

Bylaws of Ross Park PTO

These bylaws supersede all previous bylaws adopted by the Ross Park PTO. The original and amended bylaws are repealed with the adoption of these amended and restated bylaws effective April 13, 2010.

ARTICLE I NAME, DESCRIPTION, & PURPOSE

Section 1: Name. The name of this organization shall be Ross Park PTO.

Section 2: Description. The PTO is an unincorporated association affiliated with the Mona Shores Booster Clubs, Inc. The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: Purposes. The purposes of the PTO are to enhance and support the educational experience at Ross Park Elementary School; to develop a closer connection between school and home by encouraging parent involvement; to provide a forum through which parent concerns, ideas and suggestions may be communicated to the school administration and faculty; to assist in developing pride and spirit in our school and our community; and to improve the environment at Ross Park Elementary School through volunteer and financial support.

ARTICLE II MEMBERSHIP

Section 1: Members. Membership shall be automatically granted to all parents and guardians of Ross Park Elementary School students and to all administrative, professional and paraprofessional staff at Ross Park Elementary School.

Section 2: Dues. There are no membership dues.

Section 3: Voting Rights. Members have voting rights, one vote per member.

ARTICLE III OFFICERS

Section 1: Offices. The officers of the PTO shall be a President, a Vice President, a Secretary, and a Treasurer; and shall also include an Upper Elementary Classroom Liaison and a Lower Elementary Classroom Liaison if the membership elects to fill those offices. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the PTO.

Section 2: Eligibility. Any PTO member is eligible to become an officer of the PTO.

Section 3: Nominations. Nominations shall be accepted from the floor at the regular meeting held in April.

Section 4: Elections. The officers shall be elected at the regular meeting held in May to serve for one year, beginning July 1 of the year in which they were elected and ending June 30 of the following year. If there are two or more candidates for the same position, voting for that position shall be by secret ballot.

Section 5: Limits. No person shall hold more than one office at a time, and no person shall serve more than two (2) consecutive terms in the same office unless unopposed.

Section 6: Removal of Officers. An officer can be removed from office for failure to fulfill the duties of office, after reasonable notice, by a majority vote of the Executive Board, or by a two-thirds vote of the membership present and voting at a special meeting called for the purpose.

Section 7: Vacancies. If a vacancy occurs in the office of President, the Vice President shall become President. If a vacancy occurs in any other office, the President shall appoint a PTO member to fill the office for the remainder of the term.

Section 8: Duties of the President. The President shall:

- a) Preside at general PTO meetings and Executive Board meetings.
- b) Serve as the official representative of the PTO.
- c) Be an ex officio member of all committees.
- d) Review financial statements monthly.
- e) Sign all contracts authorized by the Executive Board in the name of the PTO.
- f) Set the agenda for all meetings.
- g) Perform such other duties as may be directed by the PTO.

Section 9: Duties of the Vice President. The Vice President shall:

- a) Preside at meetings in the absence of the President.
- b) Perform such other duties as may be directed by the President or the PTO.

Section 10: Duties of the Secretary. The Secretary shall:

- a) Record and distribute minutes of all Executive Board and PTO meetings, except that in the absence of the Secretary at any meeting, the presiding officer shall appoint any person to act as secretary during that meeting.
- b) Prepare and distribute agendas for PTO meetings as directed by the President.
- c) Manage communications for the PTO, including but not limited to newsletters, mail, e-mail communications, and Web site updates.
- d) Keep historical records of the PTO, and make them available to any member upon request.

Section 11: Duties of the Treasurer. The Treasurer shall:

- a) Serve as custodian of the PTO's finances.
- b) Collect revenue.
- c) Pay authorized expenses.
- d) Obtain approval from the Executive Board before paying any unbudgeted expense in excess of \$100, and from the PTO before paying any unbudgeted expense in excess of \$250.
- e) Follow all financial policies of the PTO.
- f) Hold all financial records of the PTO.
- g) Prepare and distribute a financial report for each meeting showing all income and expenditures, accounts payable and receivable, and balances of all accounts held in the PTO's name.
- h) Reconcile financial statements monthly and make them available to the President for review.
- i) Prepare an annual tax report fulfilling the requirements of the Mona Shores Booster Clubs, Inc., and submit it by Feb. 15 of each year.
- j) Prepare an annual budget for the following school year by the May meeting or the Executive Board for consideration by the Executive Board and approval by the membership at the May meeting.

Section 12: Duties of the Classroom Liaisons. The Classroom Liaisons shall:

- a) Identify a room parent for each classroom.
- b) With the room parents, identify volunteers for PTO events.
- c) Ensure good communication between the PTO and classrooms.

ARTICLE IV THE EXECUTIVE BOARD

Section 1: Composition. The officers of the PTO shall constitute the Executive Board.

Section 2: General Powers and Duties. The Executive Board shall have general supervision of the affairs of the PTO between its business meetings, approve an annual budget, fix the time and place of meetings, make recommendations to the PTO, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the PTO, and none of its acts shall conflict with action taken by the PTO.

Section 3: Board Meetings. The Executive Board may schedule Board meetings at its discretion.

Section 4: Quorum at Board Meetings. A majority of the officers shall constitute a quorum at any meeting of the Board.

Section 5: Electronic Communication. The Executive Board may take action without a meeting if all officers entitled to vote on the proposed action consent to it. Such consent may be obtained by electronic communications, provided that such communication identifies the officer and the date sent, and is capable of reproduction in paper form for delivery to an officer of the PTO.

Section 6: Committees. The Executive Board may establish, oversee and dissolve such permanent or temporary committees as it may deem appropriate to conduct the work of the PTO.

ARTICLE V MEETINGS

Section 1: Schedule. The Executive Board shall determine and publish prior to the beginning of the school year a schedule of regular meetings for the year, scheduling one meeting per month September through May except that no meeting is required in December.

Section 2: Special Meetings. Special meetings may be called by the President or by the Executive Board and shall be called upon the written request of ten members of the PTO. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least seven days' notice shall be given.

Section 3: Quorum. The members of the PTO present at a meeting shall constitute a quorum, provided their number is equal to or greater than the total number of nonvacant Executive Board positions at the time of the meeting.

Section 4: Voting. Each member in attendance at a PTO meeting is eligible to vote, one vote per member. Absentee and proxy votes are not allowed.

ARTICLE VI FINANCIAL POLICIES

Section 1: Fiscal Year. The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: How Funds Held. All funds shall be kept in a checking account or other financial instrument the Executive Board may direct, in the name of Ross Park PTO, and held in a bank or banks as the Executive Board may direct.

Section 3: Recordkeeping. All financial activity shall be recorded in an electronic or paper format intended for such recording.

Section 4: Open Records. Financial statements and bank statements for the immediately preceding 12-month period shall be available to all members in a manner prescribed by the Executive Board.

Section 5: Minimum Fund Balance. The PTO shall leave a minimum of \$3,500 in the treasury at the end of each fiscal year.

ARTICLE VII DISSOLUTION

In the event of dissolution of the PTO, all assets shall be donated to Ross Park Elementary School. In the event of the closing of Ross Park Elementary School, the assets shall be donated to those schools in the Mona Shores School district receiving the students from Ross Park Elementary School, or to the district.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws or with any special rules this organization may adopt.

ARTICLE IX BYLAWS AMENDMENTS

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote, provided that the proposed amendment has been published in the PTO newsletter at least seven days prior to the meeting.