

Strawberry Hill Elementary Parent Teacher Organization Bylaws

ARTICLE 1

NAME

The association shall be named Strawberry Hill Parent Teacher Organization, **Inc.** referred herein as the PTO.

ARTICLE 2

~~ARTICLES OF ORGANIZATION~~ BYLAWS REQUIRED

~~The bylaws of this organization shall be deemed to be its Articles of Organization.~~ To maintain federal tax-exempt status, the PTO must adopt by-laws, a code of regulations, or other document that sets out the organization's rules of operation. Bylaws not specific to parliamentary procedure cannot be suspended at any time.

WHAT THIS MEANS:

ARTICLES OF ORGANIZATION ARE USED WHEN A GROUP DECIDES NOT TO INCORPORATE. THE PTO INCORPORATED IN 2001 TO RECEIVE TAX-EXEMPT STATUS MAKING THIS STATEMENT INAPPROPRIATE. HOWEVER, AS BYLAWS ARE REQUIRED BY FEDERAL LAW FOR NON-PROFIT TAX-EXEMPT STATUS, THEY STILL CANNOT BE WAIVED AT ANY TIME.

ARTICLE 3

PURPOSE OF THE ORGANIZATION

- A. To promote a closer relationship between the home, teachers and school administration.
- B. To promote the welfare of children and youth in home, school, and community.
- C. To develop between educators and the general public such united efforts as will secure for every child the highest advantage in mental, physical, social and moral education
- D. To provide resources for the students' educational and recreational needs in addition to those provided within the school budget.

ARTICLE 4

This article contains IRS legal statements required to be part of the bylaws exactly as written as a condition of our Tax Exempt 501 (c) (3) status:

TAX EXEMPT STATUS

- A. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code.
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributed 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 and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. 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 in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- C. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Strawberry Hill Elementary School. If Strawberry Hill Elementary School ceases to exist, remaining PTO 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, or to a state or local government, for a public purpose.

ARTICLE 5

BASIC POLICIES

- A. The objective of the organization shall be promoted through an educational program directed toward parents, teachers, the general public, and shall be developed through conferences, committees, and projects.
- B. The organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or political candidate. The name of the organization or the names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.
- C. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control its policies.
- D. The organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the group they represents. (*grammar change from 'the' to 'they')
- E. The organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned. (i.e., students, teachers, administrators and parents.)

ARTICLE 6

MEMBERSHIP AND DUES

- A. Any parent, or legal guardian, or other adult standing in loco parentis of a child enrolled in Strawberry Hill Elementary School is automatically a member.
- B. Any Strawberry Hill Elementary School staff member is automatically a member.
- C. ~~*Donations will can be solicited accepted from members at the beginning of the school year and accepted throughout the year. (*Move entire section to Finance Article)~~
- D. ~~Funds derived from annual dues and other organization sources shall be placed in general fund, which may be expanded to defray operation expenses of the organization, which have been approved. (Art 8, Sec 2, move after section 7) A budget shall be prepared and presented by the PTO Board to the organization for approval not later than the September meeting. (Also in Art 8, Sec 2)~~
- E. All members shall have the right to attend and participate in all meetings and activities of the organization, vote on all issues before the organization, to elect officers and to hold office.

ARTICLE 7

MEETINGS

- A. General membership meetings of this organization are open to all members and shall be held as determined by the Executive committee. The Executive committee will set dates for these meetings, with at least three (3) school days notice being given.
- B. Additional meetings of the organization may be called, either by vote of the Executive committee or by petition of a majority member votes **10 members**. The Executive committee will set dates for these meetings, with at least seven (7) days notice prior to the meeting.
- C. Ten members shall constitute a quorum for the transaction of business in any meeting of this organization.
 1. **Should a quorum of 10 members not be present, emergency transactional business consisting of expenditures pre-approved in the Annual Budget.**
 2. **All other business is to be tabled until the next general meeting.**
- D. An annual **planning** meeting of the Executive committee shall be held in July or August of each calendar year, **no later than two weeks prior to the start of classes**, the exact date shall be determined by the Executive committee

ARTICLE 8

EXECUTIVE COMMITTEE

Section 1

The Executive committee shall consist of the PTO Board (president, vice-president, secretary, treasurer, volunteer coordinator, hospitality person, public relations person), principal and/or assistant principal of the school, and a faculty representative elected by the faculty. An alternate faculty representative shall be elected to serve in the absence of the faculty representative. The faculty representative shall report to the school faculty at the next faculty meeting, following each general membership meeting. The members of the new Executive committee shall assume their official duties when all official materials have been transferred from the previous Executive committee.

Section 2

The duties of the Executive committee shall be:

1. To meet as necessary to transact business in the intervals between general membership meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
2. To help create committees and to ~~appoint~~ **approve** their chairperson.
3. To approve the work plans of the committees.
4. **To assist the secretary in the creation and review of the PTO Annual Information Report.**
5. ~~To present a status report (see Appendix) at the general membership meetings of the organization.~~
6. ~~To appoint an auditor or auditing committee by July 1 to audit the treasurer's report. ??(use the schools auditor. if conducive)??~~ **(Duplicated in treasurer section)**
7. To follow through with all scheduled activities from the previous term.
8. To prepare and present **for approval** a budget of anticipated revenue and expenses for the year, to the members at the first regular meeting. This budget will be used to guide the activities of the PTO during the year. Any substantial deviation from the budget must be approved in *advance* by the members.
9. **To consent to having their photo published on the PTO website.**
10. **To have read and be familiar with the by-laws of the organization and abide by those bylaws to the best of the knowledge.**

ARTICLE 9

OFFICER DUTIES

Section 1

The officers of this organization shall be president, vice-president, secretary, treasurer, volunteer coordinator, hospitality person, and public relations. Collectively the officers shall serve as the PTO Board.

Section 2

The officers of this organization shall follow through with all scheduled activities from the previous term, prepare a budget of anticipated revenue and expenses for the year and help in the transition of their successors.

Section 3

The duties of the PTO Board shall be:

A. The President:

1. Shall preside at all meetings of the organization and of the Executive committee.
2. Shall create the meeting agenda and provide to the Publicity officer for publication or dissemination to the general membership no later than one week prior to the next meeting of the general membership.
3. Shall represent the PTO at School Board meetings when deemed necessary by the Executive Committee.
4. Shall coordinate the work of the officers.
5. Shall be authorized to sign checks in combination with the treasurer.
6. Shall be eligible to serve on any committee **except the nominating committee**, but may not serve as chairperson of any committee. **(re-organized sentence for clarity)**
7. Shall verify the treasurer's records are satisfactorily audited and all required IRS forms have been filed no later than ~~August 1~~ **May 16th**.
8. Shall perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the Executive committee.
9. Shall attend as many PTO events as possible.
10. Shall deliver to their successors all ~~official material~~ **Materials of Office (see Appendix)** by August 1 at which time their term of office is complete.

B. The Vice President

1. Shall act as an aide to the president.
2. Shall perform the duties of the president in the absence or inability of that officer to serve.
3. Shall act as parliamentarian **(see Appendix)**
4. **Shall serve as the bylaws expert.**
5. **Shall be authorized to sign check in combination with the treasurer.**
6. Shall coordinate the work of all committees.
7. **Shall present the monthly status report at general membership meetings.**
8. Shall be eligible to serve on any committee **except the nominating committee**, but may not serve as chairperson of any committee. **(re-organized sentence for clarity)**
9. Shall attend as many PTO events as possible.
10. Shall perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the Executive committee.
11. Shall deliver to their successors all ~~official material~~ **Materials of Office (see Appendix)** by August 1 at which time their term of office is complete.

C. The Secretary

1. Shall record the minutes of all meetings of the organizations and of the Executive committee, making the proposed minutes available for review ~~to the Executive committee~~ no more than 10 days following the meeting. ~~??available to where??~~
2. Shall ~~collect all inclusion to the school newsletter, see that all notices are duly given~~ **mail is collected and distributed appropriately** and serve as liaison to the school secretarial staff.
3. Shall be eligible to serve on any committee **except the nominating committee**, but may not serve as chairperson of any committee. **(re-organized sentence for clarity)**
4. Shall attend as many PTO events as possible.
5. Shall perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the Executive committee.
6. Shall ~~update~~ **prepare the Annual PTO Information Report by the Annual Officer planning meeting; and** shall distribute the Annual PTO Information Report after it has been proofread by the President at the first meeting of the general membership.
7. Shall preside in the event the President and Vice-President are unable to attend a meeting.
8. Shall deliver to their successors all ~~official material~~ **Materials of Office (see Appendix)** by August 1 at which time their term of office is complete.

D. The Treasurer

1. Shall receive all monies of the organization and shall deposit all funds of the organization to the credit of the organization in a Federal or State chartered bank or credit union approved by the Board.
2. **Shall serve on the fundraising committee and shall be present or appoint a designee to be present for the collection of fundraising monies.**
3. Shall keep an accurate record of all receipts and expenditures.
4. Shall payout local funds in accordance with the approved budget as authorized by the organization.
5. Shall designate at least one PTO Board member responsible for all cash exchanged at any PTO sponsored event.
6. Shall present a written financial report at each general membership meeting.
7. Shall submit all accounts to an independent auditor or auditing committee by ~~July 15~~ **August 1**. The auditor(s), when satisfied that the treasurer's accounts are correct, shall sign a statement of that fact.
8. Shall file all required IRS forms by ~~July 15~~ **May 16**.
9. Shall be eligible to serve on any committee **except the nominating committee**, but may not serve as chairperson of any committee. **(re-organized sentence for clarity)**
10. Shall attend as many PTO events as possible.
11. Shall perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the Executive committee.
12. Shall report to the ~~secretary~~ **Executive committee** all money received from ~~dues/donations~~.
13. Shall deliver to their successors all ~~official material~~ **Materials of Office (see Appendix)** by August 1 at which time their term of office is complete.

E. The Volunteer Coordinator

1. Shall organize the master volunteer list, committee lists and room mother list, **if applicable**.
2. ~~Shall produce a PTO newsletter.~~ **(Moved to Publicity Officer)**
3. Shall coordinate volunteers for all events.
4. **Shall develop and maintain the Time and Talent Survey (see Appendix) to be distributed at the beginning of each academic year to all members.**
5. **Shall maintain a database of contact information for volunteers.**
6. **Shall deliver to their successors all Materials of Office (see Appendix) by August 1 at which time their term of office is complete.**

F. The Hospitality Coordinator(s)

1. ~~Shall~~ **May** arrange ~~snacks and beverage~~ **for refreshments at** all PTO General Meetings.
2. Shall arrange ~~snacks~~ **for refreshments at** all functions that require a PTO presence **with volunteer information provided by the Volunteer Coordinator.**
3. Shall handle all of the appreciations, recognitions and invitations.
4. Shall deliver to their successors all ~~official material~~ **Materials of Office (see Appendix)** by August 1 at which time their term of office is complete.

G. The Publicity Officer(s)

1. Shall be responsible for publicity for all events of the PTO.
2. Shall act as a liaison between the organization and the media **and school administrative staff.**
3. Shall keep an ~~official~~ **pictorial/narrative** history of the organization **in the official scrapbook which shall be on display at all PTO events.**
4. Shall ~~keep an~~ **make publicly available the** annual record of activities of the organization.
5. **Shall make available the agenda for the next meeting of the general membership no less than five days prior to the meeting.**
6. **Shall create a monthly newsletter of news and upcoming activities for the general membership.**
7. **Shall publish all meeting minutes, newsletters, and reports to the website or arrange to have it done.**
8. Shall deliver to their successors all ~~official material~~ **Materials of Office (see Appendix)** by August 1 at which time their term of office is complete.

ARTICLE 10

DESIGNATED COMMITTEES

A. The Nominating Committee:

1. Shall be composed of three (3) members who will be ~~randomly selected~~ **approved** at the beginning of each year by the Executive committee.
2. **At least one member of the committee should be faculty and one a parent.**
3. No person shall serve on the nominating committee in two consecutive years
4. Shall solicit and receive all requests from the PTO general membership to serve in an officer position.
5. Shall submit all requests, which shall include at least one nominee for each office, to the Executive committee by the April meeting.
6. Shall publish the list of nominees to the general membership at least one week prior to the May meeting when elections are held.
7. Shall present all nominees for each officer position at the May meeting.
8. Following the presentation of nominees an opportunity shall be given for nominating from the floor.
9. Only those who have consented to serve shall be eligible for nomination.
10. **Shall create the ballot to be used in the election at the May meeting.**
11. **Shall deliver to their successors all Materials of Office (see Appendix) by August 1 at which time their committee term is complete.**

B. Fundraising Committee

1. Shall be composed of at least (4) members who will be approved at the beginning of each year by the Executive committee.
2. **The treasurer must serve on the fundraising committee.**
3. **No person shall chair the fundraising committee more than two consecutive years.**
4. **Only those who have consented shall serve on the committees.**

5. Shall work with the volunteer coordinator to arrange for volunteers as needed.
6. Shall acquire and review materials to assess fundraising possibilities for the next academic year and provide input to the general membership
7. Shall deliver to their successors all Materials of Office (see Appendix) by August 1 at which time their committee term is complete.

C. Special Committees

1. Shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 14, whichever comes first. A formal request for extension may be filed with and approved by the Executive Committee.
2. The chairperson of all special committees will be ~~selected~~ approved by the Executive committee. The Executive committee may fail to approve a committee chair for the following reasons:
 - a. Proposed chairperson has a definable conflict of interest
 - b. Proposed chairperson is ineligible for any reason including currently serving as an officer or already serving as the chairperson of another committee.
3. A person may only chair one committee at a time, though may serve on multiple committees as a non-chair.
4. The chairperson of each committee shall select committee members.
5. The initial committee kickoff meeting, other planning meetings, and meetings at which decisions are made must take place in person.
6. Shall report the plans and activities of the committee to the ~~Executive committee~~ Vice President.
7. Failure to submit a committee report for two consecutive months after two notices from the Vice-President may result in the removal of the committee chair. A new chair will then be solicited at the next meeting of the general membership.
8. No committee work shall be undertaken and no public information including, but not limited to, advertisements, announcements, posters, and flyers, shall be distributed without the consent of the PTO.
9. The chairperson of each committee shall submit all records and a Completion of Committee Report to the vice-president ~~by June 15~~ within two weeks of the completion of the committee or by two weeks after the last day of classes, whichever is later.
10. Only those who have consented shall serve on special committees.
11. All rules stated in the section shall also pertain to Standing Committees with the exception of C1.

ARTICLE 11

OFFICERS ELECTIONS AND TERMS

- A. Officers for the next term shall be elected by ballot, provided by the Nominating Committee, at the May meeting. The majority of votes cast constitute an election. If there is but one nominee for any office, the secretary may cast the elective ballot of the organization for the nominee.
- B. Whenever possible, an officer should be an actively participating member of the PTO for at least one year prior to being nominated for the positions of President or Treasurer. Active participation is denoted by attending a majority of meetings in a given academic year and serving on at least one committee.
- C. Officers shall assume their official duties when all official materials have been transferred from the previous PTO Board no later than August 1 of the current year, and serve until all official materials are passed to the next PTO Board no later than August 1 of the next year.

- D. A vacancy occurring in any office shall be filled for the remaining term by a person elected by a majority vote of the remaining members of the Executive committee. After the election, notice is to be given to the general membership. Should a vacancy occur in the office of the president, the vice president shall immediately assume the office.
- E. A person shall not be eligible to serve more than two consecutive full terms in the same office or more than three consecutive full terms in any officer position. A term is considered to be a full term if it is more than six months in length.
 - 1. Term limitations may be suspended if there are no nominations or volunteers for an office and the following conditions have been met:
 - a. Nominating committee verifies they have actively sought volunteers for the role.
 - b. Vacancy has been published in the newsletter for two consecutive months.
 - c. New nominations are called for at the first meeting of the general membership for the applicable term of office and there is still no volunteer the position may then be filled by a volunteer willing to serve a third term.
- F. Ballots will be counted by the PTO Board Members, excluding those running for office, and retained by the Secretary for three (3) years.
- G. An officer *may* be removed from office by a majority Board vote for abandonment of office which shall be defined as failure to attend any three meetings without reason or notification.
- H. An officer *may* be removed from office by a 2/3s vote of the membership where at least 10 members are present for the following reasons:
 - 1. Official Misconduct: willfully disregarding the bylaws in letter or spirit, abusing official power, or conduct deemed to represent the PTO in a poor light.
 - 2. Non-confidence: the membership no longer has confidence in the ability of the officer to perform their duties in the best interest of the organization.

ARTICLE 12

FINANCES

- A. The fiscal year of the organization shall be from July 1 to June 30 of the following year.
- B. *Donations will can be solicited accepted from members at the beginning of the school year and accepted throughout the year. (*Moved entire section to Finance Article)
- C. All monies of the Strawberry Hill PTO shall be deposited by the treasurer or appointed officer in a Federal or State chartered bank or credit union approved by the Board.
- D. An Operating Budget (see Appendix) shall be defined and submitted to the general membership for approval with the Annual Budget at the first meeting of the general membership in September.
- E. The authorized signatures of the account shall be president, treasurer and vice-president ~~a third member of the Executive committee~~. Two (2) authorized signatures shall be required on all checks, drafts, or other orders for the payment of money on behalf of the organization. Spouses or those sharing a residence shall not be able to co-sign checks.
- F. The account shall be carried in the name of Strawberry Hill PTO and bear the tax exempt number xxxxxx.
- G. The Executive committee shall authorize any officer(s) to enter into contracts or agreements for the purchase of materials or services on behalf of the organization after approval by general membership or if part of the approved budget. The officer(s) shall not have the authority to enter into such agreements on behalf of Strawberry Hill Elementary School or the Anamosa School District, nor should they hold themselves as having such authority.
- H. Items approved in the Annual or Operating Budgets do not need to be voted on by general membership again prior to purchase.

- I. No loans shall be made by the organization to its officers or members.

ARTICLE 13

PARLIAMENTARY PROCEDURE

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws. The vice-president shall act as the parliamentarian using Robert's Rules of Order Revised as appointed by the Executive Committee.

ARTICLE 14

AMENDMENTS AND REVISIONS

- A. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present, provided notice of the **full text of the** proposed' amendment(s) shall be given at least ~~3~~ **five (5)** school days prior to the meeting. **To coincide with agenda publication.**
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the organization, ~~or by a two-thirds vote of the Executive committee.~~

Appendix

Glossary

Annual PTO Information Report – Reader-friendly public report of activities, spending, and important information provided at the completion of the academic year.

Bylaws – the written rules for conduct of an organization. Generally provide information for meetings, elections, notices, types and duties of officers, committees, assessments and other routine conduct. The definitive sources for rules and policies of the organization.

Conflict of Interest – any situation where the personal interest or concerns of an officer or member are or may be inconsistent with the best interest of the organization or when a member or officer has a duty to more than one person or organization which may potentially espouse adverse interests.

Executive Committee vs. PTO Board – The PTO Board consists of the seven officers elected by the general membership. The Executive Committee consists of the PTO Board plus the Principal and/or Vice Principal and the Faculty Representative(s).

In loco parentis – In the place of a parent. May include a foster parent, county custodial agency, family member, designated guardian, etc.

Materials of Office – items required to be maintained and passed on to one’s successor in office.

Annual Budget vs. Operating Budget – the Operating Budget is the sections of the Annual Budget that recur yearly and are considered essential to the maintenance or mission of the Organization and expected to be spent annually. It does not include one-time allocations that may appear in the Annual Budget. All items in the Annual Budget are subject to annual review by the organization.

Parliamentarian – bylaws and parliamentary procedures expert. In the case of the PTO, also makes calls for motions, resolutions, and assists with election and voting procedures.

Quorum – the number of people required to be present before a meeting can conduct business.

Time and Talent Survey – given to members at the beginning of every year or by request during the year to assess areas of volunteer interest.

Materials of Office

President

- Master calendar: A copy of the calendars for every officer position
- Agenda Template
- Guide on how to run a meeting
- Contact list of all current officers and those from the previous year
- Updated master contact list from all officers

Vice-President

- Bylaws/Roberts Rules of Order
- Roberts Rules of Order quick guide
- Committee Report Template
- Calendar of Events
- Extension of Committee Request

Secretary

- Meeting Minutes binder
- Calendar of Events
- Annual PTO Information Report Template

Treasurer

- Calendar of Events
- Binder
- Tax Forms
- Budget Templates
- Receipts
- Checkbook and check stamp
- Checkbook files
- Templates for Reimbursement and etc

Volunteer

- Time and Talent Survey
- Contact Database
- Calendar of Events

Publicity

- Directions or contact to submit meetings
- Binder of Newsletters and other recurring communications
- Scrapbook
- Record of Activities

- Calendar of Events
- Media contact information

Hospitality

- Record of vendors
- Calendar of Events
- Record of previous hospitality events (what, who, when, where)

Nominating

- Calendar of Events
- Standard Ballot Format
- Nomination history
- Committee Reports

Fundraising

- Committee Reports
- Forms used
- Calendar of Events
- Fundraising vendor database

Special Committees

- Committee Reports
- Calendar of Events