

UTHOFF VALLEY ELEMENTARY

FENTON, MISSOURI

PARENT TEACHER ORGANIZATION BYLAWS

Last revision : September 2024

Amendments:

June 2009, November 2010, March 2014, May 2015, May 2024

INDEX.

ARTICLE I. NAME (page 3)

ARTICLE II. ARTICLES OF ORGANIZATION (page 3)

ARTICLE III. PURPOSE/OBJECTIVES (page 3)

ARTICLE IV. POLICIES (page 4)

ARTICLE V. MEMBERSHIP AND DUES (page 5)

ARTICLE VI. EXECUTIVE BOARD (page 6)

ARTICLE VII. OFFICERS AND THEIR ELECTION (page 8)

ARTICLE VIII. DUTIES OF OFFICERS (page 9)

ARTICLE IX. STANDING COMMITTEES (page 16)

ARTICLE X. FISCAL POLICY (page 17)

ARTICLE XI. MEETINGS/VOTING (page 17)

ARTICLE XII. PARLIAMENTARY PROCEDURE (page 18)

ARTICLE XIII. AMENDMENTS (page 18)

ARTICLE XIV. STANDING RULES (page 18)

ARTICLE I. NAME

The name of this organization is the Uthoff Valley Elementary Parent Teacher Organization of the Rockwood School District (hereinafter "Uthoff ValleyPTO" or "Organization"). It is a local independent unit created by the parents and staff of Uthoff Valley Elementary School, having no affiliation with any other association, be it state or national in origin.

ARTICLE II. ARTICLES OF ORGANIZATION

The Organization exists as an unincorporated association of its members. The Organization's Articles of Organization consist of these Bylaws, as amended from time to time, and its Articles of Association, if any. In the absence of separate articles of association, the Bylaws shall be deemed to be the Articles of Association. In the event of any conflict between these Bylaws and the Articles of Association, these Bylaws shall govern.

ARTICLE III. PURPOSE/OBJECTIVES

This Organization is organized exclusively for the following charitable, educational, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code:

- To promote the welfare and education of children and youth eligible to attend the Rockwood School District and the Uthoff Valley Elementary School in the home, school, and community.
- To support the school in improving education in ways that will adhere to administrative policy and the Rockwood School District's mission, goals, and beliefs.
- To raise funds for programs and equipment to further the education of children and youth.
- To bring about a closer relationship between the home and the school, the parents and teachers may work cooperatively in the education of children and youth.
- To foster communication, cooperation, support, information, and education within the Rockwood School District, including District staff, parents, and the general community.

ARTICLE IV. POLICIES

Section 1. No substantial part of the 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 (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Section 2. This Organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or candidate shall be endorsed by it. The name of the Organization and names of its officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest for any other purpose 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, but can serve as a liaison between parents and administration when concerns arise.

Section 4. The Organization shall be supportive of school educational efforts and student needs. The policies of the Organization shall be developed cooperatively by parents and teachers. The Organization shall conduct all operations in such a way as to reflect positively upon the school and the Rockwood School District.

Section 5. In no way shall one member, officer, or committee chairperson make policy, program, or expenditure decisions, or bind the Organization in any way, absent the consent of at least the Executive Board. When representing the Organization, any member, officer, or committee chairperson shall be aware of the authority extended by the Organization and shall not exceed such authority.

Section 6. This Organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no commitments that bind the Organization absent the consent of at least the Executive Board.

Section 7. The Organization shall act in accordance with all Rockwood School District Board of Education Policies and Regulations, which are incorporated herein by reference, including but not limited to Policies 2950 and 3370 and Regulations 2950 pertaining to fund-raising activities. No fund-raising activity of the Organization shall financially benefit a PTO member, faculty member, student or parent without prior Executive Board approval.

Section 8. No part of the net earnings of this Organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered. Services provided by members and officers are voluntary and will not be compensated, unless specifically authorized by the Executive Board prior to completion of such services.

Section 9. Any notice required or permitted to be given to members may be given by written notice (including distribution of flyers and posting notices through the school), by telephone, by 5 facsimile, by electronic mail, by social media or by any combination thereof, or by any other method reasonably designed to reach the members.

Section 10. Notwithstanding any other provisions of these articles, the Organization shall not carry on any other activities not permitted to be carried on: (a) by an Association exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); or (b) by an Association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 11. Upon dissolution of the Organization, the Organization shall, after paying or making provisions for the payment of all the liabilities of the Organization, dispose of all the assets of the Organization by distributing the same to the Principal of Uthoff Valley Elementary School. Said Principal shall, upon the advice of the Uthoff Valley Elementary School teachers and administration, supervise the expenditure of said assets for essential educational materials and equipment. In the event that this is not possible, said assets shall be distributed to organizations as shall at the time qualify under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Organization's Executive Board shall determine, with preference to be given to educational programs of the Rockwood School District. Any assets not so disposed of shall be disposed of by the Court in the county of the principal office of the Organization.

ARTICLE V. MEMBERSHIP AND DUES

Section 1. Any parent or guardian of a student of Uthoff Valley Elementary School and any teacher OR staff member interested in the objectives of the Organization and willing to uphold its policies and subscribe to its Bylaws may become a member.

Any certified staff member of the School may be a non-voting member of the Organization. Staff members are not required to pay membership dues, if any. Membership in the Organization shall be available without regard to race, color, creed, or national origin.

Section 2. The Executive Board shall determine the amount, time, and manner of payment of the membership dues, if any, from time to time. **if assessed**, each member shall pay the annual membership dues; however, no household shall be assessed for more than one annual payment of membership dues.

Section 3. The Organization shall conduct an annual enrollment of its members, but persons may be admitted to membership at any time during the year as defined above.

Section 4. The privileges of membership shall be the right to hold office or appointed position, make motions, chair a committee, and vote. Only those members current in payment of membership dues, if any, are eligible to vote or to serve as an officer or representative of the Organization. Non-members are welcome to attend meetings and may ask questions and participate in discussions as recognized by the President.

ARTICLE VI. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the Organization, the Principal of the School or his or her designated representative, and a member or members of the faculty. The faculty representative shall be selected annually by the Principal or by the faculty in whatever manner the faculty deems appropriate. Chairpersons of the standing committees and of then active special committees may be invited to attend Executive Board Meetings that pertain to their committee.

Section 2. The Executive Board shall have general charge and control of the affairs, funds, and properties of the Organization and shall maintain records of such in a central location, including current and prior budgets, check registers, governmental forms, committee reports, contracts and correspondence. Records should be maintained for a minimum of five years.

Section 3. The duties of the Executive Board shall be as follows: to transact necessary business in the intervals between Organization meetings; to approve chairpersons of standing committees and approve the plans of the standing committees; to interpret the bylaws, policies, and standing rules of the Organization; to present a report at the general membership (open) meetings of the Organization; to prepare a budget for the

upcoming fiscal year; to approve routine bills within the limits of the budget; to appoint the nominating committee; to appoint a committee to review Bylaws as needed; to appoint a committee of not less than two members, or an independent auditor or CPA, at least two weeks before the Annual Meeting to audit the treasurer's accounts; and to make budget adjustments as necessary, provided they do not individually exceed \$750.00. Any individual budget adjustment over \$750.00 requires the approval of the general membership.

Section 4. Every elected officer of the Executive Board shall be entitled to one vote.

Section 5. Each standing committee chairperson shall present the committee's plans to the Executive Board prior to execution of the same. Any expenditure for such plans should be presented to the Executive Board for advance approval.

Section 6. Regular meetings of the Executive Board shall be held during the school year, as stated in the Standing Rules. The time, place and regularity of such meetings are to be fixed by the Executive Board at its first meeting of the year.

Section 7. Special meetings of the Executive Board may be called by the President, the Principal, or by a majority of the members of the Executive Board upon at least two days' notice.

Section 8. All officers are expected to attend all scheduled Organization meetings and a majority of Organization-sponsored events.

Section 9. On or before the first board meeting of the year, each officer shall be assigned to serve as a liaison and shall provide assistance to the identified standing or special committee chairs.

Section 10. A majority of the members of the Executive Board must be present at the Executive Board meeting in order to conduct business. Unless otherwise provided herein, a simple majority of those present and voting shall be required for the passage of any motion, resolution, or other vote.

ARTICLE VII. OFFICERS AND THEIR ELECTION

Section 1. The officers of this Organization shall include, at a minimum, a President, a Vice President, a Secretary, and a Treasurer. Any office may be held by two persons so designated by the prefix "co-". These officers shall be elected annually by ballot at the regularly scheduled Spring general membership meeting by a majority vote of the membership present at that meeting. If the Executive Board includes a President-Elect, the office of President shall be filled by the prior President-Elect. Ballots should be counted by the President and two outgoing board members. If there is but one candidate for any office, the election for such office(s) may be by voice, show of hands or slate approval. Officer elections may be conducted electronically.

Section 2. Officers shall assume their official duties at the close of the final meeting of the school year and shall serve for a term of one year or until their successors are elected and installed. No person shall serve more than two consecutive terms in the same office, or three consecutive years unless determined by vote and majority approval of the Executive Board and General PTO population. Additional officers will be chosen according to the needs of the Organization and upon the approval of the Executive Board.

Section 3. Nomination of officers shall be made by a nominating committee comprised of three members of the executive board and the principal. The committee shall select its own chairperson. The nominating committee shall place in nomination at least one name for each office and present this slate via publication issued to the entire general membership at least four weeks prior to the spring election meeting. Independent nominations, with the consent of the nominee, may be made in writing by at least five voting members, and must be received by the nominating committee at least two weeks prior to the spring election meeting. The membership must be notified of the amended slate at least one week prior to the spring election meeting. There shall be no nominations from the floor.

Section 4. Spouses may be elected and hold any of the offices as a couple provided that such spouses were nominated and elected as a couple.

Section 5. A vacancy occurring in an office shall be filled by a majority vote of the elected officers on the Executive Board at their next regular meeting. In filling vacancies, names, not to exceed three, shall be proposed by the Executive Board and additional names may be proposed from the floor. The election shall be by ballot.

However, if there is only one candidate for an office, the election may be by voice or show of hands.

Section 6. Any officer absent from three consecutive meetings, i.e. Executive Board and Organization meetings, shall be deemed inactive unless absences are due to extenuating circumstances and the Executive Board receives notification of such. Any office having an inactive officer shall be declared vacant and shall be filled as provided herein. In addition, an officer failing to adequately participate or fulfill duties of the office may be subject to removal from office by decision of two-thirds of the Executive Board. Such officer is entitled to a written notification from the President or the Principal at least two weeks prior to the vote regarding removal.

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. The President (or Co-Presidents) shall:

- preside at all meetings of the Organization and of the Executive Board
- be a member ex officio of all committees except the Nominating Committee
- be authorized to appoint any special committee necessary to conduct the work required for the annual report
- maintain the right to table discussions or voting, at his/her discretion, for such reasons as new agenda items, time constraints, or items that require additional information
- work with the Secretary to prepare the agenda for each meeting
- be an authorized cosignatory for all accounts of the Organization
- be the only one (or his/her designee, who must be an elected officer) allowed to sign contracts
- work with the principal on designated duties and tasks
- attend District-wide meetings, such as the Presidents' Forum
- attend the Rockwood Presidents' Forum Leadership Conference
- delegate the duties of any position that remains vacant
- perform all other duties usually pertaining to the office
- **Attend and organize all monthly PTO meetings**
- **Attend meetings with Principal to discuss school and PTO issues**
- **Work with the Principal and staff to meet the goals of the school and PTO**
- **Act as liaison between teachers/parents and teachers/principal**
- **Attend monthly President's Forum meetings and report back to the board**
- **Attend PTO sponsored functions**
- **Appoint and set up new committees to perform special projects/events**
- **Manage all committees as assigned**
- **Communicate with the Executive Board on issues that arise between monthly meetings**

- **Partner with the VP to organize First Day Celebration Powerpoint and any curriculum days/nights or events in conjunction with the Principal and Committee members.**
- **Prepare and update Bylaws/Job Descriptions with the help of the Executive Board**
- **Respect all holidays (religious/non-religious) when scheduling meetings and functions**
- **Help create, prepare and manage budget with Treasurer throughout the school year**
- **Meet with Principal and Treasurer to discuss budget requests and grant applications**
- **Authorize all expenditures ordered by the Executive Board and sub committees**
- **Authorize special monetary requests under \$100.00, where needed**
- **Organize and present “Volunteer of the Year Awards” in conjunction with the Principal**
- **Review and approve all PTO communication: Parent Square/Social Media posts and flyers**
- **Send out notices, or notify otherwise, all members of the Executive Board of scheduled (monthly meeting reminders) or special Executive Board meetings**
- **Partner with Treasurer to ensure Tax Return is sent to IRS (deadline: November 15th each calendar year)**
- **Review and sign off on each month’s bank statement as compared to the monthly transaction report provided by the Treasurer. The Treasurer will keep signed copies for a final year-end audit.**
- **Work with the Webmaster to ensure that the PTO website is being updated and therefore utilized by parents**
- **Be an admin on the Uthoff Valley PTO Facebook Page**

Section 2. The President-Elect, if any, shall:

- attend District-wide meetings, such as the Presidents' Forum
- be an authorized cosignatory for all accounts of the Organization
- attend Rockwood Presidents' Forum Leadership Conference
- perform other duties as may be assigned to him/her by the Organization or Executive Board
- assist the President and perform such duties that the President may delegate
- perform the duties of the President in the President's absence

Section 3. The Vice-President(s) shall:

- aide the President(s)
- perform the duties of the President and President-Elect in the absence of both officers
- oversee and serve as a resource for specific committees (to be determined at the Executive Board meeting immediately preceding the beginning of the school year)

- perform the duties of the Secretary or Secretaries in their absence
- attend District-wide meetings, such as the Presidents' Forum
- be an authorized cosignatory for all accounts of the Organization
- attend Rockwood Presidents' Forum Leadership Conference
- perform other duties as may be assigned to him/her by the Organization or Executive Board
- assist the President and perform such duties that the President may delegate
- perform the duties of the President in the President's absence
- Refer to Article VIII Section 1 for a full list of duties.

Section 4. The Secretary (or Secretaries) shall:

- record the minutes of all meetings of the Organization and of the Executive Board
- be responsible for all incoming and outgoing correspondence for the Organization
- report on all relevant correspondence at each Executive Board meeting
- aid the President(s) in preparing the agenda for all meetings
- make the minutes of the prior meeting available to all members of the Executive Board before each meeting
- maintain a current copy of the Bylaws and Standing Rules, if any, as well as the records of all meeting minutes, written records of all voting results, a list of all committees and their members, and a list of the current members of the Organization.
- **Attend all board meetings and other PTO sponsored functions as determined by the Executive Board**
- **Record the minutes of all meetings of the PTO**
- **Email a draft copy of the minutes and forward to all Executive Board members within twenty (20) days after the meeting**
- **File all recorded minutes, agendas, treasurer's report, etc. in the appropriate folders on the UV PTO Google Drive account**
- **Send thank you notes when deemed necessary**
- **Keep on file the bylaws, job descriptions, and a list of all standing and special committees and their members. These files will be posted on the UV PTO Google Drive.**
- **Call the meeting to order in the absence of both the Presidents, and will preside until a Chairperson pro-tem is elected**
- **Conduct all correspondence of the PTO as directed by the President/Executive Board, on behalf of the PTO**
- **After the minutes from the previous month have been approved by the Executive Board, a copy of the minutes should be posted on the PTO website.**
- **Update and maintain the PTO bulletin board by posting messages appropriate to promote and inform the school community about current PTO initiatives and**

activities

- **Solicit PTO for information to place on PTO website**
- **All website updates must be submitted to the UV Principal for approval.**
- **Post all PTO communications, agendas, meeting minutes, flyers, and forms thereby reducing the need for printing and distribution of paper copies to the PTO website**
- **Be a liaison for the PTO, school, and parents with regards to events and announcements**
- **Perform major updates of the webpage at the beginning of the school year**
- **Perform other duties as assigned by the President/Executive Board**

Section 5. The Treasurer(s) shall:

- receive all monies of the Organization
- keep an accurate record of receipts and expenditures and disburse funds as budgeted or approved by the Executive Board
- be responsible for the maintenance of the bank account and records of the Organization
- be responsible for the filing of any necessary financial and tax forms with the appropriate governmental authorities
- be responsible for the maintenance of all financial records of the Organization
- comply with the statutory requirements and Rockwood School District Board of Education Policies and Regulations, including those provided in the Student Activity Funds Procedures Manual established by the Rockwood School District Board of Education
- turn the financial books of the Organization over to an Audit Committee of not less than two members or an independent auditor appointed by the Executive Board at the end of the school year for examination
- present a statement of account at every meeting of the Organization and any other times as requested by the Executive Board
- maintain a record of the budget reports presented at Organization meetings
- **Prepare a budget of income and expenditures for the ensuing year using information gathered/provided by other PTO officers, appointed members and the Principal**
 1. **A Budget Request Form and Grant Application is made available to all teachers/staff prior to the end of the current school year. All request for PTO monies should be submitted using the appropriate form. Blank forms will be available through the school office, PTO President, PTO Treasurer, Principal and the PTO website.**
 2. **The Executive Board will review and decide on all major income categories and budget the income for the following school year using information gathered from committee chairs and the previous year's income.**
 3. **A proposed budget is prepared for both income and expenditures using**

information based on the previous year's activity, Budget Request Forms, and Grant Applications collected from teachers/staff. The Executive Board will review for appropriateness.

4. The proposed budget is presented to the PTO membership at its first meeting of the year for approval and/or changes.
 5. Any necessary changes and/or revisions will be made and presented at the next meeting for approval.
 6. After approval, a final budget will be printed and filed for use throughout the school year.
 7. The approved budget will be published on the PTO website.
- The Treasurer will present a financial statement which is the year-to-date budget vs. actual at every meeting, as well as other times when requested. The report will be given to all PTO members and published on the PTO website.
 - An oral presentation will be given by the PTO Treasurer at each PTO meeting to highlight the previous month's transactions
 - The Treasurer will discuss variances to the budget as necessary. Budgeted expenses that have not taken place will be addressed and the requester may be notified that the funds are still available. Fundraising income that has not met the budget will be addressed and it will be determined if more income is needed or expenditures need to be cut.
 - Provide a monthly transaction report for comparison to each month's bank statement to the President. Obtain signature on each month's bank statement from the President and keep all signed copies on file to be used for the year-end audit.
 - Funds should be handled in a timely manner and recorded into the QuickBooks programs promptly
 - Check requests should be reviewed for budget approval, disbursed either manually or via online bill pay, and recorded in a timely manner.
 - Once bank statements are received, the checkbook should be balanced using QuickBooks.
 - A copy of the minutes and financials should be kept monthly. All expenses need to be approved in the minutes.
 - An IRS Form 990--Return of Organization Exempt from Income Tax--will be prepared and submitted to the IRS by November 15th of each year.
 - The State of Missouri Tax Exemption will be kept up to date
 - Other duties as assigned by the Executive Board
 - Shall maintain the following policies: Directors and Officers Insurance, Allocation of the general liability, and any other board specific insurance needed ex: crime policy.

Section 6. The Chairperson(s) of Fundraising shall:

- Is a voting member of the executive board
- Attend all Executive Board meetings and other PTO sponsored functions
- Manage all teams as assigned
- Partner with Team Leaders on upcoming events and help recruit volunteers if needed
- Update the Executive Board at monthly meetings on upcoming events, potential

issues and/or change

- Give feedback to the Executive Board at the end of each activity/event
- Organize displays for Fundraising Events @ First Day Celebration and any curriculum days/nights or events
- Represent team at First Day Celebration and any curriculum days/nights or events
- Respect all holidays (religious and non-religious) when scheduling team meetings and events
- Represent the Executive Board in a positive, cohesive manner with knowledge of all events or the ability to forward to the appropriate representative
- Communicate appropriately with Team Leaders/Co-Leaders
- Keep detailed notes regarding Fundraising position for next volunteer
- Upload all documents pertaining to role of VP of Fundraising to appropriate Google Drive folder and manage fundraising email.
- Serve as an admin on the GiveSmart platform

Section 7. The Chairperson (s) of Caring Schools Community shall:

- Attend all Board meetings and other PTO sponsored functions as determined by the Executive Board
- Attend all CSC meetings with Principal and staff
- Participate in the application process for any character awards
- Manage all teams as assigned
- Partner with Team Leaders on upcoming events and help recruit volunteers if needed
- Update the Executive Board at monthly meetings on upcoming events, potential issues and/or change
- Give feedback to the Executive Board at the end of each activity/event
- Organize displays for First Day Celebration and any curriculum days/nights or events
- Represent teams at First Day Celebration and any curriculum days/nights or events
- Respect all holidays (religious and non-religious) when scheduling team meetings and events
- Represent the General PTO Board in a positive, cohesive manner with knowledge of all events or the ability to forward to the appropriate representative
- Communicate appropriately with Team Leaders/Co-Leaders
- Keep detailed notes regarding CSC position for next volunteer
- Upload all documents pertaining to Caring Schools Community to appropriate Google Drive folder

Section 8. The Vice President of School Support shall:

- Attend all board meetings and other PTO sponsored functions as determined by the Executive Board
- Manage all teams as assigned
- Partner with Team Leaders on upcoming events and help recruit volunteers if needed

- Update the Executive Board at monthly meetings on upcoming events, potential issues and/or change
- Give feedback to the Executive Board at the end of each activity/event
- Organize displays for First Day Celebration and any curriculum days/nights or events
- Organize Volunteer Sign-up at First Day Celebration, curriculum nights and/or other events as needed
- Represent teams at First Day Celebration and any curriculum days/nights or events
- Respect all holidays (religious and non-religious) when scheduling team meetings and events
- Represent the Executive Board in a positive, cohesive manner with knowledge of all events or the ability to forward to the appropriate representative
- Communicate appropriately with Team Leaders/Co-Leaders
- Keep detailed notes regarding Support position for next volunteer
- Attend all Board meetings and other PTO sponsored functions as determined by the Executive Board
- Create a master spreadsheet from the volunteer sign ups and disseminate them to each appropriate team leader and chairperson as well as send a copy to Paula Shirley of the master database
- Maintain Class Party planner sign up sheets
- Recruit party planners as needed
- Communicate with party planners regarding their duties; connect them with co-party planners; send party planning guidelines for current school year
- Review and update party planning guidelines for current school year
- Upload all documents pertaining to role of Support to appropriate Google Drive folder

Section 9. The Vice President(s) of Events shall:

- Attend all Board meetings and other PTO sponsored functions as determined by the Executive Board
- Manage all teams as assigned
- Partner with Team Leaders on upcoming events and help recruit volunteers if needed
- Update the Executive Board at monthly meetings on upcoming events, potential issues and/or change
- Give feedback to the Executive Board at the end of each activity/event
- Organize displays for Events for First Day Celebration and any curriculum days/nights or events
- Represent teams at First Day Celebration and any curriculum days/nights or events
- Respect all holidays (religious and non-religious) when scheduling team meetings and events
- Represent the General PTO Board in a positive, cohesive manner with knowledge of all events or the ability to forward to the appropriate representative
- Communicate appropriately with Team Leaders/Co-Leaders
- Keep detailed notes regarding Events position for next volunteer
- Upload all documents pertaining to role of VP of Events to appropriate Google Drive

folder

Section 10. The Treasurer's accounts shall be examined annually by an Audit Committee of not less than two members or an independent auditor appointed by the Executive Board no later than July 10 of every year. When the Audit Committee or auditor is satisfied that the Treasurer's final report is correct, they shall sign a statement of that fact at the end of the report.

Section 11. [A check will be considered valid with one authorized signature if that signature is not the individual charged with receiving the bank statements and reconciling the accounts.

Section 12. The Treasurer and President shall be bonded annually.

Section 13. All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Failure to assume these responsibilities may result in removal as provided herein.

Section 14. Upon the removal or resignation of any officer, such officer shall turn over to the 11 President or Executive Board, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer or the Executive Board, without delay, all funds pertaining to the office.

Furthermore, upon expiration of their terms, all officers shall deliver all official materials related to their office to their successors.

ARTICLE IX. STANDING COMMITTEES

Section 1. Standing committees are committees with on-going functions that continue throughout the year. The chairperson of each committee shall serve for a one-year term. The incoming President, with the approval of the incoming Executive Board, shall appoint chairpersons of the standing committees after the spring election.

Section 2. The chairpersons of all standing committees shall mutually plan activities with the Executive Board, and no committee work shall be undertaken without the approval of the Executive Board.

Section 3. The Executive Board may create special committees as needed to promote the purposes and interests of the Organization. Special committees are directly responsible to the Executive Board. [The President, with the approval of the Executive

Board, shall appoint chairpersons of the special committees.] Special committees shall be automatically dissolved upon completion of its assignment or upon decision by the Executive Board.

Section 4. An individual may serve unlimited terms as a committee chairperson, if appointed year to year.

ARTICLE X. FISCAL POLICY

Section 1. The Executive Board shall see that a budget shall be presented for approval at the [first/final]general membership (open) meeting of the academic year. At that time, additional funds from the [previous/current] year are also allocated. The Board has authority to make budget adjustments during the year, provided they do not individually exceed \$750.00; the Board shall have no power to make the Organization liable for any debt(s) in an amount exceeding the cash assets of the Organization which have not been otherwise appropriated.

Section 2. Each committee chairperson has access to the budgeted funds for his/her committee during the current school year only. These funds will be disbursed by the Treasurer provided the expense falls within the committee's budget and is substantiated by a purchase order or receipt.

Section 3: The proposed budget may be presented and voted upon electronically

Section 4. Any expenditure that requires carry-over or any anticipated expenditure occurring before the next year's budget is approved may be approved at the last meeting of the year.

ARTICLE XI. MEETINGS/VOTING

Section 1. There shall be regular general membership (open) meetings of the Organization, scheduled prior to the beginning of the school year. A regular meeting schedule may be established in the Standing Rules of the Organization. Special meetings of the general membership may be called by the President, Principal or by a majority vote of the Executive Board, five days' notice having been given. Members shall be notified no later than five days in advance of the date of any rescheduled general membership meeting. If meeting in person is not possible, meetings may be held electronically.

Section 2. Voting shall be determined by a simple majority of members present, except when changing or amending the Organization's Bylaws, when a two-thirds majority vote of members present must prevail. Voting may be conducted electronically.

ARTICLE XII. PARLIAMENTARY PROCEDURE

Section 1. Robert's Rules of Order (current edition) shall govern this Organization in all cases to which they are applicable and not in conflict with these Bylaws.

ARTICLE XIII. AMENDMENTS

Section 1. These Bylaws may be amended at any membership meeting of the Organization by two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall be given at the previous general membership meeting.

Section 2. A committee may be appointed to review the Bylaws, as revised and amended, every two year(s). The committee shall draft any proposed amendments for presentation to the membership as provided for in Section 1 of this Article.

ARTICLE XIV. STANDING RULES

The Executive Board may maintain a list of Standing Rules to serve as a further operating guide for the Organization. These Standing Rules should be revised yearly to reflect the procedures of the current Executive Board.

ORGANIZATIONAL

There is no dollar amount charged to belong, and every parent or legal guardian of a Uthoff Valley Elementary student is automatically a member.

Officers for this school year will be: *President, Vice President, Secretary, Treasurer, Chairperson(s) of Fundraising, Chairperson(s) of School Support, Chairperson(s) of Events, Chairperson(s) of Caring School Community*

Committees will be: *Buzz Book, Picture Day, Friday Folders, Lost and Found, Yearbook, Adopt a Viking, Winter Wonderfest (Food/Holiday Store/Activities/Decorations), Book Swap, Variety Show, Dude Crew, Helping Hands, PTO Care team, Boutique, Teacher/Staff Appreciation, Family Game Night, All Pro Dad, Spring Fundraiser, Book Fair, Art to Remember, Spirit Wear, 5th Grade Celebration*

Committee chairs should cc their VP on all committee communications.

Executive board members serve as representatives of Uthoff Valley Elementary and Rockwood School District and are to represent the school and district in a positive light, including on social media.

All informational flyers and sign-up sheets should be submitted to the President and the Principal for approval prior to distribution.

Executive board members and committee chairs are encouraged to use a Google Drive/email account set up specifically for their positions and to share events, activities, timelines, contacts, expectations, and exit summaries via Google Drive. At the end of their terms, they are to surrender all binders and login/password information to the president or incoming board member taking over their role.

The president will attend regular Presidents' Forum meetings and report any updates/information to the executive board. Incoming and continuing board members are encouraged to attend the annual Presidents' Forum Leadership Conference in the spring.

MEETINGS

Regular (general) meetings will be held monthly. Dates for regular meetings are posted on the district-provided PTO website at least 2 weeks before the meeting.

The minutes and budget report from each meeting will be posted within 2 weeks on the school PTO website.

The order of business for the meetings will be: call to order, officers' reports, committee reports, new business, announcements, adjournment.

If a vote creates a conflict of interest with a PTO executive board member, the president reserves the right to ask that member to abstain from voting on that specific issue.

Outside speakers (i.e., speakers not representing Rockwood) are allowed to present at PTO meetings.

FINANCIAL

The fiscal year will run from *July 1st to June 30th*.

Two (2) signatures are required on all checks. The account shall have [three] authorized signers: [president, vice president, and treasurer].

Two (2) people must be present any time money is counted. Money should be immediately deposited or stored in the PTO safe until such deposit can be made.

We are a tax-exempt organization, and our tax-exempt number is 15364925. All purchases should be made using this number; we will not reimburse for sales tax (except at stores like Costco, which does not accept tax exempt purchases). Volunteers can obtain a copy of our tax-exempt form from the [treasurer]. A list of stores at which we currently have a tax-exempt account can be found in Google Drive.

The executive board can sign event contracts, outside vendor rental agreements, and Rockwood School District facility rental agreements after receiving board approval. Committee chairs and others may not sign contracts.

All receipts submitted to the treasurer should be originals or copies. An email with a copy of the receipt and reimbursement request will be accepted. The treasurer will not accept digital copies of receipts via text.

All event receipts and reimbursement requests should be submitted to the treasurer within [30] days of the event date.

All reimbursement checks should be cashed within [90] days of the check date.

The treasurer will arrange for general liability, officers' liability, and bonding insurance coverage. The entire executive board is to be bonded.

GIFTS OF APPRECIATION AND GOODWILL

The PTO may make a donation up to \$100 to a charitable organization or memorial fund in the event of the death of a current staff member, a student, or an immediate family member with school administration approval. Funds for a bereavement donation will be taken from the *operating expenses* budget.

In the case of illness, cards may be sent.

A gift, not to exceed \$50 in value, will be given to staff or teachers who are retiring or resigning, regardless of their length of service. These gifts will come from the staff appreciation budget, and amounts will be determined annually based on the general budget.

OTHER

PTO items are stored in the closet in the café.

STANDING RULES AND BYLAWS

These standing rules will be posted along with the bylaws on the Uthoff Valley PTO website.

They may be amended by a two-thirds [simple majority] vote of the members present at any general meeting.

If there is a conflict between the bylaws and standing rules, the bylaws take precedence.