

NORTHWEST ELEMENTARY SCHOOL
PARENT/TEACHER ORGANIZATION BYLAWS

Revised July 2020

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ARTICLE I - ORGANIZATION

Section 1. Name. This organization shall be called Northwest Elementary PTO. PTO is an abbreviation for “Parent/Teacher Organization”.

Section 2. Incorporation. The PTO will be an incorporated organization within the state of Iowa. The biennial report will be updated with the Secretary of State every two (2) years.

Section 3. Address and Agent. The PTO will use the school address for all mailing and billing purposes. The school building principal will be the agent of the domestic nonprofit organization.

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ARTICLE II - MISSION AND PURPOSE

Section 1. Mission Statement. The Northwest Elementary PTO is an all-inclusive volunteer organization whose primary purpose is to support the students, teachers, and staff at Northwest Elementary School in Ankeny, Iowa. This support is provided solely by the volunteered time, talents and/or monetary donations of members, non-members, grants, and donations.

Section 2. Purpose Clause. The Purpose of the PTO is to:

1. Provide a fun, safe and educational environment for the students at school and in the community, as well as in the home.
2. Provide the teachers, support staff, and students with programs, events and materials that enhance the curriculum and encourage school spirit.
3. Provide financial assistance to teacher requests that are otherwise beyond the provided support and in accordance with current accepted school and district policy.
4. Cooperate with district-wide organizations and agencies which have similar interests in the education, support and welfare of the students.

ARTICLE III - MEMBERS

Section 1. Membership. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. Executive Board. The Executive Board shall consist of the officers, principal and standing committee chairs.

ARTICLE IV - EXECUTIVE BOARD

Section 1. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 2. Executive Officers. The office positions shall be President(s), Vice President, Secretary, and Treasurer. *See Amendment A for specific descriptions and expectations.

- **President(s):** The president shall preside over meetings of the PTO and Executive Board, serve as the primary contact for the school principal, represent the PTO at meetings outside of the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The position may be held by no more than two (2) co-presidents.
- **Vice President:** The vice president shall assist the president(s) and carry out the presidential duties in his or her absence or inability to serve.
- **Secretary:** The secretary shall keep all records of the organization, take and record meeting minutes, prepare meeting agendas, handle correspondence, and send notices of meetings to the membership. The secretary is also responsible for keeping meeting minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- **Treasurer:** 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 as requested by the Executive Board. He or she will make a full report at the end of the year.

Section 3. Nominations, Elections and Appointments.

- Nominations will occur at or prior to the April meeting.
 - A nominating committee composed of the President(s), Vice President and Principal may present a slate of nominees, listing at least one member per office.
 - Nominations may also be made from the floor during the meeting.
- Elections will occur at or prior to the May meeting.
 - Elections may be made by a voice vote with majority winner, or by non-objecting compliance. If more than one member is nominated for a position, a ballot vote may be taken upon request.
- Appointments will occur at or prior to the June meeting.
 - Only those members who have given their consent to serve may be nominated for or appointed to such office.
- New board officers assume responsibilities in July.

Section 4. Eligibility. All current PTO members are eligible for Executive Board positions if they are active members in good standing.

Section 5. Transitions. Current officer positions are held through June 30th. A transition meeting will be held in June to train and transfer information to new officers. New board officers begin duties as of July 1st.

Section 6. Terms of Office. The officers shall be elected for a one (1) year term and shall be eligible for reelection. Each officer shall hold office until his/her successor is elected or until he/she resigns.

Section 7. Vacancies. A vacancy, if one should occur, shall be filled by a majority vote of the members after nominations are made. These nominations are not subject to the one month notice rule.

Section 8. Removal from Office. Officers can be removed from office with or without consent by a two-thirds vote of those present (assuming quorum) at a regular meeting where previous notice has been given.

ARTICLE V - MEETINGS

Section 1. Regular Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the Executive Board at least one month prior to the start of the school year. This schedule will be posted and shared with members. Changes to scheduled meetings will be shared with 24 hours notice.

Section 2. Special Meetings. A special meeting may be called by the president(s), any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members 10 days prior to the meeting.

Section 3. Quorum. The quorum shall be at least 5 voting members, three (3) of which shall be Executive Board members and one may be a teacher or staff member.

- Definition of a quorum: The minimum number of members that must be present at a meeting to make the proceedings valid.

ARTICLE VI - COMMITTEES

Section 1. Committees. Committees are formed to plan, organize and lead events throughout the year. A list of the committees needed, including event dates, committee chair and assistants will be created at the beginning of the school year and updated during the year as needed.

Section 2. Membership. Committees may consist of members and board members, with the president acting as ex officio member of all committees. Committee chairs may be appointed at any time as the Executive Board sees fit.

Section 3. Temporary Committees. The board may create additional committees as needed.

ARTICLE VII - FINANCES

Section 1. Budget. A tentative budget shall be drafted in the summer for each school year and updated by the Executive Board prior to the start of the school year. The budget will be shared at the July meeting and approved at the August meeting.

Section 2. Records. The Treasurer shall keep accurate and current records of any deposits, disbursements, and all bank account information. A monthly report will be shared at each meeting, including updates to the yearly budget.

Section 3. Financial Statement. The Treasurer shall prepare a financial statement at the end of the year to be reviewed by the board. This statement will include all financial information for the fiscal year from July 1st through June 30th.

Section 4. Fiscal Year. The fiscal year shall coordinate with the school year, starting on July 1st and ending on June 30th. Upon the completion of the fiscal year, a 990 form will be completed and filed with the IRS for our non-profit tax exempt organization.

Section 5. Dissolution. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills, and with the membership's approval, spent to benefit the school.

Section 6. Purchases. Board officers are authorized to make necessary purchases, or be reimbursed for expenses as follows:

- Up to \$75 without authorization
- Expenditures over \$75 must be approved by one additional board member
- Purchases which fall outside of an “approved activity fund” and which are not voted on should be reported at the next meeting.

Section 7. Receipts and Invoices. All receipts and invoices will be given to the treasurer with details including what the purchase was made for. The treasurer will keep all receipts and invoices for the fiscal year to be included with the year-end financial statement.

ARTICLE VIII - LIMITATIONS AND CONFLICTS

Section 1. Limitations of activities. No substantial part of the activities of the PTO shall consist of carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and the PTO shall not participate in, or intervene in (including the publishing or distribution of statements), and political campaign on behalf of or in opposition to, any candidate for office. Notwithstanding any other provision of these bylaws, the PTO shall not carry on any activities not permitted to be carried on: (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or (2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. Conflict of Interest. No part of the net income or assets of the PTO shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the PTO.

ARTICLE IX - BYLAWS AND AMENDMENTS

Section 1. Bylaws. These bylaws shall be reviewed by the PTO’s Executive Board every three (3) years to ensure the adherence of the organization to the bylaws and, if necessary, make revisions.

Section 2. Standing Rules. Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Section 3. Parliamentary Authority. Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Section 4. Amendments. These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all active members of the organization by the secretary. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

ARTICLE X - DISSOLUTION

Section 1. Dissolution. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Section 2. Distribution of assets. Upon dissolution of the PTO, its assets remaining after payment, or provision for payment of all debts and liabilities of the PTO shall be distributed for one or more tax exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Subject to the foregoing, any distributions upon dissolution of the PTO shall be used to advance the education of and educational opportunities available to, the students of Northwest Elementary School of the Ankeny Community School District, or of any public elementary school to which the students attending Northwest Elementary School may be reassigned or transferred.

ARTICLE XI - NON-LIABILITY OF MEMBERS

- To the fullest extent allowed by law, members of the PTO shall not be personally liable for the PTO's debts or obligations except for acts or omissions taken in bad faith. To the fullest extent allowed by law, the PTO shall defend and indemnify all members from claims, damages and liabilities resulting from that person's duties on behalf of the PTO except for those taken in bad faith.

PTO President

Revised July 11th, 2020

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Willingness to delegate tasks
- Good listening skills
- Effective communication skills
- This position may be held by up to 2 members

Responsibilities and Tasks:

- Preside at general PTO meetings
- Serve as liaison between the PTO and school
- Serve as an ex-officio member of all committees
- Purchase and distribute teacher stipends
 - Typically a \$75 gift card to Target but amount will depend on the budget
 - Completed in August
- Meet with the principal in August to set goals and finalize the annual activities calendar
- Get approval on dates with the secretary for scheduled activities
- Maintain organization within the PTO closet and outside storage.
 - Keep inventory of necessary items.
- Receive teacher requests
 - Teachers fill out a request form.
 - PTO members and board vote on a decision at the next meeting.
- Check PTO mailbox weekly and distribute incoming mail as needed
- Review the PTO website and update as needed with upcoming event info
- Update social media
 - Try and utilize the "schedule" post feature on Facebook.
 - It helps to prevent forgetting to post!
 - Add events to the "events" area on Facebook
- Update/decorate the bulletin board in entry wall 1-2 times per year (if no one else volunteers)
- Review/Update board descriptions and by-laws annually in July with other PTO officers
- Assist incoming PTO President and Officers in assuming responsibilities

PTO Vice President

Revised July 11th, 2020

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills
- This position may be held by 1 member

Responsibilities and Tasks:

- Assist the president(s)
- Perform the duties of the president(s) if the president(s) is absent or unable to serve
- Be an ambassador for the PTO and the school
- Serve as a liaison between committee chairpeople and the PTO board
- Assist President(s) with PTO website and update as needed with upcoming event info
- Assist the President(s) with social media
 - Try and utilize the "schedule" post feature on Facebook.
 - It helps to prevent forgetting to post!
 - Add events to the "events" area on Facebook
- Assist President(s) with updating/decorating the bulletin board in entry wall 1-2 times per year
- Review/Update board descriptions and by-laws annually in July with other PTO officers
- Assist incoming PTO Vice President in assuming responsibilities

PTO Secretary

Revised July 11th, 2020

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills
- This position may be held by 1 member

Responsibilities and Tasks:

- Prepare agendas for monthly meetings and distribute copies at meetings
- Record and distribute minutes of meetings to all PTO members and principal
 - Ideally done within one week
- Upload a copy of monthly meeting minutes to the google drive folder
- Create a list of PTO members and their contact info (keep form updated on google drive)
- Reserve meeting space at the school for meetings for the year with the school secretary
- Maintain a hard copy of current and past minutes, bylaws, rules, membership lists, and any other necessary documents. This can be stored in a binder inside the PTO file cabinet
- Prepare and print the PTO newsletter for Back to School Night in August
- Email meeting reminders, announce upcoming events, etc.
 - Email Cindy information and she will email to the school distribution list or email teachers to email to their class list
- Review/Update board descriptions and by-laws annually in July with other PTO officers
- Assist incoming PTO Secretary in assuming responsibilities

PTO Treasurer

Revised July 11th, 2020

Characteristics

- Desires to serve the PTO, the school, and ultimately the students
- Computer literate—must know how to use Excel or be willing to learn
- Honest, organized, and tenacious; not put off by paperwork, forms, documents, numbers
- Understands that this role is the custodian of other peoples' money
- This position may be held by 1 member

Responsibilities and Tasks:

- Deposit all funds of the organization in a timely manner
- Keep an accurate record of current receipts and expenditures
- Track funds deposited to and withdrawn from the PTO bank account, including reimbursements and bill payments
- Pay out funds in accordance with the approval of the board in a timely manner
- Present a financial statement at every meeting including updates to the yearly budget and at other times of the year when requested
- Draft a fiscal year budget before the July board meeting and create a final budget to be approved at the August meeting
- Prepare a financial statement at the end of the year to be reviewed by the board. This will include all financial information for the fiscal year from July 1st through June 30th
- Submit Biennial Report to the State every two years (odd numbered years)
- Submit insurance policy renewal each year with the district
- Keep financial reimbursement forms stocked and available
- Preserve financial records, including invoices and receipts
 - At the end of the year all get stored in PTO file cabinet in office
- Upon the completion of the fiscal year (July), a 990 form (annual IRS form for 501(c)(3) groups) will be completed and filed with the IRS for our non profit tax exempt organization
- Review/Update board descriptions and by-laws annually in July with other PTO officers
- Assist incoming PTO treasurer in assuming responsibilities