

**Roosevelt PTO  
BYLAWS  
Effective March 29, 2017**

**Article I. Name**

The name of this organization shall be the Roosevelt PTO

**Article II. Purpose & Mission**

- A. This organization shall exist for educational and charitable purposes.
- B. To bring the home and the school, the parents and teachers into closer relationship and cooperation.
- C. To promote the education and welfare of the children in the home, school and community.
- D. To provide volunteer and financial resources for the enhancement of the educational environment and the students' educational experience at Roosevelt.

**Article III. Policies**

The organization shall be non-commercial, non-sectarian and nonpartisan. It shall not seek to direct the teaching activities of the school or to control its policies.

- A. The fiscal year for the PTO is July 1 – June 30.
- B. A tentative budget shall be drafted in the spring for the following school year and approved by a majority vote of the Executive Board. Budget adjustments require approval by Executive Board majority via meeting or email.
- C. Reimbursement policy/process:
  - All expenses over \$500 need to be approved by the PTO Board Co-Presidents before the money is spent.
  - The Expense Reimbursement Request Form will be posted on the PTO website. Receipts are required for reimbursement. Instructions are included with the form.
  - The PTO will not reimburse for meals/snacks for committee meetings or planning sessions.
  - Because the PTO is a tax-exempt organization, the PTO will not reimburse for sales tax. The Roosevelt PTO Sales Tax Exemption Form is posted on the PTO website.
  - All expenses for an event should be submitted for reimbursement or payment within thirty days following the completion of the event.
- D. All checks will be processed by the Treasurer. In the event the Treasurer is unavailable, an Executive Board member may serve as an alternate signor.
- E. All accounting books and records will be maintained and made available by the Treasurer. Records will be kept in compliance with IRS stated guidelines.

**Article IV. Membership, Dues, and Voting Rights**

- A. Membership in this organization is open to any parent or legal guardian, who has children enrolled at Roosevelt, and also any teacher at Roosevelt, who will uphold the policies of the PTO and agree to these by-laws.
- B. Dues will be established by the Executive Board.

- C. Benefits of membership include access to a directory of PTO membership and regular email communications about PTO/school activities.
- D. In the event that a matter is submitted to a vote of the membership, each parent/guardian member present at the meeting at which such vote is taken shall be entitled to one vote.

**Article V. Membership Meeting**

- A. General Meetings: The schedule of the general meetings (typically every other month, not including summer months when school is not in session) shall be set by the Executive Board and communicated to membership.
- B. Executive Board Meetings: The Executive Board meeting dates (typically once per month, not including summer months when school is not in session) will be determined at the first meeting.
- C. Members present shall constitute a quorum for the transaction of business in any meeting of the organization.

**Article VI. Nomination, Election, and Removal of Officers**

- A. Nomination: The Executive Board shall be responsible for soliciting interested volunteers and receiving all suggestions for persons to serve as Officers. The Board will prepare a slate of Officer candidates and contact all persons who will be nominated to confirm their willingness to serve.
- B. Voting: A recommended slate of candidates will be presented for election at a General Meeting before the end of each school year. Further nominations may be received from the floor. The election of the slate, if not contested, may be by voice vote or written ballot. Any contested election shall be by written ballot.
- C. Election to Office: A majority of the votes cast by members in attendance at the General Meeting is necessary to be successfully elected. Should no person receive a majority of the votes cast, a run-off between the two persons who received the largest number of votes shall be immediately held. Should no person receive a majority of the votes cast in the run-off election the Officers votes determine the election.
- D. Officer Vacancy: Should a vacancy occur in the office of the President, the Vice President shall immediately assume the office. Any other vacancy in office shall be filled by a volunteer selected the Executive Board for the unexpired portion of the term.
- E. Removal from Office: Officers can be removed from office with or without cause by a two-thirds vote of the Executive Board.

**Article VII. Executive Board and Duties of Officers**

- A. The officers of this organization shall be: President, Vice-President, Recording Officer (Secretary), Corresponding Officer (Secretary), and Treasurer.
- B. The office of President and/or First Vice-President may be filled by two people acting jointly as co-officers.
- C. No Officers shall serve in the same position for more than two (2) consecutive years.

- In the event a qualified volunteer cannot be identified to fill a position on the Executive Board, this exceptional situation will be treated as an Officer vacancy (see Article VI, Section D).
  
- D. The Executive Board shall be composed of these elected officers and each member of the Executive Board shall be entitled to one (1) vote.
  
- E. The Executive Board will:
  - Approve expenditures.
  - Fill vacancies of officers of the Executive Board.
  - Recruit the committee chairpersons.
  - Serve as Liaisons to appointed PTO committees.
  - Collect committee documents/information at the end of the year and forward to incoming President.
  
- F. The President shall:
  - Preside at all general meetings of the organization and at the Executive Board.
  - Serve as the primary contact for the Principal and represent the organization at meetings outside of the organization.
  - Coordinate the work of all the officers and committees so that the purpose of the organization is served.
  
- G. The Vice-President shall:
  - Assist the President and carry out the President's duties in his or her absence or inability to serve.
  - Serve as President the following year.
  - Produce the annual PTO Directory
  - Collect agenda items and distribute agenda prior to Board meetings.
  - Coordinate maintenance for the Laura Gilpin Memorial aquarium in LRC with maintenance vendor.
  - Work with the school social worker(s) to coordinate the PTO support and sponsorship of families that require financial assistance.
  - Coordinate annual teacher gifts and grants.
  
- H. The Recording Officer (Secretary) shall:
  - Keep the minutes of all General and all Executive Board meetings.
  - Share meeting minutes with membership.
  - Collect (in coordination with VP) and maintain all email addresses for Roosevelt member families to be used for mass general email communications to membership, including notices of meetings.
  
- I. The Corresponding Officer (Secretary) shall:
  - Conduct general correspondence (i.e. thank-you's).
  - Purchase gifts (i.e. outgoing Board gifts, memorials, Secretary's Day, etc.)
  - Act as a direct liaison between PTO Board and room parents.
  - Oversee room parent responsibilities (i.e. set up informative room parent meeting/communication).
  
- J. The Treasurer shall:
  - Receive all monies of the PTO; keep accurate record of receipts and expenditures; and pay out funds in accordance with the approved budget as authorized by the PTO.
  - The Treasurer shall present a financial statement at each meeting of the PTO and other times when requested by the Board.
  - All checks will be signed by the Treasurer.

### **Article VIII. Standing and Special Committees**

- A. A listing of standing committees will be made available to members by the Executive Board. Standing committees shall be created by the Board as deemed necessary.
- B. Special committees may be formed when deemed necessary and shall remain until its purpose is completed. Any member of the Organization may request that a Special Committee be formed for a specific purpose.
- C. Standing and Special Committee Chairpersons are to be recruited by the Executive Board.
- D. Each chairperson will submit a project report to the Board within 30 days after the event or project. Chairpersons should attend appropriate PTO meetings.
- E. Audit Committee: The Treasurer's account shall be examined as often as deemed necessary but no less than annually. An examination shall occur by an auditing committee of not less than two (2) members, appointed by the Executive Board or an outside auditing firm. The audit report shall cover the previous accounting year (July 1 to June 30) and shall be presented to the Board when complete.

### **Article IX Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the PTO by a simple majority vote of the members present and voting; and further provided that notice of the proposed amendment has been given at the previous regular meeting or by written notice communicated to the membership prior to the meeting at which the vote is taken.

### **Article X Dissolution**

The organization may be dissolved with previous notice and a two-thirds vote of those present at the meeting. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with membership approval, be spent for the benefit of the school.