

**Thimmig Elementary School  
PTO Bylaws  
Revised June, 2012**

**Article I - Name & Location**

The organization shall be named Thimmig Elementary School Parent-Teacher Organization; herein referred to as the PTO. The principal office of the PTO shall be located in Storage Room #133 on the site of Thimmig Elementary School.

**Article II - Mission Statement**

The PTO is organized for the purpose of enhancing and maximizing the education of Thimmig students, while aiding them in achieving their highest potential by:

1. Providing an organization through which parents, legal guardians, teachers and school staff can work cooperatively.
2. Provide financial support through fundraisers and donations for programs funded outside of the annual school budget, as well as for supplemental educational materials and experiences.
3. Supporting school and family social interaction through regular community events and programs.

**Article III - Policies**

**3.01 - Administration**

The purposes of the PTO shall be carried out through conferences, committee meetings and projects. The PTO shall not seek to direct the administrative activities of the school or to control its policies

**3.02 - Non-Commercial**

The PTO shall operate for charitable, educational, nonpartisan, and non-commercial purposes. No commercial enterprises of any candidates shall be endorsed by it. The name of the PTO or its officers in their official capacities shall not be used in connection with a commercial concern or any partisan interest or for any purpose not appropriately related to the Mission of the PTO.

**3.03 - Cooperation**

The Thimmig PTO may cooperate with other PTOs within the 27J school district that have similar goals and interests.

**Article IV - Membership and Dues**

**4.01 - Membership**

Any person who is a parent or legal guardian of a student at Thimmig Elementary School as well as all staff of Thimmig Elementary School shall be eligible to be a member of the PTO. An eligible person may become a member by agreeing to uphold the Mission of the PTO and commit to attend a minimum of half of the scheduled PTO meetings of the current fiscal year. The privilege of holding office, making motions, debating and voting are limited to members of the PTO. The PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time. All persons must sign a membership form to initiate membership.

**4.02 - Annual Dues**

**There will be no annual dues at this time.** The Executive Board may change the amount of dues payable to the PTO by members at any time.

#### **4.03 - Voting Rights**

Only members in good standing shall be eligible to vote or serve on the Executive Board. Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the members. "Good standing" is defined by the member upholding the Mission of the PTO, be current on all applicable dues as well as having attended a minimum of half of the scheduled PTO meetings up to the date of the vote. Members must be present at the meeting when the vote is scheduled to take place in order to vote. Upon request by the Executive Board, members may be asked to vote by written ballot. Members may cast a vote by proxy if necessary. Each member may only cast one vote.

#### **4.04 - Termination of Membership**

The Executive Board, by a unanimous vote of the Executive Board, may expel a member for cause after an appropriate hearing. The Executive Board, by a majority vote of the Executive Board, may terminate the membership of any member who becomes ineligible for membership.

#### **4.05 - Resignation**

Any member may resign by filing a written resignation with the Secretary.

#### **4.06 - Background Checks**

The PTO shall reserve the right to request a criminal background check on any member at said members sole cost. Any criminal activity disclosed in background check can be deemed, by a majority vote of the Executive Board, reason for termination of membership

### **Article V - Meeting of Members**

#### **5.01 - Meetings**

Regular monthly meetings of the PTO shall be held as designated by the Executive Board. Special meetings may be called by the Executive Board upon one week advance notice to the members of the PTO. All regular meetings shall be open to the public. Regular meetings may be cancelled at the sole discretion of a majority vote of the Executive Board. The final PTO meeting shall take place in May or June, prior to the close of school.

#### **5.02 - Place of Meeting**

Regular meetings shall be held at Thimmig Elementary School. The Executive Board may designate any place within reason as the place of meeting for any special meeting.

#### **5.03 - Notice of Meeting**

Written or printed notice stating the place, day and hour of any meeting of members, along with the agenda for that meeting, and minutes of the prior monthly meeting shall be posted in a conspicuous place at Thimmig Elementary School (i.e. the PTO Bulletin board near the front entry of the school and on the PTO website at least one week prior to the meeting. The Executive Board may give additional notice as it deems appropriate.

#### **5.04 - Order of Business**

All meetings shall be conducted in accordance with customary parliamentary rules and procedures, in particular, Roberts Rules of Order - Newly Revised, 11th Edition.

#### **5.05 - Quorum**

A simple majority of the members present shall constitute a quorum for all business, elections, and procedural matters, unless otherwise stated by the Executive Board.

#### **5.06 - Eligibility of Participation**

The privilege of holding office, making motions, debating, and voting shall be limited to members of the PTO in good standing.

### **Article VI - Officers**

#### **6.01 - Officers**

Officers of the PTO shall be: President, Vice President, Treasurer, and Secretary. All officers shall act in the best interest of the PTO.

#### **6.02 - Nominations and Election of Officers**

##### **a. Initial Year**

Each nomination for officer positions shall be submitted on or before April 3, 2012. Voting for ALL officer positions shall take place by written ballot at the May meeting for the fiscal year beginning July 1, 2012 and ending June 30, 2013 by the general PTO membership. A person may hold only one Officer's position at a time. An officer may also act as a Chair of one Standing Committee.

##### **b. Subsequent Years**

Each nomination for officer positions shall be submitted by a minimum of 4 current PTO members in good standing. Nominations shall be submitted in writing on or before the March PTO meeting. Voting for ALL officer positions shall take place by written ballot at the April PTO meeting of each year for the following fiscal year (beginning July 1st and ending June 30th the following year) by the general PTO membership. A person may hold only one Officer's position at a time. An officer may also act as a Chair of one Standing Committee.

#### **6.03 - Compensation**

No officer shall be compensated by the PTO for their service.

#### **6.04 - Attendance & Committee Service**

Each officer shall attend Executive Board meetings and monthly PTO meetings. Each officer is expected to serve on at least one committee.

#### **6.05 - Contracts and Purchases**

No officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions. Any purchases outside the budget must be approved by a vote of the PTO members.

#### **6.06 - Removal From Office**

Any officer may be removed from office by a  $\frac{2}{3}$  vote of attending members at a regular PTO meeting whenever the best interests of the PTO would be served by the removal. Advance notice of a vote shall be given to the PTO membership at least one week prior to the meeting. The officer in question will be notified in writing of the meeting at which removal from office will be discussed and voted on one week prior to the meeting. Vacancies occurring during the term of office shall be filled by the Executive Board.

#### **6.07 - President**

The President shall be the principal executive officer of the PTO and shall in general supervise and control all of the business and affairs of the PTO. The President shall preside over all meetings of the PTO, meetings of the Executive Board and shall prepare the agendas for both. The President shall write a monthly PTO notice/update to be published in the Monday's with McMillan newsletter on the first Monday of every month, including all monthly pertinent information (i.e. where all PTO monies were spent that month, all events, etc.) He/she shall also be ex-officio member of all committees, and shall appoint special committees as needed. In general he/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Board from time to time. A record copy of all documents shall remain in the office of the PTO.

#### **6.08 - Vice President**

In the absence of the President or in the event of the President's inability to serve, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall act as an aide to the President and shall perform other duties as assigned by the President. He/she shall act as Chairperson of a committee. A record copy of all documents shall remain in the office of the PTO.

#### **6.09 - Treasurer**

The Treasurer shall act as custodian of funds of the PTO. He/she shall maintain up-to-date, and accurate financial records of the PTO. The Treasurer shall receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.

The Treasurer shall provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meetings, and at other times upon request of the President or Executive Board.

The Treasurer shall audit all invoices and receipts submitted for payment or reimbursement to ensure that each request is in compliance with PTO policies.

The Treasurer shall complete all financial updates by the close of the fiscal year and provide a full year-end report. A record copy of all documents shall remain in the office of the PTO.

#### **6.10 - Secretary**

The Secretary shall maintain all records of the PTO. He/she shall record detailed minutes of all meetings of the PTO, and keep an organized file of said minutes. The minutes from the preceding PTO meeting are to be distributed to all PTO members no later than two weeks following the date of the meeting and circulated at each monthly PTO meeting.

The Secretary is to provide a copy of minutes of all PTO meetings to Thimmig Elementary Administration regularly.

The Secretary shall be familiar with parliamentary procedure, and shall, upon request of the presiding officer, rule upon matters of procedure.

He/she shall have on hand at every PTO meeting, a copy of the PTO Bylaws, a copy of parliamentary procedures, and a current membership list and make each available upon request to any PTO member.

The Secretary shall track eligibility of members, and maintain a current list.

The President may assign other duties to the Secretary from time to time.

A record copy of all documents shall remain in the office of the PTO, to be available for review at all times by any parent, legal guardian, or staff member of Thimmig Elementary School.

## **Article VII - Executive Board**

### **7.01 - Executive Board**

The Executive Board shall consist of the officers, School Principal, a Teacher Representative, and the Chairpersons of all Standing Committees.

### **7.02 - Principal & Teacher Representative**

The Principal and the Teacher Representative shall each have one vote. The Principal acts as a liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as a liaison between the School teachers and the PTO.

### **7.03 - Duties**

The Executive Board shall conduct all necessary business in preparation for the regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

### **7.04 - Executive Board Meetings**

Meetings shall be held no less than quarterly on a date mutually agreed upon by the officers.

### **7.05 - Newly Elected Executive Board**

The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purpose of preparing a balanced budget proposal which shall be presented at the first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

## **Article VIII - Committees**

### **8.01 - Standing Committees**

Standing Committees for each year will be based on the major activities planned for the year. The President may assign additional duties to Standing Committees that relate to that particular committee.

## **8.02 - Other Committees**

Other committees may be established by the President as deemed necessary to carry out the mission of the PTO. The Chairs of these committees may or may not serve on the Executive Board unless specifically stated by the President.

## **8.03 - Chairpersons**

Chairs of all standing committees shall present all plans and work to the President of the PTO for approval. The Chairs of all Standing Committees shall serve as members of the Executive Board. The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records shall be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs. Committee Chairpersons shall attend PTO meetings to report on the activities of his/her committee.

## **Article VIII - Funds**

### **9.01 - Annual Budget**

The annual budget proposal will be prepared by the Executive Board at a meeting held between July 1st and the first PTO meeting of the upcoming fiscal year. The President of the PTO shall present the proposal at the first regular PTO meeting of that fiscal year. A vote shall be taken as to either accept or amend the Executive Board's proposed budget.

### **9.02 - Bank Account**

The Treasurer shall turn over all funds to the Thimmig Elementary Secretary for deposit into an account held by District 27J.

### **9.03 - Use**

Funds shall be used for programs, events, and items that directly benefit the students of Thimmig Elementary School with limited approved exceptions. Exceptions must be voted on by a quorum at regular PTO meetings.

### **9.04 - Income**

All funds raised for the PTO must be documented by a minimum of 2 PTO Officers and submitted to the PTO Treasurer to be deposited into the District 27J account within one week. Separate deposit receipts should be maintained for funds received from each unique fundraising event for accurate record keeping.

### **9.05 - Purchases**

Only approved Executive Board members may make purchases. All purchases must be approved by a quorum vote of the membership.

### **9.06 - Non-budgeted Requests**

Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO membership at least 1 week prior to the vote. Exceptions may be made at the discretion of the Executive Board.

#### **9.07 - Reporting**

An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

#### **9.08 - Carry-over**

The PTO is authorized to carryover funds for the following fiscal year as recommended by the Executive Board. The annual carry-over shall not exceed \$10,000.00. Occasional exceptions may be made by the Executive Board with notification and reason given to the Finance Department of District 27J, as well as the parents, legal guardians, and staff of Thimmig Elementary.

### **Article X - Misc.**

#### **10.01 - Fiscal Year**

The fiscal year of the PTO shall begin July 1st and end on the following June 30th.

#### **10.02 - Bylaw Amendments**

These Bylaws may be amended under the following conditions:

1. At least 5 PTO members shall collectively submit the revision to the PTO Secretary; and
2. At least 14 calendar days prior notice shall be given to the PTO membership that a vote will be taken at the next scheduled Regular PTO meeting; and
3. The revision request is approved by a quorum vote.
4. All approved amendments shall become effective immediately and recorded by the Secretary.