

# **Bylaws of Marshall Elementary Parent Teacher Organization (PTO)**

## **Article I – Name**

The name of the organization shall be Marshall Elementary Parent Teacher Organization (PTO.)

## **Article II – Purpose**

The purpose of the Marshall Elementary Parent Teacher Organization (PTO) is to support the education of children at Thurgood Marshall Elementary School by fostering relationships among the school, parents and teachers. The PTO will also aim to be a vehicle for communication and support among home, school and community, bringing all into a closer relationship.

## **Article III – Members**

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

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

## **Article IV – Officers and Elections**

**Section 1. Officers.** The officers shall be a president, first vice president, second vice president, secretary, and treasurer.

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 committees, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.

b. *First Vice President.* The first vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

c. *Second Vice President.* The second vice president shall be a school staff member appointed by the principal and shall serve as the liaison between parents and staff.

d. *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 membership. The secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

e. *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 at the second to last meeting of the school year. The last month of the school year shall serve as a transition/training period for new officers. The nominating committee (consisting of 2 outgoing officers and 2 regular members) shall send nomination forms to the full membership two weeks prior to the third to last meeting of the school year. (Note: Should a current outgoing officer choose to run for an open position, the Second Vice President will take his/her place on the nominating committee.) These forms may be sent via email or student folders. Nomination forms shall be returned to the secretary. The secretary shall present the slate at a meeting held one month prior to voting or the third to last meeting of the school year. At that meeting, nominations may also be made from the floor. Voting shall take place during the second to last meeting – NO absentee voting is permitted. If more than one person is running for office, a ballot vote shall be taken. If only one person is running for office, a voice vote may be taken.

When meeting electronically, votes shall be taken by anonymous voting via Internet methods unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

Ballots will be counted by the school principal or assistant principal, and one other staff member designated by the nominating committee. After counting, ballots will be kept in the school safe until the next regular PTO meeting, after which they will be destroyed.

In the event of a special election, public notice of the ballot will be made to the full PTO membership within 24 hours of the election. Nominations received with less than a 24-hour notice will be announced at the start of an election meeting.

**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. *Terms of Office.*** Officers are elected for one term. A Term is defined as two years. Each member shall hold only one office at a time. Officers may serve no more than three terms per office consecutively. No more than two officers can mature in their two-year term simultaneously, unless no other candidate was elected. One PTO Board Officer will serve on the Marshall Elementary School Advisory Council.

**Section 5. *Vacancies.*** If there is a vacancy in the office of president, the first vice president will become the president. At the next regularly scheduled meeting, a new first 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. Should an officer resign, the former officer's participation in

planning and/or committee events will be at the discretion of the PTO Board, school principal, and assistant principal. The PTO Board, school principal, and assistant principal will determine if there are any conflicts of interest, or if the former officer needs to recuse himself/herself for conduct unbecoming an officer of the PTO. The officer may volunteer to help prior to, during, and/or after an event through opportunities sent to the full membership. See Article VII, Section 3.

**Section 6. *Officer Resignation.*** The resignation of an officer must be a formal letter that includes the date, a name to whom it is addressed, the reason for the resignation, and the person's signature. The person resigning can mail his or her letter to the secretary (or president in the case of the secretary's resignation), or hand it to him or her in person. This letter will not be sent to the membership by the officer resigning or other officers. All resignations must be signed, therefore verbal or email resignations will NOT be accepted. The accepting body will read the letter in order to consider it. Every resignation will be put to a vote by the remaining officers. The resignation becomes official when acknowledged at an open PTO meeting. When it is accepted, the office is vacant and should be filled according to the rules for filling vacancies. See Article IV, section 5.

If an officer submits a resignation and then decides to withdraw it, he or she can do this until a vote is taken. Officers who wish to withdraw their resignations must also do so in writing to the PTO Board. Withdrawn resignations will not be sent to the membership.

## **Article V – Meetings**

**Section 1. *Regular Meetings.*** A general meeting will be held once per month during the school year at a time and place to be determined by the executive board. The schedule for these meetings will be determined at the first executive meeting of each year. Both regular and executive meetings of the organization will be published in advance for the school population.

**Section 2. *Annual Meeting.*** The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers and conducting other business that shall arise. The secretary will notify the members of the meetings via email or in a flyer sent home with the students at least one week prior to the meeting.

**Section 3. *Special Meetings.*** Special meetings may be called by the president, any two members of the executive board or five members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by flyer or email.

**Section 4. *Meetings Held Electronically.*** Regular, special, or executive meetings may be conducted by Internet meeting services when the President or First Vice-President has obtained consent from a majority of the Board members; (b) when so directed by the Board; or (c) in the case of special meetings, when so directed by those calling the special meeting. Electronic meetings of the Board shall be subject to all rules adopted by the Board to govern such meetings, which may include any reasonable limitations on, and requirements for, Board members' participation. Any such rules adopted by the Board shall supersede any conflicting rules in the

parliamentary authority, but may not otherwise conflict with or alter any rule or decision.

## **Article VI – Executive Board**

**Section 1. *Membership.*** The Executive Board shall consist of the officers, principal, teacher representative and standing committee chairs. The members of the Executive Board shall serve concurrent with their term of office.

**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.*** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the executive board. Special meetings: See Article V, Section 3.

**Section 4. *Vacancies.*** See Article IV, Section 5.

## **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.*** Standing committees are developed and assigned at the beginning of each year as required. It is the responsibility of the Committee Chairperson to prepare and submit a budget to the officers, supervise, delegate and ensure all duties for the committee are fulfilled, as well as provide updated records, along with a timeline of tasks at the conclusion of the committee's event.

**Section 3. *Committee Chairs & Members.*** Committee Chairmanship terms are for the current school year. Committee Chairs are selected and removed by the vote of the officers. Removal must be a majority and in writing. Chairmanship of a committee is dissolved at the close of the committee or the end of the school year. Committee members are selected by the Chairperson with input from the officers.

**Section 4. *Additional Committees.*** The board may appoint additional committees as needed.

## **Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income and bank account information.

**Section 3.** The executive board shall approve all expenses of the organization during the first meeting of the school year, as noted in the annual budget. Additional expenses may be approved by the officers and principal, as needed.

**Section 4.** Two authorized signatures shall be required on each check. Authorized signers shall be the president and treasurer.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year for review.

**Section 6.** 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 7.** The fiscal year shall coordinate with the school year.

**Section 8. *Money-Handling.*** Upon approval by Thurgood Marshall Elementary PTO and school administrators, procedures regarding the handling of PTO funds is as such:

1. Official PTO money may only be handled by PTO officers (president, vice president, secretary, and treasurer) and Marshall Elementary faculty and office staff. This includes all PTO monies that come into the school office and all monies that are acquired at PTO events.
2. Upon receipt of PTO red envelopes in the office, if an officer is not present to receive them, the envelopes will be secured by the office staff.
3. At no time should PTO monies be placed in the PTO box or folders. All money should be held in the school safe until an officer picks it up. Every attempt will be made for a designated officer to pick up monies daily. The officer picking up the funds on any given day will annotate the pickup with a time, date, and initial on a form that will be kept in the office.
4. Clubs, membership, event tickets, Family Art Night, spirit wear, and Fun Run forms will have a field for the officer receiving the forms to note the check number, cash received, amount and initials. The officer will also complete a money detail form to accompany the forms for the committee chair and the treasurer.
5. For donations or money to PTO that do not accompany a form (Bingo Night, Holiday Shopping Night vendors, Fall Festival donations, Teacher Appreciation, etc.) the officer will note each check and cash donation on a cash detail form. A copy of the form will be given to the committee chair and the treasurer.
6. Read-a-Thon (RAT) pledge envelopes will be picked up daily during RAT and removed from the building by a PTO officer. Because of the large amount of money that comes in during RAT and the need for processing and reporting money/minutes received in a timely manner, at the time of bulk counting, PTO may choose to approve RAT committee members to partner with PTO officers to count money/minutes received. PTO will designate an approved "bulk counting" timeframe prior to the start of RAT when these rules will be in effect.

7. At PTO events, only PTO officers and Marshall Elementary faculty and office staff may run the cash boxes and credit card transactions. Anyone who is not a PTO officer or Marshall Elementary faculty/office staff member is not permitted to sit at a money-handling table. All cash boxes will be double-counted on site by two officers at the conclusion of the event.

8. In the unlikely event that there are not enough PTO officers and/or Marshall Elementary faculty and office staff present at an event to follow the guidelines outlined above, the PTO officers will work with school administrators to draft a temporary and event-specific protocol for handling PTO monies.

9. Paper receipts are required for all cash sales over \$20. Paper receipts will be issued for cash sales less than \$20, if requested. (Concessions sales are excluded.)

#### **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 current and future use.

#### **Article XI – Dissolution**

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

#### **Article XIII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail or fax. Proposed changes to the bylaws will be posted on the PTO Web site for members to review at least 30 days prior to a vote.

Amendments must be approved by a two-thirds vote of those present.