

# Botelle Elementary PTO By-Laws

## Approved October 2019

### Article I – Name

The name of the organization shall be the Botelle Elementary School PTO. No other groups or organizations may operate under this name unless granted explicit written permission by the Botelle Elementary PTO.

### Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at Botelle Elementary School by fostering relationships among the school, parents, and teachers.

### Article III – Members

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

**Section 2.** Dues, if any, will be established by the executive board.

### Article IV – Officers and Elections

**Section 1. Officers.** The officers shall be a president, vice president, secretary, and treasurer. A person may not hold two elected offices at the same time.

**a. President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

**b. 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.

**c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary will distribute the meeting agenda through the school announcement system on the Friday before meeting. The secretary also keeps a copy of the minutes book, bylaws, and any other necessary supplies, and brings them to meetings.

**d. 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 executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

**Section 2. Nominations and Elections.** Elections will be held bi-annually at the May meeting. A nominating committee will be appointed by the president at the February meeting of each election

year. The nominating committee shall select a candidate for each office and present the slate at the April meeting. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**Section 4. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 5. Terms.** Officers are elected for two years. Each person may hold only one office at a time.

**Section 6. Removal From Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be held monthly during the school year at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 24 hours prior to the meeting, by email, flyer, or phone calls.

**Section 3. Quorum.** The quorum shall be 4 members of the organization.

## **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal, and standing committee chairs.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** The quorum shall be 3 members of the board.

**Section 5. Email Voting.** The Board may vote by email if necessary for urgent or time-sensitive matters. Decisions made by email vote must be unanimous. If a unanimous decision cannot be reached, a special meeting will be called to discuss the matter before a final meeting vote is taken.

## **Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the organization: After School Program, Cultural Enrichment, Family Fun, Fundraising, Public Relations, and Garden. Each committee that holds a separate bank account will be responsible for providing an annual financial report at the May regular meeting.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

**Section 4. Committee Volunteers.** All volunteers are welcome. Committee/Event Chairmen may assign volunteers to particular tasks at their discretion.

**Section 5. Committee Disputes.** Committee disputes will be addressed to the President for resolution. If required, disputes will be brought before the executive board.

## **Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted in the spring for each school year and be presented for approval at the May meeting.

**Section 2.** All PTO expenses will be paid by check or debit card. Two authorized signatures shall be required on each check over \$250. Authorized signers shall be the president, treasurer, and principal.

**Section 3.** Pre-payment requests can be submitted to the treasurer and approved by majority vote of the executive board, but may not exceed \$500.

**Section 4.** Cash withdrawals will be limited to \$200 and will only be utilized for cash box starters.

**Section 5.** The executive board shall approve all expenses of the organization outside the pre-approved budget by majority vote.

**Section 6.** All incoming funds will be organized and deposited by event/type. The event details will be included in the note section of the deposit slip. Cash box starter funds will be deposited separately from event proceeds.

**Section 7.** Cashier reports, detailing the starting cash and ending funds, will be filled out for each cash box used at a PTO event. All cash boxes will be counted by 2 PTO members. Final tallies will be recorded on the cashier report signed by both counters. For multi-day events, tallies will be recorded at the end of each day. Deposits will be made within 7 business days of the end of an event.

**Section 8.** The president will receive all bank statements at Botelle Elementary School, initial them, and then provide a copy to the treasurer within 7 days of receipt. Current bank statements must be reconciled with income and expenditures by the time of the monthly meeting.

**Section 9.** The treasurer shall keep accurate records of any disbursements, income, and bank account information. The One-Write system will be used to record and track expenses. The treasurer will present a financial report at every meeting and will bring supporting documents, including a history of bank statements, to every meeting. The financial report will be approved by majority vote at each meeting. If the treasurer is unable to attend a regular meeting, the financial report will be prepared and left in the PTO mailbox at Botelle Elementary School prior to that meeting.

**Section 10.** The treasurer shall prepare an annual financial statement and present it at the May meeting.

**Section 11.** The PTO will seek out a volunteer from within the school administrative office to review financial records. The volunteer will periodically review all financial statements and provide procedural guidance

**Section 12.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

**Section 13.** The fiscal year shall coordinate with the school year.

## **Article IX – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

## **Article X – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

## **Article XI – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

## **Article XII – Amendments**

These by-laws may be amended at any regular or special meeting, provided that previous notice is given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.