

**Joan Martin Elementary School Parent Teacher  
Organization (PTO) Bylaws and Policies  
2014-2015**

Article I **Name**

The name of this organization shall be the Joan Martin Elementary Parent Teacher Organization, also known as JMPTO.

Article II **Objectives-Mission**

**Section 1.** To promote the education and well-being of all children at home, in school, and in the community.

**Section 2.** To provide a forum for discussion and foster communication between parents, administrators, educators, and the community.

**Section 3.** To enhance the educational facilities and opportunities for the students of Joan Martin Elementary School that are not otherwise provided for in the school budget.

**Section 4.** To promote volunteer programs and resources for Joan Martin Elementary School.

**Section 5.** To sponsor projects and events for the benefit of Joan Martin students.

**Section 6.** To raise funds as required to provide for all the above objectives.

Article III **Policies**

**Section 1.** The organization 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 corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

**Section 2.** The organization shall be noncommercial, nonsectarian, and nonpartisan.

**Section 3.** The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.

**Section 4.** The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.

**Section 5.** The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process

establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to Executive Committees of education, state education authorities, and local education authorities.

**Section 6.** No part of the net earnings of the organization shall benefit, or be distributable to its members, directors, trustees, officers, or other private individuals. Officers must abstain from the appearance of preferential treatment with regard to the rewarding of contracts and purchases.

**Section 7.** Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

**Section 8.** Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be evenly distributed to Joan Martin Elementary School. If the school ceases to exist, remaining PTO 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."

#### Article IV Membership

**Section 1.** Any parent, guardian, or other person standing in "loco parentis" of a child enrolled and attending Joan Martin Elementary School.

**Section 2.** Each member of the licensed teaching staff working in the Joan Martin Elementary School.

**Section 3.** A Member in Good Standing shall be anyone who attends at least two (2) JMPTO general meetings per school year.

**Section 4.** Any Member in Good Standing shall have the privilege of making motions and serving on committees.

\* The membership year will run from August 1 through June 30 of each year.

#### Article V Officers of the Executive Committee and their Election

**Section 1.** The Officers of the Executive Committee (herein after to be referred to as "Officers") of this organization shall be a President, Vice President, Secretary, Treasurer, the Building Principal or a representative appointed by the Principal and a Teacher's Representative.

**Section 2.** Officers shall be elected at the April meeting of the organization, by the members present, using a ballot system and nominations from the floor.

**Section 3.** Qualifications for eligibility for Executive Committee shall be as follows;

- a) any PTO Member in Good Standing who has either served as a committee chairperson or is a current officer or has attended at least three (3) JMPTO general meetings prior to officer nomination.

**Section 4.** Officers shall serve a term of two (2) years and/or until their successors are elected.

**Section 5.** A person shall not be eligible to serve more than two (2) consecutive terms in the same office, unless there are no other candidates for that position.

**Section 6.** Officers of this organization shall be elected in the following manner;

- a) nominations for the Executive Committee will be taken at the March general meeting.
- b) PTO Executive Committee elections shall be held at the April PTO general meeting.
- c) all votes shall be on written ballot.
- d) one past President or a past Executive Committee member, along with two other members, not in the election, shall be in charge of counting votes.
- e) vacancies shall be filled by the appointment of the Executive Committee.
- f) removal from office may occur by a majority vote of the Executive Committee for missing more than two consecutive Executive Committee meetings, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall be done by a majority vote of the Executive Committee. No Executive Committee member has the right to change any decision that the Executive Committee members made. If a Executive Committee member intentionally does not follow thru with the decision of the Executive Committee, it will result in removal from the Executive Committee.
- g) in the event an Officer is removed from office or resigns their position, all materials both digital and print including any hardware or software belonging to JMPTO and including but not limited to all Informational Binders, must be turned over to the President within 24 hours. In the event, the President is leaving office, the Vice-President may collect the JMPTO property from the President. Failure to return JMPTO receipts, ledgers, paperwork or physical property may result in criminal prosecution.

**Section 7.** Outgoing officers will end their duties and new officers shall assume their duties at the close of the June meeting. An Officer's Workshop is to be held the day of the June meeting.

a) Officer's Workshop shall be hosted by the outgoing officers and conducted for the benefit of incoming officer's in an effort to simplify the transition.

i) All documentation, informational binders, and relevant paperwork as well as any physical property, including but not limited to computers, hardware, software and flash drives must be turned over to incoming officers at this time.

ii) In the case of the Treasurer, all physical property must be turned over to the new President and all relevant documentation for the completion of an audit must be turned over to the Chairperson of the Audit Committee or the Accountant completing the external audit.

iii) A short question and answer session should take place between officers

in the same position and later between all officers.

iv) It is recommended that an informational session be conducted by a Certified Accountant. A statement from the Principal and/or the Vice Principal would be appropriate at this time as well.

v) At the conclusion of this meeting, the outgoing and incoming Presidents, Treasurers and Vice Presidents shall report immediately to the JMPTO's bank of choice to change the official signature cards on file.

## Article VI Duties of Officers

### **Section 1.** The President shall;

- a) preside at all meetings and functions of the organization.
- b) coordinate the work of the officers and committees, in order that the objectives/mission may be promoted.
- c) act as the official JMPTO Representative.
- d) enforce bylaws.
- e) vote in the event of a tie.
- f) prepare an agenda for each meeting.
- g) call Executive Committee meetings as needed.
- h) create standing committees, appoint chairperson.
- i) maintain the JMPTO website in a timely manner.

### **Section 2.** The Vice President shall;

- a) act as aid to the President.
- b) perform the duties of the President in the absence or inability to serve.
- c) prepare to assume the office of President at the end of his/her term.
- d) oversee committee chairpersons.
- e) handle Committee Reports:
  - i) Maintain a supply of the adopted "Standard Committee Report" forms.
  - ii) Distribute to committee Chairpersons.
  - iii) Secure two (2) copies of each report: One for the Master Binder and one to be placed in the Committee Report Binder.

### **Section 3.** The Secretary shall;

- a) keep two (2) binders:(1) Master Binder: shall include copies and/or originals of all paperwork, forms, documentation, contracts, JMPTO's general meeting minutes and agendas, copies of all Treasurer's reports and correspondence as well as Standard Committee Report forms from the Vice President. This binder shall be kept for no less than 10 years.
- (2) Secretary's Binder: shall includes copies of all JMPTO's general meeting minutes, agendas and all other correspondence as it pertains to JMPTO.
- b) keep a permanent and accurate record of all meetings and all treasure's reports.
- c) copy the previous JMPTO general meetings minutes and email copy to the President to be placed online and a print copy be available for

- copying at each JMPTO general meeting.
- d) make minutes available at each meeting.
- e) maintain a list of voting members of the JMPTO.
- f) have a current copy of the bylaws at each meeting.
- g) conduct all correspondence.
- h) maintain, receive and redirect email through the JMPTO email address.

**Section 4.** The Treasurer;

- a) must be Bonded by an insurance company chosen for and paid for by the JM PTO.
- b) receive all monies of the organization.
- c) keep an accurate record of receipts and expenditures.
- d) pay out funds in accordance with the Bylaws.
- e) at PTO events where money is collected, the Treasurer and one other member of the Executive Committee in attendance shall count the money and give a written account to the President with a copy to be put in the Treasurer's Binder. At a minimum, the count shall be performed at the end of the event, or in the case of an ongoing event, at the end of each day with that money to be locked in the JMPTO safe or deposited in the night depository at the JMPTO bank.
- f) present a financial statement at every meeting and at other times when requested by the Executive Committee; and shall make a full report at the end of the current school year.

**Section 5.** All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to her/him.

- a) The duties of the Executive Committee shall be to;
  - i) transact necessary business in the intervals between general meetings and such other business as may be referred to it by the organization.
  - ii) approve routine bills within the limits of the budgets.
  - iii) submit for organizational approval a budget for the fiscal year.
  - iv) approve the plans of work of all committees.
  - v) present a report at the regular meetings of the organization.

## Article VII Meetings

**Section 1.** The regular monthly meetings of this organization shall be scheduled by the President and the Building Principal previous to the first meeting of the school year (August).

**Section 2.** There will be one summer meeting, date and time to be determined by the Executive Committee and membership during the May general meeting.

**Section 3.** Three Executive Committee members and two Members in Good Standing present at any meeting shall constitute a quorum for the transaction of business of the organization.

## Article VIII Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Joan Martin Elementary PTO.

## Article IX Fiscal Year

The fiscal year of the Joan Martin Elementary PTO shall begin on August 1 and end on the following July 31.

## Article X Audits

**Section 1.** An external audit shall occur in the odd school year or when a new Treasurer is elected. An internal audit shall occur if there is no new Treasurer and when an external audit was performed the previous year.

a.) The Internal Audit Committee will be appointed by the President and shall;

i.) consist of at least one outgoing, or current, Executive Committee member and one incoming Executive Committee member, along with at least one other current member of good standing. This committee may not include either the outgoing or incoming treasurer.

ii.) This committee will match every financial request with every receipt. The committee's report will be submitted to the Executive Committee at the first general meeting of the new school year.

**Section 5.** In the event that there is an inconsistency found in the bookkeeping, an emergency meeting of the Executive Committee must be called. Banking privileges shall be temporarily held at the bank for any and all person's named in the inconsistency to avoid further incident.

## Article XI Funds/Budget

**Section 1.** Authorized signatures on PTO checks shall include the Treasurer and one of the following: the President or Vice-President. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by two other Executive Committee members.

**Section 2.** To be reimbursed from the PTO, a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. All reimbursable expenses must be written in the budget. If it is not an item as written in the budget, the expense must be approved by the JMPTO.

**Section 3.** There must be a minimum of \$2000.00 in the bank account at all times.

**Section 4.** At the end of the school year there must be \$5,000.00 left in the bank account for the upcoming school year.

**Section 5.** The incoming and outgoing President, Treasurer and Vice President must make themselves available to sign and record the transfer of bank accounts. Financial

records would include: bank account records, outstanding debt records, history of all transactions, receipts, and tax information. Other pertinent records include: date of contracted events, frequent contacts, willing volunteers information, sample forms/documents, PTO inventory, etc.

**Section 6.** PTO funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored in the school safe or bank's night deposit box.

PTO funds shall not be taken home.

**Section 7.** A letter will be written to the payee of checks that are written to PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to PTO by the bank for the check plus a fee of \$25 to the PTO. The check will be returned to the payee upon receipt of cash, money order, or certified check. All fliers, applications, contracts, fundraising materials, etc that deal with checks being written to the PTO will include a written notice of this policy.

**Section 8.** The budget committee will present to the Executive Committee a proposed budget to be read at the April JMPTO meeting and approved at the May meeting. The budget will be discussed at the April JMPTO meeting and must be approved at the second general (May) meeting. All expenditures within the realm of the approved budget are authorized expenditures.

## Article XII Amendments

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular JMPTO meeting. Amendments may not include the addition or dissolution of Executive Committee positions unless approved by all members of the Executive Committee and a two-thirds majority vote of the JMPTO Members in Good Standing.

## Article XIII Bylaws

The by-laws of the Joan Martin Elementary JMPTO Parent Teacher Organization will be reviewed every two years. A Bylaw Review Committee will be appointed at a General Meeting and will be required to present their final recommendations for revisions at a future General Meeting for a reading. All Bylaw revisions must be presented for two (2) readings before being voted upon. A majority vote by all Members in Good Standing will constitute their acceptance.

These bylaws are adopted as prescribed on this date.

**February 18, 2015**