Columbia River Elementary School

Parent Teacher Organization

By-laws 2024-2025

Name

The name of this organization is the Columbia River Elementary School Parent Teacher Organization or Columbia River PTO.

Purpose

The purpose of the Columbia River PTO is to promote school activities in a safe environment.

The Columbia River PTO will support the teachers and students through financial and voluntary support.

Funds earned through Columbia River PTO activities shall be used to fund equipment, supplies, projects, and activities for Columbia River Elementary School staff and students.

All Columbia River PTO activities involving school property will have the approval of Columbia River Administration.

Membership

Parents, legal guardians, and adult family members of a child enrolled at Columbia River Elementary School as well as the faculty and staff of Columbia River Elementary can become a member of the PTO.

All members shall have the opportunity to contribute suggestions, ask questions, and serve on committees.

The PTO shall begin annual enrollment of members at **Kinder Round Up** and **Back to School Night** but may admit additional members at any time. All members shall be considered voting members. Any member shall have the right to vote on all issues before the membership, to elect officers and to hold office. All members have one vote on any issue brought before the group.

Meetings

Meeting dates and times will be determined by the current Columbia River PTO board but will be the same day and time each month as works with the school calendar.

An agenda will be provided as well as minutes from the previous meeting and a treasurer's report, except for the first meeting of the new school year.

Two officers must be present at a general PTO meeting to constitute the quorum necessary to conduct PTO business.

Executive board meetings for officers will be organized as needed to prepare for the general PTO meetings.

A majority vote of the members present at any meeting shall be required for an action to be taken by the organization.

Agenda

The agenda for the general membership meetings is as follows:

- Welcome
- Review/Approval of minutes
- Principal's Report
- Officer's Reports
- Committee/Chairperson Reports
- New business
- Open discussion
- Announce next meeting
- Adjourn

Officers

The officers shall be the President, Vice President, Treasurer, and Secretary. These members shall constitute the PTO board and be responsible for administering the PTO by-laws.

The term for a board member shall be one year. A person may be elected to the same or other office for more than one term if voted back in for the next school year.

Duties and Responsibilities

President:

- Composes agenda for general PTO meetings
- Presides at all meetings
- Monitors and supports all activities of the other board members and committees
- Serves as an ex-officio member of all committees

Vice President:

- Acts as an assistant to the President and performs all duties of the President in his / her absence
- Maintains list of all members
- Helps with contacting members by phone, flyers, email, electronic media, etc.
- Is an authorized user on the bank account

Treasurer:

- Collects all PTO money and deposits it into the PTO bank account
- Is an authorized user on the bank account
- Receives monthly statements and reconciles the account upon receipt
- Provides a current record of commitments and balance on account whenever requested by any member
- Makes payments as approved by the members or the board in a timely manner
- Keeps records of any receipts and disbursements of PTO funds
- Prepares and proposes an anticipated budget for the upcoming school year
- Make a year-end report of income and expenditures of the current school year

The treasurer's signature and one other board member signature are required on all checks. Signature Authority will be given to the Treasurer, President, Vice President and Secretary. A receipt is required for every check written.

Receipts shall be submitted to the treasurer within two weeks of the event in which the expense was paid. Only expenses that have received prior approval will be eligible for reimbursement.

Secretary:

- Keeps a record of the proceedings at each meeting
- Presents the minutes for approval and notes any needed changes
- Maintains a record of past meetings
- Distributes typed monthly meeting minutes to board members and the school's secretary Tammy (tmitchell@psd1.org). Typed minutes will be distributed within one week after the monthly meeting has concluded.

Money handling protocol:

- Any funds given to the PTO during the school day will be placed in the PTO money mailbox. The mailbox is securely affixed to a wall in the front office of the school.
- The treasurer and vice president will hold the keys to open or lock the money mailbox.
- When funds are removed from the mailbox, they will be immediately counted and then taken to the bank to be deposited.
- When counting PTO funds, a currency counting sheet will be filled out and signed by two board members or one board member and one member.
- Funds will be stored in the money mailbox, not with school officials.
- Funds will remain in the locked money mailbox until they are ready to be deposited.

Signing Authorization:

The treasurer and vice president have the authorization to sign off on any matter relating to the PTO's bank account.

Elections

- Officers shall be elected by verbal approval of members at a monthly meeting. Elections shall take place prior to the close of the academic year. Officers shall assume their duties immediately following the close of the elementary school year.
- All elections shall be by majority vote. Each member present to vote shall be entitled to one vote on each position.
- The Columbia River staff will select the teacher representative.
- All records, books, and other materials pertaining to the duties of the board position shall be given to the new officer prior to the beginning of the school year or when board members are voted in.

Teacher representative (not a board member):

- Acts as a liaison between the PTO and the faculty/staff of Columbia River.
- Provides PTO with periodic reports on programs and projects, as well as general information.

- Gives teachers a summary of the PTO meetings and upcoming events at teacher/staff meetings.

If an officer cannot fulfill the responsibilities of his/her position, he/she shall submit a formal resignation to the PTO board members.

In the case of the resignation of the President, the Vice President will assume that office.

A vacancy occurring in the offices of Vice President, Treasurer, or Secretary shall be filled by appointment of the President. The appointment will be voted upon for approval by the PTO members at the next general meeting.

A vacancy occurring in the office of Teacher Representative shall be filled by a staff member of the Columbia River staff, chosen by the Columbia River staff.

Funds

All requests for funds from the Columbia River PTO must be put in writing for submission to the PTO board. The board may transact business of the organization up to one hundred dollars ($100) if necessary, without presenting it for approval by the voting body of the organization. However, no action taken by the board shall conflict with that taken by the voting body of the organization.

Requests exceeding one hundred dollars ($100) must be presented for vote at the next general PTO meeting. Once requests have been approved and a monetary limit is set, that limit may not be exceeded without being presented again to the voting body of the PTO for approval. In cases where a budget request cannot wait for the next general meeting, a vote via email, phone, etc. may be held by members.

Columbia River PTO will have a goal of five thousand dollars ($5,000) as a balance to carry over for each year.

Teacher Allowances-To Be Determined

Committees

Committees may be created by board members as deemed necessary to promote the objectives and policies and carry out the work of the organization. These committees shall report directly to the board member responsible for that committee and shall perform such duties as delegated and approved by the board. Written progress reports may be presented at the general meetings by a committee member. All individual committee/event/project funds must be counted and verified by the Treasurer and the committee chairperson.

Policies/Procedures

Policies and procedures shall be added to the by-laws as the need arises and voted upon at a general meeting. The following are currently being implemented:

- None currently.

Amendments to the By-laws

The by-laws of the Columbia River PTO may be changed as conditions arise by a majority vote of the members present at the general membership meeting. Suggested changes must be submitted at a prior meeting before being acted on.

AUTHORITY

If any part of these by-laws conflict with the decisions, policies or procedures adopted by the Pasco School Board, they shall be deemed null and void and the decision of the Pasco School Board shall, in all cases, control.

These by-laws were adopted by the membership by a majority vote during a meeting properly called on September 3, 2024, and shall take effect immediately.

President _____ Date 9/3/24

Vice President _____ Date 9/3/24

Treasurer Brandee L Rada-Burns Date 9/3/24

Secretary _____ Sage David Date 09/03/24