

E.G. SHAW ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION

BYLAWS

ARTICLE I - NAME/STATUS

- A. The name of this organization shall be the E.G. Shaw Parent Teacher Organization henceforth referred to in this document as Shaw PTO.

ARTICLE II - OBJECTIVES

The objectives of the Shaw PTO are:

- A. To promote the welfare of children in the home, school, and community.
- B. To bring into closer relationship the home and the school, that parents and teachers may cooperate in the education of the child.
- C. To develop between educators and the general public such united efforts as will secure for every child the highest advantage in physical, intellectual, social and emotional development.
- D. To provide support to Shaw School for the benefit of all Shaw students.

ARTICLE III – MEMBERSHIP

- A. Membership in Shaw PTO is extended free of charge to Shaw staff and parents/guardians with children enrolled at Shaw, as well as any person interested in the objectives for which this organization is established.
- B. Members are entitled to all privileges and benefits of full membership, including the right to vote at all regular meetings, except as limited by Article III (c).
- C. Holding of office is limited to Shaw staff and parents/guardians with children enrolled at Shaw.

ARTICLE IV - THE EXECUTIVE BOARD

- A. The executive board shall consist of the elected and appointed officers.
- B. The executive board shall handle the regular business of the organization.
- C. A majority of board members in currently filled positions shall constitute a quorum for conducting the business of the executive board.
- D. The executive board shall be authorized to approve expenditures up to and including \$200.00 or up to and including ten percent (10%) over each budgeted item per fund, whichever is greater, without approval of the PTO membership.
- E. Each outgoing executive board must leave in the treasury a sum no less than the amount of unpaid bills or obligations for which the organization is responsible.

ARTICLE V – OFFICERS AND STANDING COMMITTEE CHAIRPERSONS

- A. Shaw PTO shall have the following elected officers:
 - 1. President
 - 2. First Vice-President
 - 3. First Treasurer
 - 4. Second Treasurer
 - 5. Recording Secretary
 - 6. Corresponding Secretary (Staff)
 - 7. Volunteer Coordinator
 - 8. Event Coordinator
- B. Appointed officer positions shall be
 - 1. Second Vice-President (Shaw Principal)
 - 2. Former President (advisory capacity, non-quorum position)
 - 3. Cub Scout Pack 263 Chartered Organization Representative (non-quorum position)

- C. The executive board shall determine which standing committees are relevant to carrying out PTO objectives for the coming school year and appoint a chairperson(s) to lead each committee.
- D. Commercial or independent service contracts arranged by a standing committee that require reimbursement by the PTO treasury must be signed by the PTO President or Second Vice-President as well as the standing committee chairperson.
- E. Any funds received from PTO sponsored events may not be taken off Shaw Elementary or other school district property unless being transported by either the President or Treasurer. All monies must be kept in the safe at Shaw Elementary and every effort should be made to have funds deposited in the PTO bank account by the President or Treasurer in a timely manner.
- F. Any prizes or awards given as a result of a PTO sponsored event must be distributed by at least two (2) people to include at least one (1) PTO officer from the executive board.

**ARTICLE VI – NOMINATIONS, ELECTIONS, TERMS OF OFFICE,
AND TRANSITION OF ADMINISTRATION**

A. Nominations

- 1. Nominations for officers shall be made by a nominating committee assembled in March. The nominating committee shall be chaired by the Second Vice-President (Shaw Principal) and consist of five (5) members, three of whom are appointed by the Executive Board and two selected from the PTO membership.
- 2. The nominating committee will present a slate of officer-candidates at the regular meeting in April. Nominations from the floor will also be in order this time.
- 3. Members seeking an (elected) office may not serve on the nominating committee.

B. Elections

- 1. Election of the following year's officers shall occur at the regular April meeting. A slate of all officer-candidates running unopposed shall be presented for acceptance and voted on *in toto*. If there is more than one candidate for an officer position, the election for that position shall be made by a majority secret ballot vote of the members present.
- 2. Vacancies in elected office may be filled at the discretion of the Executive Board by appointment for the remaining term, or until such time that a replacement officer can be elected at a regular meeting.

C. Term of Office

- 1. Officers shall be elected for a term of two years, to serve from the time of installation at the regular May meeting until the succeeding installation of officers in May of the following year.
- 2. No officer, except the Second Vice-President (Shaw Principal) shall be eligible for the same office for more than two consecutive years. (Any exception to this specific provision can occur only after such an exception is recommended by the Second Vice-President to the membership and be approved by a motion to suspend this specific provision of the bylaws is approved by a majority vote of the assembled membership).

D. Transition of Administration

- 1. To become familiar with the functions of and provide continuity for the organization, newly elected and retiring officers shall attend a joint Executive Board meeting immediately following the regular meeting in May. Upon the introduction of new business, Bylaws and all files will be turned over to the newly installed President, who then becomes the presiding officer.

ARTICLE VII – DUTIES OF OFFICERS

A. President

- 1. Presides at all meetings of the Shaw PTO's Executive Board and general membership, and represents Shaw PTO at all other functions as required.
- 2. Prepare the annual PTO calendar by the first general meeting of the year.
- 3. Prepare each PTO meeting's agenda and facilitates announcement to the school population at least one week in advance of that meeting.
- 4. Signs checks, notes, etc. in the absence of the Treasurer.
- 5. Maintains and updates all PTO information and communicates to the school population as needed.
- 6. Is an ex-officio member of all committees, except the nominating committee.

B. First Vice-President

1. Will serve at least one term as First Vice-President with the understanding this is a step-up position to be followed by a term as President of Shaw PTO. Any exception to this specific provision can occur only after such an exception is recommended by the Second Vice-President to the membership and a motion to suspend this specific provision of the bylaws is approved by a majority vote of the assembled membership.
2. Performs the duties of the President in her/his absence and succeeds to the Presidency if at any time the President is unable to complete the full term of office.
3. Serves as a point of contact for standing committees and custodian for standing committee continuity files.
4. Performs such duties as delegated by the President.
5. Is an ex-officio member of all committees, except the nominating committee.
6. Serves as head of the audit committee responsible for conducting a semi-annual audit of the PTO financial records, will be conducted on a semi-annual basis within a school year.
7. Authorized to provide double signature on checks over \$1,000.00.

C. First Treasurer / Second Treasurer

1. Receives all money, keeps an accurate record of all transactions, and pays out all disbursements as directed by the Executive Board.
2. Renders a semi-annual account of all funds in January, a year-end account in June, as well as monthly accounting of all receipts and expenditures.
3. Reports the accounts in coordination with adherence to the fiscal year being recognized as July 1 – June 30 of each year.
4. Has checking and savings account authority for all PTO funds.
5. Seeks a double signature from an Executive Board member with signing rights for any check written over \$1,000.00.
6. Seeks the approval of the PTO membership for any check to be written over \$5,000.00.
7. Maintains annual filing of the Shaw PTO's non-profit status forms.
8. Maintains all insurance policies.
9. Leads the budget-planning meeting in early May wherein the Executive Board prepares a proposed budget for the following school year to be presented for approval at the May regular meeting.
10. Surrenders all financial records to a certified Public Accountant, independent auditor designated by the Executive Board for annual review and preparation of annual tax returns. Records should be ready for review between the end of June and before the end of Aug.

D. Recording Secretary

1. Maintains a correct written record of all PTO meetings.
2. Serves as a custodian of PTO permanent records – except financial records – and standing committee continuity files.
3. Records the minutes of all PTO meetings and forwards copies to each Executive Board member within two weeks of the recorded meeting. An approved copy should be given/emailed to each board member and to the website administrator to place on the school's website.
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at Shaw Elementary, 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. Provides PTO update for inclusion in monthly school newsletter to Shaw Principal by first of month.

E. Corresponding Secretary

1. Responsible for all correspondence of the PTO.
2. Serves as a liaison with the Shaw staff.

F. Volunteer Coordinator

1. Surveys the school staff to determine need for volunteer assistance and simultaneously solicits volunteer support from parents or other family members of the student body. Once this information is obtained, the coordinator submits a list of potential volunteer names to appropriate staff members, special event chairpersons, ongoing project contacts or special

- area coordinators for their use. (Recurring teacher support can be arranged by the Volunteer Coordinator).
 - 2. Maintains communication with users and providers in the volunteer program to monitor overall effectiveness and address the need for changes as they arise.
 - 3. Maintains staff and volunteer files relevant to the program.
 - 4. Publicizes the volunteer program as needed to recruit new volunteers.
 - 5. Obtains and evaluates reasons for a volunteer's recurring absence or departure from the program.
 - 6. Coordinates short-term volunteer tasks for special events as requested.
- G. Event Coordinator
- 1. Serves as the point of contact between event committees and the Executive Board.
 - 2. Serves as custodian of PTO event correspondence.
 - 3. Recommends new event opportunities to Executive Board.
 - 4. Presents a flexible calendar of planned events and activities for the coming school year at the Aug Executive Board meeting.
 - 5. Prepares the annual events calendar – to include Spirit Night - by the first general meeting of the school year.
 - 6. Facilitates printing of event flyers with Shaw Elementary for distribution to students one week prior to the event.
 - 7. Facilitates announcement of events to the school population at least one week in advance of the event.
- H. Second Vice-President
- 1. Performs the duties of the First Vice-President in her/his absence.
 - 2. Acts as a liaison with the school district administration.
 - 3. Chairs the nominating committee.
- I. Past President
- 1. May serve in an advisory, but non-quorum capacity.
- J. Cub Scout Pack 263 Chartered Organization Representative
- 1. Provides report at membership meetings and serves in a non-quorum capacity.

ARTICLE VIII – MEETINGS

- A. Regular meetings of the Executive Board and general membership shall be held monthly in correspondence with the school year calendar, with the exception of December when no regular meeting is scheduled. Regular meetings will be held at a public location and announced in the school calendar and Tiger Tribune.
- B. The Executive Board may conduct business as necessary between regular meetings. At the discretion of the Executive Board, additional meetings may be held as needed to address issues that cannot wait until the next regular meeting. When in such conference between regular meetings, the Executive Board may develop recommendations for policy, but may only implement policy decisions with majority approval of the assembled membership at the next regular meeting.
- C. A majority vote of the assembled membership is required for passage of any actions, motions or resolutions at regular meetings.
- D. Robert's Rules of Order, Revised, shall govern procedures at all PTO meetings.

ARTICLE IX – FINANCIAL RESPONSIBILITIES

- A. All receipts that are reimbursable for PTO sponsored activities are to be presented to the treasurer within 45 days of the date of the activity or no later than the last school day of the calendar year. Receipts turned in after this date will not be reimbursed.
- B. The treasurer will be allowed 10 days to process any reimbursement and issue a check. Activity chairs have the option to request the PTO pay for all expenditures; thereby eliminating the need for reimbursement.
- C. Activity chairs are responsible for turning in any deposits from an activity within 15 days after monies have been received.

ARTICLE X – TAX EXEMPT STATUS:

RESTRICTIONS ON SHAW PTO EARNINGS/ACTIVITIES, FINAL DISPOSITION OF FUNDS

- A. Restrictions on Shaw PTO Earnings/Activities
 - 1. Shaw PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.
 - 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, 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 purpose set forth in the purpose clause hereof.
 - 3. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
 - 4. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.
- B. Final Disposition of Funds
 - 1. Upon dissolution of this organization, 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. Any such assets not disposed of shall be disposed by the Court of Common Pleas in the county in which the principal's office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article XI – CHARTERED ORGANIZATION FOR CUB SCOUT PACK 263

- A. The Shaw PTO has held the official charter for Cub Scout Pack 263 since December 1971. The charter is between the Shaw PTO and the Tecumseh Council of the Boy Scouts of America and is valid from Jan. 1st to Dec. 31st of the calendar year.
- B. A Memorandum of Agreement (MOA) between the Shaw PTO Executive Board and Pack 263's Committee Chair must be signed before the Pack will be re-chartered under the Shaw PTO. This MOA will be updated yearly. If the stipulations set forth in the MOA are not adhered to, the Shaw PTO can elect not to renew the charter for the upcoming calendar year.

ARTICLE XII – CONFLICT OF INTEREST POLICY

- A. The Shaw PTO will adopt a policy and procedure to prevent conflict of interest and to address situations where a financial conflict of interest may have occurred. The policy and procedure will be reviewed annually with officers and committee chairs and will be available on the organization's website or by request of membership.

ARTICLE XIII – CORRECTIONS AND AMENDMENTS

- A. Typographical, grammatical, spelling or punctuation errors which do not affect the functional content of these bylaws may be corrected as needed by direct substitution with majority approval of the assembled membership at any regular meeting.
- B. Amendments to these bylaws may be voted on at any regular meeting and effected by a two-thirds majority vote of those present.
- C. Verbal notification of proposed changes will be given at any regular meeting at least one month prior to the vote.
- D. Written notification of the proposed changes will be reported in the PTO Newsletter, on the school's website, and posted in the school lobby at least five days prior to the vote.
- E. Amendments to the bylaws may be identified by date and inserted into the sections to which they pertain or added at the end of the document, whichever makes them easier to reference and understand.

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