

## **Bylaws of Bulldog Best Parent/Teacher Organization (PTO)**

### **Article I – Name**

Bulldog Best Parent/Teacher Organization (PTO)

### **Article II – Recognition of Existence**

The Bulldog Best PTO respectfully exists at the discretion of the building principal; therefore, the Bulldog Best PTO recognizes that the building principal must approve any and all planned events and activities.

### **Article III – Purpose**

The Bulldog Best PTO will actively collaborate with the school community to support the common goals of parents and teachers by enhancing the educational process and providing additional academic and recreational opportunities to assist in making each child feel valued, challenged and successful.

### **Article IV – Members**

Section 1 – Any parents or adult guardians of a student at Sarah Adams Elementary School is a member of the PTO and shall have voting rights. The Principal and all teachers employed at the school are members of the PTO and shall have voting rights.

Section 2 – PTO activities, meetings and committees are open to all PTO members.

Section 3 – PTO members shall not use another member's personal information for private endeavors.

Section 4 – There are no dues to be a member of the PTO.

### **Article V – Officers and Board**

Section 1 – The Officers of the PTO shall consist of President, Vice President, Secretary, and Treasurer. No individual may hold two of these offices during the same term. Any Officer position may be co-chaired. All references to Officers refers to co-responsibilities.

- President  
The President shall preside over meetings of the organization and Board, prepare the meeting agendas, serve as the primary contact for the Principal, represent the organization at functions outside of the organization, and coordinate the work of all Officers and committees so that the purpose of the organization is served.
- Vice President  
The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President is responsible for planning fundraising events for the school year, typically at least one in the Fall and one in the Spring.
- Secretary  
The Secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of information to the membership. The Secretary shall also oversee the online student directory, communications to members and the PTO social media platforms. All communication accounts will be established using the [bulldogbestpto@gmail.com](mailto:bulldogbestpto@gmail.com) address and passwords will be provided to the President for tracking. The Secretary keeps a copy of the minutes

book, bylaws, rules, membership list, along with any other necessary supplies, and brings them to meetings.

- Treasurer  
The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Board. He or she will present a financial statement at every meeting and other times of the year when requested by the Board. The Treasurer shall make a full report at the end of the school year and ensure annual tax and business filings are completed. An audit of the PTO financials will be arranged once per year. The auditor shall examine the Treasurer's records and submit an audit report to the PTO Officers by August 1st. The audit report will be presented to the PTO at the first general meeting in the Fall.

Section 2 – Duties of all standing Committee Chairs shall be to enlist as many volunteers as necessary to fulfill the responsibilities of the committee. Any Committee Chair position may be co-chaired. Responsibilities for all Committee Chairs are as follows:

- Communication  
Committee Chairs will report to the President with updates on committee progress monthly, or more often if necessary. All flyers for a PTO event must be emailed to the PTO President, or Vice President in the President's absence, and approved by the school Principal. Once the flyer is approved by the school Principal, an approved copy of the flyer is to be provided to the PTO Secretary for posting on social media and email and an approved copy is to be used as a master for printing. The Committee Chair(s) of the event is responsible for printing the flyer and arranging any needed distribution.
- Financial Accountability  
Committee Chairs will report to the Treasurer any issues related to committee receipts and expenses. They will make a written request to the Treasurer at least one week prior to a PTO event upon which money is exchanged for money needed as a cash drawer bank. A Deposit of Funds Form listing a tally of the cash, ACH payments and/or checks to be deposited, and a completed Check/Reimbursement Form for reimbursement including copies of all receipts, will be submitted directly to the Treasurer within two weeks after an event.
- PTO Meetings  
Committee Chairs must report on committee activities at monthly PTO meetings at least during the month prior to, month of, and the month after an event/activity. All Committee Chairs are encouraged to attend each monthly PTO meeting.

Section 3 – School Representatives will consist of two Sarah Adams administration and/or faculty representatives. School Representatives will communicate the needs of the school to the PTO Board. They will also make available to the faculty a copy of the meeting minutes and Grant Request Forms.

Section 4 – The PTO Board shall consist of the Officers of this organization and the School Principal. All Board positions are counted as part of the quorum as described in Article VI, Section 2.

Section 5 – Pending PTO slate approval, PTO Officers and PTO Committee Chairs shall serve for a term of two years, generally not to exceed two consecutive terms in the same position. The term of office for all PTO Officers and Committee Chairs shall be July 1st to June 30th.

Section 6 – The President and Vice President shall generally be previous PTO Committee Chairs for at least a year before assuming these offices.

Section 7 – If during the school year a vacancy occurs on the PTO Board, the President shall recommend a candidate to fill the remainder of the term. That nominee must be approved by the PTO Board.

Section 8 – If there is a vacancy in the office of President, generally the Vice President will become the President. At the next regularly scheduled PTO meeting, a new Vice President will be elected and voted on by the PTO Board and PTO members.

Section 9 – Generally, in advance of the March PTO meeting, the President shall contact the existing PTO Board officers and committee heads to inquire of their PTO position status for the following school year term. The slate of open PTO positions for the following school year generally will be made public at the April PTO meeting by the President. Additional names may be submitted from the time of this public notice to the beginning of the following school year if there are any vacancies on the slate.

## **Article VI – Meetings and Voting**

Section 1 – Meetings will be held once a month in September, October, November, January, February, March, April, and May. Public notifications of a PTO meeting are to be published at least one week prior to each month's meeting.

Section 2 – Four PTO Board members and a minimum of two PTO members present at regularly scheduled meetings shall constitute a quorum for the transaction of business.

Section 3 – In the event that the quorum is not met, or for issues that need to be resolved before the next meeting, an e-mail vote may be taken at the discretion of the President. Each PTO member shall have one vote if they choose to participate. Special meetings of the PTO Board may be called by the President.

Section 4 – All meetings of the PTO Board are open to the PTO general membership except executive session meetings. The privilege of voting is open to all PTO Members.

Section 5 – Any legitimate motion requires for its adoption a simple majority vote unless otherwise stated. Voting at monthly meetings may be made by voice, show of hands or ballot.

Section 6 – PTO Officers and Committee Chairs are expected to attend regularly scheduled PTO meetings and are responsible for a verbal or written report of timely and pertinent information.

Section 7 – If the PTO President is unable to attend a PTO meeting, the Vice President will preside over the meeting and communicate any information given by the President.

Section 8 – If the Vice President is unable to attend a PTO meeting, information to be communicated at the meeting must be given to the President and presented by the President.

Section 9 – If the Treasurer is unable to attend a PTO meeting, he/she must provide copies

of the budget to the President to be made available for all who attend the PTO meeting.

Section 10 – If the Secretary is unable to attend a PTO meeting, the President shall appoint someone from the PTO Board as the fill-in Secretary to take notes for that PTO meeting only. Immediately after the meeting, the notes taken by the fill-in secretary must be promptly submitted to the President and to the PTO Secretary.

## **Article VII – Fiscal Policies**

Section 1 - The PTO fiscal year shall be July 1st to June 30th.

Section 2 – Individual PTO members shall not profit from any PTO fundraiser, event or program.

Section 3 – At the September PTO meeting, the Treasurer will propose a budget for the upcoming school year. The budget will be discussed by the PTO Members and approved by majority vote of the members present. The budget may be revised via budget change requests which must be approved by a majority vote of the PTO members present.

Section 4 – Disbursements will be made according to the approved budget with appropriate supporting documentation.

Section 5 – Additional committee expenditures and budget change requests are to be submitted in writing to the Treasurer at least 48 hours before the next PTO meeting. The request must state a specific amount and the reason for the budget increase. The Treasurer will present the request at the following PTO meeting and the changes may be approved by a majority vote.

Section 6 – Any Committee Chair who inadvertently spends more than \$100 over budget must obtain PTO Board approval at a PTO meeting for reimbursement.

Section 7 – The President can approve unbudgeted expenditures less than \$150 without a vote of the PTO Board.

Section 8 – All monies from PTO sponsored events will be deposited in the PTO bank account. The President, Treasurer and a third board member shall have signing authority for the PTO bank account.

Section 9 – The Treasurer will notify the PTO Officers in the monthly report of any single expenditure over \$750.

Section 10 – Any check issued in excess of \$1500.00 requires two signatures.

Section 11 – If there is a time constraint that precludes a monetary need, a two-thirds vote of the PTO Board Officers can grant an individual request. This monetary need request must be stated in writing along with an explanation of the time constraint.

Section 12 – All profits from the PTO sponsored events and fundraisers will be held in the general fund. The only exception is the profits generated by the Book Fair committee, which are held in Scholastic Dollars and will either be donated to the school library or to staff for classroom use.

Section 13 - All profits from a fundraising PTO event are to be counted and verified by the Treasurer and one PTO member at large immediately at the end of the PTO event. If the Treasurer is unavailable to fulfill this duty, a substitute for the Treasurer is to be designated in advance of the event and communicated to the Committee Chair(s), the Vice President, and the President. These funds are generally to be deposited within two weeks from when the event ended.

Section 14 - Payment to an outside vendor contracted for a PTO event must be paid in full immediately after the event by the Treasurer or a prior designated PTO member.

Section 15 - All credit card information and/or personal checks, including invoice book and any financial information collected at an event are to be handed over to the Treasurer as soon as possible, generally within no more than two weeks following an event.

Section 16 - No PTO chairperson shall sign any contract with a company or individual for events on school property without approval first from the Principal. After any contract is approved, the Committee Chair(s) must submit a signed copy to the Treasurer before payment.

Section 17 – Purchases or Grants proposed by any PTO Member must be presented at a PTO meeting. When necessary, a special committee will be formed to research the appropriateness and viability of the request. The purchase or grant may be approved by a PTO majority vote upon presentation of the request or, when applicable, at the following regular meeting upon presentation of the special committee's findings.

Section 18 – An outgoing Treasurer shall handle the bank signature cards. All records should be turned over to the incoming Treasurer after the annual audit is complete.

Section 19 – PTO Presidents can grant an additional allocation to an approved budget item for \$250 or less after the chairperson/PTO member(s) makes a request to the President. PTO President must confirm with the Treasurer sufficient funds are available, and there are no cash flow issues. If the President approves the additional allocation, the final amount and impacted budget line item must be sent from the PTO President to the Treasurer via an email for the Treasurer to enable the additional budget allocation. The changed allocation will appear in the next month's Treasurer Report.

Section 20 – PTO members may request a new event/item to the approved budget by completing a Budget Change Request. An email must be sent to the Treasurer with a description of the event/item, amount requested, and itemization for how the money will be spent. The communication generally must be sent a minimum of two weeks prior to the next PTO general meeting. The Treasurer will promptly inform the PTO Board Officers of a new budget item request. The PTO Executive Board will review the Budget Change Request and determine its consensus. The Treasurer will include the Budget Change Request on the monthly report shared at the next PTO general meeting. The Budget Change Request must be put to a vote at the PTO general meeting to finalize its disposition (acceptance or rejection).

## **Article VIII – Amendments and Suspension of Bylaws**

Section 1 – The bylaws may be amended at a regular PTO meeting with a two-thirds vote of

the PTO members present provided that the proposed amendment was presented at the preceding meeting.

Section 2 – The PTO Officers shall generally conduct a yearly bylaw review before or during the month of March with any amendments to be presented by the April PTO meeting and voted on by the PTO members by the May PTO meeting. The President shall oversee this review.

Section 3 – All PTO members shall oversee adherence of bylaws.

WRITTEN MARCH 3, 2024

ADOPTED MAY 6, 2024