

Toutle Lake Parent Teacher Organization Bylaws

Article 1 Name of Organization

The name of this organization shall be recognized as “Toutle Lake Parent Teacher Organization” or TLE PTO.

Article 2 Purpose

The purpose of the organization shall be to:

- A) Promote the welfare of children in school, home and community.
- B) Encourage the involvement of parents, teachers, students and community members with the school to gain cooperation, collaboration and communication of all parties to ensure our children have the greatest opportunity for physical, mental, social and educational enrichment.
- C) Raise funds as needed for the above objectives.

Article 3 Membership

Section 1

Membership shall be open to all parents, teachers and guardians of students enrolled at Toutle Lake Elementary without regard to race, sex, color, creed or nationality.

Section 2

Each member shall get a Volunteer’s Handbook from the elementary office, complete the forms inside and return them to the office.

Article 4 Board

The Board shall consist of no less than two (2) and no more than ten (10) elected officers. There must be one financial officer. Elected position titles are to be established at the first meeting of the new school year. Elected Board members will work together and delegate duties as necessary. All terms shall be for one (1) year beginning at the start of each new school year. If needed, the term can also be September through September.

Article 5 Officers

Section 1

There will be no less than two (2) and no more than ten (10) Board members elected.

Section 2

Officers, members and volunteers will not be compensated for being a part of the TL PTO

Duties of the Board

- Attend monthly PTO meetings
- Promote PTO events
- Maintain the PTO Facebook page
- Attend and support PTO functions
- Be aware of new fundraising opportunities
- Take minutes at PTO meeting
- Provide copies of the meeting minutes in a timely manner
- Notify all PTO Board members of date, time, and place of all meetings
- Maintain and distribute PTO Board member contact information
- Distribute PTO newsletters, promotions, and information
- Follow the PTO Code of Ethics

Duties of Financial Officer

- Receive all monies of the PTO
- Keep an accurate record of receipts and expenditures
- Disburse funds only as authorized by the PTO Board
- Present a statement of accounts at every meeting of the PTO
- Prepare the PTO budget for approval at the Fall meeting
- Be present at all meetings of the PTO and the PTO Board
- Attend and support all PTO functions
- Update bank account signers at the beginning of each school year when needed

A cash box will be established by the treasurer for each approved PTO event. The treasurer can take up to \$500.00 petty cash no sooner than 1 week before the event and must redeposit it with event profits within 1 week after the event.

Section 3

A) All Board members will conduct themselves in a professional manner. All PTO Board members and volunteers must read and sign the PTO Code of Ethics. All Board members will perform duties as described in these bylaws. Any Board member who is not in compliance will be given a written warning from the Board. If the Board member's conduct continues then they may be removed from office per Article 5, Section 4, B.

B) Any Board member may be given a written warning of noncompliance and/or removed from office by a majority vote of the Board.

Complaints about a Board member's performance or conduct can be submitted to the Board for review.

C) Any Board member can resign by filing a written resignation with the Board. At this time, the PTO Board will announce that the position is available and written or verbal nominations will be taken for an amount of time specified by the Board. Voting for the position will be at the next monthly meeting.

Article 6 Elections

Section 1

Nominations for new PTO Board members will be opened at first meeting of the new school year.

The floor will be open for written or verbal nominations at the first meeting of the new school year. The elections of new Board members will be at the second meeting of the new school year and you must be present to accept office or present the Board with a letter stating why you can't be there and whether you will accept or decline if voted for an office.

The exiting Financial Officer will train the incoming Financial Officer before the next meeting. The exiting Board members must turn over all paperwork that needs to be kept for records no later than the conclusion of the next meeting.

Article 7 Committees

Committees for PTO Events may be created by the Board when it is deemed necessary to do so. At least one Board member must be on the committee. The Board will then ask for volunteers. The term will be for the duration of the event.

Article 8 Meetings

Section 1

The dates and times of the following month's meeting will be announced at the previous month's meeting. For example, the October meeting will be set at the September meeting. There shall be a minimum of 4 monthly meetings during the school year.

Section 2

There shall be at least two (2) Board members present at every monthly meeting. This excludes committee meetings.

Section 3

All requests approved by the Board will be announced at the next monthly meeting. The Board will give the details and ask for a motion to vote. All motions must be seconded. If there is no second then the matter will be denied. If it is seconded, there will be open discussion about that request. The Board will end the discussion and call for a vote on the issue. Voting will be done by a show of hands - majority vote approves proposal.

Section 4

Any person associated with PTO will conduct themselves in a professional manner at meetings and events. Any person who isn't complying will be given a written warning from the Board. If the person's conduct continues then it will be brought to attention at the next monthly meeting and a vote will be held on whether to ask the person not to attend future PTO meetings or volunteer at future PTO functions with the understanding that they may return when willing to follow these bylaws. Please refer to the PTO Code of Ethics for standing expectations.

Article 9 Financial Administration

Section 1

The fiscal year shall begin September 1st and end August 31st.

Section 2

All financial records are open for review. A current ledger will be maintained by the Financial Officer and brought to every monthly meeting. A financial audit shall be conducted by the Board when:

- a) The Board has deemed it necessary.
- b) The office is changed during the year.

If any discrepancies are found, an accountant will be hired as a neutral 3rd party to check the PTO's findings. If the 3rd party also finds discrepancies then the Financial Officers will be immediately dismissed from office. If any monies are owed by the treasurer they will be repaid to the PTO no more than 30 days after the audit. If monies owed are not repaid within the allotted time then legal action will be taken.

Section 3

The PTO will require the signature of the financial officer or bank authorized Board members to sign for all disbursements from the TL PTO checking account.

Section 4

No reimbursements will be issued without pre-approval. The Financial Officer has the authority to issue reimbursements when the appropriate form has been approved by the Board and signed by 2 PTO members.

Section 5

Students cannot handle any PTO monies unless otherwise authorized by the Board. Teachers can handle money when they are "off the clock".

Article 10 Amendments

Section 1

These bylaws can be amended by a majority vote from the PTO members who attend a meeting called for this purpose.

Section 2

Any PTO member can propose amendments to these bylaws. A request must be submitted to the Board for review. If a majority of the Board approves then a meeting will be called. At this meeting the bylaws being amended will be re-written as a group, voted on and put immediately into effect (if approved).

Article 11 Dissolution

Section 1

To dissolve the PTO the issue must be presented to all members at a monthly meeting and a vote taken at the next monthly meeting on whether or not to dissolve. A majority vote of the members will dissolve the TL PTO.

Section 2

In the event of the dissolution of the Toutle Lake Parent Teacher Organization any money in all TL PTO accounts shall be donated to the Toutle Lake Elementary ASB Fund for the elementary principal to use as he or she sees fit.

Article 12 Exceptions

Exceptions can be made to any of these bylaws by submitting a request to the Board.

Article 13 Robert's Rule's

This organization will follow Robert's Rules for any situation not covered in these bylaws while not conflicting with these bylaws.

**These Bylaws were updated on September 20, 2017.*