

## **Roosevelt Elementary School Parent Teacher Organization Bylaws**

### **Article I Name**

The name of this organization shall be the Roosevelt Elementary School Parent Teacher Organization, also known as Roosevelt PTO.

### **Article II Mission**

- a) To promote education of children at school.
- b) To provide a forum for discussion and foster communication among parents, administrators, teachers and the community.
- c) To enhance educational facilities and opportunities for the students of Roosevelt Elementary School.
- d) To encourage volunteer programs and resources for Roosevelt Elementary School.
- e) To raise funds as needed to promote and provide for the above objectives.

### **Article III Policies**

- a) The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- b) The organization shall be noncommercial, nonsectarian and nonpartisan
- c) 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 purpose not appropriately related to promotion of the Objects of the organization.
- d) The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in Neenah Joint School District Board of Education decision making processes.
- e) No direct earnings of the organization shall be used or distributed in any manner to benefit its members or any other private individuals, except to pay reasonable compensation for services rendered or payments/distributions for the purposes set forth in Article II hereof.

f) The organization shall not carry on any other activities not permitted to be carried on as stated in Section 501(c)(3) of the Internal Revenue Code.

g) Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be used to establish a college scholarship fund. This scholarship will be known as the Roosevelt Elementary School College Scholarship.

a. This scholarship will be granted to a former Roosevelt Elementary School student who attended at least four years at Roosevelt Elementary School and graduates from Neenah High School.

b. The frequency and amount will be determined by the Roosevelt PTO, according to Article VIII, prior to disbandment of the Roosevelt PTO.

#### **Article IV Membership**

a) Any parent, guardian, or other persons standing in 'loco parentis' or direct relative of a child enrolled and attending Roosevelt Elementary School.

b) Each member of the licensed teaching staff working for Roosevelt Elementary School.

c) Any member shall have the privilege of making motions and serving on committees.

d) A voting member shall be anyone who is a member in good standing according to Article IV.

#### **Article V Officers and Elections**

a) The Board of this organization shall be officers consisting of a President, Vice President, Secretary, and Treasurer.

b) The Board positions of Vice President, Secretary and Treasurer shall be an elected position of this organization.

c) Officers shall be elected at the May meeting of the organization, by the members present, using a ballot system.

d) Any PTO member is eligible to be a board member.

e) Outgoing officers will end their duties and new officers shall assume their duties at the close of the summer meeting to be no later than July 1st.

f) Officers shall serve a term of one year, and shall not be eligible to serve more than two consecutive terms in the same office, unless there are no other candidates for that position.

g) The Vice President shall be elected with the intent to serve a total of two years; the first year as Vice President and the second year as President.

h) Officers shall be elected in the following manner:

a. The PTO shall send out a nomination form/letter no later than March 31st to all parents whose children attend Roosevelt Elementary School to inform them of the election date and time and to give them an opportunity to nominate themselves or someone else for a Board position.

b. Nominations for the Board will be taken at the April PTO meeting.

c. PTO Board Officers elections shall be at the May PTO meeting.

d. All votes shall be on a written ballot.

e. Counting the votes shall be the outgoing President and two other members not in the election.

f. Vacancies shall be filled by appointment of the Board and approved by the members.

g. Removal from office will occur by a recommendation of the Board and approval of the members by majority.

#### **Article VI Officer Duties**

a) The president shall preside at ALL meetings of the organization and shall coordinate the work of the officers and committees, in order to promote Article II.

b) The Vice President shall act as an aid to the President and perform the duties of the President in the event of an absence or inability to serve.

c) The Secretary shall keep an accurate record of all meetings including all those in attendance and post them on the school bulletin board, forward to the school media specialist who shall post them on the NJSD website.

d) The Treasurer shall receive all monies of the organization, keep an accurate record of receipts and expenditures and shall pay out funds in accordance with these Bylaws. The Treasurer will present a financial statement at every meeting and when requested by the board.

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- e) All officers shall perform the duties as described above and other duties that may be delegated to them.
- f) All officers shall deliver to their successor's official materials at the close of their service.

### **Article VII Meetings**

- a) The regular meetings of this organization shall be held on the second Tuesday of each month from September thru May at 6:30pm.
- b) Date and/or time may be changed by the PTO Board with no less than a 3 day notice of the new meeting and/or time.
- c) There will be one summer Officers meeting determined by the PTO at the May meeting, to turn over/exchange officer information. Members need not attend the summer meeting.
- d) Three Board members and two members present at any meeting shall constitute a quorum for the transaction of business of the organization.

### **Article VIII Parliamentary Authority**

- a) Voting shall be a documented item.
- b) There shall be a motion with a second of the motion before an item is able to be voted upon.
- c) A vote shall consist of a showing of hands of all in favor, followed by a show of hands of all those not in favor.
- d) A majority rules and the motion will either pass or not pass depending on where the majority votes lie.
- e) Items may be brought forth for discussion in the open forum and maybe be placed on the agenda of the next meeting for discussion and/or voting.
- f) Should the item brought forth require immediate attention, a vote may be allowed following PTO voting protocol listed in Article VII.
- g) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Roosevelt Elementary School PTO and can be found at [rulesonline.com](http://rulesonline.com).

### **Article IX Fiscal Year**

Updated 10/2014

a) The fiscal year of the Roosevelt Elementary School PTO shall begin on September 1 and end on the following August 31.

### **Article X Budget**

a) Authorized signatures on PTO checks shall include the Treasurer. The signature cannot be the payee. In case of the Treasurer needing reimbursement, two other Officers must witness the check writing.

b) To be reimbursed from the PTO a reimbursement form along with the receipt/invoice must be attached to the reimbursement form and submitted to the Treasurer. If an item is not a budget item, two Board members must sign the request form.

c) There must be a minimum of \$200.00 in the bank account at all times.

d) At the end of the school year there must be \$2000.00 left in the bank account for the upcoming school year.

e) All PTO financial and other pertinent records must be turned over within 10 business days from the summer meeting date. The incoming and outgoing President and Treasurer must make themselves available to sign and record the transfer of bank accounts. Financial records include: bank records, debt records, transaction history, receipts, and tax information. Other information to include special dates, contacts, forms and any PTO inventory.

f) At the end of an event where monies have been collected, a cash control slip will be filled out by two PTO members. Both members need to count the money, sign and date the control slip and make a copy. One copy will be filed with the President and the other with the Treasurer.

g) PTO funds should go directly from the school to the bank, and will not be stored at a home.

h) If checks are returned for insufficient funds, a letter will be written and sent to the responsible party. The letter will request an original payment, plus a service fee of \$25 made out to the PTO with a copy of the original check attached.

i) A budget will be determined by the President and Treasurer prior to the first general PTO meeting in September. The budget will be presented and discussed at the first meeting and approved at the October meeting.

### **Article X Budget**

i. Each April the Board Members will present a budget for the following year based on the current year's fundraising totals. The final budget will be voted on by members at the May meeting.

#### **Article XI Amendments**

a) These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

#### **Article XII Bylaws**

a) The bylaws of the Roosevelt Elementary School Parent Teacher Organization will be reviewed every two years. A majority vote by the members will constitute their acceptance.

These bylaws are adopted and prescribed on this date: October 14, 2014.