

# **BYLAWS**

## **Reed Parent Teacher Organization**

Effective 2019

### **Article I. Name**

The name of this organization shall be the Reed Parent Teacher Organization, also known as Reed PTO.

### **Article II. Objectives-Mission**

- a. To support the education and well-being of all children at home, in school, and in the community.
- b. To provide a forum for discussion and foster communication between parents, administrators, educators and the community.
- c. To sponsor projects and events for the benefit of Reed elementary school students and staff.
- d. To raise funds as required to provide for all the above objectives.

### **Article III. Article of Parliamentary Authority**

- a. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Reed PTO.

### **Article IV. Fiscal Year**

- a. The fiscal year of the Reed PTO shall correlate with Reed Elementary School and Kuna School District Fiscal Year, which begins on July 1<sup>st</sup> and ends on the following June 30<sup>th</sup>.

### **Article V. Policies**

- a. The organization will be organized exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").
- b. The organization shall be noncommercial, nonsectarian, and nonpartisan.

- c. The name of the organization or the names of any 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 objects of the organization.
- d. 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 or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- e. The organization shall work with the 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 education, state education authorities, and local education authorities.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals 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 purposes set forth in Article II hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
- h. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Reed Elementary School. If the school ceases to exist, remaining PTO assets shall be distributed to the Kuna School District. If the Kuna School District ceases to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- i. Reed Elementary PTO is a 501(c)(3) nonprofit organization. Reed Elementary PTO is committed to providing an environment that is free from discrimination because of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age. Reed Elementary PTO will make reasonable accommodations whenever necessary for all members with disabilities, and will thoroughly investigate instances of alleged discrimination and take corrective action if warranted.

## **Article VI. Membership**

- a. Any parent or guardian standing in “loco parentis” of a child enrolled and attending Reed Elementary School is eligible to become a member.
- b. Any staff member working in Reed Elementary School is eligible to become a member.
- c. Eligible persons become members of the Reed PTO by filling out the Reed PTO registration form.
- d. Any member shall have the privilege of making motions and serving on committees.
- e. A voting member shall be anyone who is a registered member as stated in Article VI, section c at least 14 calendar days prior to a meeting, and who pays Reed PTO dues, if any are established.
- f. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member with voting rights.
- g. The membership year will correlate with Reed Elementary School and Kuna School District Fiscal Year, which begins on July 1st and ends the following June 30th.

## **Article VII. Officers and their Election**

- a. There shall always be at least 3 board members (a President, a Communications Executive, and a Treasurer), and no more than 7 board members on the executive board.
- b. The officers of this organization shall be a President, Vice President, Communications Executive, and a Treasurer, and may include Executive Assistants.
- c. Any Registered PTO member is eligible to become a board member.
- d. Outgoing officers will end their duties and new officers shall assume their duties following the final PTO meeting of the school year with the exception of the treasurer.
  - i. All final treasurer reports/books will be transferred to the new treasurer by July 1<sup>st</sup>.
- e. Officers shall serve a term of one (1) year and/or until their successors are elected.
- f. A person shall not be eligible to serve more than two (2) consecutive terms in the same office, unless there are no other candidates for that position.

- g. Officers of this organization shall be elected in the following manner:
  - i. Nominations for the Board will be taken at the April general meeting. Any person nominated must be a registered member of the Reed PTO.
  - ii. PTO Board elections shall be held at the May PTO general meeting. Under extenuating circumstances, meetings and voting may be done electronically and/or digitally.
  - iii. Voting will be by voice if only 1 board member is running. If 2 or more board members are running, then voting will be by ballot. Under extenuating circumstances, meetings and voting may be done electronically and/or digitally.
  - iv. Votes shall be counted by three Reed PTO members not running for officer positions in the election. Under extenuating circumstances, this may be done electronically and/or digitally.
  - v. The PTO shall send out a nomination letter to give registered members the opportunity to nominate someone or themselves for a PTO office. The letter will have the PTO Election Day listed for them to attend the election meeting. Under extenuating circumstances, meetings and voting may be done electronically and/or digitally.
  - vi. Registered members who cannot attend the meeting may vote by proxy on a written ballot that can be picked up at Reed Elementary School office. Under extenuating circumstances, ballots may be sent electronically and/or digitally.
  - vii. Vacancies shall be filled by the appointment of the Board.
  - viii. Removal from office may occur by a majority vote of the Board for missing more than two consecutive Board meetings, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the board has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the board. No board member has the right to change any decision that the board members made. If a board member intentionally does not follow through with the decision of the board, it will result in removal from the board.

## **Article VIII. Duties of Officers**

- a. The President shall preside at all meetings of the organization and over the executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as ex officio member of all committees except the nomination committee, and coordinate the work of the officers and committees, in order

that the objectives-mission may be promoted. The Presidents shall also prepare meeting agendas.

- b. The Vice President and/or Executive Assistants shall act as an aid to the President and perform the duties of the President in his/her absence or inability to serve. The Vice President shall maintain a list of voting members of Reed PTO.
- c. The Communications Executive shall be responsible for finding a Spanish translator for PTO general meetings and events of the Reed PTO. He/She will represent the interests of the Spanish speaking children and parents of Reed Elementary and facilitate translations of correspondence. He/She shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership via any and all the following means: email, peachjar, paper flyers, remind texts, and facebook. The Communications Executive also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.
- e. Executive Assistant(s) shall assist the Reed PTO Board in their duties as assigned by the President, especially in the formation of sub-committees. There may be more than one Executive Assistant.
- f. All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to her/him.
- g. All officers shall deliver official materials to their successors at the close of their service of office.

## **Article IX. Meetings**

- a. The date and time of the regular meetings of this organization shall be determined and published by the PTO Board at the first meeting of the school year.
- b. The date and/or time may be changed by the PTO board with proper notice given to members, not to be less than 14 days prior to the new date and/or time.

- c. One-third of the board members plus one member at any meeting shall constitute a quorum for the transaction of business of the organization.

## **Article X. Committees**

- a. Committees will be composed of PTO members who will plan, coordinate, and execute special PTO activities/events delegated to them by the PTO Board.
- b. Each committee will have 1-2 chairpersons to oversee the committee operations and have at least one board member serve as a committee member.
- c. Each committee will be given an overall goal/vision set forth by the board with a budget where appropriate.
- d. Committees will have the ability to make independent decisions related to their project. The board will oversee all committees, intervening when necessary under the following conditions:
  - i. Activities planned are unsafe for students/staff.
  - ii. The amount of money needed exceeds the designated budget.
  - iii. Activities planned are not consistent with values/goals of the PTO.
  - iv. The committee's plans are grossly inconsistent with the overall vision of the project set forth by the board.
  - v. The committee requests the board's assistance in making certain decisions.

## **Article XI. Audits, Funds, and Budget**

- a. The treasurer will submit financials at the monthly PTO board meeting. An external audit will be completed by request through majority vote of membership or by Executive Board.
- b. An annual financial review will be completed by current and incoming Board members and any member volunteers.
- c. Authorized signatures on PTO checks shall include the Treasurer and two of the following: the President or the Vice-President, and one Executive Assistant or Communications Executive. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by two other board members. No blank checks may be handed out to any board members.

- d. To be reimbursed from the PTO the Treasurer must receive the following documents, stapled together and submitted no more than 1 month from the date of purchase:
  - i. a reimbursement form
  - ii. an original receipt or invoice
  - iii. if it is not an item written in the budget, two board members must sign the reimbursement form
- e. There must be a minimum of \$200.00 in the bank account at all times.
- f. At the end of the school year there must be sufficient funds left in the bank account for the upcoming school year. If there isn't sufficient funds, money will need to be transferred from savings.
- g. The incoming and outgoing President and Treasurer must make themselves available to sign and record the transfer of bank accounts before July 1st (the beginning of the next fiscal year). Financial records would include: bank account records, outstanding debt records, history of all transactions, receipts, and tax information. Other pertinent records include; date of contracted events, frequent contacts, willing volunteers information, sample forms/documents, PTO inventory, etc.
- h. At the end of an event where monies have been collected, a cash control slip will be filled out by one member of the Board and a designee. They cannot be next of kin. Both members should count the money, sign, and date the slip. One copy is kept with the deposit slip by the Treasurer. Deposits will be made by the Treasurer or another account signee as needed.
- i. PTO funds should go directly to the bank from the school for deposit. If the bank is not open, monies will be stored in the PTO lock box and kept at the school in a fireproof safe. The President and the Treasurer, or their appointees will both be present to place the funds in the safe. Funds must be removed from the school within a reasonable time frame following the event where monies have been collected. PTO funds should NEVER be taken home. At least two people must be present when money is taken and/or counted.
- j. Executive Board members are excluded from entering prize drawings sponsored by PTO.
- k. A letter will be written to the payee of checks that are written to PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to PTO by the bank for the check plus a fee of \$25 to the PTO. The check will be returned to the payee upon receipt of cash, money order, or

certified check. All fliers, applications, contracts, fundraising materials, etc that deal with checks being written to the PTO will include a written notice of this policy.

- I. A budget will be determined by the President and Treasurer prior to the first general meeting (September) each school year. The budget will first be approved by the board prior to the first general meeting. The budget will be discussed and approved at that first meeting. All expenditures within the realm of the approved budget are authorized expenditures.
- m. Any Reed Elementary staff member, student or parent/legal guardian may request funds to enrich the overall academic, physical, social or emotional experience at Reed Elementary School.
  - i. A Funds Request Form must be completed and returned to the PTO and will be reviewed at the monthly PTO board meetings. Persons requesting funds may be asked to present their request in person at monthly board/membership meetings.
  - ii. If funds are available, requests that exceed \$150 will be presented to the general PTO membership for approval. Requests of less than \$150 will be determined by board approval.
  - iii. All financial decisions made by the board are final. Duplicate requests cannot be made during the same school year.
  - iv. All items purchased by the PTO become the property of Reed Elementary School and may not be taken with persons making funds request at the time of their departure from Reed Elementary School.

## **Article XII. Amendments**

- a. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of any members present, provided that notice of the amendment has been given at the two previous regular meetings before the vote.
- b. Any registered member of the Reed PTO may propose an amendment to the bylaws.
- c. The PTO shall send out notification to all members informing them of a motion to amend the bylaws at least 14 days prior to the general meeting where the amendment will be read and voted upon.
- d. Registered members who cannot attend the meeting may vote by proxy on a written ballot that can be picked up at Reed Elementary School office.

### Article XIII. Bylaws

- a. The bylaws of the Reed Parent Teacher Organization will be reviewed every two years. A majority vote by board members and members present will constitute their acceptance.

These bylaws are adopted as prescribed on this date \_\_\_\_\_

Names and Signatures of Officers:

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date