

Timnath Elementary PTO

Bylaws

Basic Policies

Section 1: A partnership between parents and Timnath Elementary staff, Timnath Elementary PTO focuses on fostering closer relationships between home and school by providing services that enhance a child's educational facilities and opportunities.

Section 2: This organization shall neither seek to direct the administrative activities of the school, nor to control its policies.

Section 3: The administration may make recommendations to the PTO concerning events and disbursement of funds.

Section 4: This organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 5: No endorsement--directly or indirectly--of a commercial or political entity, policy or candidate shall be made by this organization or a member acting in their official capacity

Section 6: School-wide fundraising for Timnath Elementary School must be pre-approved by the PTO board and the principal.

Members

Section 1: The general membership shall consist of any parent or guardian of a student enrolled and attending Timnath Elementary School and Timnath Elementary staff.

Section 2: The principal shall be considered a sitting advisor.

PTO Board

Section 1: The PTO board shall consist of the officers of the PTO and at least one, but not more than two, teacher or staff representatives. PTO board members must be a Poudre School District registered volunteer.

Section 2: A 2/3 majority of the PTO board shall be present to transact business. An e-mail vote may be counted as an officer present. E-mail votes may be used in place of a special meeting for specific business. In the case of a non-consensus vote, the motion will be tabled and brought back to the board at the next scheduled meeting.

Section 3: In addition to the duties outlined under each position, the duties of the PTO board shall be:

- a. To transact necessary business in the intervals between general membership meetings and such other business as may be required by the organization or committees needing assistance.
- b. To create and dissolve standing and special committees necessary to carry out the objectives and aims of this organization; a list of such committees will be updated regularly.
- c. To present a report of plans, projects, activities, etc. at the general membership meetings.
- d. To oversee and approve or disapprove all disbursement of PTO monies; each PTO member shall have one vote.
- e. To nominate the PTO board for the following year.
- f. To prepare a budget and present it at the fall general membership meeting.
- g. Each PTO board member will attend all PTO meetings and events.
- h. Keep all appropriate records and deliver them to the president.

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Teacher/Staff Representative

Section 1: A staff member will attend all monthly PTO meetings representing staff and teacher interests in events and disbursement of grants.

- a. Communicate and serve as a liaison between the PTO and the entire staff.
- b. Will hold one vote for every board decision, except grant requests that pose a conflict of interest.
- c. Play an active role in support of PTO functions.

Officers

Section 1: The officers of the PTO shall consist of president, vice-president, secretary and treasurer. All officers exist to support this organization and Timnath Elementary School with pride and enthusiasm.

Section 2: Officers will be nominated at a spring PTO board meeting after volunteering for a specific position. Officers will then be elected at the spring general membership meeting by a majority vote.

Section 3: Any officer or committee member may be removed from office by a 2/3 approval vote by the PTO board if found exhibiting behavior unbecoming of a PTO officer, including a deliberate breach of the policies or bylaws.

Section 4: Officers will serve a minimum one year term beginning June 1 after the end of the previous school year and will serve until June 1 of the following year.

Section 5: A vacancy occurring in any office shall be filled for the remaining term by a person elected by a majority vote of the PTO Board members.

Voting Members

- a. The voting members at a board meeting shall consist of president, vice-president, secretary and treasurer.
- b. The teacher/staff representative shall vote when there is no conflict of interest.
- c. In the event of a tie vote, the PTO president shall cast the deciding vote.

Duties of Officers

President

- a. Preside at all meetings of the organization and the PTO board.
- b. Member ex-officio of all committees.
- c. Coordinate the work of the officers and committees of the organization to accomplish objectives.
- d. Serve as an authorized signatory of all PTO checks.
- e. Host all PTO sponsored events and activities.
- f. Oversee PTO information and communications to be distributed, or delegate someone to do so.

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Vice President / President Elect

- a. In the event the president is unable to attend a meeting, the vice president will preside.
- b. Assist the president with scheduled activities.
- c. Serve as an authorized signatory of all PTO checks.
- d. Submit a monthly PTO communication to the general members, or delegate someone to do so.
- e. Coordinate PTO activity and event recaps for use in subsequent years.
- f. Coordinate and oversee volunteers for PTO/school events and staff, delegating as needed.

Treasurer

- a. Prepare and present the budget.
- b. Coordinate cash for fundraising and PTO events.
- c. Present a monthly financial report to the PTO board and the general membership including making a copy of the bank statement for the president.
- d. Pay bills and monitor the budget.
- e. Serve as an authorized signatory of all PTO checks.
- f. Maintain the PTO checkbook.
- g. Organize grant distributions.
- h. File an annual informational tax return. Maintain tax-exempt non-profit status by completing all required forms.

Secretary

- a. Attend all of the PTO board and general membership meetings and record the official minutes.
- b. Provide a copy of the official minutes for approval by PTO Board at monthly board meetings. Approved minutes will be made available to the general PTO membership.
- c. In the event that the president and vice president cannot attend a meeting, the secretary shall preside.
- d. Create agendas, handouts and flyers as needed.
- e. Coordinate translation of documents.

Committees

Section 1: The PTO board may create or dissolve any standing or special committee as deemed necessary for year-long or short term projects.

Section 2: The committee chairperson shall present a Plan of Action to the membership. Goals, objectives and specific procedures may be established by the PTO board to be carried out by the committee.

Section 3: Only registered volunteers of Poudre School District may serve as a committee chairperson.

Section 4: The chairperson shall fulfill the following duties:

- a. Organize assigned special event.
- b. Recruit committee members.
- c. Hold special meetings when necessary to complete the requirements for the special event.
- d. Report to the PTO board and general membership on the progress of the event.

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Finances

Section 1: The PTO board shall present to the membership at the first general membership meeting of the year of a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities for the PTO board during the year. Any deviation from the budget must be approved in advance by the PTO board and reported to the general membership.

Section 2: Teacher grants will be offered each year at the PTO board's discretion.

Section 3: School grants may be submitted at any time. The PTO board shall approve grants by a majority vote, for a specific amount of money, to be spent only on the specific items requested by the staff who submitted the application.

Section 3: The PTO board may authorize, by 2/3 majority vote, any officer to enter into contracts or agreements for the purchase of materials or services on behalf of the Timnath PTO.

Section 4: No loans shall be made by the organization to its officers or members.

Section 5: All monies of the Timnath PTO shall be deposited into a Federal or State chartered bank or credit union approved by the PTO board. The account shall be carried in the name of Timnath Elementary PTO. There shall be three authorized signatories of the account including Treasurer, President and Vice President.

Section 6: All reimbursements require a PTO funds request with applicable receipts attached. All reimbursements need to be authorized by the treasurer and another PTO board member. All checks shall be signed by two signatories. In the event of reimbursement to a signatory, the two remaining signatories shall be the signers of that check.

Section 7: Any monies collected at a PTO school event shall be locked in the school safe until it can be counted and deposited.

Section 8: At least two PTO members must be present for PTO monies to be counted.

Section 9: In the case of a fundraiser held off campus, two PTO members must remain afterwards to count the monies immediately. A reconciliation of deposit form shall be filled out and signed by both PTO members. The money shall be deposited the next business day, or placed in a night deposit.

Section 10: A Poudre School District merchant account may be sponsored by the PTO under a Timnath account. Reconciliation and use (deposits or requests of funds payable to an outside vendor) of this account must be authorized by two PTO officers.

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Meetings

Section 1: At least two general membership meetings will be held yearly (fall and spring). All items presented for approval by the general membership will be voted on at this time. Dates will be set by the PTO board and announced to the general membership.

Section 2: PTO board meetings will be held monthly from August through May. These meetings are open to the general membership and dates and times shall be communicated. General membership only has a vote at general membership meetings.

Section 3: Special PTO board meetings may be called by the President, Principal or majority of the PTO board.

Parliamentary Authority

The rules contained in the 10th edition of Robert's Rules of Order, Newly Revised shall govern in cases which are applicable.

Amendments

Section 1: Amendments may be made to the bylaws at any board meeting with a motion being made, discussion to follow and 2/3 approval of the officers; general membership will vote on changes at the next scheduled meeting.

Section 2: No bylaws may be established that conflict with the policies or procedures adopted by the Poudre School Board or in any way seek to direct or control administrative activities and policies. Any attempt to adopt such bylaws will be deemed null and void.

These bylaws were adopted by the general membership by a majority vote during a regularly scheduled meeting on September 12, 2017 and shall take effect immediately. Revisions have been made to these bylaws on: May 4, 2004, May 4, 2010 and September 12, 2017.