

G Stanley Hall Elementary (GSH) Parent Teacher Organization (PTO) BYLAWS

Updated: August 1, 2013

Article I. NAME, DESCRIPTION, & PURPOSE

Section 1: The name of the organization shall be G Stanley Hall PTO. The PTO is located at 7600 South 72nd Street, La Vista, NE 68128.

Section 2: 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: The purpose of the PTO is to enhance and support the educational experience at G Stanley Hall Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to enhance the environment at G Stanley Hall Elementary through volunteer and financial support.

Article II. MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of G Stanley Hall Elementary students, plus all staff at G Stanley Hall Elementary. There are no membership dues. Members in good standing, have voting privileges. A Member in good standing will have attended half (1/2) of the school year's PTO meetings. A notice of all PTO meetings will be announced and any eligible person who attends will be considered a member.

Article III. OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board, and if needed tie breaking vote.

Section 2: TERM OF OFFICE – The term of office for all officers is two year, beginning July 1 and ending June 30 of the following year.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO. A Member in good standing will have attended half (1/2) of the school year's PTO meetings.

Section 4: DUTIES

EXECUTIVE BOARD:

- Develop the PTO's annual budget
- Establish and oversee committees to conduct the work of the PTO
- Establish fundraising programs
- Approve by majority vote of the Board unbudgeted expenditures of no more than \$200.
- An Auditing Committee consisting of at least two members not members of the Executive Board, will be appointed by the Executive Board in April, and will audit the books and records of the Treasurer annual each May. Each member of the Auditing Committee reviews the financial records and signs off stating that the

records are correct, reflecting the proper income and expenditures of the organization.

PRESIDENT:

- Prepare annual schedule for monthly Board Meetings and General Membership Meetings
- Preside at general PTO meetings and Executive Board meetings
- Serve as the official representative of the PTO
- Prepare agendas for Board and General Membership Meetings
- Submit an annual written report to the membership in May outlining school year, events and funds raised.
- Transfer all records and materials to the new President within 30 days after the end of the school year.

VICE PRESIDENT:

- Oversee the committee system of the PTO
- Assist the President and chair meetings in the absence of the President
- Ensure Robert's Rules of Order are followed during Executive Board and General Membership Meetings
- Transfer all records and materials to the new Vice President within 30 days after the end of the school year.

RECORDING SECRETARY:

- Record and distribute detailed minutes of all Executive Board meeting and all general PTO meetings indicating action items, responsible party and deadlines for all action items
- Send out minutes within three weeks of all Executive Board and General Membership meetings
- Keep attendance records and verify a Quorum is available at the beginning of each meeting to conduct business
- Send out reminders for meetings one week in advance with reminders of action items and information responsible party is to bring to meeting
- Hold historical records for the PTO using the Papillion La Vista server to store all documents
- Transfer all records and materials to the new Recording Secretary within 30 days after the end of the school year.

COMMUNICATIONS SECRETARY:

- Manage communications and marketing for the PTO, including but not limited to weekly PTO newsletter submissions
- Website updates
- Coordinate all outgoing correspondence requesting donations for PTO sponsored events
- Respond appropriately and timely, in writing, to those persons making contributions of time or money to PTO
- Ensure organizations/businesses making donations/sponsorship at PTO events have appropriately place signage.

TREASURER:

- Serve as custodian of the PTO's finances and financial records
- Serve as primary point of contact for PTO's local banking institute
- Send out treasurers report to Executive Board one week prior to meeting
- Collect funds

- Counting of Cash ~ Cash collected must be counted and verified by two (2) PTO members as documented by their signatures on the GSH PTO deposit form
- Pay authorized expenses
- Follow all financial policies of the PTO
- Prepare and submit the final “draft” budget at the first meeting of the academic year. This will be voted on, amended if necessary and approved at this meeting.

PRINCIPAL:

- Assure faculty representation at all PTO meetings
- Provide information on building/district achievement as well as long range goals / instructional plans
- Provide budgetary input to the PTO Board Members with respect to building needs/programs
- Encourage teachers to participate in PTO programs and meetings.

Section 5: BOARD MEETINGS – The Executive Board shall meet a minimum of six times during the school year.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the Executive Board shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term.

Article IV. MEETINGS

Section 1: EXECUTIVE BOARD – The Executive Board shall meet at a minimum six times during the school year.

Section 2: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held a minimum of four times during the school year or at the discretion of the Executive Board.

Section 3: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 4: QUORUM – Seven (7) members of the PTO present and voting eligible constitute quorum for the purpose of voting.

Article V. FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year of the GSH PTO begins June 1 of the current year and ends May 31 of the following year.

Section 2: BANKING – All funds shall be kept in a Checking &/or Savings account in the name of GSH PTO, at a local banking institute. Any check written or debit card withdrawal in the amount over \$500 must require the signatures &/or approval of the President and Treasurer. Any special request item totaling \$200 or more, shall be presented in written form to all members of the GSH PTO Executive Board at least 48 hours prior to the PTO’s next general membership meeting.

Section 3: REPORTING – All financial activity shall be recorded in a computer based accounting system. The Treasurer shall reconcile the account(s) and report all financial activity at each meeting. The annual Audit Committee shall consist of the Treasurer and two (2) PTO General Membership Members.

Section 4: ENDING BALANCE – The organization shall leave a minimum balance of \$5,000 in a savings account in the name of G Stanley Hall PTO.

Section 5: CONTRACTS – Authority to sign contracts is limited to an Executive Board Member.

Article VI. BYLAW AMENDEMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequence meeting, having provided 30 days notice to the General Membership. Voting is required to adopt amendments to the bylaws, a quorum is needed.

Article VII. DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to G Stanley Hall Elementary School.

Article VIII. PARLIMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Authority.