



Linn Grove PTO

Email: linngrovePTOemail@gmail.com Website: www.linngrovePTO.org

LINN GROVE ELEMENTARY PTO BYLAWS

Adopted 12/6/2016

Article I – NAME, PURPOSE, AND OBJECTIVES:

Section 1- NAME: The name of the organization shall be the Linn Grove Elementary Parent Teacher Organization. It shall hereafter be known as PTO.

Section 2: PURPOSE AND OBJECTIVES: The PTO is a volunteer association that works exclusively on behalf of our children through the cooperative efforts of our families and school staff. The PTO shall do this by:

- A. Fostering closer working relationships between the school, parents, teachers, district and community.
- B. Providing a forum for discussion and communication between parents, administrators, teachers, district and the community.
- C. Enhancing the educational facilities and opportunities for the students of Linn Grove Elementary.

Article II- GENERAL POLICIES:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any of the 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 purpose not appropriately related to promotion of the purpose 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 schools 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 boards of election.
- E. No part of the net earnings of the organization shall inure to the benefit of, or be distributed its members, directors, trustees, officers, or any other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article I hereof.
- F. Notwithstanding any other provision of the articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal revenue Code, or (ii) by an organization, contributors to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

Article III – MEMBERSHIP:

All staff, parents and or guardians of Linn Grove Elementary students are members of the PTO. There are no membership dues or fees. All members shall have the privilege of voting (one vote per person), making motions, and serving on committees.

Article IV – OFFICERS AND ELECTIONS:

Section 1. EXECUTIVE BOARD- the Executive Board shall consist of the following - elected offices; President, Vice-President, Treasurers, and Secretaries. At the discretion of the Executive Board, co officer positions for each office may be created if the Executive Board deems them necessary. By duplicating the basic positions a system of sharing duties and responsibilities is created.

Position summaries are as follows: *complete Executive Board position descriptions are separate from the Bylaws and are available on the Linn Grove PTO website.*

President – The president shall preside over all meetings of the organization and Executive Board, setting the agendas for such, serves as the primary contact for the Principal, represents the organization at meetings outside the organization. The term of office for President shall be two years.

Vice-President/President Elect– the vice-president shall assist the president and carry out the president’s duties in his or her absence or inability to serve. The term of office as vice-president shall be two years. In the event the president resigns, the vice-president/president-elect shall assume the office of president for the remainder of the term.

Secretary – The secretary shall keep all records of the organization, take and record minutes, handle correspondences, produce a PTO newsletter, and send out notices of meetings to the general PTO membership. The term of office for the Secretary shall be two years

Treasurer – The treasurer shall receive all monies of the PTO, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the budget or the Executive Board. He or she shall present a financial statement at every general PTO meeting, at other times of the year when requested by the Executive Board, and make available documentation of the previous year revenues and expenditures at the first general PTO meeting of the fiscal year. At any time the PTO finances may be subject to an audit. Any checks written for greater than \$1,000 need to be approved by the Executive Board and include 2 signatures. The term of office for the treasurer shall be two years.

Section 2. TERM OF OFFICE- The term of office for all Executive Board Officers shall be two years. A person shall not be eligible to serve more than one term in the same office, unless there are no other candidates for that position. Positions run from the first day of summer break following their election, thru the last day of school at the completion of their two year term. However, the president and treasurer(s) will be active board members, along with the newly elected board, until the financial year is complete in June.

Section 3. QUALIFICATIONS- Any PTO member who is a registered volunteer through the district may become an officer of the Executive Board.

Section 4. NOMINATIONS AND ELECTIONS-

Nominations: Nominations for Executive Board positions will be taken at the March general membership PTO meeting. Nominations shall consist of president, vice-president/president elect, treasurer, and secretary. Candidates for office nominations are preferred to have chaired and or volunteered for PTO events / fundraisers for the current school year. Communications will be posted announcing the date and time of the general membership PTO meeting at which the elections will take place with a brief summary of nominated candidates.

Officer roles shall be elected by the PTO general membership at the April general membership PTO meeting. At that meeting; prior to the election, the president will ask if there are nominations for the floor. If there are no

nominations for an officer position, self-nominations will be taken and may be from the general membership. Only those that have consented to serve shall be eligible for nomination.

Elections: Officers shall be elected at the April General Meeting by the members present. Voting shall be by a voice vote if there is only one candidate for office. If more than one person is running for an office, a ballot vote shall be taken. All officers shall be elected by a majority vote of those members present and voting.

A person shall not be eligible to serve more than two consecutive terms in the same position, unless there are no other candidates for that position. Newly elected officers will assume their official responsibilities at the completion of the school year. However, their help and input is required in the completion of any next year budget or information planning, and should work with the current board for the preparation of the May General meeting. All officers shall deliver to their successor's any and all official materials at the close of their service of office.

Section 5: DUTIES- The duties of the Executive Board shall be to transact necessary business between regular PTO meetings. This includes, but is not limited to: setting the PTO calendar, creating standing rules and policies, creating standing and temporary committees, preparing and submitting a budget to the general membership, and preparing reports and recommendations. Any Executive Board member may call a special meeting of the Executive Board with notification to the President prior.

Section 6: ADDITIONAL RESPONSIBILITIES FOR EXECUTIVE BOARD-

All officers shall:

- a. Perform the duties prescribed in the parliamentary authority (Article XI) in addition to those outlines in these Bylaws and those assigned from time to time;
- b. Deliver to successors any and all materials relating to said office within 30 days following the meeting at which successors are installed.
- c. Attend all regular meetings of the organization. In the event of an absence, officers must give notice to a member of the Executive Committee.

Article V – EXECUTIVE COMMITTEE:

Section 1: EXECUTIVE COMMITTEE- is defined as and shall consist of the PTO board Officers of the organization and the principal of the school or a representative appointed by the principal.

Section 2: The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between organizations meetings and such other business as may be referred to it by the organization.
- b. To appoint an auditor or auditing committee to audit the financial records of the PTO.
- c. To prepare and submit to the membership for adoption of a budget for the upcoming school year.
- d. Introduction and collaboration regarding school and teacher funding requests.

Article VI – REMOVAL AND VACANCIES OF EXECUTIVE BOARD:

Section 1: VACANCIES- if there is a vacancy in the office of president; the vice-president shall become the president. Vacancies in any office besides president will be filled for the remainder of the year by a majority vote at the next general membership PTO meeting, following the rules established for regular elections. This should be completed within 45 days of the initial vacancy.

Section 2: REMOVAL-

- An executive Board officer can be removed from the office for failure to fulfill his/her duties, after reasonable notice, by a vote of 2/3 of the Executive Board in private session.

- For severe misconduct, code of ethics violation consistent with verbiage based on guidelines in Linn-Mar school district handbook, and criminal offences, a board member may be removed from the office upon a vote of 2/3 of all board members serving. Board members must be notified at least 5 days in advance of the meeting.

Article VII – MEETINGS:

Section 1. GENERAL MEETINGS- the regular general PTO meetings shall be held a minimum of six times per year. Two officers and four general PTO members present at any meeting shall constitute a quorum for the transaction of business of the organization.

Month of May general membership meeting shall consist of Fiscal Year event planning, fundraising, and budgeting for the upcoming school year.

A special meeting of the organization may be called by the president or a majority of the executive board with a three (3) days' notice being given to the membership.

Requests for "school/teacher funding requests" shall be presented at a general membership PTO meeting and may or may not be voted upon at that meeting. The decision shall be left up to the quorum of the members present at the meeting where the proposal was made.

Section 2. EXECUTIVE BOARD MEETING- the PTO Executive Board shall meet as needed in private session throughout the year at the discretion of the President. If any other Executive Board member needs to call a meeting for any reason they will notify the President.

Article VIII – PTO FINANCES/FINANCIAL POLICIES:

Section 1: FISCAL YEAR- the fiscal year of the Linn Grove PTO begins July 1st and ends June 30th of the following calendar year.

Section 2: BUDGET- a Fiscal year budget shall be drafted for each upcoming school year and approved by a majority vote of the members present at the May General Meeting.

Section 3: BANKING- all funds shall be kept in a checking account in the name of Linn Grove PTO and held at a local financial institution. Two signatures of the Executive Board are required for checks above \$1,000. Authorized signatures on PTO checks shall include a minimum of two Executive Board members with one being the treasurer.

The signature on any check cannot be the payee. In the case of a Treasurer needing reimbursement, the check must be signed by the other authorized Executive Board officer(s).

Section 4: REPORTING- the Treasurer(s) shall keep accurate records of any disbursements, income, transactions and bank account information. All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer(s) shall reconcile the account(s) monthly and report all financial activity at the General Meetings. A financial statement shall be prepared at the end of the year and presented to the incoming Treasurer.

Section5: ENDING BALANCE- the organization shall leave a minimum of what is designated by the district in the treasury at the end of the fiscal year. Also allowed is any ear-marked funds that were approved for roll-over in the account. Any additional funds allowed to be ear-marked and carried over to the next school year shall be identified with a purpose or reason.

Section 6: REIMBURSEMENTS- the organization requires that a receipt and a completed reimbursement form be submitted to the Treasurer in order to receive reimbursement funds. If the reimbursement is for an item not in the approved budget, the request must either be approved by two or more Executive Board members (items \$100.00 or under) or by vote at a General Meeting (items over \$100.00). Reimbursement funds shall be issued within 10 days after receiving the completed reimbursement form and Board approval. All reimbursement forms

must be submitted within 30 days after event, otherwise no reimbursement funds will be issued and the funds spent will be considered a donation.

Section 7: CONTRACTS- contract signing is limited to the President or the Presidents designee.

Section 8: REPORTS- federal and state income tax forms shall be prepared and filed annually according to guidelines set forth by the Internal Revenue Code. The biennial report for the corporation shall be filed every other year according to the laws of the State of Iowa.

Section 9 AUDITS AND FINANCIAL REVIEW(S) - the PTO shall arrange an independent financial reviewer not currently on the executive board, and independent of the organization to review its financial records minimally every 2-years informally. The reviewer shall be approved by the Executive Board. This reviewer will match every financial request with every receipt.

Section 10: NON BUDGETED ITEMS- the Executive Committee has the authority to expense for program items not specifically listed in the budget as long as they meet the goals and purposes of the PTO organization and funds are available to do so. This shall be used only in instances when membership vote is not possible due to time constraints. However, the expense should be on the agenda for the next general membership PTO meeting, and burden of proof should be presented by the board.

Section 11: RETURNED CHECKS- a letter will be written to the payee of checks that are written to the PTO that have been returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount plus a service fee of \$20 and any fees charged to the PTO by the bank. This will be completed by the treasurer.

Article IX – AMENDMENTS:

Amendments to these Bylaws may be proposed by any PTO member in writing at least seven (7) days prior to a general membership PTO meeting. Amendments presented at a General Meeting shall be considered for voting at a subsequent meeting. Two-Thirds (2/3) Quorum approval of all members present and voting is required to adopt an amendment to the Bylaws.

Article X: EVENT CHAIRS/CO-CHAIRS &VOLUNTEERS:

Event Chairs and Volunteers shall be created by the Executive Board as deemed necessary to promote the objectives and carry out the work of the organization. Chairs are filled on a volunteer basis. The term shall be for one year with the opportunity to chair the same event, if no other chair can be found. All relevant notes shall be turned over to the Board at the end of the event.

Article XI – PARLIAMENTARY AUTHORITY:

Roberts Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws or other specific rules of procedure adopted by the organization.

Article XII – DISSOLUTION:

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to (i) one or more Linn-Mar Public Schools, if Linn-Mar Public Schools cease to exist, assets may be distributed to (ii) one or more of any Public Schools, nonprofit funds, foundation, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.