




Linn Grove PTO

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LINN GROVE ELEMENTARY PTO BYLAWS

Article I – NAME, PURPOSE, AND OBJECTIVES:

Section 1- NAME: The name of the organization shall be the Linn Grove Elementary Parent Teacher Organization. It shall hereafter be known as PTO.

Section 2: PURPOSE AND OBJECTIVES: The PTO is a volunteer association that works exclusively on behalf of our children through the cooperative efforts of our families and school staff. The PTO shall do this by:

- A. Fostering closer working relationships between the school, parents, teachers, district and community.
- B. Providing a forum for discussion and communication between parents, administrators, teachers, district and the community.
- C. Enhancing the educational facilities and opportunities for the students of Linn Grove Elementary.

Article II- GENERAL POLICIES:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any of the 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 purpose of the organization.
- C. 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.
- D. The organization shall work with schools to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of election.
- E. No part of the net earnings of the organization shall inure to the benefit of, or be distributed its members, directors, trustees, officers, or any other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article I hereof.
- F. Notwithstanding any other provision of the articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal revenue Code, or (ii) by an organization, contributors to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

Article III – MEMBERSHIP:

Membership shall be automatically granted to all parents and guardians of students attending Linn Grove Elementary and to all teachers and staff members employed at Linn Grove. There are no membership dues. All members have voting privileges, one vote per person. Any member shall also have the privilege of making motions and/or serving on committees.

Article IV – OFFICERS AND ELECTIONS:

Section 1. EXECUTIVE BOARD- The Executive Board shall consist of the following 6 elected offices; 1 President, 1 Vice-President, 2 Co-Treasurers, and 2 Co-Secretaries. By duplicating the basic positions a system of sharing duties and responsibilities is created.

Section 2. TERM OF OFFICE- The term of office for all Executive Board Officers shall be two years and no limit shall be placed on the number of terms a person may serve.

Section 3. QUALIFICATIONS- Any PTO member may become an officer of the Executive Board.

Section 4. NOMINATIONS AND ELECTIONS-

Nominations: In the month of March, the PTO shall send out communication to all parents whose children attend Linn Grove Elementary School to provide the opportunity to nominate themselves or another member for an open PTO Executive Board position. The communication shall list the date and time of the General Meeting at which the elections will take place. Nominations for the open Executive Board Positions will be compiled and presented at the April General Meeting. Only those that have consented to serve shall be eligible for nomination.

Elections: Officers shall be elected at the May General Meeting by the members present using the ballot system. All officers shall be elected by a majority vote of those members present and voting.

A person shall not be eligible to serve more than one term in the same office, unless there are no other candidates for that position. Newly elected officers will assume their responsibilities at the completion of the school year. All officers shall deliver to their successor's any and all official materials at the close of their service of office.

Section 5. DUTIES- The duties of the Executive Board shall be to transact necessary business between regular PTO meetings. This includes, but is not limited to: setting the PTO calendar, creating standing rules and policies, creating standing and temporary committees, preparing and submitting a budget to the general membership, and preparing reports and recommendations. Any Executive Board member may call a special meeting of the Executive Board with notification to the President prior.

Section 6. OFFICERS DUTIES AND RESPONSIBILITIES-

President:

- The president shall preside over all meetings of the organization and Executive Board, setting the agendas for such.
- Serve as the official spokesperson for the Organization.
- Act as custodian of all records for the Organization.
- Serves as the primary contact for the Principal.
- Represents the organization at meetings outside the organization. Or designates a representative.
- Help Recruit Committee Chairpersons, Coordinators, and Executive Board Members.
- Create and publish the annual PTO Calendar before the first PTO meeting of the school year.
- Oversee all PTO sponsored events and fundraising programs.
- Coordinate the work of all officers to ensure the PTO mission and objectives are promoted.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO, and the school to the best of your abilities.

Vice-President:

- Aid and assist the President
- Serves as secondary contact for the Principal
- Carry out the president's duties in his or her absence or inability to serve
- In the event the President resigns the Vice President will be acting president until a General Meeting can be held to elect a successor. This shall be held NO MORE than by the second Meeting after the prior Presidents resignation.
- Help recruit and oversee the Chair and Co-Chairs for events and it's committees.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO, and the school to the best of your abilities.

Co- Secretary (Recording):

- Prepare agenda for General Meetings with the assistance of the President, Principal and the rest of the Executive Board.
- Prepare any materials needed for distribution or reference at the General Meetings.
- Record, distribute and post minutes of all General Meetings.
- Collect and distribute to all Board Members Teacher Requests, keep track of and order what is needed for Teacher Requests in a timely manner.
- Keep the files of communications, papers, documents and historical records belonging to the PTO.
- Create, update and distribute contact list of all officers and committee chairpersons.
- Ensure new officers and new committee chairpersons receive updated binders and material from their position predecessors.
- Maintain an accurate record of who is in possession of all PTO property/material.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO and the school to the best of your abilities.

Co-Secretary (Correspondence) :

- Prepare any correspondence, communications, marketing and publicity for the PTO as needed, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, and meeting announcements.
- Create, update and distribute list of all district contacts, resources and information.
- Answers, responds to or forwards all email correspondence as necessary.
- Maintain all Newsletters, and other social media/public communication mediums.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO, and the school to the best of your abilities.

Treasurer & Co- Treasurer:

- Serve as custodian of the PTO funds.
- Be authorized to disperse funds on behalf of the PTO.
- Collect any and all monies or revenue and ensure its timely deposit in the PTO's financial institution.
- Keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the budget or the Executive Board.

- He or she shall present a financial statement at every general PTO meeting, at other times of the year when requested by the Executive Board, and make a full report of the previous year revenues and expenditures at the first general PTO meeting of the fiscal year.
- At any time the PTO finances may be subject to an audit, and The Co-Treasurers shall help facilitate one.
- Any checks written for greater than \$750 need to be approved by the Executive Board and have two signatures.
- Send out any notice letters for payments due, receipts for donations or any other correspondence dealing with monetary activities.
- Present the upcoming school year budget at the May General Meeting.
- Prepare end-year financial report by fiscal year end
- Prepare Federal and State tax forms required by the IRS
- Renew the Incorporation of the PTO as required by the State of Iowa
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO and the school to the best of your abilities.

Section 7: EVENT CHAIRS- Event chairs shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the organization. Chairs are filled on a volunteer basis. The term shall be for one year with the opportunity to chair the same event for a maximum of two years unless no other chair can be found. All relevant notes should be turned over to the new event chairs at the end of the school year.

Section 8: ADDITIONAL RESPONSIBILITIES FOR EXECUTIVE BOARD-

All officers shall:

- a. Perform the duties prescribed in the parliamentary authority (Article XII) in addition to those outlines in these Bylaws and those assigned from time to time;
- b. Deliver to successors any and all materials relating to said office within 30 days following the meeting at which successors are installed.
- c. Attend all regular meetings of the organization. In the event of an absence, officers must give notice to a member of the Executive Committee. If an officer has more than two (2) absences during the current school year, the remaining Executive Committee may vote, by a simple majority, to remove said officer from office.

Article V – REMOVAL AND VACANCIES OF EXECUTIVE BOARD:

Section 1: VACANCIES-

If a vacancy occurs on the Executive Board, the **membership** will vote in a member to fill the vacancy for the remainder of the original officer's term. This will occur either during the monthly meeting or calling a special election meeting, following the rules established for regular elections. This should be completed within 45 days of the initial vacancy.

Section 2: REMOVAL-

- An executive Board officer can be removed from the office for failure to fulfill his/hers duties, after reasonable notice, by a majority vote of the Executive Board in private session.
- For severe misconduct, code of ethics violation, and criminal offences, a board member may be removed from the office without cause upon a vote of 2/3 of all board members serving. Board members must be notified at least 5 days in advance of the meeting.

Article VI – MEETINGS:

Section 1. GENERAL MEETINGS- The regular general PTO meetings shall be held a minimum of six times per year. Two officers and four general PTO members present at any meeting shall constitute a quorum for the transaction of business of the organization.

Section 2. EXECUTIVE BOARD MEETING- The PTO Executive Board shall meet as needed in private session throughout the year at the discretion of the President. If any other Executive Board member needs to call a meeting for any reason they will notify the President.

ARTICLE VII- PROGRAM BOARD:

Section 1: MEMBERSHIP- members and Chairpersons of committees on the Program Board may consist of PTO members. Executive Board Officers will not chair a Committee unless after a reasonable amount of recruiting time there is no volunteer to chair the event. Treasurer(s) cannot chair one of the major fundraising events.

Section 2: STANDING COMMITTEES- the following committees shall be continuously held by the organization: Red Black Track Attack, Family Fun Night, and Movie Night.

Section 3: ADDITIONAL COMMITTEES- the Executive Board may appoint additional committees as needed to the Program Board.

Section 4: PROGRAM BOARD MEETINGS- The PTO Program Board shall meet as needed in private session throughout the year at the discretion of the Executive Board.

Section 5: CORRESPONDENCE – Any communication sent out on behalf of the committee or PTO, in letter, email or flyer form needs to be approved by the board beforehand.

Section 6: RESPOSIBILITIES OF COMITTIEE CHAIRS-

1. In the event Committee Chairs would like agenda time at a meeting, notice must be given to the PTO president/Secretary prior to the Meeting.
2. Committee Chairs need to send copies of solicitations for donations to the Treasurer.
3. Committee Chairs shall record all donations received and submit record to the executive committee.

4. Committee Chairs shall submit final report to the Executive committee no later than June 1st. That final report shall include a description of what their committee's duties were and what recommendations the chair has to improve the fundraiser/event.
5. Committee Chairs shall assist in finding their replacement(s) at the conclusion of their service.

Article VIII – PTO FINANCES/FINANCIAL POLICIES:

Section 1: FISCAL YEAR- The fiscal year of the Linn Grove PTO begins July 1 and ends June 30th of the following year.

Section 2: BUDGET- A Fiscal year budget shall be drafted for each upcoming school year and approved by a majority vote of the members present at the May General Meeting.

Section 3: BANKING- All funds shall be kept in a checking account in the name of Linn Grove PTO requiring two signatures of the Executive Board for checks above \$750 and held at a local financial institution. Authorized signatures on PTO checks shall include one of the Co-Treasurers. The signature on any check cannot be the payee. In the case of a Co-Treasurer needing reimbursement, the check must be signed by the other Co-Treasurer and/or another authorized Executive Board officer.

Section 4: REPORTING- The Treasurer(s) shall keep accurate records of any disbursements, income, transactions and bank account information. All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer(s) shall reconcile the account(s) monthly and report all financial activity at the General Meetings. A financial statement shall be prepared at the end of the year and presented to the incoming Treasurer.

Section 5: ENDING BALANCE- The organization shall leave a minimum of what is designated by the district in the treasury at the end of the fiscal year.

Section 6: REIMBURSEMENTS- The organization requires that a written receipt and a completed reimbursement form be submitted to the Treasurer in order to receive reimbursement funds. If the reimbursement is for an item not in the approved budget, the request must either be approved by two or more Executive Board members (items \$100.00 or under) or by vote at a General Meeting (items over \$100.00).

Section 7: CONTRACTS- Contract signing is limited to the President or the Presidents designee.

Section 8: REPORTS- Federal and state income tax forms shall be prepared and filed annually according to guidelines set forth by the Internal Revenue Code. The biennial report for the corporation shall be filed every other year according to the laws of the State of Iowa.

Section 9 AUDITS- the PTO shall arrange an independent committee to review its financial records each year. The Committee shall be appointed by the President and approved by the Executive Board. The committee shall consist of at least one out-going or current Executive Board member, one incoming Executive Board member, and at least one other current PTO member in good standing. This committee may not include either the outgoing or incoming Treasurer. This committee will match every financial request with every receipt. The committee's report shall be submitted at the August General Meeting or the first General Meeting of each new school year.

Section 10: NON BUDGETED ITEMS- the Executive Committee has the authority to expense for program items not specifically listed in the budget as long as they meet the goals and purposes of the PTO organization and funds are available to do so.

Section 11: RETURNED CHECKS: A letter will be written to the payee of checks that are written to the PTO that have been returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount plus any fees charged to the PTO by the bank, plus an additional fee of \$25 to the PTO. This will be completed by the Treasurer.

Article IX – BYLAWS:

Amendments to these Bylaws may be proposed by any PTO member. Amendments presented at a General Meeting shall be considered for voting at a subsequent meeting. Quorum approval of all members present and voting is required to adopt an amendment to the Bylaws.

Article X: COMMITTEE DUTIES:

Section 1: FUNDRAISING CHAIR(S)-

The Fundraising Chair(s) shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the executive Board.
3. Solicit Volunteers to assist with each Fundraiser.
4. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee and execute the Saving Programs (i.e. Box Tops, Hy-Vee receipts, etc.)
8. Appoint program specific Chairs to assist in various activities as needed, with the approval of the Executive Board.

Section 3: SOCAIL CHAIR(s):

The Social Chair(s) shall:

1. Plan and implement all no-for-profit social activities for School Students and their Families; including but not limited to the Ice Cream social, Spaghetti Dinner and Movie night
2. Coordinate not-for-profit Fun Events for the students.

Section 4: HOSPITALITY CHAIR(S):

The Hospitality Chair (s) shall:

1. Plan and serve refreshments at the monthly PTO meetings and other PTO functions.
2. Coordinate the Teacher appreciation week, Conference Dinners, Grandparent/Parent Breakfast, and Welcome Events.

Section 5: ROOM PARENT CHAIR(S):

The Room Parent Chair(s) shall:

1. Solicit Volunteers for a minimum of one Room Parent per classroom and maintain records (i.e. name, phone, email) to contact these individuals.

2. Coordinate and review with the Room Parents their responsibilities; including requesting parental consent forms for students photos, supporting their teacher with class parties, and recruiting parent volunteers to assist at various PTO events.

Section 6: FIFTH GRADE ACTIVITIES CHAIR(s):

The Fifth Grade Activities Chair(s) shall:

1. Coordinate fundraising, end-of-the-year activities, 5th grade shirts, and 5th grade send off.
2. Report activities of the Fifth Grade Activities Committee to the Executive Board to ensure there are no conflicting programs.

Article XI – PARLIMENTARY AUTHORITY:

Roberts Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws or other specific rules of procedure adopted by the organization.

Article XII – DISSOLUTION:

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to (i) one or more Linn-Mar Public Schools, if Linn-Mar Public Schools cease to exist, assets may be distributed to (ii) one or more of any Public Schools, nonprofit funds, foundation, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.