

# LPS/CES PTO Bylaws

Voted in favor of on 8/22/16

## Article I – Name

The name of the organization shall be the LPS/CES PTO.

## Article II – Purpose

Lawrenceburg Primary School and Central Elementary School Parent Teacher Organization (PTO) works to unite parents, teachers, students and the community, support our children's programs, and bring enrichment to students.

## Article III – Members

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. The principals, assistant principals and any staff employed at the school may be a member.

## Article IV – Officers and Elections

**Section 1. Officers.** The officers shall be a president, vice president, secretary, and two (2) co-treasurers.

- a. **President.** The president shall preside over meetings of the organization and executive board, prepare meeting agenda, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, post minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d. **Co-Treasurers.** One treasurer being elected volunteer and one treasurer being staff member. The treasurers shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The elected volunteer treasurer, known as the reconcilable treasurer, reconciles the account and is not eligible to sign checks. The staff member treasurer, known as the non-reconcilable treasurer, collects any cash and remits payment for invoices and is eligible to sign checks.

**Section 2. Nominations and Elections.** Elections will be held at the last meeting of the school year. Open call for candidates for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one

person is running for an office, a ballot vote shall be taken and results stated by the end of the meeting.

**Section 3. Eligibility.** Any parent, guardian, or other adult standing in loco parentis for a student at the associated schools.

**Section 4. Terms of Office.** Officers are elected for one year. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, the Board will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal From Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

## **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meetings of the organization shall be held monthly at a time and place determined by the executive board at the start of the school year. The executive board will notify the members of the meetings in school newsletters, school messenger and social media.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the executive board and members at least 5 days prior to the meeting, by email and phone calls.

## **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the (5) officers, (2) principals, (1) assistant principal.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Board meetings shall be held monthly at a time and place determined by the executive board at the start of the school. Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** Half the number of board members plus one constitutes a quorum. **Reminder: Most states prohibit boards of directors from voting by proxy, mail, or email ballot unless the decision is made in writing and is unanimous. The thinking**

**is that boards should meet and confer before making decisions, unless all board members agree.**

## Article VII – Staff Representatives

**Section 1. Membership.** Staff Representatives shall consist of (1) staff representative from each grade level from LPS and CES. The representatives are established by volunteer among school staff.

**Section 2. Duties.** The duties of the Staff Representatives are to serve as a liaison between the other LPS and CES staff and the Executive Board at regular meetings. Staff Representatives cannot hold an office on the executive board and do not have voting rights.

## Article IX – Committees

**Section 1. Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Clothing Sale, Walk-A-Thon, Grandparents Day, Holiday Shop, Spring Festival, Movie Night, Fundraiser, Staff Appreciation Week.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

## Article X – Finances

**Section 1.** A tentative budget shall be drafted in the summer for each school year and approved by a majority vote of the executive board present.

**Section 2.** The co-treasurers shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on each. Authorized signers shall be the president, vice president, non-reconcilable treasurer, and secretary. An authorized signer cannot sign a check made in their name.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by LSCS Business Manager by June 30th of same school year.

**Section 6.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the schools.

**Section 7.** The fiscal year shall coordinate with the school year of July 1-June 30.

Reminder: Federal law requires that a nonprofit tax-exempt organization's annual information returns (NP20) for the most recent three years be available for the public review when requested.

### **Article XI – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

### **Article XII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by e-mail or in writing. Amendments will be approved by two-thirds vote of those present.