

# **Starmont Community School District**

## **Parent Teacher Organization**

### **Bylaws**

#### **Article I: Purpose**

The purpose of the Starmont Parent Teacher Organization (PTO) is to enhance and support the education experience at Starmont, develop a closer connection between school and home by encouraging parent involvement, and improve the climate and culture of Starmont Schools.

#### **Article II: Mission Statement**

The Starmont Parent Teacher Organization (PTO) is a nonprofit parent/teacher organization whose membership includes all parents, legal guardians and staff at Starmont Schools. The PTO's mission is to develop a closer connection between school and home by promoting open communication and understanding between parents and staff of Starmont Schools. The PTO's efforts serve to enhance and support the educational experience of every child at Starmont. The PTO sponsors assistance to teachers in classroom settings, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact children in the school district. It is the PTO's belief that the team effort of a parent/teacher organization aids in offering the best possible learning environment for children.

#### **Article III: Policies**

Section 1- The program of this organization shall be educational and shall be implemented through committees, projects, and events.

Section 2- This organization shall be non-commercial and non-sectarian (non-religious). No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3- This organization shall not see to direct the administrative activities of the school, or to control its policies.

Section 4- This organization may cooperate with other organizations and agencies active in child welfare, provided they make no financial nor manpower commitments, which bind their members.

Section 5- All funds shall be kept in a Starmont Schools activity account, requiring the signatures of the Board of Education President and Business Manager.

Section 6- The organization shall leave a minimum of \$250.00 in the treasury at the end of each fiscal year.

Section 7- Reimbursement requests must be made within timelines established by Starmont school board policy, otherwise the request will be denied. A copy of the receipt must be submitted to the principal so a purchase order can be submitted per school policy. A copy of the receipt should also be provided to the PTO treasurer for recordkeeping.

Section 8- Contract signing authority is limited to the Starmont School District Board President.

#### **Article IV: Membership and Dues**

Section 1- Membership is open to teaching staff of Starmont and all parents or guardians of children attending Starmont. There shall be one vote per membership and a limit of one membership per household.

Section 2- There are no annual dues for Starmont PTO members.

#### **Article V: Fiscal Year**

The fiscal year of Starmont PTO shall be from July 1 through June 30 of the following year.

#### **Article VI: Officers and Elections**

Section 1-

- a. The officers of this organization shall consist of one President, one Vice-President, one Secretary and one Treasurer.
- b. Officers shall be elected annually in the month of May.
- c. Each position shall be voted for independently.
- d. In May, all parents and guardians of children in school during the upcoming school year will be allowed to become members of the PTO for the next school year. Voting rights of these new members, shall be limited to the election of officers until the following school year.
- e. The newly elected officers shall assume their duties August 1<sup>st</sup> and shall serve for a term of one year or until the election of their successors.
- f. A person shall not be eligible to serve more than two consecutive terms in the same office.
- g. The outgoing President shall be invited to serve as an advisor to the Executive Board for one year in order to ensure continuity.

Section 2- At the May meeting nominations will be taken from the floor. Voting shall be by voice vote, and if there is more than one person running for an office, a ballot vote shall be taken.

Section 3- A vacancy occurring in any office shall be filled by a majority vote of all remaining members of the Executive Board. If the office of the President becomes vacant, the Vice-President shall assume the duty for the remainder of the school year, or until the office is filled.

Section 4- By a two-thirds vote of the entire Executive Board, an officer may be removed from office for failure to perform duties.

## **Article VII: Duties of Officers**

### Section 1- President

- a. Preside at all meetings.
- b. Present any new business.
- c. Be the official spokesperson for the organization.
- d. Recruit committee chairpersons.
- e. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- f. Create and publish the annual PTO calendar by the first PTO meeting of the school year.
- g. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end (with assistance of the Vice President).
- h. Prepare the general meeting agendas.
- i. Serve as the primary contact for the principal.
- j. Represent the organization at meetings outside the organization.
- k. Coordinate the work of all the officers and committees so that the purpose of the organization is served.

### Section 2- Vice President

- a. Aid the president in his/ her duties.
- b. Perform the duties of the president in the event of that officer's absence or inability to serve.
- c. Act as liaison between committee and project chairs with the Executive Board.
- d. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- e. Assist the President with submitting a written report detailing responsibility and recommendations to the future board by fiscal year end.
- f. Manage the recruitment of volunteers for the various PTO committees.

### Section 3- Secretary

- a. Prepare any materials needed for distribution or reference at general meetings.
- b. Take minutes at Executive Board and General Meetings.

- c. Finalize minutes, obtain necessary approvals, and post tentative minutes from meetings within one week after the meeting on the school website.
- d. Prepare any correspondence and publicity for the organization as needed, including meeting announcements and periodic newsletter.
- e. Keep the files of communications, papers, and documents belonging to the organization. All records of the organization will be forwarded to the secretary to place in the PTO binder for recordkeeping and reference information.
- f. Recruit volunteers, or be responsible for the following:
  - i. Conduct the fall and spring PTO Membership Drives
  - ii. Chair the Room Parent Committee
  - iii. Maintain the PTO Display Case/Bulletin Board
- g. Deliver to the successor in office, all records in his/her possession by fiscal year end.

#### Section 4- Treasurer

- a. Keep an accurate record of all expenditures and receipts for the organization.
- b. Obtain a copy of the financial report from the District Business Manager prior to the PTO meetings.
- c. Give written monthly financial reports for review at all general meetings and to the Executive Board in months with no general meeting.
- d. Prepare a year-end financial report by fiscal year end.
- e. Deliver to the successor in office, all records in his/her possession by fiscal year end.

### **Article VIII: Executive Board**

#### Section 1- Composition

The Executive Board shall consist of the officers of the organization, the Principal (or representative to act on his/her behalf), and may include a representative from the teaching staff and standing committee chairs.

#### Section 2- Responsibility

The Executive Board shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

#### Section 3- Duties of the Executive Board

- a. Transact necessary business in the intervals between general meetings.
- b. Approve the plans of the project committees.
- c. Present a report at the general meeting of any action taken by the Executive Board.
- d. Prepare an annual budget for membership approval.
- e. Approve routine bills within the limits of the budget.
- f. Fill vacancies of elected positions.
- g. Oversee fundraising activities of the school year.

- h. Create standing rules and policies
- i. Create standing and temporary committees

#### Section 4- Executive Board Meetings

The Executive Board may meet as needed. Special meetings may be called by the President or by a majority of the members of the board with at least 24 hours notice.

Section 5- The Executive Board, by majority vote of all officers, may approve unbudgeted expenditures up to a maximum of \$100.00. Expenditures over \$100.00 must be put to a vote of the members.

### **Article IX: Committees**

Committees shall be created by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

Section 1- The chairpersons of each committee shall present their plans to the members and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Board. The chairpersons shall report on committee activities to the Vice President monthly and at the general meetings as necessary.

Section 2- Special committees may be established by the Executive Board, or by action taken at a general meeting.

### **Article X: Meetings**

#### Section 1- Frequency

Regular meetings of the organization shall be held monthly during the school year or as designated by the Executive Board.

#### Section 2- Quorum

- a. General Membership Meetings- Five (5) members shall constitute a quorum for the transaction of business.
- b. Executive Board Meetings- Three (3) Executive Board members shall constitute a quorum for the transaction of necessary business and/or approval of routine bills in the intervals between general membership meetings.

### **Article XI: Dissolution**

#### Section 1- Procedure

- a. The organization, by majority vote in a general meeting, shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken.
- b. Notice of the intent to disband shall be given to all members, in writing, at least 30 days prior to the general meeting.

- c. The committee shall submit a report at the next general meeting.
- d. A quorum for the purpose of dissolution shall be 25% of the current year's total membership.
- e. A vote of 2/3 vote of those in attendance is required for passage.

#### Section 2- Funds

The funds remaining in the treasury at the time of the dissolution shall be submitted to the Starmont School Board. These funds shall be earmarked for use at Starmont.

#### **Article XII: Parliamentary Authority**

The authority for this organization shall be "Roberts Rules of Order Newly Revised, 9<sup>th</sup> Edition".

#### **Article XIII: Revision of Bylaws**

##### Section 1- Revision Procedure

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general meeting, or by 2/3 vote of the entire Executive Board.
- b. Amendments and /or revisions must be posted on the school website, at least one general meeting prior to the general meeting in which all proposed changes are read and discussed.
- c. Bylaws may be amended or revised by the affirmative vote of 2/3 of the members present and voting at any general meeting provided that the proposed amendment has been presented at a previous regular meeting, assuming a quorum is present.

##### Section 2- Revision Schedule

These bylaws may be revised on a three year schedule, or as needed.

#### **Article IX: Conflict of Interest**

Section 1- The purpose of the conflict of interest policy is to protect the Starmont PTO's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

- A. Financial Interest- No officer, or member of the PTO shall participate in the selection, award, or administration of a transaction or arrangement with a vendor where, to

his/her knowledge, any of the following has a financial interest in that transaction or arrangement:

1. The officer or member;
2. Any member of their immediate family;
3. Their partner;
4. An organization in which any of the above is an officer, director or employee;
5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

B. Gifts- The officers and members of the PTO should neither solicit nor accept gratuities, favors, or anything of monetary value from vendors.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict exists.

C. Disclosure- Any possible conflict of interest shall be disclosed by the person or persons concerned. All relevant facts concerning the possible conflict of interest will be brought to the attention of the Board and members of the PTO considering the transaction or arrangement.

D. Board Action- When a conflict of interest is relevant to a matter requiring action by the PTO Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by a vote of the Board, excluding the person(s) concerning whose situation the doubt has arisen.

E. Record of Conflict- The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final decision or vote and did not vote on the matter.

F. Annual Statements- Annually, after officer elections in May, each member of the Executive Board shall sign a statement affirming compliance with the Conflict of Interest policy. The requirement for a Committee Chairperson to sign a conflict of interest statement shall be at the discretion of the Board. The conflict of interest statements shall be maintained by the PTO Secretary.