

# NORTH GLENDALE PARENT TEACHER ORGANIZATION (PTO) BYLAWS

## ARTICLE I: NAME

The name of this Organization shall be: North Glendale Parent Teacher Organization (PTO).

## ARTICLE II: OBJECTIVES

The objectives of this Organization shall be to promote the welfare of the children; to raise the standards of home life; secure adequate laws for the care and protection of children; to bring into closer relation the home and school that parents and teachers cooperate intelligently in the training of the child; and to develop between educators and the public such united efforts as will secure for every child the highest advantages in education.

## ARTICLE III: POLICIES

SECTION 1. The purpose of the Organization shall be educational and shall be manifested through meetings, conferences, committees, and projects.

SECTION 2. This Organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the Organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern, or with any partisan interest, or for any purpose other than the regular work of the Organization.

SECTION 3. This Organization shall not seek to direct the administrative activities of the school or to control its policies.

SECTION 4. This Organization may cooperate with other organizations and agencies involved in the educational process such as conference groups or coordination councils with the approval of the PTO Executive Board.

SECTION 5. Although the Organization may, from time to time, sponsor, charter or otherwise be involved with other organizations, associations, or groups ("Chartered Organization") which the Organization permits to use facilities or other resources of the School:

- a) The Organization denies any and all liability for any actions, omissions, errors, statements, policies or other behavior, whether intentional, negligent, or otherwise, of any such Chartered Organization, or any person belonging to or affiliated or otherwise identified with or associated with any such Chartered Organization;
- b) The Organization assumes no financial liability to or responsibility for any such Chartered Organization, or any person belonging to or affiliated or otherwise identified with or associated with any such Chartered Organization;
- c) No such sponsorship, charter involvement or permission by the Organization shall be construed or interpreted as granting, allowing or entitling any such Chartered Organization, or any person belonging to or affiliated or otherwise identified with or associated with any such Chartered Organization, to any priority, privilege or other preference in regard to the use, reservation or possession of any facilities or resources of the School, and

- d) No such sponsorship, charter, involvement or permission by the endorsing, supporting or otherwise sanctioning any religious, political, social or other precept, purpose or other belief of any such Chartered Organization, or any person belonging to or affiliated or otherwise identified with or associated with any such Chartered Organization.

SECTION 6. The rules contained in Robert's Rules of Order: Revised shall govern this organization in all cases to which they are applicable.

#### ARTICLE IV: MEMBERSHIP

Any person who is a parent, stepparent, grandparent, or legal or custodial guardian of a child attending North Glendale School, shall be a member of the Organization.

#### ARTICLE V: OFFICERS AND THEIR ELECTION

SECTION 1. The Executive Board of this Organization shall be Co-Presidents, Co-Vice Presidents, a Secretary, Co-Treasurers and an Auditor. These officers shall be elected for a term of one year and shall be ineligible for more than two terms in the same office with the exception of a single two year term for the Co-Treasurers and the Auditor.

SECTION 2. A Nominating Committee of four to six members, appointed by the Executive Committee in January, shall make nominations. The Nominating Committee shall be chaired by the immediate past President(s) and consist of the Vice President(s) and two members at large. The slate of nominees as recommended by this Nominating Committee shall be presented at the April meeting and the elections shall be held at the May meeting. Additional nominations may be made from the floor. The consent of each candidate must be obtained before his/her name is placed in nomination. The officers shall be elected annually in a manner determined by the Executive Board at the May meeting. However, if there is one candidate for any office the election may be made by voice.

SECTION 3. The duties of the office shall be assumed at the close of the fiscal year as defined in Article XI, Section 1.

SECTION 4. Vacancies in office shall be filled by a majority vote of the Executive Committee as provided for in Article VIII.

#### ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD

SECTION 1. The President(s) shall preside at all meetings of the Organization and of the Executive Committee, and shall be a member ex officio of all committees except the Nominating Committee; shall appoint special committees; and shall perform all other duties usually pertaining to the office.

SECTION 2. The Vice President(s) shall assist the President(s) and shall perform the duties of the President(s) in his or her absence. In the spring, the Vice President(s) shall secure committees and their chairs for the upcoming school year. The Vice President(s) shall assume the role of President(s) in the following school year.

SECTION 3. The Secretary shall post notification of the times and location of PTO meetings, solicit committee reports, prepare an agenda, take attendance at meetings, record accurate minutes, and distribute the minutes to each member of the Executive Committee. The Secretary shall also provide the minutes to subsequent PTO meetings for approval by the board and those in attendance.

SECTION 4. Segregation of banking duties must exist so that a Banking Treasurer shall be responsible and accountable for control of all monies of the Organization and a Recording Treasurer shall be responsible for keeping an accurate record of expenditures and receipts and make disbursements within the approved budget of provisions of these bylaws. The Recording Treasurer shall present a written financial statement at every meeting of the Organization and at other times as requested by the Executive Committee. The Treasurers along with the Auditor shall be designated with check signing privileges.

SECTION 5. The Auditor shall prepare a monthly reconciliation in accordance with the district's financial model. The Auditor shall review all deposits and reconciliation confirmation slips on a monthly basis to ensure that the deposits were made correctly and on a timely basis. A copy of this reconciliation shall be distributed to the Executive Board and to the Principal which, in turn, is sent to the Kirkwood School District.

SECTION 6. A check returned for non-sufficient funds (NSF) will be subject to a fee to be determined by the Executive Board. After two NSF checks from the same family, check writing privileges will be suspended. Check writing privileges can be reinstated at the discretion of the Executive Board. This suspension of privileges also includes payment by credit card that exceeds personal credit limit and debit card payment denied for insufficient funds.

SECTION 7. The Principal of North Glendale School shall be a liaison with the district administration and represent the staff's opinions and concerns.

SECTION 8. The PTO Board along with the Principal and designated staff members shall delegate the spending of any gift to school funds.

#### ARTICLE VII: MEETINGS

SECTION 1. A regular meeting of the Organization shall be held each month, and a majority of the Executive Committee will constitute a quorum. If five calendar days notice is given, the President(s) or a majority of the Executive Board may call special meetings of the Executive Committee or the Organization.

SECTION 2. Members of the Executive Committee may also be polled by the telephone or via email to vote minor matters deemed so by the President(s) and Vice President(s).

SECTION 3. The privilege of holding office, making motions, debating, and voting shall be limited to members of the Organization.

#### ARTICLE VIII: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Executive Board, the Principal of North Glendale School, the Chairperson(s) of the Standing Committees, and a teacher representative appointed by the Principal. The duties of the Executive Committee shall be to transact necessary business between Organization meetings and such other business as may be referred to it by the Organization, to approve the plans of work of the Standing Committee Chairperson(s), and to present a report at the regular meetings of the Organization.

#### ARTICLE IX: STANDING COMMITTEES

SECTION 1. There shall be such Standing Committees created by the Executive Committee as may be required to promote the objectives and interests of the Organization. The Chairperson(s) of Standing Committees shall be appointed by the President(s) and approved by the Executive Board. Their term of office shall be for a term of one year and no more than two. Term limit may be suspended upon approval by Executive Committee. Chairperson(s) shall present plans of work to the Executive Committee and no work shall be undertaken without the approval of the Executive Committee. Refer to the Volunteer Form for the current list of standing committees.

SECTION 2. Any contract entered into on behalf of North Glendale Elementary by any standing committee members must be approved by Kirkwood School District before being signed.

#### ARTICLE X: AMENDMENTS

SECTION 1. The bylaws may be amended at any regular meeting by a two-thirds majority vote, provided notice of the proposed amendment was given at a previous regular meeting.

SECTION 2. Annually at the January meeting, the Organization will vote whether or not to establish a Bylaws Review Committee for that year.

#### ARTICLE XI – BUDGET AND EXPENDITURE CONTROL

SECTION 1. The fiscal year of the Organization shall commence on July 1<sup>st</sup> and end on June 30<sup>th</sup> of each year.

SECTION 2. The Recording Treasurer using a guideline for the final line item income and expenditures from the prior fiscal year shall prepare a line item budget. The budget shall be presented for approval to the Executive Board in June and presented at the regular meeting in September.

SECTION 3. All expenditure requests submitted to the Treasurer(s) for reimbursement must include a paid receipt or vendor invoice.

SECTION 4. A simple majority at the regular meeting must approve all non-budgetary or miscellaneous expenditures in excess of \$100. Any such expenditure, which need to be made prior to the regular meeting, can be approved by a two-thirds majority of the Executive Board.

SECTION 5. Any fundraising activities shall have the PTO Executive Board approval. Control of any cash deposits generated during a PTO sponsored event must involve two or more PTO members including a Treasurer or a designated appointee. Each person should count the money and sign the

deposit slip. All generated funds must be deposited in the PTO bank account via the Banking Treasurer. Any expenses incurred by any member of the PTO shall be reimbursed by the Recording Treasurer when invoices/receipts are submitted. Checks should be made out to vendors whenever possible and not individuals. Any excess funds shall remain in the PTO account to be dispersed per budgetary requirements as defined by the Kirkwood School District to maintain the non-for-profit status.

SECTION 6. The Gift to School Fund shall be determined in the annual budget based on the residual funds after all other PTO income and expenses, provided a carryover reserve of at least \$15,000 or more is maintained as starting operating cash for the next fiscal year. Additional funds may be reserved as necessitated for Shop and Raise committee to continue fundraising throughout the summer and the beginning of the following school year.

SECTION 7. All checks over \$1,000 must be signed by both Treasurers. Under no circumstances should blank checks be signed. Check signers cannot sign a check made out to their self.

SECTION 8. The Treasurers and all other individuals authorized to handle cash should be covered by a fidelity bond which covers losses sustained by fraudulent or dishonest acts.

## ARTICLE XII: TAX EXEMPT STATUS

SECTION 1. The Organization is organized exclusively for the charitable and educational purposes set out in Article II of these bylaws, including the making of distributions to organizations that qualify as exempt organizations under Section 501c3 of the Internal Revenue Code, or corresponding sections of any future federal tax code, or to the federal government, or to a state or local government, for public purpose.

SECTION 2. No part of the net earnings of the Organization shall inure to the benefit of, or be distributed to, its members, trustees, officers, or any other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set out in Article II of these bylaws. No substantial part of these activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of the bylaws, the Organization shall not carry on any other activities not permitted to be carried on by (a) an entity exempt from federal income tax under Section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an entity, contributions to which are deductible under Section 170c2 of the Internal Revenue Code, or corresponding section of any future federal tax code.

SECTION 3. Upon dissolution of the Organization, all assets of the Organization shall be distributed for one or more exempt purposes within the meaning of Section 501c3 of the Internal Revenue Code, or any other corresponding future federal tax code or shall be distributed to the federal government, or to a state or local government, for a public purpose.

