

L.R.E.S. PTO By-Laws

Article I. Name:

1.1 The name of this organization shall be known as Lamprey River Elementary School Parent Teachers Organization further called LRES PTO.

Article II. Purpose:

- 2.1 To support the educational process through communication between parents, guardians, teachers, and school administration.
- 2.2 To enhance the recreational and educational programs of LRES.
- 2.3 To support and organize volunteers and volunteer programs that benefit LRES students.
- 2.4 To foster goodwill and support in the community at large

Article III. Basic Policies:

- 3.1 All funding expenditures will be made by the majority of the members attending in conjunction with the executive board at any meeting having a quorum of the Executive Board. (See Article 5 5.2)
- 3.2 LRES PTO prohibits any pecuniary benefit transactions* involving all members, including any other transactions that would create a conflict of interest.
- 3.3 LRES PTO, through fundraising and receiving the PTO request form from the administration, may supply those materials not considered by administration and staff as normal classroom supplies and equipment usually purchased through the school budget.
- 3.4. LRES PTO money that is not used within one year of the time approved will be returned to the fund balance.
- 3.5 LRES PTO has a standard gift policy of no more than \$40.00 per person per occasion unless it is voted otherwise by a majority vote.
- 3.6 LRES PTO shall seek neither to direct the administrative activities of the school nor to control its policies.
- 3.7 LRES PTO will not endorse any political agenda at any time.
- 3.8 In the event of the dissolution of LRES PTO, any assets shall be used within (30) thirty days for enrichment materials or be turned over to another Raymond type PTO organization.
- 3.9 All flyers and notices that will be distributed through the school to students, families, and staff, must first be approved by the board and/or President. They must then be approved by the Principal (can be an electronic copy). Approval time must be taken into account when planning to send out information. Flyers and notices will be placed in the teacher's mailboxes in the staff room, when possible. One flyer copy must go to the principal's secretary (can be an electronic copy).
- 3.10 The LRES PTO will utilize the staff room, whenever possible, for completing tasks and duties. We will also be mindful of staff's needs and put their needs and those of the students before ours.

Article IV. Membership:

- 4.1 All elementary school parents/guardians and staff (inclusive) are automatically members and are encouraged to take an active role in the organization.
- 4.2 The Principal/designee shall be invited to attend regular meetings as an ex officio member. LRES PTO board meetings will be used to get approval and input from the Principal for fundraisers, volunteer opportunities, and programs to generate school interest and support.

Article V. Executive Board and Duties:

5.1 The executive board shall consist of a minimum of (5) five members, and may not be of the same immediate family or related by blood or marriage.

5.2 The Executive Board - Positions:	See description in addendum A
President	Vice President
Secretary	Treasurer
Fundraising Coordinator/s	Publicity / Programs Coordinator/s
Volunteer Coordinator/s	Newsletter Coordinator

5.3 A person may serve as President only after serving at least one year (not necessarily the preceding year) as a member of the Executive Board.

5.4 All LRES PTO executive board members must notify the President when they are planning to enter the school to complete PTO duties.

5.5 An executive board member shall cease to hold office immediately upon missing 3 scheduled or announced meetings of which that member received reasonable notice, without being excused by the President.

5.6 An executive board member may be removed from office for failure to perform duties or for unethical or criminal behavior by a two-thirds vote of the Executive Board.

5.7 The LRES PTO board members will utilize a private FaceBook group page to communicate and share ideas, in addition to the LRES PTO meetings. It is not necessary for a board member to have a FaceBook account, but is recommended.

* "Pecuniary benefit transaction" means a transaction with a business in which an executive board member has a financial interest, direct or indirect.

Article VI. Quorum:

6.1 The executive board shall consist of the officers and coordinator/s of LRES PTO as listed in Article V 5.2.

6.2 A quorum of the executive board shall consist of five members present and voting. There is no quorum of the general membership. If a proposal being voted on is of a time sensitive nature, and a quorum does not exist, the LRES PTO President will present the matter of business either through the LRES PTO group FaceBook page or through email. The President will still not make the beginning motions and the outcome of the vote will be announced at the following LRES PTO meeting and it will be included in the meeting minutes.

6.3 The executive board shall be the ultimate governing body of LRES PTO and is empowered to expend funds and to transmit the business of LRES PTO by a majority vote.

6.4 The LRES PTO board members will vote on all monies that will be spent. This includes, but is not limited to: items that are requested through pink slips that have been approved by the Principal, items that are purchased for holding our events, such as the dances (like decorations), prizes that we purchase for fundraising incentives. For items that are not pink slip items, the board will vote on a budget to spend on the activity/item, before the items are purchased. For example, "The board agrees to spend no more than \$100 on decorations for the dance."

6.5 Any person present at a regular meeting can introduce business at the meeting. If a vote is necessary it will not take place until the following meeting unless time sensitive.

6.6 A majority vote of a quorum of the executive board present at any meeting may overrule a majority vote of the membership if the executive board deems the memberships vote to be detrimental to LRES PTO

6.7 The LRES PTO board members will vote on all fundraising programs.

6.8 LRES PTO Board members may request to put an item to vote to determine the outcome. For all votes, a two-thirds majority would pass the item.

Article VII. Elections:

7.1 Officers and coordinators shall serve for one year (July 1 – June 30) or until their successors are elected and installed.

7.2 Election process: A notice will be sent to all elementary school parents/guardians and staff (inclusive) for he or she to indicate his or her interest in an office for the LRES PTO. This notice will be sent out the 1st week in May and returned within 2 weeks. From this, LRES PTO Ballots will be created and distributed to all elementary school parents/guardians and staff by the third week in May, but no later than the fourth week.

7.3 A vacancy occurring in any office shall be filled by the majority vote of the executive board.

Article VIII. Meetings:

8.1 There shall be a minimum of (6) six meetings per academic year.

8.2 Executive board meetings may be held at any time at the discretion of the executive board. All executive board members will be notified and invited to the meeting.

8.3 All committees may hold meetings and be held at any time at the discretion of the committee. All committee members will be contacted about the meeting.

8.4 Public notice of all LRES PTO meetings must precede the meeting by one week. Therefore, a PTO board may if they so choose to have a board meeting the day before to review the PTO agenda of their regular meeting.

8.5 Executive board members are encouraged to discuss and share ideas on the private group FaceBook page prior to meetings.

8.6 All meetings cancelled shall be automatically held the following week unless otherwise notified.

8.7 Executive board members may meet with the Principal, if necessary, after they have first met with the rest of the board members or they have the approval of the President.

8.8 All records will be transferred to newly installed executive board members as soon as possible, subsequent to June 30th, but no later than August 1st.

8.9 Amendments to minutes will state in the next months meeting when amended. All amendments to the minutes will be attached to the secretary's copy of the original minutes.

8.10 The LRES PTO will offer free childcare for LRES school age children.

Article IX. Amendments

9.1 The LRES PTO By Laws may be amended by (2/3) two-thirds vote of those members present and voting at any business meeting provided prior written notice of proposed amendment is given to the members prior to said meeting.

ADDENDUM A

DUTIES OF OFFICERS:

PRESIDENT: The President shall preside at all meetings of LRES PTO and of the executive board and shall be an ex-officio member of all committees except the nominations committee. The President will not make motions. The President/Designee will maintain the LRES PTO FaceBook page as well as the LRES PTO email account.

VICE PRESIDENT: The Vice President shall assist the President and perform the duties of the President in the absence of that officer.

SECRETARY: The Secretary shall keep a record of all meetings, projects, and events of LRES PTO and of the executive board. Minutes will be completed and out to all members of LRES PTO within 2 weeks of the next scheduled meeting. The Secretary will also handle all correspondence (after approval of the President) and notice of meetings.

TREASURER: The Treasurer shall keep financial records (including checkbook and debit card), maintain and reconcile bank accounts, pay LRES PTO bills, and make monthly reports to the LRES PTO of the financial conditions. The treasurer's report will include the following:

- Opening Balance
- Deposits and credits
- Other debits
- Budgeted items
- Total available.
- End of Year Audit Report

Authorized signers of checks will include the President, Vice President, Treasurer and another board member chosen at the 1st meeting of the new board. Valid checks issued by the LRES PTO shall require two (2) signatures.

Debit Card: only the authorized signers of checks will use the card when a check is not available. All receipts must be turned over to the treasurer as soon as possible

In the event that LRES PTO board members are using their own money, after approval to spend money, to purchase items for the LRES PTO (or programs/activities) and expect reimbursement, board members must present receipts during meetings and notify the Treasurer prior to a LRES PTO board meeting that they are expecting to be reimbursed.

FUNDRAISING COORDINATOR/S: Shall implement and oversee ALL fundraising programs. This includes, but is not limited to, researching different fundraising opportunities, distributing fundraising materials, collecting completed fundraising materials, keeping accurate records during fundraisers, distributing fundraising orders, creating advertisements (when necessary and with President and School Principal approval [when displaying in an area that is not the designated LRES PTO bulletin board]) to post within the school, etc.

PUBLICITY / PROGRAM COORDINATOR/S: Shall implement and oversee all programs offered by the LRES PTO and the publication of press releases /advertisements of the programs. The Publicity/Program Coordinators will aid the President/Designee in maintaining the LRES PTO FaceBook page. In doing so, they will always post and reply to messages in a professional manner. They will also assist with the display board for the car drop off/pick up line.

VOLUNTEER COORDINATOR/S: Shall oversee the LRES PTO volunteer program including: Administrator / Teacher / Office requests. Will maintain, voice mail system, bulletin board in the front lobby, display sign for the car drop off/pick up line, and maintain collection programs established. The coordinator/s shall suggest new ideas as needed to the LRES PTO. Shall keep a record of members and what they have signed up to do. Volunteer coordinators will report out each board meeting what volunteer opportunities have been completed and communicate needs for future volunteers, including any of the work completed by volunteer committees. Volunteer coordinators will report to the President any new tasks they are undertaking prior to the task being completed and will share this information at the next board meeting.