

**EAGLE ELEMENTARY SCHOOL OF THE ARTS  
PTO BYLAWS**

ARTICLE I:	NAME	PAGE:	1
ARTICLE II:	PURPOSE STATEMENT	PAGE:	1
ARTICLE III:	POLICIES	PAGE:	1
ARTICLE IV:	MEMBERSHIP	PAGE:	1
ARTICLE V:	THE EXECUTIVE BOARD	PAGE:	2
ARTICLE VI:	DUTIES	PAGE:	2
ARTICLE VII:	MEETINGS	PAGE:	4
ARTICLE VIII:	TERMS OF SERVICE	PAGE:	5
ARTICLE IX:	FINANCES	PAGE:	5
ARTICLE X:	NOMINATIONS AND ELECTIONS	PAGE:	6
ARTICLE XI:	AMENDMENT OF BYLAWS	PAGE:	7
ARTICLE XII:	ADVISORY COMMITTEE	PAGE:	7
ARTICLE XIII:	TEACHER REQUEST FOR FUNDS	PAGE:	7
ARTICLE XIV:	ELECTION ON ISSUE PRESENTED	PAGE:	7
ARTICLE XV:	DE MINIMUS	PAGE:	7

**ARTICLE I: NAME**

The name and location of this organization shall be Parent Teacher Organization (PTO), Eagle Elementary School of the Arts, 475 North Eagle Rd., Eagle, Idaho 83616.

**ARTICLE II: PURPOSE STATEMENT**

The relationships within the Eagle Community, which includes students, teachers, staff, parents, and patrons, are a vital influence on the success of our children’s futures. Therefore, our purpose is to foster a sense of support, pride and enthusiasm; to encourage parent and public involvement in the Eagle Elementary School Community; and to bring into closer relation the home and the school, that the parents and teachers may cooperate intelligently in the education of children and youth. This organization shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities for students.

**ARTICLE III: POLICIES**

The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.

**ARTICLE IV: MEMBERSHIP**

SECTION I: General Members shall be:

1. All parents, step-parents, or guardians of students at Eagle Elementary School of the Arts.
2. All Eagle Elementary School of the Arts teachers, administrators and support staff.

SECTION II: Voting Rights

1. All members will have one vote and must be present to vote at meetings

**ARTICLE V: THE EXECUTIVE BOARD**

SECTION I: The Executive Board shall consist of the following elected officers to minimally include a President, Vice President, Secretary, Treasurer, and Room Parent Coordinator.

**ARTICLE VI: DUTIES**

SECTION I: Duties of the Executive Board

1. The Board has the authority to reassign specific job duties as required.
2. The board shall establish the objectives of the organization and determine the policy for the development of the objectives.
3. No member shall hold more than one office at a time.
4. To create standing committees and to appoint chairpersons.
5. To approve the plans of work of the committees chairperson.
6. To transact necessary business in the intervals between meetings.
7. Put together a yearly budget to be approved. To work from that budget to pay the bills.
8. Special meetings of the Executive Board may be called by the President or by any member of the Board if needed.
9. Hold monthly Executive Board meetings throughout the school calendar.
10. Hold monthly general member meetings throughout the school calendar.
11. Removal of position is possible if said person has not performed their duties.
12. Appoint new board members if and when the need arises.
13. Get the school principal's approval. The school principal needs to be made aware of planned activities. He/ She may or may not approve an activity if they deem it not in the best interest of the school. Any material such as newsletters, activity information, etc. that is to be sent home with the children needs prior approval of the principal or his/her designee.

SECTION II: Duties of the President

1. Shall preside at all regular, special, and Executive board meetings. Communicate with the Vice President if unable to attend.
2. Coordinate the work of the officers and committees in order that the objectives may be accomplished.
3. Serve as an authorized signatory of all PTO checks.
4. Submit PTO News to the principal for the monthly newsletter.
5. Execute decisions of the Executive Board.
6. Serve as primary contact for the principal.

### SECTION III: Duties of the Vice President

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Acts as aide to the President
3. Perform duties of the President in the absence or inability of that officer to serve.
4. Should the President be unable to complete his/her term, the Vice President would assume the office of President.

### SECTION IV: Duties of the Secretary

1. Attend PTO meetings and record the official minutes. Communicate with President if unable to attend.
2. Publish and distribute a summary of the minutes within 5 school days or sooner.
3. In the event the President and Vice President are unable to attend a meeting the Secretary will preside.
4. Update and distribute the yearly PTO Event Guide after it has been approved by the board.
5. Distribute the By-Laws to all board members and other interested parties.
6. Keep a log of attendance for the meetings.
7. Forward all appropriate materials to the school secretary for web page updates of important PTO related information.
8. If the Secretary is not available, another member of the Executive Board shall maintain duties of the Secretary

### SECTION V: Duties of the Treasurer

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Serve as an authorized signatory on all PTO accounts.
3. Maintain accounts.
4. Keep an accurate record of receipts and expenditures
5. Present a financial statement at each PTO meeting.
6. All deposits made within 30 days or sooner.
7. All payments, reimbursements made within 30 days or sooner.
8. Provide books to be audited annually by an auditing committee of three (3). The books shall be turned over to the Treasurer with a signed statement that the books are in order. The auditing committee shall be appointed by the President and Vice President.
9. Place all monies in a depository appointed and approved by the Executive Board
10. Work with the Board to put together a yearly Budget and present it at the beginning & end of each school year.

### SECTION VI: Duties of the Room Parent Coordinator

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Coordinate room parents.
3. Set up a room parent meeting to distribute all necessary information.

4. Coordinates with other committees on an ongoing basis to ensure that the appropriate volunteers are present when needed.
5. May choose to have an assistant. This assistant may be chosen by the RPC, and would not be considered a board member, but maybe invited to some or all board meeting. The assistant would act as an aide to the coordinator.
6. Works with the room parents and chairpersons on coordinating volunteers for all PTO and school related events.

#### SECTION VII: Duties of Room Parent and Room Parent Helpers

1. A Room Parent/helper contacts other parents in their child’s classroom to assist with school events, PTO events, and other activities.
2. Works directly with the teacher, and the Room Parents Coordinator/Assistant to help make the teachers day run smoothly.
3. Attend Room Parent meetings.

#### SECTION VIII: Duties of Members

1. Attend PTO meetings.
2. Volunteer when needed.

#### SECTION IX: Duties of Chairpersons

1. Attend PTO meetings.
2. The chairperson of each committee shall recruit the members for his or her committee with possible assistance from the Room Parent Coordinator.
3. The Chairperson shall report the plans and activities of the committee to the PTO Board, which must approve all such reports.
4. All committee chairpersons shall use their budget in order to purchase necessary supplies and materials. Any money spent in excess of the budget is subject to approval.
5. All committee chairpersons shall update their records at the conclusion of the event and relinquish said records to the Secretary at that time.
6. Keep receipts of purchases; file necessary paperwork with receipts to treasurer for reimbursements, within 60 days.

### **ARTICLE VII: MEETINGS**

SECTION I: There will be monthly general meetings throughout the school calendar. The time and place of the meetings shall be announced in the Event Guide. Any member is welcome to attend and provide input to the PTO Executive Board.

SECTION II: Meetings will include the following information:

- Welcome of Members
- Call to Order
- Reading/Distribution of minutes of the previous meeting

- Treasurer's Report
- Principal's Report
- Committee Reports
- Old Business
- New Business
- Announcements
- Adjourn

SECTION III: Meeting Procedure: Rules contained in Robert's Rules of Order Newly Revised shall govern the PTO in all cases in which they are applicable, and in which they are not in conflict with these Bylaws.

SECTION IV: Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of the members. Special meetings may be called by the president or by any two or more members of the board. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency.

SECTION V: There will be monthly Executive Board meeting. The time and place of the meetings shall be announced to the Executive Board.

SECTION VI: A quorum shall be when at least one member representing the Executive Board, Teachers, Administration and members are present.

### **ARTICLE VIII: TERMS OF SERVICE**

SECTION I: Each officer shall serve a term of one year. The term of the office shall end the last day of the school year. The new officers shall begin their term immediately thereafter.

SECTION II: Immediately following the election, the newly-elected officer shall begin working in tandem with the outgoing officer until the completion of the outgoing officer's term. Only the outgoing officer shall have voting authority during this period of transition.

SECTION III: Yearly elections will be held to determine the Executive Board.

SECTION IV: Each outgoing Officer shall communicate their responsibilities to the newly elected Officer.

SECTION V: Removal from office: The removal of any officer shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer may be removed from office if absent from three (3) consecutive meetings, or by a majority vote of the membership for failure to fulfill the duties of their office. A special meeting will be held to answer the complaint.

SECTION VI: Vacancies: Any vacancy in office due to death, resignation, removal, or inability to serve shall be filled by special elections. However, should a vacancy occur in the office of President, the Vice President shall immediately assume the office.

## **ARTICLE IX: FINANCES**

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the organization.

SECTION II: The treasurer shall keep accurate records of any disbursements, income, and bank account information. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payments.

SECTION III: The Treasurer shall present a financial report at each General Meeting of the organization and shall prepare a final report at the close of the school year. The reports and the accounts shall be examined annually by an auditing committee.

SECTION IV: A designated fund is money put aside for a specific purpose. Any money put into a designated fund shall only be used for that purpose. It cannot be used for other activities.

SECTION V: No loans shall be made by the organization to its officers and members.

SECTION VI: Upon agreement of the Executive Committee or at a regular meeting, any officer or officers may enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

SECTION VII: An authorized signature shall be required on each check. Authorized signers shall be the president, and treasurer.

SECTION VIII: No reimbursements will be made without valid receipts.

SECTION IX: 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 the services rendered.

SECTION X: No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political on behalf of any candidate for public office.

SECTION XI: The fiscal year shall coordinate with the school year.

SECTION XII: Dissolution: Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills, and with membership's approval, spent for the benefit of the school.

## **ARTICLE X: NOMINATION AND ELECTION**

SECTION I: Any person may nominate another for the Executive Board. However, the person nominated must acknowledge whether they plan on running for the Board Position.

SECTION II: Nominations should be made at the meeting prior to the voting meeting. A slate of persons running for offices shall be presented at the voting meeting. Further nominations may be received from the floor. If all slated to run for office have accepted the nomination then the elections shall proceed by written ballot.

SECTION III: Officers shall be elected at the April meeting of the organization by the voting members present.

SECTION IV: There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for any office, by motion from the floor, the election for that office may be by a show of hands. All candidates will leave the room and wait in the office so that the voting may take place.

SECTION V: A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run off between the two (2) who received the largest number of votes shall be immediately held.

## **ARTICLE XI: AMENDMENT OF BYLAWS**

SECTION I: These bylaws can be amended at any General Membership Meeting of the Eagle Elementary School of the Arts PTO by a two-thirds majority vote of the members in attendance. Notice shall be given at least two weeks prior to the meeting.

SECTION II: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.

## **ARTICLE XII: ADVISORY COMMITTEE**

SECTION I: An advisory committee will consist of the following:

1. Two General members who are not also members of the Executive Board
2. The Principal or his/her designee
3. Two teachers elected by a majority of certified teacher on staff

SECTION II: The advisory committee shall have the following responsibilities:

1. Working with and advising the PTO Board in planning, developing, and assessing PTO activities

2. Supporting and facilitating communication among the PTO, school faculty, and the administration
3. Working with the PTO regarding creation of the annual budget
4. Advising the PTO and faculty regarding viability of planned activities
5. Advising the faculty regarding monetary requests for education purposes

SECTION III: Although monthly advisory committee meetings are not mandatory, an advisory committee session may be called by any advisory committee member.

### **ARTICLE XIII: HOW A TEACHER MAKES AND PRESENTS A REQUEST FOR FUNDS**

SECTION I: Any item or request not deemed de minimis (see Article XV) must be presented to the board during “New Business” of the board meeting.

SECTION II: Teachers wishing to request funds for educational purposes shall:

1. Submit a brief written summary of the amount requested, materials to be purchased, and the educational purpose involved with the request to both the PTO Board and the Advisory Committee
2. If the PTO Board and the Advisory Committee determine the request should not be presented to the general assembly for vote, it will be returned to the teacher with an explanation of why the request was rejected
3. If the PTO Board and/or the Advisory Committee determine the request may be presented to the General Assembly for vote, it will be presented at the next general meeting and open to comments and questions. The teacher making the request shall be available to answer questions regarding the request
4. A general vote on the request will then ensue

### **ARTICLE XIV: PROCESS FOR DETERMINING DE MINIMIS ITEM AMOUNT, NOT NEEDING TO FOLLOW ARTICLE XIV**

SECTION I: Teachers requesting amounts of money under \$200.00 shall submit to the PTO Board a request in a brief written summary including the amount requested, materials to be purchased, and the educational purpose involved. The board shall act upon the request within three school days, notifying the teacher and presenting this information as business transacted at the next PTO meeting.

### **ARTICLE XV: PRINCIPAL’S EMERGENCY FUND**

SECTION I: In an effort to provide flexibility to the administration in time of emergency, the PTO will provide and “emergency fund” in the amount of \$1,000.00 at the beginning of the school year to be accessed by the principal for emergency teacher and student needs.



SECTION II: This fund will be used by the principal for emergency matters deemed in the best interest of Eagle Elementary School of the Arts.

SECTION III: The principal will provide a list to the PTO Board of amounts spent along with a description of items purchased.

SECTION IV: If there comes a time the emergency fund needs to be replenished, the principal will present a request to the Advisory Committee and the PTO Board for their consideration and approval.

**These Bylaws were adopted by the Eagle Elementary School of the Arts (PTO) by a majority vote during a General meeting properly called on \_\_\_\_\_ and shall take effect immediately.**

**Bylaws created by 2009-2010 Executive Board.**