

Sargent Elementary Parent Teacher Organization Bylaws

Philosophy

The Sargent Elementary Parent Teacher Organization (PTO) works to improve the learning opportunities for all students. It is a partnership between families, faculty and administration that requires the commitment of all sides to accomplish its goals.

Mission Statement

PTO's purpose is supporting and enhancing the educational experiences of the school's students by:

- Providing a connection through which teachers, parents, administration, and teachers can work together.
- Providing financial support for programs funded outside of the annual budget.
- Working together to promote education and well being of students at home, in school, and in the community.

Objectives

The following objectives will be carried out and supported through committees, projects, and programs, as appropriate:

- To raise money to benefit the students of Sargent Elementary.
- To abide by the laws and rules for the care and protection of children.
- To enhance home/school relationships, so the families and faculty cooperate in the education of children.

Policies

- The PTO shall operate for charitable, educational, nonpartisan, non-secretarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.
- 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.

Memberships

Membership shall be automatically granted to all parent(s) or guardian(s) of a student(s) in the district, any community member, the administration, or any teacher currently employed in the district. There are no membership dues. Members have voting privileges of one vote per household.

Officers

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer.

Section 2: Nominations and Elections. Nominations for Officers' positions shall be submitted by the May PTO meeting. Any member in good standing may become an officer.

Section 3: Term of Service. Voting shall take place at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending the following June 30th) by the PTO Membership. A person may hold only one Officer's position at a time.

Section 4: All Officers should act in the best interest of PTO.

Section 5: Compensation. No Officer or Member shall be compensated (financial or goods) by the PTO members.

Section 6: Contracts & Purchases. No Officers shall secure any contract in the name of PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 7: Removal from Office. Any officer can be removed from office by majority vote from the present members at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

Officer Duties

Section 1: President

The President(s) shall:

- Preside over all the meetings of the PTO.
- Prepare each meeting's agenda.
- Represent the PTO at meetings outside the organization.
- Assist in the total coordination of all committees and the PTO as a whole.
- Work with the principal in coordinating PTO activities with school needs to include the meeting schedule for the year.

- Gather input from the principal and other PTO members.
- May call meetings at his or her discretion.
- Has authority to table and/or limit discussion on a specific topic for one meeting.
- Can serve as the second signature on the checking account. Two names will be listed on the signature card at the bank.

Section 2: Vice President

The Vice President shall:

- Perform the duties of the President in their absence, resignation, or inability to serve.
- Shall act as an aid to the President.

Section 3: Secretary

The Secretary shall:

- Maintain records of the PTO, including transactions, contracts, correspondence, and related documents.
- Record the minutes of the meetings and send them to members as needed.
- Take and keep a roster of all members attending each PTO meeting.
- Maintain organized records from the planning of any event hosted by the PTO. These records should be made available, upon request, to any member planning a similar event.
- Hold a copy of the PTO Bylaws and make available upon request to any PTO member.
- Maintain current and past records for three years.

Section 4: Treasurer

The Treasurer shall:

- Act as custodian of funds and perform all banking activities of the PTO.
- Maintain up-to-date, accurate financial records of the PTO.
- Receive all funds of the PTO; including, but not limited to, donations, and fundraising sales and contributions.
- Provide a report of all the receipts and expenditures at each PTO meeting and at other times upon request.
- Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with the PTO policies.
- Pay all bills and disburse funds as authorized by the committee.

- Two people will count all money before it is deposited.
- Only make purchases which have been given consent by the general membership.
- Make disbursements as authorized by the committee or organization in accordance with the budget by the PTO.
- Signing authority on the checking account. The President and Treasure signatures' must be on the checking account, however, the Vice President and Secretary may be added as well.

Meetings

Section 1: General PTO Meetings. General PTO meetings shall be held monthly to conduct the business of the PTO. Meetings will be scheduled upon agreement of the general membership.

Section 2: Voting. Each member in attendance at a PTO meeting is eligible to vote, one per household. Absentee or proxy votes are not applicable.

Section 3: Quorum. Three (3) Officers of the PTO present at a general meeting constitute a quorum for the purpose of voting.

Fiscal Policies

Section 1: Fiscal Year. The fiscal year of the PTO shall begin on July 1st and end on June 30th (along with the Election schedule).

Section 2: Use. PTO funds shall be used for programs, events, and items that directly benefit the students, administration, and staff of USD 384.

Section 3: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 5 days of receipt. Separate deposit receipts should be maintained for funds received from each unique fundraising event. Each cash box will be counted by two individuals and signed off by them prior to providing the funds to the Treasurer.

Section 4: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 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 receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All the unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 5: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly meeting by any member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO.

Section 6: Reporting. An updated financial report shall be made available to each PTO member at each PTO meeting. An annual report will be due at the end of each fiscal year and provided to the PTO committee and made available to any party upon request.

Section 7: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year.

Bylaw Amendments

Any PTO member may propose amendments to the bylaws. Amendments presented to a PTO meeting shall be considered. Two-thirds approval of all members present and voting is required to adopt an amendment to the Bylaws.

These Bylaws were adopted on March 2nd, 2022.