

# **By-Laws of George F. Roberts Elementary**

## **Parent-Teacher Organization**

(Revised March 5<sup>th</sup>, 2020)

### **Article I – Name**

The name of the organization shall be George F. Roberts Elementary Parent Teacher Organization ( “PTO” ), Utica Community Schools.

### **Article II – Goals & Objectives**

The sole purpose of the George F. Roberts Elementary PTO is to strengthen, enhance and encourage the educational and social environment of Roberts Elementary students by:

- a. Working together as a team to provide a positive learning environment for our Roberts students.
- b. Raising funds to purchase items directly for our school and/or classrooms that enhance the student’ s learning experiences.
- c. Supporting family and student social interaction by planning family friendly events.
- d. Giving opportunities for us to come together as a community to help support other groups in need.
- e. All PTO funds are raised by fundraisers that encourage community involvement, and are solely used to benefit our Roberts students. Whether they are used for direct classroom funding or school wide events, the best interest of our Roberts students and families are always first and foremost.

### **Article III – Basic Policies**

#### **Section 1**

This organization shall be non-commercial, non-sectarian and non-partisan.

#### **Section 2**

The name of this organization or the names of any members in their official capacities shall not be used in any connection with any partisan interest or for any purpose not appropriately related to the goals and objectives of this organization.

### **Section 3**

This organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

### **Section 4**

This organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of schools and shall not seek to control school policies.

## **Article IV – Members**

Any parent, legal guardian and/or staff member of a student at the school may be a member and shall have voting rights without regard to race, color, creed or national origin.

## **Article V – Officers and Elections**

### **Section 1 ~ Officers.**

The officers shall be a President, Vice President, Secretary, Treasurer, Bookkeeper and Teacher Representative(s).

#### **a. President.**

1. The President shall preside over meetings of the organization and Executive Board.
2. Serve as the primary contact for the principal.
3. Serve as an ex-officio member of all committees except the nominating committee.
4. Coordinate the work of all the officers and committees so that the purpose of the organization is served.
5. Make resource material and communications available to all officers and committees.

**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.**

1. The Secretary shall take and record minutes and provide copies of such to all officers and principal.
2. Prepare the agenda and send notices of meetings to the membership.
3. The Secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

**d. Treasurer.**

1. The Treasurer shall receive all funds of the organization
2. The Treasurer will work with the Bookkeeper to keep an accurate record of receipts and expenditures.
3. Pay out funds in accordance with the approved budget.
4. 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.
5. Reimbursement checks from submitted check request forms, shall be issued no longer than two weeks of submitted check request.

**e. Bookkeeper.**

1. The Bookkeeper will work with the Treasurer to keep an accurate record of receipts and expenditures.
2. He or she will act as a secondary check for all PTO expenditures.
3. The Bookkeeper is the only position on the Executive Board that is not required to attend regular Board or General Meetings unless specifically requested to do so.

**f. Teacher Representative(s).**

1. The teacher representative(s) will act as a voice between the Roberts staff and PTO members.
2. The teacher representative(s) shall be selected by the principal.

## **Section 2 ~ Nominations and Elections.**

- a. Elections will be held during the annual meeting held in May for the following fiscal year.
- b. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election.
  1. The nominating committee shall be composed of three to five members of this organization, one of whom shall be a current officer and the balance of whom shall be volunteers of the organization.
  2. The nominating committee shall be selected at a regular meeting no later than March.
  3. Only those members who have signified their consent to serve, shall be eligible for nomination, either by the Nominating Committee or from the floor.
- c. The meeting notice for the month of May shall contain the list of nominees.
- d. Nominations are to be made in writing and presented at the April meeting by the Nominating Committee or from the floor up until the elections take place.
- e. 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.
- f. Candidate proposal nominations will not be considered if proposed candidate has an outstanding balance and is not in good standing.

## **Section 3 ~ Terms of Office.**

- a. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office unless position cannot be filled.
- b. Officers shall remain in office until their successors assume office.
- c. An official term of office will run from July 1st through June 30th of the following year.
- d. Once leaving and/or terminated from a position, all passwords need to be given to current president. All phone numbers for contact information and/or for security purposes, need to be changed to current presidents phone number.

## **Section 4 ~ Vacancies.**

- a. 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.
- b. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

## **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 VI – Meetings**

### **Section 1 ~ Regular Meetings.**

- a. The regular meetings of the organization shall be held at George F. Roberts Elementary School on a schedule established by the organization each year.
- b. The annual meeting will be held at the May regular meeting.
  1. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.
- c. The Secretary will notify the members of the meetings in a flyer sent home with the students and/or by electronic posting at least one week prior to the meeting.
- d. Five days' notice shall be given of change of date. Members will be notified by flyer and/or electronic posting.
- e. Prior minuting minutes along with a copy of agenda must be handed out at general meeting.
- f. Meeting minutes should be posted on website no longer than 2 weeks after general meeting date.
- g. Agenda for general meeting must be posted on website 1 week prior to meeting date.

### **Section 2 ~ Special Meetings.**

- a. 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.
- b. Notice of the special meeting shall be sent to the members at least 5 days prior to the meeting, by flyer and/or electronic posting.

## **Article VII – Executive Board**

### **Section 1 ~ Membership**

- a. The Executive Board shall consist of the officers of this organization and the Principal of the school or a representative appointed by him/her.
- b. The members of this Board shall serve for a term of one year and shall remain in office until their successors assume office.

## **Section 2 ~ Duties**

- a. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting.
- b. Create standing rules and policies.
- c. Create standing and temporary committees.
- d. Prepare and submit a budget to the membership.
- e. Approve routine bills.
- f. Approve expenditures outside of budgeted items, not to exceed \$100, with a combined total not to exceed \$300 per fiscal year.
  - a. Any additional expenditures, outside of budgeted items, that exceed the \$300 cap must be approved at a regular or special meeting by majority vote.
  - b. Five members of the organization must be present to constitute a quorum for the transaction of business or expenditures of funds over \$100 at any meeting.
- g. Prepare reports and recommendations to the membership.
- h. Appoint an auditing committee at least one month before the annual meeting to audit the annual Treasurer' s report.
- i. Deliver to their successors all organization documents and property, intact, no later than two weeks following the expiration of their term in office.
- j. No officer shall miss more than four meetings in any fiscal year or he/she will be asked to resign with the exception of the Bookkeeper.
- k. All emails directly pertaining to Roberts PTO business are not to be deleted or altered in any way.

## **Section 3 ~ Meetings**

- a. Meetings should take place on a regular basis, which will be determined by the Board.
- b. Special meetings may be called by any two Board members, with 24 hours' notice.

## **Section 4 ~ Quorum**

Half the number of Board members and the Principal of the school or a representative appointed by him/her, constitutes a quorum.

## **Article VIII – 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 Flyers for Events**

All flyers printed and distributed for events provided by a PTO committee has to be approved and signed by the president or vice president, as well as the principal.

### **Section 3 Event Materials**

When a PTO event is complete and there are left over materials, food, supplies, etc., they are to be put in the PTO closet/cupboard. In the event of leftover food, if there is an upcoming event in a timely manner, all food must be given to this event. If there is no upcoming event(s) the food can be distributed between the event committee.

### **Section 4 Inventory**

All supplies should be purchased by the committee, in the event of a shortage supplies can be used from the PTO closet/cupboard. The PTO board must be notified if supplies are limited/absent and need to be purchased for any upcoming event(s).

### **Section 5 Funds from Events**

- a. The PTO board must be notified if the event price changes and has to be approved by the board.
- b. When funds are being collected for events, they will be locked in a cabinet provided by the front office. These funds will be put in the cabinet by the front office staff and be removed from an approved PTO board member or committee head daily. The PTO board has the right to collect and record all money for any events that they feel deemed necessary.
- c. All activities/event income all goes back to the PTO and will not be given out to any other committees or organizations, unless otherwise voted on by the PTO board.
- d. Fund must be managed by the committee chair or PTO board member; no money can be given to student(s) to be brought home or back to school.

### **Section 6 Electronic Communication**

All emails, Sign-Up Genius and/or electronic communication the president and vice president must be on distribution.

## **Section 7-Raffle Prizes/Donations**

When volunteers or committee heads are obtaining raffle prizes and/or donations for the PTO, they are to be mailed directly to the school. If picking up items, those items then must be delivered to the school within two business days. All prizes and/or donations will be logged and be kept by the PTO board in a safe and secure location. When collecting raffle prizes/donation for the PTO, a given PTO email must be used in order for communication with companies that are being asked for raffle prizes or donations.

## **Article IX – Finances**

### **Section 1**

With the combined efforts of the current PTO Board and the newly elected PTO board, a budget for the following school year will be drafted and presented at a special Budget Meeting taking place at the end of May.

### **Section 2**

The Treasurer & Bookkeeper shall keep accurate records of any disbursements, income, and bank account information.

### **Section 3**

The Board shall approve all expenses of the organization.

### **Section 4**

Two authorized signatures shall be required on each check over the amount of \$100.

- a. Authorized signers shall be the President, Treasurer or Principal.

### **Section 5**

PTO reimbursements from budgeted funds will be reimbursed for cash, check or charge receipt payments only. Any receipts submitted must be itemized for school supplies.

- e. \_ Receipts must be dated in the current school calendar year (August-June) in order for reimbursement to occur. Receipts may be dated 3 weeks prior to school start date.
- f. Teacher funds for school year will be used by allocated teacher. Allocated teachers are able to provide funds to another teacher' s budget. This must be submitted in writing and signed by both teachers in agreement, before funds are distributed.
- g. McTeacher night funds will be divided among teachers working event. The funds



will be divided by how many time slots a teacher works during the event. In the event of lack of teacher participation, funds will be divided among PTO working event in vacant time slots.

- i. Working actions would include McDonald employee assistance, delivering meals to customers, cleaning tables/trays and other needs given by McDonald' s acting manager.
- ii. If lack of teacher participation, the PTO will assist during the event and will collect funds allocated to them for supporting event.

## **Section 6**

The Treasurer & Bookkeeper shall prepare a financial statement at the end of the fiscal year, to be reviewed by the Audit Committee.

- a. The Auditing Committee will consist of three to five members of the organization who have not had access to the PTO checkbook or bank accounts, plus one current Board member. The Treasurer should be available to answer questions during the audit but cannot sit on the committee.
- b. During the audit, if errors are found:
  1. All errors must be documented, a formal meeting with all members of the Audit Committee and Executive Board must be held to review documented errors.
  2. Corrections and/or a resolution to prevent future issues must be created and implemented.
- c. A statement will be signed by all members of the Auditing Committee approving the report and listing all errors that may have been found. This report will be given to the Secretary to be archived for future reference.
- d. The Auditing Committee shall be appointed by the Executive Committee at least 30 days prior to the Annual Meeting.
- e. All findings during the audit must be presented and made available to the members of the organization upon request.

## **Section 7**

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

## **Section 8**

The financial fiscal year runs from July 1st through June 30th of the following year.

## **Section 9**

The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

- a. Any surplus of funds over the current year' s budget must be documented in the budget and labeled as "emergency funds" . These funds may be used towards school-sponsored groups, clubs, scholarships and/or to purchase in-house technology or supplies for the betterment of Roberts students.
- b. Any distribution of said funds must be presented at a regular meeting and be approved by majority vote.

## **Section 10**

3<sup>rd</sup> Party Organizations-expense reimbursement- This encompasses any organization unrelated to PTO that utilizes the PTO bank account for maintaining their funds.

- a. An expense will be considered allowable and reimbursable if it is:
  - i. Included in the current year organization' s budget or
  - ii. Voted and approved by a majority vote of the organization' s board
- b. If the organization does not have a budget or board, the expenses must be approved by a majority vote at the next PTO general meeting. In the event that the PTO cannot meet in a timely fashion in order to vote on the expense, the expense may be allowed with approval from a simple majority of PTO executive board members. The President(s) and Treasurer(s) must be included in this group.
- c. All expenses must include receipts and documentation verifying the amount requested for reimbursement.

## **Section 11**

### **Positive Behavior Interventions and Supports**

- a. Supporting documentation must be given for accounting purposes on items purchased from PBIS fund, before funds will be distributed.
- b. Funds will remain in the PTO account until documentation and request is submit.
- c. PTO board will vote at the yearly budget planning on which fundraisers will go into the PBIS fund for the following year. PTO board is under no obligation to designate funds if deemed unnecessary.
- d. Any surplus in the PBIS fund at the end of the school year may be rolled over to the following year, with a \$5000.00 roll over limit. All excess funds will be put into the PTO general fund if over \$5000.00.

### **Article X – Dissolution**

Any proposal for dissolution shall be submitted to the membership for vote as a special meeting called for this purpose. A 2/3 vote shall be required for passage of a resolution to dissolve.

### **Article XI– Amendments**

- a) These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting.
- b) Amendments will be approved by a majority vote of those present during a regular or special meeting, assuming a quorum.

## **Article XII-Community Improvements**

- a)** Gaga ball pits were purchased by the PTO, these will be maintained and operated by the PTO.
- b)** Free library outside front of school, was provided by the PTO and will be maintained and operated by the PTO.