

# **Bylaws for the Meadow View Elementary PTO**

**Updated January 9, 2018**

The Meadow View Elementary PTO exists to enrich the educational and social experience of all Meadow View students through the cooperative efforts of the staff, parents and Meadow View community by seeking resources: funds, materials and services with educationally focused goals that further the interests of our school community.

## **Membership**

- General membership shall be comprised of parents and guardians of all enrolled students, administrators, teachers, and staff of Meadow View Elementary. All General members shall have voting rights at General Meetings and equal privileges in the organization.
- No dues shall be required for membership.
- The Officers of the Executive Board shall be as follows: President, Vice President, (if volunteers are available this role shall be split into the following: Vice President of Fundraising, Vice President of Communications – Internal & External), Treasurer, Assistant Treasurer (if volunteer available), Secretary, an Administrator (Principal or Assistant Principal), Staff Director at Large and Staff Communications Liaison.
- Executive Board members may be removed based on the recommendation of any Executive Board member, if that recommendation is approved by a 2/3 majority of the Executive Board.

## **Officers Roles and Responsibilities**

### **Executive Board Members:**

- Participate in all meetings.
- Have working knowledge of Roberts Rules of Order.
- Represent constituents of the Meadow View Elementary community.
- Board Members shall create and maintain written documentation of all responsibilities and processes for their positions throughout their term.
- Outgoing Board Members shall transition all documentation to the Incoming Board Members in May each school year.
- Establish the day, time and place of the all meetings and publish at the earliest possible date.
- Appoint and coordinate committees and committee chairpersons as necessary.
- Have one vote.
- Vote and approve The Agenda to be presented at the general meetings.
- Executive Board Members shall receive no compensation for their services.

### **Administrator (Principal, or Vice Principal, in the Principal's absence):**

- Serve as an Executive Board Member in a voting capacity.
- Advise the PTO and represent the District and Administrative concerns.
- Ensure that the PTO follows the school district's policies.

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## **President:**

- Serve as an Executive Board Member in a voting capacity.
- General supervision of the affairs of PTO.
- Preside at all Executive Board Meetings and General Meetings, or in the event of an absence, communicate with Vice President.
- Ensure that school community is informed of all pertinent information.
- Shall temporarily perform duties of any vacated Executive Board or Committee Chair positions.
- Determine meetings - Executive Board Meetings shall take place no later than a week prior to the General Meetings when at all possible. Call special meetings as necessary in conjunction with school Administration.
- Oversee drafting and distribution of Executive Board Meeting agenda at least 48 hours before meeting in conjunction with school Administration.
- Oversee the drafting, the distribution, and the posting of General Meeting agenda at least 24 hours after the Executive Board meeting and no less than a week before the General Meeting.
- Oversee certain committee chairs as determined annually by the Officers of the Executive Board.
- Facilitate PTO meetings using the MDVE summarized Robert's Rules of Order procedures and guidelines.<sup>1</sup>
- Submit PTO news to the Vice President of Communications in a timely manner to ensure dissemination via the communications network available.

## **Vice President:**

- Serve as an Executive Board Member in a voting capacity.
- Support and assist the President.
- Provide assistance to the President on Fundraising- and/or Communications-specific responsibilities if two VPs are not in office.
- Familiarize self with MDVE summarized Robert's Rules of Order and work with President to assure meetings are run accordingly.<sup>2</sup>
- Oversee certain committee chairs as determined annually by the Officers of the Executive Board.
- Preside at meetings in the President's absence and perform said duties.
- Assist other Board Members and Committee Chairs as needed.

## **Vice President of Fundraising** (when applicable):

- Serve as an Executive Board Member in a voting capacity.
- Support and assist the President.
- Oversee all fundraising aspects of the PTO.

## **Vice President of Communications** (when applicable):

- Serve as an Executive Board Member in a voting capacity.
- Support and assist the President.

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- Oversee all communications aspects of the PTO
  - In the event that volunteers are available to fill, responsibilities shall be divided between Internal (staff) and External (parents and community at large) Communications

## **Secretary:**

- Serve as an Executive Board Member in a voting capacity.
- Attend all Executive Board and General meetings, record the minutes, and keep attendance and voting records.
- Publish General meeting minutes within seven days via email and/or PTO website.
- Minutes shall be approved and amended, if required, at the following months' general meeting.
- Ensure third-party resource for annual tax filing duties and define a process going forward.
- In the absence of the Secretary, the Executive Board shall select another member (General or Executive member) to record the minutes.

## **Treasurer:**

- Serve as an Executive Board Member in a voting capacity.
- Responsible for providing receipts for all cash and in-kind donations and publication of contributors as outlined by the Executive Board.
- Prepare monthly financial statements to present to Executive Board Meetings and General Meetings. This information will also be posted on the PTO website.
- Works in conjunction with Meadow View Elementary Bookkeeper and school Administration on all purchases and PTO Grant Awards.
- Draft tentative annual budget with Executive Board Members and provide a final copy to the Executive Board and School Bookkeeper before the August General Meeting.
- Create and maintain financial policies and procedures necessary to ensure adequate accounting for PTO monies.
- Process all receipts for monetary contributions within 10 business days of their receipt.
- Responsible for establishing and maintaining an accounting record for the Meadow View PTO.
- Keep and maintain all Tax /IRS documentation, both hard and soft (where applicable) copies.
- Maintain annual insurance policy for the organization.
- Provide access to reconciled bank statements at the request of the Executive Board.

## **Assistant Treasurer (when applicable):**

- Serve as an Executive Board Member in a voting capacity.
- Support and assist the Treasurer.
- Familiarize self with current Meadow View Elementary Treasurer's responsibilities.
- Preside at meetings in the Treasurer's absence and perform all duties in the case of any absence for a given period of time.

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## **Staff Director at Large:**

- Serve as an Executive Board Member in a voting capacity.
- Assist the President and Vice President(s) as needed.
- Fill in when President and Vice President(s) cannot attend events.
- Fill in for all Board positions as needed.
- Participate in PTO functions.
- Shall be a current staff member of Meadow View Elementary
- Shall research special projects as requested by the President
- Help channel information and needs in the appropriate direction and report to the Executive Board on any issues that may involve the PTO.

## **Staff Communications Liaison:**

- Serve as an Executive Board Member in a voting capacity.
- Assist the President and Vice President(s) as needed with internal communications to the school staff members.
- Participate as a PTO representative at all MDVE staff meetings.
- Fill in when President and Vice President(s) cannot attend events.
- Fill in for all Board positions as needed.
- Participate in PTO functions.
- Shall be a current staff member of Meadow View Elementary
- Help channel information and needs in the appropriate direction and report to the Executive Board on any issues that may involve the PTO.

## **Committee Chairs:**

- Will be determined at the first General Meeting of the school year.
- Organize, coordinate and report assigned committee activities, which includes an outline of events and needs to the Executive Board and a written report at the end of the event to be presented to their successor, with a copy to the Executive Board.
- Report to assigned Executive Board member(s) as requested.
- Obtain approval for all committee expenses within pre-approved budget from the Executive Board.
- Obtain approval for all committee communications by submitting to the Vice President of Communications no later than one week prior to distribution.
- Executive Board Members can function as a Committee Chair.
- Committee Chairs can be removed from the position by a majority vote of the Executive Board if the Committee Chair is not upholding the stated objectives of the PTO.
- Is responsible for ensuring their committee follows all MDVE PTO Bylaws.

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### **Nominations of Executive Board Members**

Executive Board shall consist of:

- President (voting position)
- Vice President of Fundraising (voting position)
- Vice President of Communications (voting position)
- Treasurer (voting position)
- Assistant Treasurer (voting position)
- Secretary (voting position)
- Administrator (voting position)
- Staff Director at Large (voting position)
- Staff Communications Liaison (voting position)

Election Process:

- Nomination requests shall be posted publicly by the March General meeting.
- The proposed slate shall be approved by the Executive Board prior to presentation to the General Membership.
- No candidate will be nominated if he/she has not given consent to serve.
- Nominations shall be given in writing to at least two current Executive Board members for consideration by the April General meeting.
- Executive Board shall make the slate public by the April General meeting.
- At the May General Meeting, General Membership shall vote in new Board members. Ballots will be presented to qualified voting Members and counted by the Executive Board.
- New Executive Board members will be announced before the end of the meeting.

### **Terms**

- Term of office shall be one year for the President, Vice President of Fundraising, Vice President of Communications, Secretary, Treasurer and Staff Member at Large
- No member shall hold more than one elected Executive Board Member position at a time.
- No more than one Executive Board Member per household.

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## **Voting**

- A simple majority vote of the membership is required for passage of any voting issue. Email methods may be utilized as deemed necessary by Executive Board.
- No proxy voting allowed.
- If no qualified general members are present, three executive board members form a quorum.
- Executive Board members have the discretion to vote on financial matters that have a variance no greater than 10 percent of the budgeted amount.
- Over the scheduled breaks and summer months, the Executive Board shall have the discretion to vote on items necessary to keep the business of the PTO moving while school is not in session.

## **Quorum**

- Votes may be held at a meeting only if more than half of the Executive Board members are present.

## **Vacancies**

- If a board member other than the President vacates his/her position during his/her board term, the President shall have the authority to appoint a replacement, subject to approval by the board and the general membership.
- If the President vacates his/her position during his/her board term, the Vice President(s) shall fill in until the board appoints a replacement, subject to approval by the Board and the general membership.
- If a board member other than the President withdraws after being elected but before the board term begins, the President shall have the authority to appoint a replacement, subject to approval by the Board and the general membership unless it occurs outside of the school year, and in that case the Board may approve on its own.
- If the President withdraws after being elected but before the board term begins, the Board shall have the authority to appoint a replacement, subject to approval by the general membership unless it occurs outside of the school year, and in that case the Board may approve on its own.

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## **General Meetings**

- Regular monthly meetings of members shall be held during the school year. The meeting dates for the entire year shall be published before the beginning of the following school year.
- Meetings shall be open to all members of the organization.
- The Executive Board shall present a comprehensive Operating Budget and a Strategic Action Plan at the September General Meeting each year, and the membership shall vote on each at that meeting. Special meetings of the Executive Board may be called by the President and/or the Principal. A joint meeting of the outgoing and incoming boards shall be held at an Executive Board Meeting prior to the start of the following school year.
- Members of the board shall attend all regularly scheduled meetings during the year and may not be absent from more than two meetings. Failure to comply may constitute a vacancy. Exceptions to this policy may be appealed to the Executive Board.
- Minutes shall be kept at all general membership meetings and distributed no later than one week following the meeting.
- The Executive board shall meet at least one week before the general meeting each month to establish the agenda.
- Any items proposed for voting at the General Meeting must be presented first at the Executive Board Meeting.
- Agenda shall be made public one week prior to the general monthly meeting.
- Redundant discussions shall be handled by way of MDVE's summarized Robert's Rules of Order which may include time limits.
- Persons attending meetings shall conduct themselves in a professional and courteous manner.
- Electronic devices should be put on vibrate and used sparingly during the meeting.
- The Secretary shall ensure a hard copy of the current Agenda, MDVE's summarized Robert's Rules, MDVE Bylaws, and meeting minutes for current year are present at every meeting.

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## **Financial Policies**

- A comprehensive Operating Budget shall be presented by the Treasurer at the August General Meeting each year, and the membership shall vote on at that meeting.
- The Treasurer shall keep accurate records of any disbursements, income, and bank account information.
- All reimbursements of expenses by this organization must be done so with a receipt. The Treasurer will keep a record of these receipts.
- During an event, it will be the responsibility of the chairperson to keep a separate accounting of expenses and revenue received for each activity pertaining to the function. This accounting will become part of the report of the function to be used by the future chairperson.
- Funds given to the Treasurer for deposit will be documented by an itemized spreadsheet by the event chairperson for his/her report following the event.
- Whenever possible, there will be two people designated to count and initial the receipts of a function.
- The Treasurer's accounts shall be reviewed by the Executive Board before the end of the school year.
- The Executive Board shall have the discretion to approve budget increases that fall within a 10 percent variance of the budgeted item.
- The fiscal year shall coordinate with the school year.
- PTO shall adhere to state and federal law requirements of records being made public regarding nonprofit organizations.
- All committees and sub-committees of MDVE PTO must maintain accurate minutes reflecting all financial decisions and adhere to these Bylaws.
- At the end of each school year, there shall be a minimum balance of \$5,000 available funds for the following year.
- At the end of each school year, the Treasurer shall perform a year-end audit, which shall be presented at the final (May) General Meeting and published on the PTO website.

## **Parliamentary Authority**

- All meetings shall be governed by MDVE's summarized Robert's Rules of Order<sup>4</sup> when they are not in conflict with MDVE PTO Bylaws.



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## **Dissolution of the Organization**

- In the event of dissolution of this organization, any remaining assets, after payment of outstanding debts, shall be donated to Meadow View Elementary for educational purposes.
- The organization may be dissolved with previous notice (14 calendar days), and a two-thirds vote of the General Membership, assuming at least a quorum.
- In the event of any changes in the school boundaries or redistricting of the students, any gifts or monies accrued by the MDVE PTO shall remain at Meadow View Elementary School.

## **Amendments to the Bylaws**

- Executive board shall review the Bylaws at or near the mid-point of the school year and recommend changes that it deems necessary.
- Any necessary amendments must pass with 2/3 majority of Executive Board vote.
- Bylaw amendments shall be presented in the first general meeting following any amendments passed by the Executive Board.

## **Conflict of Interest**

- In the event of a conflict of interest, or the appearance of a conflict of interest, the Executive Board shall adhere to the MDVE PTO Conflict of Interest Standing Rules and Policies.<sup>5</sup>