

BYLAWS
Davis Elementary PTO

Article I: Name of Organization

The name of this organization is Davis Elementary Parent Teacher Organization. It is a local organization independent of any and all other organizations.

Article II: Objectives

Section 1. The objectives of this organization are:

- a. To promote strong parent/guardian volunteer opportunities so that parents and teachers may cooperate in the education of children.
- b. To enrich student's educational experience by providing materials, programs and activities that would not be otherwise available.
- c. To provide a means of ongoing and organized communication between parents and staff.
- d. To promote fundraisers and donations to support the students educational needs and school needs.

Article III: Basic Policies

Section 1. The following are basic policies of the Davis Elementary School PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purposes not appropriately related to promotion of the objectives of the organization.
- c. The organization shall not—directly or indirectly—participate or intervene in any way including the publishing or distributing of statements in any political campaign on behalf of or in opposition to any candidate for public office.
- d. The organization shall work with the school staff to actively support quality education for all children and shall cooperate with the decision-making process establishing school policy.
- e. The organization shall not enter into membership with other organizations except as may be approved by the PTO officers. A PTO representative shall make no commitments that bind the group.
- f. All monies received by this organization from donations, fundraisers, or other means will be used by this organization to support the educational needs of our students. This includes such areas as purchasing items for the grounds of the school and enrichment activities. No part of the net earnings of the organization shall inure to the benefit of , or be distributable to its members, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.
- g. An officer and another officer or staff member will count all monies received and sign the Deposit Notice. A third person , being an officer, must take the deposit to the bank and await verification of amount.
- h. Purchases of \$350 in total shall be brought forth at a general PTO meeting for vote prior to funds being disbursed. Notification of the items to be purchased including supplier, cost, and any other relevant information will be provided to the parents, teachers and any other members of the organization, either by a letter sent home with students (copy in staff mailboxes) or at a general meeting prior to the meeting a vote is to be taken. This does not apply to individual account funds.
- i. Purchases of less than \$350 in total can only be made with the approval from a majority of the

organization's officers. If it isn't convenient for a meeting of officers to approve necessary items, purchases can be made with the understanding that if a majority of the officers do not approve it the purchaser will not be reimbursed with PTO funds. This does not apply to individual staff account funds.

- j. The organization's officers will be allowed to purchase items to prepare for fundraising activities such as Fall Festival, Santa Shop, and food sales prior to the activity without a prior vote with the understanding that all items purchased will be used for the fundraiser. All monies received as a result of the fundraiser will be deposited to the general fund after the fundraiser is complete.
- k. Staff must present a request for reimbursement along with receipts to the treasurer to be reimbursed from their accounts.
- l. **Check Policy**
 - 1. Checks shall require two signatures. The treasurer, president and secretary will be on the signature card. The treasurer shall issue checks only in compliance with the organization's policies. The president and secretary may only issue checks to reimburse the treasurer for PTO related items in compliance to the policies of the organization, or when the treasurer is not able to fulfill his/her duty and with the treasurer's knowledge. The officers may not write a check to himself/herself.
 - 2. The treasurer shall not issue blank checks. An exception can be made if the treasurer is not able to go purchase items needed for an activity at school. In this case, the treasurer can authorize another officer to make the purchase. The treasurer shall designate the payee on such checks and provide one signature. The officer making the purchase shall provide the second signature at the time of the purchase and promptly return the receipt to the treasurer for verification and filing.
 - 3. A check for "cash" shall only be written to have funds available for events (i.e. Fall Festival, Santa Shop) where cash is needed to make change. The cash shall be verified by at least an officer and another officer or staff member.
- m. Charitable and benevolent activities may be supported on an individual basis, but will not be funded by monies received by the organization. The PTO organization will not sponsor a fundraiser for an individual, but if a fundraiser is planned for an individual associated with the school, the monies received may be deposited in the general fund and a check disbursed to the individual for the exact amount deposited strictly for convenience. The PTO individual officers may participate in the fundraiser on a personal level.
- n. In the event of the dissolution of the organization, its assets shall be distributed in accordance with the desires of the membership.

Article IV: Membership

Section 1. Parents and guardians of students attending Davis, teachers, and staff members will be given the opportunity to be a member of the organization without regard to race, color, creed or national origin. The individual must subscribe to the objectives and basic policies of the organization.

Section 2. Dues are not required, but donations will be accepted and deposited to the treasury of the PTO until such time as they are spent on approved items.

Article V: Officers and Their Election

Section 1. Each officer of the PTO shall be a member of this organization.

Section 2. Officers and their election:

- a. The officers of this organization shall consist of a president, a vice-president, a secretary, a treasurer, a teacher representative and any other position approved by the organization. Positions may be held by more than one person if so elected.

- b. Officers shall be nominated at the meeting proceeding the last meeting of the school year.
- c. Officers shall be elected at the regular PTO meeting in the month of May by the majority of members present. Installation of officers will occur at the same meeting with the exception of the treasurer. The treasurer shall assume his/her duties after the books have been examined by him/her, the previous treasurer and at least one other member.
- d. Officers shall serve for a term of one year or until their successors are elected.
- e. Candidates may give written consent to be nominated if it isn't possible to attend the nomination or election meeting.

Section 3. Officer Positions:

- a. The **president** shall:
 - 1. Preside at all meetings of the organization.
 - 2. Have general supervision over the affairs of the organization in order that the objectives may be promoted.
- b. The **vice-president(s)** shall:
 - 1. Assist other officers as needed.
 - 2. Perform designated duties of the president in the absence or inability of that officer to act.
- c. The **secretary** shall:
 - 1. Maintain an accurate record of the proceedings (minutes) of all the meetings of the organization, a copy of the bylaws (with revisions), copies of legal matters, and any other pertinent correspondence. Have these records present at all meetings and maintain a copy at the school.
 - 2. Present minutes for approval at the general meetings.
- d. The **treasurer** shall:
 - 1. Receive all monies of the organization.
 - 2. Reconcile all bank statements and maintain accurate records of receipts.
 - 3. Pay out funds only in accordance with the policies of this organization.
 - 4. Present written and oral treasurer's report at each general meeting.
 - 5. Maintain copy of reports and bank statements at the school.
 - 6. Maintain an open book policy for all members of the organization.
- e. The **teacher representative** shall:
 - 1. Attend regular and officer meetings.
 - 2. Represent faculty and staff.
 - 3. Act as a liaison between faculty/staff and the organization.

Section 4. **All officers** shall:

- a. Demonstrate a climate in which all members feel welcome to participate.
- b. Support meetings, activities and functions sponsored by the organization.
- c. Perform the duties outlined in these bylaws and other duties that may be necessary to fulfill the objectives of this organization.
- d. Comply with the policies of the organization. If an officer does not comply with the policies of these bylaws, the other officers or members may request his/her resignation. An officer may resign his/her position at any time he/she desires.
- e. Upon expiration of the term of office or in case of resignation, turn over to the other officers, without delay, all records, books, and other materials pertaining to the office. The exiting officer shall be allowed to keep copies of records, books and other materials he/she feels is necessary to explain any questions that might arise at a later date.

Section 5. Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of current PTO members, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall serve as president until the next general meeting. At that time, the office will be filled by nominations of any existing officer or other member of the organization that has given consent.

Article VII: Meetings

Section 1. At least four regular meetings of this organization shall be held during the school year. Meeting dates and times shall be determined by the officers of the organization and members shall be informed. The officers will notify members of any changes in as much of a timely manner as possible.

Section 2. Roberts Rules of Order will be used. Making motions, debating, and voting shall be limited to members.

Section 3. Special meetings of the PTO may be called by the officers, or by a majority of the members with a given notice.

Article VIII: Standing and Special Committees

Section 1. Any person holding an appointed position in the PTO shall be a member of the PTO.

Section 2. If deemed necessary, the officers may request a special committee for activities involving the PTO. No committee shall be undertaken without majority consent of the officers. Each committee shall consist of one officer.

Article IX: Amendments

Section 1. Proposed amendments to these bylaws shall be presented at any regular meeting. The proposed amendment(s) shall be approved at a subsequent regularly scheduled meeting.

Affirmation

These amended bylaws were voted upon and approved at the general meeting of the Davis Elementary Parent Teacher Organization on April 16, 2009.

Signed: _____ PTO President

Signed: _____ School Principal

Signed: _____ Witness

Signed: _____ Witness

Signed: _____ Witness