

Parkview Heights Elementary Parent Teacher Organization

June 1, Organized 1970

Bylaws Revised May 2009, January 2017

Amended November 2009, January 2017

ARTICLE I: Name

The name of this Organization is the Parkview Heights Parent-Teacher Organization, La Vista Nebraska, herein after referred to as the Organization.

ARTICLE II: Articles of Organization

The Organization exists as an unincorporated organization of its members. Its "Articles of Organization" comprise these Bylaws, as from time to time amended.

ARTICLE III: Objectives

The Objectives of the Organization are:

To promote the welfare of children and youth, home, school, church and community.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the child.

To develop between educators and the general public such united efforts as well secure for every child the highest advantages in physical, mental, social and spiritual education.

To cooperate with the school district Superintendent, the school Principal and Teachers in promoting the best interest of the school.

ARTICLE IV: Basic Policies

The Organization shall be noncommercial, nonsectarian and nonpartisan.

The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of the Organization.

The Organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to any candidate for public office.

The Organization shall work with the Parkview Heights School to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by

the people to the Board of Education and the Organization shall abstain from encroachment on the administrative functions of the school.

The Organization may cooperate with other organizations and agencies concerned with child welfare and development, but persons representing the Organization in such matters shall make no commitments that bind the Organization.

Dissolution of the Organization,

- a. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. Upon dissolution of the organization, assets shall be distributed for one of more exempt purposes within the meaning of the section 501 (c) (3) of the Internal Revenue Code.
- c. Distribution will follow the recommendation of a committee composed of the school principal and at least three (3) Teachers

The Organization may sponsor youth groups provided there is no commitment that bind its member and should not require financial obligation. Sponsorship should include the following responsibilities:

To arouse interest in the need of the youth groups.

To encourage formation of such groups.

To stimulate leadership for such groups.

To cooperate with groups in promoting good citizenship.

It is not the purpose of the Organization to consider personal grievances of teachers, parents, and students. These matters should be channeled through the appropriate administrative offices of the school or district.

ARTICLE V: Membership and Dues

Section 1:

Any individual who subscribes to the Objectives and Basic Policies of this Organization may become a member of this Organization, subject only to compliance with the provisions of the Bylaws. Membership of this Organization shall be available without regard to race, color, creed, national origin or religion.

Section 2:

The Organization shall conduct an annual enrollment of members but person may be admitted to membership at any scheduled meeting. Membership in good standing as identified by those persons who have signed the enrollment list.

ARTICLE VI: Officers and Their Election

Section 1:

The Officers of this Organization shall consist of either a President or Co-Presidents, Vice-President, Secretary, Treasurer with a supervising Co-Treasurer shall be selected from the present teaching staff of Parkview Heights School.

The Officers shall be elected by ballot annually in the month of March. However, if there is but one nominee selection for any Office, it shall be in order to move that the Secretary cast the elective ballot of the Organization for the nominee.

Incoming Officers shall assume their official duties on June 1, with the exception of budget preparation for the next fiscal year, which will begin immediately upon election.

Officers shall be elected to a 1-year term (June 1st to May 31st). A person shall not be eligible to serve more than two (2) consecutive terms in the same office. If no one is nominated for an office and the current officer is willing to retain his or her position, that officer shall be allowed to stay in office for additional terms.

Section 2:

The Nomination Committee shall nominate one or more eligible persons for each Office and the Chair of each Standing Committee, at the regular meeting in March at which time additional nominations may be made from the floor.

Only those persons, who have signified their consent to serve, if elected, shall be nominated for or elected to such Office or Standing Committee.

Section 3:

A vacancy occurring in any Office except President shall be filled temporarily by a person elected by a majority vote of the remaining members of the Executive Committee until the next regular meeting of the Organization. At that time, an official special election will be held for the purpose of electing an individual from the membership to fulfill the duties of the vacated position for the remainder of the term. In the event a vacancy occurs in the office of President, the Vice-President shall serve the remainder of the term.

ARTICLE VII: Duties of Officers

Section 1:

The President or Co-Presidents shall: Preside at all meetings of the Organization and provide a written agenda; identify the need for special committees; serve as primary contact to the principal and represent the PTO at all meetings of other groups, if needed; serve as an ex-officio member of all committees; and retain all official records of the PTO.

Section 2:

The Vice-President shall perform all duties of the President directed by the Executive Committee and is an ex officio member of the Special Committees.

Section 3:

The Secretary shall keep a correct record of all meetings of the Organization and of the Executive Committee and shall perform such duties as may be delegated to him/her and shall keep a current listing of members in good standing.

Section 4:

The Treasurer shall receive all moneys of the Organization, shall keep an accurate account of all expenditures and shall pay out local funds only in such manner as authorized by the Organization. The Treasurer shall: present a financial statement at every meeting of the Organization; make a full report at the first meeting of the school year in September and at other times when requested by the Executive Committee.

Section 5:

All Officers shall:

Perform the duties of their office in accordance with the Bylaws of this Organization and as may be noted in Robert's Rules of Order Revised.

Deliver to their successor(s) all official material at the conclusion of the last meeting of the fiscal year or upon resignation from office.

ARTICLE VIII: Meetings

This Article addresses only the general meetings of the Organization and excludes meetings of the Executive Committee, Standing Committees, and any Special Committees.

Section 1:

Regular general meetings of the Organization shall be held a minimum of 3 per year, unless otherwise deemed necessary by the Organization or Executive Committee.

Section 2:

Special meetings may be called by the Executive Committee or by the President, with written notice five (5) days or prior.

Section 3:

Ten (10) members of the Organization shall constitute a quorum for the transaction of business in any regular or special meeting of this Organization.

ARTICLE IX: Executive Committee

Section 1:

The Executive Committee shall consist of the Officers of the Organization, the Chairperson of each Standing Committee and the Principal of the school. The term of office of members of the Executive Committee shall be for a twelve (12) month period beginning June 1, or upon resignation.

Section 2:

Duties of the Executive Committee shall be to transact necessary business between meetings of the Organization and such other business as maybe referred to it by the Organization. The Chairperson of each Standing Committee will present a report at each regular meeting of the Executive Committee, addressing the status of current and known future activities.

Section 3:

Six (6) members of the Executive Committee will constitute a quorum for the purposes of conducting official business of the Organization. All Executive Committee members will be notified at least forty-eight (48) hours in advance of a meeting.

ARTICLE X: Budget

Section 1:

A written operating budget, herein after referred to as the Budget, will be prepared annually by the incoming Executive Committee and presented to the general membership of the Organization, at the last meeting of the school year.

Section 2:

The fiscal year for this Organization will be for the twelve (12) month period from June 1, through May 31.

Section 3:

The annual Budget will be presented to the membership of the Organization in the following detail:

- The Budget will have an identified maximum expenditure level which will be comprised of a reserve fund and the Approved Activities Budget, as defined in Paragraphs B and C of this Section (3) of Article X.
- This Budget will have an identified amount set aside as a reserve fund to accommodate unforeseen expenses not specifically identified in the Budget. It is recommended that this amount be established at a minimum level equal to ten percent (10%) of the funds provided for activities defined in Section 4.

Expenditures for the reserve fund shall be authorized as follows:

Expenses requiring the disbursement of fifty dollars (\$50.00) or less can be authorized by either the Treasurer or President of this Organization.

Expenses requiring the disbursement of an amount greater than fifty dollars (\$50.00) will be approved by a majority vote of the membership of this Organization present at either a regular or special meeting.

The Budget, excluding the reserve fund, will specify planned spending for activities/property to be conducted/purchased during the upcoming fiscal year. This portion of the Budget will be referred to as the "Approved Activities Budget." Presentation of this part of the Budget will

include the prioritization of activities and or property requiring the expenditure of one hundred dollars (\$100.00) or more.

The Approved Activities Budget will be presented in total, detailing the individual Budgets for each of the Standing Committees, as well as any other committees, special activities and property. The Executive Committee will determine and present at this time, an overall prioritization of requested spending for these activities and/or property to be approved in conjunction with the Budget.

Section 4:

Approval of the Activities Budget, as presented, delegates all authority to the Executive Committee to ensure that the amounts specified are expended as approved within the constraints of available revenue and the reserve fund.

Section 5:

The Treasurer will provide written Budget status reports at the September, January, and last scheduled meeting of the fiscal year. The reports shall detail revenues for the year and current balance, and show expenditures in total for each of the Standing Committees, as well as other Special committees, activities or property presented in the Approved Activities Budget or as expended in excess of fifty dollars (\$50.00) from the Reserve Fund.

Section 6:

The Budget can be adjusted at any regular or special meeting of the Organization by majority vote of the membership of the Organization present, provided that notice of this intent is given two weeks prior of the meeting date.

Section 7:

Any money still in the treasury at the end of the fiscal year will be carried over as available revenue for the next fiscal year. This amount will be identified as “carry over revenue” in the Treasurer’s report.

Section 8:

Revenue which exceeds expected amounts as identified in the Budget will first be considered for spending by the Executive Committee, within the overall prioritization of the Approved Activities Budget. Secondary consideration will be given to previously non identified activities or property. Approval for expenditure of this unanticipated revenue will be provided by a majority vote of the Organization membership present.

ARTICLE XI: Committees

Section 1:

The Organization will have the following Standing Committees:

Nomination

Composed of three (3) voting members of which one will be a Teacher on the staff of Parkview Heights School and two (2) will be members of the Organization who are not currently holding an elected position in the Organization. The President of the Organization will appoint the members of this Committee. The Chairperson of this Committee will be selected by unanimous vote of its members. In the event a unanimous selection cannot be reached, the President of the Organization will appoint the Chairperson. The term of commitment for members of this Committee will be from June 1 through May 31.

Bylaws

Composed of three (3) voting members, and the Chairperson of each of the other Standing Committees. The Chairpersons of the other Standing Committees shall be ex officio members of the Bylaws Committee. The three (3) voting members shall be from the membership of the Organization and can be serving as a voting member of two (2) Standing Committees, but cannot serve as Chair of more than one (1) committee or be an elected officer of the Organization. The Chairperson shall be elected by the membership of this Organization at the March meeting. The Chairperson shall appoint the other two (2) voting members of the Committee.

Fundraising

Composed of five (5) voting members from the membership of the Organization and who are not serving as voting members of another Standing Committee or as an elected Officer of the Organization. The Chairperson shall be elected by the membership of this Organization at the March meeting. The Chairperson shall appoint the other four (4) members of the Committee.

Student Activities

Composed of three (3) voting members from the membership of the Organization and who are not serving as voting members of another Standing Committee or as an elected officer of the Organization. The Chairperson shall be elected by the membership of this Organization at the March meeting. The Chairperson shall appoint the other two (2) members of the Committee.

Public Relation and Membership

Composed of three (3) voting members from the membership of the Organization and who are not serving as voting members of another Standing Committee or as an elected officer of the Organization. The Chairperson shall be elected by the membership of this Organization at the March meeting. The Chairperson shall appoint the other two (2) members of the Committee.

Section 2:

Committee members, with the exception of the Nomination Committee, will begin their responsibilities in April with the preparation of the budget for the upcoming fiscal year. Specific Committee work will be for the period of June 1, through May 31.

Section 3:

Specific Committee responsibilities are detailed and represented as Attachment I to these Bylaws. Interpretation of responsibilities referenced by Attachment I, as well as assignment of additional responsibilities, shall be decided by a majority vote of the Executive Committee.

Section 4:

Spouses may not serve as voting members on the same Standing Committee.

Section 5:

The Chairperson of each Standing Committee will present plans of work to the Executive Committee prior to the effort, for advisory purposes.

ARTICLE XII: Special Committees

Section 1:

Special Committees shall be created by the Executive Committee as may be required to promote the objects and interest of the Organization that are not defined in the responsibilities of Standing Committees. The Chairpersons of Special Committees shall be appointed by the Executive Committee for a term of office as necessary to complete the activity or program. The Vice President shall be an ex officio member of all Special Committees.

Section 2:

The Chairperson of each Special Committee shall present plans of work to the Executive Committee. No work shall be undertaken without the approval of the Executive Committee.

ARTICLE XIII: Parliamentary Authority

Robert's Rules of Order Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE XIV: Amendment to Bylaws

The Bylaws of this Organization may be amended at any regular or special meeting of the Organization by two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

ARTICLE XV: Teacher/Principal Retirements

Fifty dollars (\$50.00) for each five (5) years of service maximum of two hundred fifty dollars (\$250.00).

ARTICLE XVI: Scholarship Awards

Section 1:

Two (2) scholarships shall be awarded to two (2) former Parkview Heights students who are currently in twelfth grade in the Papillion La Vista Community School District. Winners shall be chosen by members of the Executive Committee, including any teacher representatives that are a part of the Committee that year. Applicants shall be required to complete a scholarship

application form provided by the District and answer the essay question provided by the Executive Committee. The first place scholarship winner shall be awarded five hundred dollars (\$500.00) and the second place winner shall be awarded two hundred fifty dollars (\$250.00).

Section 2:

If a member of the Executive Committee, including the teacher representatives, has an actual or potential conflict of interest concerning an applicant, the member will disclose the conflict to the rest of the committee. The member shall not discuss the scholarship applicant with anyone on the committee and will not participate in or be present during any committee deliberations concerning that applicant. A member has a conflict of interest if (a) the member is related by blood, marriage, or adoption to a scholarship applicant; (b) the member will receive a direct or indirect financial benefit from recommending a scholarship to a particular applicant; or (c) due to personal or business relationships, or any other reason, the member exerts influence to recommend a recipient without regard to the scholarship criteria.