

# **BYLAWS**

## **Edinbrook Elementary Parent Teacher Organization**

### **Article I. Name**

The name of this organization shall be the Edinbrook Elementary Parent Teacher Organization (PTO). It is an independent, nonprofit organization.

### **Article II. Objectives**

The objectives of the Edinbrook Elementary Parent Teacher Organization shall be:

- A. To enhance student learning.
- B. To represent parents' views to the staff, district and community.
- C. To promote family involvement.
- D. To provide communication between the general public and the school in order to secure for every child the highest physical, mental, social and academic advantages.

### **Article III. Basic Policies**

The basic policies of the Edinbrook Elementary Parent Teacher Organization shall be:

- A. Promote and provide input into the development of the academic and social curriculum in Edinbrook Elementary School from information furnished by administration, staff, parents and other sources.
- B. This organization shall work with the school to provide quality education for all children and youth and shall seek to advise and participate in the decision-making process establishing school policy.
- C. The name of the organization or the names of any members in their official capacities shall not be used outside of the regular work of the organization if not pre-approved by the board.
- D. In the event of the dissolution of the organization, its assets shall be donated to District 279 for the benefit of Edinbrook Elementary students.

### **Article IV. Membership and Dues**

All parents, guardians, teachers and staff members of Edinbrook Elementary are members of the Edinbrook PTO. There will be no dues collected.

**Article V.**

**Board Members**

The elected board members of this organization shall be the president, vice president, secretary, treasurer, fundraising chairperson and committee, welcome wagon representative, and publicity representative. Additional elected positions, at the board's discretion, may include, but are not limited to: PTO meeting coordinator.

- A. The term of president and vice president shall be one year. The treasurer shall be a two-year term. The president, vice president and treasurer shall not be eligible to serve in the same office for more than two consecutive terms.
- B. All positions shall be filled and introduced by the final meeting of the school year. All board members shall remain in office until their successors have assumed their responsibilities or their term ends.
- C. Committee chairpersons will be filled by volunteers designated throughout the school year.
- D. All board members shall attend parent teacher organization meetings and be prepared to give a report if called upon to do so.
- E. A vacancy occurring in any office except that of president shall be filled for the unexpired term by a person elected by a majority vote of the remaining parent teacher organization board. In case a vacancy occurs in the office of the president, the vice president shall succeed said office.
- F. The parent teacher organization board will consist of the elected and/or appointed board members, committee chairpersons, building principal or his/her designee and teacher representatives. All board members of the parent teacher organization have voting rights with the exception of the school principal.
- G. Election of board members will be held in the spring of each year. Nominations will be open to the general parent teacher organization membership.

**Article VI.**

**Duties of Board Members**

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

#### A. President

Responsibilities of the president include, but are not limited to, the following:

- Prepare agenda and lead meetings effectively
- Participate in committees for PTO events
- Participate in committees as requested by the school principal
- Follow up on all issues to make certain concerns are addressed
- Meet regularly with school principal and resource manager to discuss current issues and concerns
- Be available to parents and teachers as needed
- Serve as contact for staff and student sympathy
- Responsible for filing Nonprofit Corporation Annual Renewal with the Minnesota Secretary of State by December of current school year
- Prepare and handle voting ballot for board positions annually
- Schedule annual budget meeting

The time commitment for this position is approximately four (4) hours per week average.

The recommended qualifications for this position include good organizational, communication, and interpersonal skills. The president will ideally be someone who, at the beginning of his/her term, will have at least three (3) years remaining as an Edinbrook parent. Additionally, one year of PTO service prior to volunteering for president is recommended.

#### B. Vice President

Responsibilities of the vice president include, but are not limited to, the following:

- The vice president shall act as an assistant to the president and shall perform the duties of the president in the absence or inability of that board member to serve
- The vice president would assume the duties of the president in the event of his/her resignation
- In the event there is no fundraising chairperson on the PTO board, the vice president will be the main contact person for the fundraising committee. The vice president will gather information from the fundraising committee and compose a fundraising schedule for the upcoming school year. The vice president will fill out permits and give them to the resource manager by May
- The vice president is responsible for performing a review of the PTO's monthly bank statements per insurance policy requirements. This duty must be performed by a non-check signor and should be performed on a monthly basis
- The vice president will be the chairperson for the ice cream social
- Review for discrepancy and sign monthly bank statements

### C. Secretary

Responsibilities of the secretary include, but are not limited to, the following:

- Record the minutes of all meetings of the organization
- Present the minutes at the following meeting for approval and make available copies of such minutes to all members of the board and interested members
- Retain a current copy of the bylaws
- Maintain and furnish to board members an up-to-date list of board members and their contact information
- Fill out and file bingo permit well in advance of bingo event
- Fill out permits for the PTO board meetings for the next upcoming school year and supply the permits to the resource manager by May
- Serve as a backup for the publicity representative in the event the publicity representative cannot fulfill their duties
- Perform other duties as assigned

### D. Treasurer

Responsibilities of the treasurer include, but are not limited to, the following:

- Have control of all PTO funds
- Assure all funds are deposited into appropriate organization account(s) in a timely manner
- Keep a full and accurate account of receipts and expenditures
- Make disbursements as authorized by the president, executive board, or organization
- Have checks or disbursements signed by authorized person(s) as necessary
- Present financial reports at every meeting of the organization and at other times when requested by the executive board
- Be responsible for the maintenance of such books of account and records as conform to the requirements of the executive board and organization
- Relinquish records to individual(s) acting in an auditing capacity for review
- Pay insurance premiums and respond to all requests pertaining to the PTO's insurance policy
- Prepare and file annual taxes on behalf of the organization

The time commitment for this position is approximately four (4) hours per week average.

The recommended qualifications for this position include possessing a strong financial aptitude and knowledge of or willingness to learn the PTO's financial software. Additionally, the treasurer should possess good organizational, communication, and interpersonal skills.

The treasurer's records and PTO accounts shall be examined per the PTO's insurance policy requirements. As of the revised date of these bylaws, the insurance policy requires that the PTO records and accounts be examined annually by either a non-board member or uninterested party whom ideally possesses some education or background in accounting or bookkeeping, or an audit committee of two (2) or more board members. The persons on the committee may not be signors on the PTO bank accounts. The non-board member or audit committee will provide a signed statement reporting their findings. The non-board member or audit committee shall be appointed by the board in April's PTO meeting. The insurance policy also requires that the monthly bank statements be reviewed for discrepancy and signed by a person who does not have check signing authority on the account(s).

As of the revised date of these bylaws, the PTO's insurance policy includes a blanket bond built into the policy. This bond covers for embezzlement by anyone entrusted with PTO monies.

E. Fundraising

The GxgpvEqqtf kpcvqt is responsible for reporting to the board on fundraising activities. The GxgpvEqqtf kpcvqt needs to fill out permits and give them to the resource manager by May prior to the fundraising year. The GxgpvEqqtf kpcvqt will provide the board with a fundraising schedule at the first PTO meeting of the year.

The cqqt f kpcvqt is responsible for forming a fundraising committee and overseeing all fundraisers. The GxgpvEqqtf kpcvqt and committee are responsible for organizing and running fundraisers throughout the school year. Details regarding these fundraisers may be found in individual binders stored in the PTO cage located in the school. As ap GxgpvEqqtf kpcvqt or committee, you are responsible for arranging any kick-off event, promoting the fundraiser throughout its duration, handling any problem orders, getting the money to the treasurer in a timely manner, and being the contact person for parents to call with questions.

F. Welcome Wagon

Welcome wagon representative shall send out letters of welcome to the parents/guardians of any new student who is transferred into Edinbrook Elementary during the school year. These letters shall contain dates and times of upcoming PTO meetings as well as contact information for the welcome wagon representative.

Informational forms (which include the name of the new student(s), grade of the new student(s), teacher's name(s), parent/guardian's names and the location of where the new student(s) is being transferred from) will be forwarded to the welcome wagon representative by the office staff at Edinbrook Elementary.

## G. Communications Director

Responsibilities of the communications director include, but are not limited to, the following

- 1) Responsible for communicating dates of events, updates and meetings to PTO members and the school community through newsletters, emails, and any other PTO approved media; including all calls and emails sent from the front office. Frequency of newsletters can be discussed with the board at meetings.
- 2) Provide information for updating the School PTO web page and Facebook. Facebook information will be passed to the teacher representative and webpage will need to be communicated to Information technology ESP.
- 3) In charge of all PTO flyers and communications being sent home and submit items for photocopying and distribution in Wednesday envelopes or classroom distribution. Copy of flyer needs to be in the front office by Monday for Wednesday envelope distribution.
- 4) In charge of the PTO bulletin board along with the event chairperson.
- 5) Serves as a back-up secretary in the case that the secretary is unable to attend meetings. Minutes will be typed up and sent to the board for approval.

H. Meeting Coordinator

The meeting coordinator works with the PTO president and the school principal to gather ideas and speakers for PTO general meetings.

I. Principal

The principal shall sit on the board in an advisory position, be eligible to sit on all sub-committees, and contact district personnel when necessary. The principal shall not have voting power.

J. Teacher Representative(s)

Designated teacher(s) shall sit in on the scheduled board meetings and share information with the staff. The teacher representative(s) needs to be available to staff to answer questions or address concerns regarding the PTO.

**Article VII. Meetings**

All meetings are open to the public. Any person wishing to be placed on the agenda should contact the PTO president.

One third of the total number of board members shall constitute a quorum for the transaction of business in any meeting of this organization.

A budget meeting will be held in the spring to set the PTO budget for the upcoming school year.

**Article VIII. Fiscal Year**

The fiscal year of this organization shall begin on July 1 and end on the following June 30.

**Article IX. Parliamentary Authority**

Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws.

**Article X. Amendments**

A special committee may be appointed to submit a revised set of bylaws to be approved by a quorum vote of the PTO board members.

**Article XI. Voting Procedures**

Elections are held every spring for voting for positions on the PTO board. Ballots are sent to all PTO members. All parents/guardians of a student attending Edinbrook Elementary and staff are members of the PTO. They vote by ballot for the candidates who are on the ballot for offices. All PTO members are eligible to be up for election on the board, (see individual office duties for any requirements on board offices). Ballots are returned to the PTO at the designated time noted on the ballot; officers are placed in office based on those ballot returns.

The elected board then will vote on issues brought up during the year. 75% of the acting board members need to be present when voting, and 2/3<sup>rd</sup> vote of those present is required for the passing of any issue being voted on. In the event a response that requires a vote is needed before a meeting can be called, an email vote will take place, going out to all board members and needing 75% of board members to reply and 2/3<sup>rd</sup> vote yes or no in order to pass. Voting may be done in written format such as email or ballot, verbal, or hand counting, whichever is being requested and fitting for the item and issue that is being voted on.

The board will also rely on the voting procedures that are laid out in Robert Rules of Order.

Bylaws - Edinbrook Elementary School Parent Teacher Organization

Prepared on May 5, 1995

Revised 03/11/02

Revised 12/05/06

Revised 4/17/07

Revised 2/9/10

# STANDING RULES

## **Article I. General Information**

The purpose of the standing rules is to supplement the bylaws of the Edinbrook Elementary Parent Teacher Organization.

If a conflict exists between the standing rules and the bylaws of the organization, the bylaws shall take precedence.

These rules may be revised by a quorum vote at any business meeting of the organization provided it is on the agenda prior to the meeting at which the revision is voted upon.

The secretary shall maintain a current copy of these rules and the bylaws.

## **Article II. Financial Procedures – Effective 12/05/06**

1. The board shall purchase or provide accounting software for the treasurer's use. It will be required that this software be utilized for PTO recordkeeping and financial reporting.
2. All checks made payable to "cash" require two authorized signatures regardless of amount.
3. All requests for payment shall be properly documented. Acceptable forms of documentation include prepared forms, written requests, and store receipts.
4. Bank deposits must be made in a timely matter. Fundraising volunteers, or others responsible for collecting or handling funds, must submit the funds to the treasurer on a timely basis, preferably within 48 hours of collecting funds.
5. Each bank deposit shall have complete documentation detailing the composition of the entire deposit. Receipts and deposit slips shall be attached to the appropriate monthly bank statement.
6. The treasurer shall keep a detailed record of all returned checks. In the event of returned checks, the treasurer shall attempt to personally contact the payer and request payment for the check amount in addition to all related fees charged by the bank. If necessary, the treasurer shall follow up with a letter approved by the school principal. The PTO shall be notified at each meeting as to the status of uncollected returned checks.
7. Prior to releasing any checks, the treasurer shall verify that sufficient funds are available in the checking account to pay those checks. The PTO accounts should never be in a deficit position.
8. All checks written shall have two authorized signatures.

9. All voided checks shall be clearly marked as such by the treasurer. All voided checks shall be documented in the accounting software utilized by the PTO and attached to the checking account statements.
10. It is the responsibility of the treasurer to remain informed as to the bank fees that could have an adverse effect on the PTO accounts. Upon learning of account structure changes imposed by the bank, the treasurer shall promptly notify the PTO board and the board shall make decisions on how to handle the situation.
11. All funds shall be counted by at least two PTO members who count the funds together.
12. All funds shall remain at the school until ready for deposit into the appropriate bank account.

**Article III. Collection of Dishonored Checks**

Any check written for \$25.00 or more that is rejected from the bank will be assessed a processing fee of at least \$30.00. No further personal checks will be accepted from this individual for the remainder of the school year.

The check writer will be contacted verbally by the treasurer to arrange for payment to be made in full in cash or be certified check within five (5) business days.

If the rejected check is not paid in full within this time frame via cash or certified check, a letter will be sent to the check writer requesting payment in full via cash or by certified check within five (5) business days.

If the rejected check is still not paid in full within this time frame via cash or certified check, the matter will be turned over to the police department or other appropriate authority.

Standing Rules - Edinbrook Elementary School Parent Teacher Organization

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Modified 01/2003

Modified 9/15/2003

Modified 12/05/06

Modified 2/9/10