

Richmond Grade School PTO

BYLAWS

Article 1. Name

The name of this organization shall be the Richmond Grade School Parent Teacher Organization, referred to as the RGS PTO. The RGS PTO is an unincorporated association of parents and teachers of Richmond Grade School, Richmond, Illinois, which shall have the duties, functions and purposes as set forth in these bylaws.

Article 2. Purposes

It shall be the purpose of the RGS PTO:

- ✓ To promote the well-being of children and youth in school, the home and the community.
- ✓ To encourage and assist in the relation between school and home. To cultivate and to support in this partnership in the nurturing and raising of children.
- ✓ To strengthen the respect and awareness of individual differences.
- ✓ To provide opportunities that foster the greatest advantages of physical, mental,
- ✓ and social education between educators and families.

Article 3. Membership & Voting

Any parent, legal guardian, Richmond Grade School volunteer, or employee of District 2 interested in the purposes of the Richmond Grade School Parent Teacher Organization that will uphold to its policies, and subscribe to its bylaws is considered a member. There shall be no dues.

Any and all members present at a regular or special meeting of the RGS PTO are entitled to make motions, inform, debate and/or vote on the issues present. Only members present at the time of the meeting shall have the privilege of voting and/or making final decisions. There shall be no proxy voting of any kind.

Article 4. Policies

1. The program of this organization shall be educational and/or recreational in nature, and shall be developed through conferences, committees and projects.
2. The organization shall be noncommercial, nonsectarian, and nonpartisan.
3. 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 objectives of the organization.

4. 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 or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
5. This organization shall not seek to direct the administrative activities of the school or to control its policies.
6. The Richmond Grade School PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the organization.
7. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Article 5. RGS PTO Officer Elections and Terms

The officers of the RGS PTO shall be a president, vice-President, secretary, and a treasurer. These officers shall be elected by a majority vote during the April meeting. Members must be present during the election to cast a vote by written ballot.

Nominations for officers are open to current PTO members and can be submitted by voice or ballot form. At the election meeting, the name of at least one candidate for each office needs to be announced. The consent of each candidate must be obtained before his or her name is placed in nomination. A person can be nominated from the floor or become a write in candidate as long as the individual has agreed to run. Voting shall not be limited to the nominees.

If there is only one candidate for any office, a motion from the floor to elect that officer may be by voice instead of ballot. Officers shall serve a term of two years and shall remain in office until the end of the second year of the term and end of the school year. The president and secretary will be elected in the even years and the vice-president and treasurer will be elected in the odd years. New officers will then take over the offices for the following school year. Previous officers and newly elected officers will meet before the end of the school year to ease the transition. (NOTE: A one year transition will be necessary for two officers in the year 2004-2005. In 2004, a two year term will be open for the president and secretary and a one year term for the vice-president and treasurer.)

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, having each been given five (5) days notice of such election. In case a vacancy occurs in the office of president, the vice president/president elect shall assume the presidency and serve notice of a vacancy in the position of vice president/president elect.

Article 6. Duties of Officers

The president shall have the following duties:

- ✓ Preside at all general meetings of the organization, meetings of the executive board, and any special meeting which may be called.
- ✓ Be a member of all committees except the nominating committee.
- ✓ Refrain from voting at meetings unless there is a tie, in which the President will cast the tie-breaking vote.
- ✓ Coordinate the work of the officers of the organization in order that the objectives may be promoted
- ✓ Create and appoint special committees as may be necessary to carry out the purposes of the RGS PTO
- ✓ Communicate regularly with the Principal, Vice Principal, and office staff.
- ✓ Have power to sign and execute bonds, contracts or obligations in the name of the organization, as authorized by the executive board or the general organization.
- ✓ Be authorized to co-sign checks.
- ✓ perform other duties as may be assigned by the Board or as may be required by the organization

The vice-president shall have the following duties:

- ✓ Act as an aide to the president.
- ✓ Perform the duties of the president in the absence or inability of that officer to serve.
- ✓ Be a member ex-officio of all committees (except the nominating committee) to coordinate their work in order that the objectives may be promoted.
- ✓ Perform other duties as may be assigned by the Board or as may be required by the organization.

The secretary shall have the following duties:

- ✓ Keep a correct record of all meetings of the organization.
- ✓ Shall be responsible for approved minutes to be typed and placed on file in the administrative office.
- ✓ Have custody of the official documents of the organization, including, but not limited to, the bylaws, employer identification number, and membership list.
- ✓ Publish meeting minutes to the general membership at the subsequent PTO meeting.
- ✓ Create and distribute the monthly P.T.O. newsletter to the students.
- ✓ Maintain website updates regarding P.T.O. activities and information.
- ✓ Perform other delegated duties as assigned by the Board or as may be required by the organization. Such duties may include correspondence.

Article 6. Duties of Officers (continued)

The treasurer shall have the following duties:

- ✓ Be the custodian of all the funds of the organization.
- ✓ Keep a full and accurate account of receipts and disbursements in books belonging to the organization.
- ✓ Deposit all moneys and other valuable effects in the name and to the credit of the organization in such depositories as may be designated by the general organization or by the executive board.
- ✓ Make disbursements only as authorized by the president, executive board, or general organization in accordance with the budget adopted by the general organization taking proper vouchers for such disbursements.
- ✓ Present a financial statement of account at every meeting of the organization and/or at other times when requested.
- ✓ Prepare a complete, annual financial summary at the close of the school year. This report will be examined by an auditor. Satisfied that the Treasurer's annual report is correct, the auditor shall sign a statement of that fact at the end of the report.
- ✓ Perform such other duties as may be required by the organization.

All board members shall:

- ✓ Deliver to their successors all official material within the first couple weeks of the successors' terms.

The treasurer's account shall be examined annually by an auditor or an auditing committee of not less than three Parent Teacher Organization members. An auditing member, when satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the president at least two weeks before the final meeting. The auditing committee shall not be an officer of the organization.

Article 7. Finance

Any and all requests by a committee chairperson or any member, for Parent Teacher Organization funding or monetary support shall be brought to the regular meeting of this organization by the party requesting such disbursement(s). The party or representative will give an informational brief presentation to the Parent Teacher Organization members.

Expenditures over \$200.00 (two hundred dollars) must be approved by the members at the monthly meetings. Following a brief informational presentation by the party(ies) asking for disbursement, a request for motion to approve the disbursement can be made by either a Parent Teacher Organization officer or a Parent Teacher Organization member. In order to approve, one member must verbally make a motion or proposal to accept and carry out the disbursement. Then, another member must second the motion. After two motions, all the PTO members would present the vote. Two thirds (2/3) of the majority will allow it to pass.

Expenditures up to but not more than \$200.00 (two hundred dollars), including the necessary business in the intervals between organizational meetings and/or any monthly maintenance expenditures, must be approved by at least two officers.

Any donation to the school from the Parent Teacher Organization must be proposed and followed by motions in order to be approved at a regular meeting and carried out.

Two officers must have their signatures on file at the financial institution where the RGS PTO bank account is held.

The Organization shall implement the rules and regulations of E Cashflow Systems, a check recovery program. Under such direction, the Organization hereby acknowledges the program's policy and hereby states in its entirety that *If a check written to the RGS PTO is returned by the bank as an NSF check (non-sufficient funds), our new check handler, eCashflow Systems will re-present the check electronically, and you will be assessed a processing fee of \$20-30 or the maximum amount allowed by law. The check writer is also responsible for all other check recovery costs, including all attorney's fees, court costs and taxes.*

Article 8. Meetings

A regular meeting of this organization shall take place on a predetermined date and time which is generally the second Tuesday of the month beginning in September at 4:00pm or 7:00pm. Five days notice shall be given to the school if there happens to be a change of meeting dates or times. Special meetings may be called by the majority of officers, with a minimum of five days notice to the meeting.

The majority of the meetings should be spent making motions, informing, debating and/or voting by members of the organization. The privilege of voting is limited to the members of the organization who are present at a meeting and at the time when voting is to take place. Two thirds (2/3) of the majority will allow the subject to pass.

Officer elections will take place during the April meeting. All votes will be recorded by the simple majority of members in attendance.

The final meeting in May will be considered the annual meeting, which is an opportunity to summarize the year for the Parent Teacher Organization. Any annual reports that are necessary need to be submitted one week prior to this meeting.

Article 9. Committee Chairpersons and Coordinators

A chairperson and a coordinator for any standing committee and/or event is taken on a volunteer basis or appointed by the RGS PTO board. When a chairperson position becomes vacant, the executive board shall appoint a person to fill an unexpected or unexpired term.

Each Committee Chairman, Co-Chairman and Coordinator shall recognize and confirm their leadership roles and responsibilities by submitting signed Acknowledgements, which are provided by the Organization. Acknowledgements will be signed annually by each Chairman, Co-Chairman and Coordinator.

Regular attendance of monthly meetings is required by chairpeople and coordinators. The chairpeople of all committees shall present plans of work to the RGS PTO for approval at a meeting prior to the event. Following the event that is chaired, the chairperson shall immediately tender all records and receipts to the treasurer, and present the general membership and the executive board a final report summarizing the event.

Article 10. Bylaws and Amendments

Notice of any proposed amendment to the RGS PTO bylaws must be given at a previous meeting of the RGS PTO and after approval of the board.

Bylaws may be amended in all or in part at any regular meeting of the RGS PTO, or at any special meeting called for that purpose. A majority vote of those present and entitled to vote shall be required for any approval of an amendment.

A copy of the amendments shall be attached to the master copy of the bylaws and incorporated into the body whenever possible. A copy of the bylaws are to be on file at the school. All board members must have a copy of the bylaws. A copy of the bylaws must be present at all RGS PTO meetings.

Article 11. Rules of Order

The rules contained in “Roberts Rules of Order Revised” shall govern this association in all cases in which they are applicable, and in which they are not inconsistent with these bylaws.

12. Fiscal Year

The fiscal year of the RGS PTO shall be from July 1 to June 30. The incoming board members shall assume control of the records of the respective offices as of July 1.

_____ President	_____ Date
_____ Vice President	_____ Date
_____ Secretary	_____ Date
_____ Treasurer	_____ Date