

Burleigh Elementary School PTO Bylaws

Article I - Name

The name of the organization shall be the Burleigh Elementary School Parent Teacher Organization, hereafter referred to as the PTO.

Article II - Objectives

The objectives of the PTO area as follows:

- a. To become a recognized link between home and school, facilitating communication and promoting good will.
- b. To keep the school aware of the matters that are of concern to the parents, teachers and the general public.
- c. To sponsor and support educational activities and special projects that enhance students' abilities.
- d. To support the Missions and Beliefs Statements of Burleigh Elementary School.

Article III - Policies

The PTO shall be noncommercial, nonsectarian and nonpartisan. The PTO shall not endorse any political candidate. The name of the PTO or the name any of its officers in their official capacities shall not be used in connection with a commercial concern, nor with any partisan interest, nor for any purpose other than the regular work of the PTO.

In pursuing its objectives, the Burleigh PTO may assume limited legal or fiduciary responsibility through charters, grants, and contracts. New charters or renewal of existing charters must be approved by majority vote of PTO Board members in attendance. Grants and contracts using the Burleigh PTO's tax ID number must be approved by majority vote of PTO Board members in attendance. Grants and contracts must identify the Burleigh PTO as the contracted party and must be signed by the PTO President. Any financial awards received as part of such grants or contracts will be included in the annual PTO budget and will be subject to disbursement in accordance with the PTO's reimbursement procedures and any specific contractual agreement.

Should the Burleigh PTO be dissolved or divided, the assets of the organization shall be distributed proportionately to the size of other organizations that replace it and in accordance with the appropriate IRS regulations.

Article IV - Membership

Any parent, guardian, or teacher who is interested in working with the PTO Board and with the administration for the betterment of the students and the school shall be considered a member.

The membership of Burleigh PTO shall consist of a PTO Board and Members-At-Large. The PTO Board will include a President, Directors, Officers and the School Principal. Members-At-Large will include Committee Chairpersons, Committee Members and other Burleigh parents, guardians, and teachers.

Voting membership shall consist of parents or guardians of Burleigh students with one vote per household/family.

Article V - The PTO Board

Section 1 - President, Directors and Officers

The PTO Board shall consist of the following Directors and Officers: President, Secretary, Treasurer, Director of Communication, Director of Volunteers, Director of Activities, Director of Fundraising, and the School Principal.

Section 2 - General Duties of the PTO Board

All Board members shall perform the duties outlined in general parliamentary procedure defined as Robert's Rules of Order Revised, in addition to those outlined in these bylaws.

All Board members shall deliver to successors all official material not more than 15 days following the close of their term of office.

The incoming and outgoing boards will work together as a dual board from May through August to make the transition between boards.

The PTO Board should attend all board meetings and will make it a priority to attend all other PTO meetings and related events.

The PTO Board shall have emergency authority to act on behalf of the PTO, however, approval of non-budgeted items in excess of \$500 requires a PTO-At-Large vote.

Section 3 - General Duties of Each Board Member

President:

Team facilitation of the PTO Board.

Set the annual calendar of PTO events in conjunction with the school Principal.

Set agendas for PTO meetings with input and ideas from the PTO Board and parent community.

Preside at the PTO Board, business and informational meetings.

Serve as a Burleigh representative for district events when appropriate, be knowledgeable about district trends and goals, and keep the Board informed.

Secretary:

Hospitality - Oversee Thank You and Gift Cards.

Record meeting minutes.

Submit meeting minutes to President for approval and publication.

Treasurer:

Review financial policies and procedures.

Oversee budget management.

Prepare and File annual IRS reports.

Facilitate annual audit.

Complete all necessary financial transactions in a timely manner.

Director of Communication:

Oversee the gathering and flow of information concerning PTO events.

Oversee production of the school directory.

Keep PTO news forums current.

Director of Volunteers:

Oversee the Classroom Parent Volunteer Coordinator, Classroom Party Coordinator, and Volunteer-at-large programs.

Oversee volunteer recruitment.

Director of Activities:

Oversee various school functions that promote positive school community.

Oversee production of school memory/year book.

Director of Fundraising:

Coordinate fundraising efforts with school needs

Oversee fundraising efforts.

School Principal:

Provide input and act as a resource person.

Serve as a link between the school and the PTO.

Section 4 - Length of Term

The PTO Board members shall assume their official duties at the beginning of the fiscal year in which they are elected. Their term of office shall be for two years. A board

member having served more than half of the term shall be credited with having served that complete term. No board member shall be eligible to serve for more than two consecutive terms (4 years), without presenting it as an open position for election.

Section 5 - Vacancies

A mid-term vacancy in any office shall be filled by the nomination and consensus of the PTO Board.

Section 6 - Nominating Committee Process

The nominating committee shall be formed at least 2 months prior (but no later than March 1) to the election of board members. The committee membership shall consist of one (1) previous board member, one (1) present board member, and three (3) members of the PTO-At-Large. No committee members may seek election to the PTO Board while serving on this committee. The previous and present board members will each select their own representative. The PTO-At-Large members will include a parent representative. Notice of this opportunity to serve on the committee will be made in the school newsletter. Random selection will be made if there is more than one interested party. These committee members shall agree on a facilitator amongst themselves.

The nominating committee shall seek nominations through the school newsletter and/or by personal contact. No member shall submit more than three (3) nominations. Only those who have consented to serve if elected shall be eligible for nomination. The nominating committee shall contact each nominee to verify their consent and desired position on the Board.

A prerequisite for being the PTO President shall be one term present or previous Burleigh PTO Board experience or (1) year Burleigh committee chairperson experience.

A prerequisite for being a PTO Board member other than the President shall be one (1) year of Burleigh volunteer work or community experience.

The nominating committee shall submit a ballot with one or more nominees for each board position. All consenting nominees shall appear on the ballot. Board members who have served one (1) term may be asked to be nominee for a position for a second term.

Section 7 - Elections

The PTO Board shall be elected annually no later than April 30. Notification of each selection as well as names of nominees will have been given at least one week in advance. Election will be held at the designated PTO meeting with all members present eligible to vote.

Article VI - Meetings

Meeting of the PTO shall be held monthly. Notice shall be given of change of date.

Special meetings may be called by the PTO Board, reasonable notice having been given.

A majority vote of members in attendance shall constitute a quorum for the transaction of business in any meeting of the PTO-At-Large or of the PTO Board.

Article VII - Standing Committees

Such standing committees as deemed necessary to carry on the work of the PTO shall be created by the PTO Board, with the term of committee person being one (1) year.

No person shall serve more than two consecutive terms as a chairperson or co-chairperson of the same committee. In the event there is no replacement the current chairperson or co-chairperson may continue.

Ideally the chairperson of each committee shall present a committee plan to the PTO Board at the PTO meeting the month prior to the event and provide a summary of the event at the PTO meeting immediately following that event.

The committee chairperson will be responsible for keeping the chairperson folder current and for communicating information to committee members. They will also be responsible for approving disbursements in accordance with the budget. Any expenditures above budgeted amounts must be submitted and approved in advance by the PTO Board.

Article VIII - Faculty Committees

Teacher committees would be encouraged to accept parental participation when the committee is ready. Committee chair will contact PTO Director of Volunteers and ask for possible suggestions.

Article IX - Finances

All financial records of the PTO shall be examined annually by an independent auditor. This audit will be arranged by the president. In the event that the president is serving a second consecutive term, the audit will be arranged by a first term incoming board member. The auditor shall audit all the financial records and will issue a written report. After the audit is done, the books may be transferred to a new treasurer.

All financial activities shall follow the Financial Policies and Procedures.

Reimbursement/Payment Request Procedures: Reimbursement of all expenses incurred on behalf of the Burleigh PTO will be made by check. Individuals seeking reimbursement must complete an Expense/Payment Request form (available in the Treasurer's slot in the PTO's designated spot in the school office) and supply necessary documentation supporting the expense (e.g. dated receipt). Forms and supporting documentation must be submitted to the PTO Treasurer for reimbursement. All reimbursed checks will be signed by both the PTO Treasurer and another designated PTO Board member (President).

Expenses must be at or below a Committee's budgeted amount approved by the PTO. Should the budgeted amount prove to be insufficient to fund a Committee's activities, the Committee chairperson may request additional funding. Requests for additional funds should be forwarded to the designated Director. The request will be evaluated and subject to majority vote of PTO Board members in attendance at the meeting when the request is reviewed.

The Board shall appropriate all anticipated income as part of the budget development process each fiscal year. The Treasurer will conduct a financial review of realized income and expenditures in March and recommend whether any budget adjustments are necessary for the remainder of the year. If excess funds are anticipated due to greater than anticipated income or expenditure savings that would result in a year-end account balance greater than \$2,500, the Board shall seek input from Burleigh Staff on where to direct the additional/remaining funds and appropriate them accordingly for use in the current school year. Any excess funds greater than \$2,500 remaining at fiscal year-end will be earmarked for staff grant funds and awarded in the fiscal year immediately following.

Article X - Amendments

The Bylaws may be amended by a majority vote of the members in attendance. Notice of the proposed amendment must be received by the membership at least two weeks prior to the vote. A committee may be appointed by the PTO Board to revise these Bylaws.

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