review the by-laws and make any needed adjustments. Any adjustments or amendments must be turned in to the campus principal and the JISD Parent Support Group. If the committee finds anything that should be amended, it should be brought to the members' attention at the next meeting. The suggestions should be made, second, and be approved by the majority of present members before the amendments can be made.

Article 10—Dissolution

Upon the dissolution 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 federal tax code, or shall be distributed to the federal government for public purpose. Any such assets not disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the organization is then located exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

Conflict of Interest Policy

Adopted September 14, 2017

Article I – Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Caddo Grove PTO's) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II – Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III – Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII – Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey

information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Quick Reply

Action

2 Signatures: