

HAYES PTO BYLAWS

(Updated 3/2017)

ARTICLE I - NAME

The name of this organization is Hayes Elementary School Parent Teacher Organization (Hayes PTO).

ARTICLE II – MISSION

It is the purpose of Hayes PTO to provide all students at Hayes with programs and activities that enrich their educational experience and make Hayes a fun environment for learning. Hayes PTO believes strongly that the elementary years are a critical time for students to establish a life-long love of learning. It is our goal to work in partnership with parents and families, teachers and staff, volunteers and students to make Hayes an enjoyable place for all.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Membership is open to anyone agreeing with the mission statement and without regard to race, color, creed, national origin, or sexual orientation.

Section 2. PTO conducts an annual membership campaign but may admit members at any time.

Section 3. All members must pay dues annually. (see Standing Rule 2.c.)
Membership expires annually on September 30.

Section 4. Only current members may vote in business meetings and serve as elected officers or in appointed positions.

Section 5. The President, Recording Secretary and Membership chairperson have a list of current members. The list is used for PTO purposes only.

ARTICLE IV – BASIC POLICIES

Section 1. The organization is noncommercial, nonsectarian, and nonpartisan.

Section 2. This PTO is a non-profit organization as outlined under Section 501(c)(3) of the IRS code and adheres to those guidelines.

Section 3. The fiscal year is from July 1 thru June 30. An annual audit is conducted after the financial books are closed on June 30. All reimbursements requests are to be submitted by this date. Any reimbursement requests submitted after this date will not be accepted.

Section 4. The proposed budget is presented at the September General meeting.

Section 5. The audit committee performs monthly audits of the Treasurer 30 minutes prior to the monthly PTO meeting with a minimum of two audit committee signatures required. Any discrepancies will be reported immediately at the meeting following. June, July, and August audits will be done prior to the September meeting. Treasurer must provide the current bank statement with all the matching receipts. In the event that two audit committee members are unable to sign off 30 minutes before a meeting, they will do so before that month's end.

Section 6. All income belongs to the PTO and no member or officers are paid by the organization.

Section 7. Upon dissolution of the PTO and after all debts have been met, remaining assets may be donated to one or more non-profit organizations.

Section 8. All school monies collected by Hayes' staff will be placed in the PTO lock box in the Hayes office. Only the President and the Treasurer will have a key to the lock box.

ARTICLE V – ELECTION OF OFFICERS

Hayes PTO members elect the following: president, vice president, officers recording secretary, treasurer, and a school board representative-

Section 1. Nominating Committee

- a. A nominating committee is elected at the January General Meeting. Nominations are taken from the floor. Three members, including one chairperson, and one alternate are elected by a voice vote. A ballot vote is taken if there are more than 4 members nominated. The President may not serve on this committee.
- b. The committee meets and secures a nomination for each office. Nominees must consent to serve if elected.
- c. The committee opens the nominations to all eligible members through notice in February and March.
- d. Nominations are presented at the March General Meeting. Additional nominations may be made from the floor at that time.

Section 2. Elections

- a. The election is held at the April General Meeting.
- b. A voice vote is held if there is only one nominee for each office; a ballot vote is held if there is more than one nominee for *any* office.

Section 3. Terms

- a. New officers assume official duties following the last general meeting of the year and serve a one-year term.
- b. An office may not be held more than two (2) consecutive terms. Holding an office for more than half a term constitutes a term.
- c. A member may hold only one elected office.
- d. Officers-Elect shadow current officers to facilitate training following the last general meeting until the installation meeting.

Section 4. Vacancies

- a. Vacancies are filled by a majority vote of the General Board. The General Board must be notified 3 days prior to the vote.
- b. When the Office of President is vacant, the 1st Vice President serves as President until the General Board votes to fill the office.

ARTICLE VI – DUTIES OF OFFICERS

All officers must be familiar with the mission statement and bylaws of Hayes PTO. They are responsible for their outlined duties, maintain procedure books, and stay within their budget. Officers share the responsibility of training their successors. Officers will assist in creating a list of duties to be kept in an official position binder/drive to be passed on with position.

Section 1. President

- a. Presides at all General, Executive and Special Meetings.
- b. Is responsible for educating the membership and officers about the mission statement and bylaws of Hayes PTO.
- c. Assures that officers are trained for their positions.
- d. Serves ex-officio on all committees except nominating and audit committees.
- e. Supervises and advises all officers and committees.
- f. Sends out a reminder notice for all General Meetings to members and executive board.

Section 2. Vice-President

- a. Performs all duties of the President in the absence of the President.
- b. Maintains all Membership data, provides all PTO info to new members.
- c. Reports on memberships at meetings, promotes membership at events.

Section 3. Recording Secretary

- a. Keeps accurate minutes of all meetings.
- b. Prepares summary to be sent by President to all members each month.
- c. Reports the previous meeting's minutes at General Meetings and submits the final meeting of the year minutes for Executive Board approval.
- d. Makes available a copy of the minutes for the President and membership in a timely manner.
- e. Keeps a copy of the bylaws and current membership list with the minutes' binder.

Section 4. Treasurer

- a. Has charge and accountability of all the funds of the organization.
- b. Keeps accurate account of all income and expenses.
- c. Presents a financial report and updated budget at every General Meeting.
- d. Disburses only expenses authorized by the current year's budget. Reimbursements are made only upon the submission of original receipt.
- e. Files all required tax information when necessary with communication to the audit committee.
- f. Has the accounts examined monthly by a three-person audit committee to be formed

Section 5: Assemblies Coordinator

- a. Serves as the in-school program coordinator and may appoint program chairperson and committees.
- b. Actively explores and evaluates programs.

Section 3. Fundraising Coordinator

- a. Coordinates all activities for raising operating funds.
- b. May appoint a chairperson for fundraising events when needed.

Section 4. Family Event Coordinator

- a. Serves as the Family events coordinator.
- b. May appoint Family chairpersons and committees.
- c. Reports on event plans, and subcommittee details at general meetings

Section 6. Communications Coordinator

- a. Handles all non-business correspondence of the organization.
- b. Maintains flyers for PTO, and promotes all events on social media.
- c. Maintains PTO page link on Hayes website
- d. Assists with yearly calendar, and student directory data

Section 8. School Board Representative

- a. Attends the monthly Lakewood City School Board Meetings and makes a report available at the general meetings.
- b. May appoint an alternate to attend a meeting in representative's absence

ARTICLE VII – GENERAL MEETINGS

Section 1. General meetings of the Hayes PTO are held monthly with the time and day to be decided by the Executive Board.

- a. Seven days notice is required to change the date of a General Meeting.
- b. A quorum consists of twelve members or 10% of total membership, the lesser of the two. A minimum of 3 officers *must* be in attendance.

Section 2. A Special Meeting can be called by the president or by a majority of the General Board with two days notice. No other business other than the stated special business can be conducted.

Section 3. General Meetings are open to all but only current members may introduce motions, debate and vote.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. The Executive Board consists of all elected officers.

Section 2. The Executive Board may transact necessary and emergency business between meetings. Executive Board meetings are called with a minimum of three days notice. Meeting minutes are available at the next General Meeting.

Section 3. A majority of the Executive Board constitutes a quorum.

ARTICLE IX – GENERAL BOARD

Section 1. The General Board consists of the Executive Board, the principal, and the teacher representative.

Section 2. The General Board holds meeting as needed during the school year with a minimum of three days notice. Meeting minutes are available at the next General Meeting.

Section 3. A majority of the General Board constitutes a quorum.

Section 4. The General Board

- a. Approves the plans and work of officers and committees.
- b. Prepares and submits a yearly calendar.
- c. Fills vacancies in elected and appointed positions.

ARTICLE X – STANDING AND SPECIAL COMMITTEES

All committees present a plan to be approved by the General Board.

Section 1. The Executive Board creates standing committees and appoints committee chairpersons as deemed necessary (see standing rule 2.h.).

Section 2. The authority to form special committees rests with the organization.

Section 3. A budget committee consists of the incoming and outgoing Presidents and Treasurers and others deemed necessary by the incoming President (chairperson).

Section 4. An audit committee includes no less than three current members who agree to examine the monthly financial books.

- a. Audit committee is formed in April. Any new members are to shadow the previous committee for one month.
- b. Signatures are required on each monthly bank statement showing approval of all transactions for that month.
- c. Responsible for ensuring that the Treasurer files all appropriate tax forms when necessary.

Section 5. An installation committee consists of the outgoing board and is responsible for the new officer installation ceremony and related recognitions.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order, Newly Revised govern the Hayes PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XII – DISBANDING

Section 1. If a motion to disband is presented and seconded, it must be deferred for a vote until the next general meeting. All members must be notified of the motion to disband 20 days prior to the meeting at which the vote will take place.

Section 2. At the next General Meeting, the motion is opened for discussion. Prior to the vote, members decide how to dispose of property and assets in accordance with Section 501(c)(3) of the IRS code.

Section 3. A 2/3 vote of members present and voting is required for the motion to pass.

Section 4. The treasurer notifies the IRS that the organization has disbanded.

ARTICLE XIII – AMENDMENTS

These bylaws may be amended at any General Meeting of the organization by a 2/3 vote of the members present and voting. Notice of the proposed amendment must have been given at the previous General Meeting.

HAYES PTO STANDING RULES

(updated 2/2017)

1. ALL OFFICERS AND CHAIRPERSONS SHALL:

- a. Be familiar with the Hayes PTO mission statement and bylaws.
- b. Prepare and maintain a detailed procedure book.
- c. Submit an annual report with a copy for both their procedure book and the President’s book.
- d. Attend all general and executive board meetings. Consistent absence from meetings without sufficient cause will result in dismissal of office.
- e. Stay within budget. Budget increases must be approved prior to expenditure to ensure reimbursement. Officers and chairs must sign reimbursement forms for all expenses relating to their budget. Budgets do not include reimbursements for lunches/dinners during volunteer events. Any such expenditure must be approved by the membership at a PTO general meeting.
- f. Use a Cash Verification Form for all cash that is used to set up the cash boxes for applicable events. The Treasurer will provide the form and money. Two members will count and verify the cash and sign off on the form.
- g. Use a Cash Verification Form for all cash handled at applicable events. Two present members, who will each sign off on the form, will count cash collected from these events immediately following the event. The form and collected money will then be given to the Treasurer immediately following the event. If the Treasurer is unavailable, the President will keep the money until the money can be passed to the Treasurer.

2. THE HAYES PTO SHALL:

- a. Maintain a minimum of \$1,000.00 in the Hayes PTO general fund at the close of each fiscal year.

- b. Maintain full accountability of all funds. Deposit all income immediately with the treasurer or other designated fiscal officer.
- c. Collect dues annually at a rate of \$5.00 for each adult member.
- d. Send a representative or alternate to monthly Lakewood School Board meetings.
- e. Sponsor staff appreciation events as agreed upon by the General Board.
- f. Help in recognizing the fifth grade students in cooperation with the fifth grade committee, principal, and teachers.
- g. Maintain a fund separate from the general fund for fundraising efforts of the fifth grade committee. PTO provides \$5.00/5th grade student from the general fund. Any remaining 5th grade funds will be automatically gifted to the upcoming 5th grade, unless otherwise decided by the outgoing 5th grade committee.
- h. Maintain no less than the following standing committees:

-Room Parent Coordinator	-Help Team Coordinator	-Book Fair Coordinator
-5 th Grade Committee	-Staff Appreciation Committee	-Craft Week Committee
-Audit Committee	-Box Tops Coordinator	

3. THE EXECUTIVE BOARD:

- a. May spend up to \$50.00 (non-budget) without membership approval and with both the President's and the Treasurer's approval. If the member purchasing is the President or the Treasurer, he/she must also have approval from an additional Executive Board member. This spending is only for immediate expenditures that cannot wait until the next meeting for member approval and must be noted at the next General Meeting.
- b. Plans the reception for the new board of officers. Presents appropriate recognition to the President; not to exceed the budget.

4. SPENDING AND REIMBURSEMENT

- a. Original receipt for any and all expenses is required in order to receive reimbursement. This is necessary for tax purposes.
- b. Original receipt for any and all expenses using the debit card is required for tax purposes. The treasurer is the only member that can use the debit card.

5. AMENDMENTS

Standing rules may be adopted, amended and rescinded at any business meeting without prior notice by a 2/3 vote of members present or by a majority vote with prior notice.