



## ARTICLE I - NAME

The organization shall be named Britton Deerfield Parent-Teacher Organization (PTO); herein referred to as the PTO.

## ARTICLE II - MISSION STATEMENT

The PTO is organized exclusively for charitable and educational purposes as defined under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The purpose of the PTO is to strengthen and encourage the educational and social growth of the students at Britton-Deerfield Schools. The PTO's objectives are:

1. To prove an organization through which the parents, School, administration, teachers, and support staff can work cooperatively in the best interest of students.
2. To provide financial support to the school for programs, equipment, materials, supplies, and other items funded outside of the annual school budget.
3. To plan and implement fund-raising events for the benefit of the school and its students.
4. To cooperate with and assist the school administration, teachers, and support staff in upholding the policies of the school.

## ARTICLE III - POLICIES

**Section 1:** The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate against any person for any reason which is prohibited by law and/or the School's Board Policies.

**Section 2:** The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

**Section 3:** The name of the PTO and the names of any of its members and/or officers in their official capacities shall not be used in any connection with a commercial concern or political interest or candidate or for any other purpose not

appropriately related to the Mission of the PTO.

**Section 4:** The PTO may cooperate with other PTOs and other organizations within the same school district that have similar goals and interests but shall not interfere with the administration of these schools or seek to control its policies.

**Section 5:** The PTO shall not seek to direct the administrative or curriculum activities of the school or to control its policies.

**Section 6:** The PTO shall accurately report all information related to the operation of the PTO.

**Section 7:** The PTO shall ensure that all funds raised by the PTO are properly accounted for and that all expenses incurred by the PTO will further the mission of the PTO.

#### **ARTICLE IV - FISCAL YEAR**

The fiscal year of the PTO shall begin on July 1st and end on the following June 30<sup>th</sup>.

#### **ARTICLE V - MEMBERSHIP**

**Section 1: Membership.** Any parent, legal guardian, or relative (18 years of age or older) of a student currently enrolled in the school may become a member of the PTO.

**Section 2:** The School Superintendent, Principal(s), administrators, and any teacher currently employed at the school shall be a PTO Member, in a non-voting capacity. The School Superintendent, Principal(s), or administrator may serve in a voting position if a vote should fall in a tie.

**Section 3: Vote.** Each individual member of the Board shall have one vote. If a tie vote should occur, the Superintendent, Principal(s), or designee may cast the tie breaking vote.

#### **ARTICLE VI – OFFICERS**

**Section 1: Officers.** The Officers of the PTO shall consist of an elected President, Vice President, Secretary, Treasurer, Communications Director, and two elected Trustees.

**Section 2: Nominations & Elections.** Nominations for Officers' positions shall be opened one month prior to the June PTO meeting and will close one week prior to such meeting. Individuals running for a position must be present at the June Meeting to accept the office and be voted into office.

**Section 3: 2yr Term of Service.** Voting shall take place by written ballot at the June PTO meeting. A person may hold only one Officer's position at a time. Unless an Officer resigns or is removed pursuant to these bylaws, each duly elected Officer shall serve for a term of two years beginning on July 1 and ending on June 30.

**Section 4:** All Officers shall act in the best interests of the PTO and the school.

**Section 5: Compensation.** No Officer shall be compensated by the PTO for their service.

**Section 6: Attendance.** Each Officer shall make a reasonable effort to attend the Executive Board and monthly PTO meetings. Officers that fail to attend at least a majority of the scheduled meetings of the Executive Board and PTO over a six (6) month period of time may be recommended for removal as an Officer, with cause.

**Section 7: Committee Service.** Each Officer is expected to serve on a minimum of one committee.

**Section 8: Contracts & Purchases.** Except as is stated elsewhere in these bylaws, no Officer shall secure any contract in the name of the PTO without the approval to do so by a simple majority vote of the PTO Executive Board members. For purchases exceeding \$1,000 in cost, the Executive Board shall make reasonable effort to obtain at least three reputable quotes prior to the selection of a vendor. Purchases must be made in accordance with the PTO's annual budget, and no purchase shall be made unless the Executive Board affirms that the PTO has sufficient cash on hand to cover the expense.

**Section 9: Removal from Office.** Any Officer can be removed from office, with cause, by a majority vote of the PTO Board at a regular PTO meeting. Advance notice of the vote, including the reasoning for the recommended removal from office shall be given to the Officer and PTO Membership at least two weeks prior to the membership meeting at which the vote to remove the Officer will be taken. An Officer shall no longer be eligible to serve and shall be immediately removed from Office upon the Officer no longer being a member of the PTO.

**Section 10: Appointment of Officer Replacements.** If an Officer resigns or is removed from office before the expiration of their two-year term, the remaining officers shall appoint, by majority vote of all remaining officers, a replacement officer who shall serve for the remainder of the two-year term that was vacated.

## **ARTICLE VII - OFFICER DUTIES**

### **Section 1: President**

The President(s) shall:

1. Preside over all meetings of the PTO membership and Executive Board.
2. Prepare each meeting's agenda in cooperation with the school and its designee where applicable.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Represent the PTO at meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees of the PTO.
6. See all purchases approved.
7. Together, with another member of the Executive Board, sign checks, notes, etc. that draw on the treasury of the PTO.
8. Report to the Executive Board standing and ad-hoc committees, as needed.
9. Recommend Provide records of the PTO, including, but not limited to, financial records, meeting minutes, and other information to the school when such is requested by the school.

### **Section 2: Vice President**

The Vice President shall:

1. Perform all duties of the President in his/her absence, resignation, or inability to serve.

### **Section 3: Secretary**

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting. The Secretary shall ensure that all Executive Board and membership meeting minutes are approved at the next regular meeting of each body.
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the school, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.

6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting and to the school.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.

#### **Section 4: Treasurer**

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive, secure, and properly account for all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request complies with the PTO bylaws and policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end financial report that properly details all revenues, expenditures, assets, liabilities, and fund balances of the PTO.
8. Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.
9. Prepare, in cooperation with the other members of the Executive Board, an annual budget for the PTO.

#### **Section 5: Communications**

The Communications Director shall:

1. Create and distribute all PTO-related media and marketing. This could include flyers, correspondence, website and social media.
2. Maintain website and social media pages or groups, including communication regarding questions or posts.
3. Announce PTO meetings to the school population at least one week in advance of that meeting.

## **Section 6: Trustees**

The Trustees shall:

1. Fill in and assist other board members in any capacity as needed.

## **ARTICLE VIII • EXECUTIVE BOARD**

**Section 1: Executive Board.** The Executive Board shall consist of the Officers and the School Superintendent or their designee. The School Superintendent or their designee shall serve as a non-voting member of the Executive Board. The Superintendent or designee may vote if a tie has occurred.

**Section 2: Duties.** The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Board at the last regular PTO meeting of the fiscal year. The Executive Board shall transact necessary business in the intervals between the PTO membership meetings and other such business as may be necessary for the operation of the PTO. The Executive Board may, by majority vote of the full Executive Board, approve non-budgeted expenditures up to \$500. The Executive Board may approve and incur budgeted expenditures in accordance with the annual budget approved by the PTO Board. The Executive Board may enter into any contracts as are necessary to carry out the duties of the PTO in accordance with these bylaws, the policies of the PTO, if any, and the PTO membership approved annual budget. The Executive Board may identify and establish any standing and/or ad-hoc committees they believe are necessary for the operation of the PTO. A majority of the Executive Board shall appoint all members to each standing or ad-hoc committee.

## **ARTICLE IX - MEETINGS**

**Section 1: Regular Meetings of the PTO** - Shall be held monthly, except during July, at the school, on a date and time pre-established for the fiscal year by the Executive Board. Dates and times of the monthly meetings for the next fiscal year shall be presented by the President at the last regular meeting of the PTO Membership. Matters brought before the membership shall be approved if a majority of a quorum of the members in attendance at the PTO meeting approve of the matter.

**Section 2: Executive Board Meetings** - Shall be held on a date mutually agreed upon by the Officers and may be held virtually. No meeting shall be held unless notice of the meeting is provided to all Officers at least 24-hours in advance of the meeting. The notice must minimally include the purpose of the meeting, the location of the meeting, and the time that the meeting will begin.

**Section 3: Special Meetings of the PTO** - May be called at any time during the school year by the President or a member of the Board. The objective(s), location, and time of such Special meeting must be set forth and presented to the PTO membership at least 48 hours prior to the meeting.

**Section 4: Quorum.** At least a majority of the PTO Board shall constitute a quorum. A quorum must be met for any vote to take place. Unless otherwise stated in these bylaws or as required by law, a simple majority vote of a quorum of the PTO Board is all that is necessary for approval of any matter brought before the membership.

## ARTICLE X - FUNDS

**Section 1: Use.** PTO funds shall be used only for programs, events, and items, that directly benefit the students and staff of the school and that align with the mission and policies of the PTO.

**Section 2: Income.** All funds raised for the PTO must be documented and submitted to the PTO Treasurer within five (5) days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account(s) within five (5) days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

**Section 3: Expenses.** Reimbursements and payments for all expenses shall be made only after receipts or invoices for the expenditures have been audited, documented, and approved by the Executive Board. Reimbursement and payment requests should be submitted to the PTO Treasurer within 10 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a detailed receipt or invoice. Any cash advance to cover expenses prior to a purchase must be documented in detail and a detailed receipt must be provided to the Treasurer upon the completion of the purchase. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

**Section 4: Non-Budgeted Requests.** Monetary requests for non-budgeted items may be submitted to the PTO Executive Board by any PTO member. The PTO Executive Board may, by a majority vote of all members of the Executive Board, approve non-budgeted expenses costing up to \$500. Any non-budgeted expense costing more than \$500 must be submitted to the PTO membership. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote, including the date and time of the meeting shall be publicized to the PTO Membership at least 1 week prior to the vote.

**Section 5: Reporting.** An up to date, detailed financial report shall be made available in

printed form to each PTO member at each PTO meeting.

**Section 6: Carry-Over.** The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$20,000.

### ARTICLE XIII - PARLIAMENTARY AUTHORITY

**Section 1: Rules.** The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting upon request.

**Section 2: Bylaws Committee.** A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

**Section 3: Bylaws Amendment.** These Bylaws may be amended under the following conditions:

- ◆ Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary.
- ◆ At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting.
- ◆ A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- ◆ All approved amendments shall become effective immediately and recorded by the Secretary.

### ARTICLE XIV - DISSOLUTION

**Section 1: Dissolution.** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds.** Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt. All remaining PTO funds after debt payments shall be spent by an Executive Board vote in accordance with the PTO mission statement as defined by 501(c)3 of the Internal Revenue Code.

### ARTICLE XV – CONFLICT OF INTEREST



**Section 1.** Any PTO member, PTO Executive Board member, and any member of any PTO committee that has a conflict of interest, shall, within a reasonable time after the conflict becomes known to the member, make the conflict known to all other members of the PTO and shall abstain from voting on any matter where a conflict of interest is present. A “conflict of interest” shall include any interest secondary to the primary interest of the PTO that could reasonably affect the judgement of an individual. This includes, but is not limited to, situations involving personal or familial financial gain.