

**DUTTON ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION, INC.
BYLAWS**

ARTICLE I – PURPOSE

Dutton Elementary PTO exists with the purpose of:

- Promoting the education and well-being of students at home, in school, and in the community.
- Providing a forum for discussion and fostering communication between parents, administrators, educators and the community.
- Enhancing the educational facilities and opportunities for the students that are not otherwise provided for in the school budget.
- Promoting volunteer programs and resources for the school.
- Sponsoring projects and events for the benefit of students.
- Raising funds as required to provide for the above objectives.

ARTICLE II - POLICIES

Section 1 - The program carried out by the organization will be implemented through committees, projects, and events.

Section 2 – The organization shall be non-commercial and non-sectarian. No commercial enterprise shall be endorsed by the organization. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3 - The organization shall not seek to direct the administrative activities of the school or control its policies.

Section 4 – The organization may cooperate with other organizations and agencies active in child welfare, providing the organization makes no financial or manpower commitments that bind members.

Section 5 – Contract signing authority is limited to the organization president or president’s designee.

Section 6 – The organization operates on an integrated basis, without discrimination.

ARTICLE III - MEMBERSHIP

Any parent or guardian of a student attending Dutton Elementary may be a member and will have voting rights. The principal and any teacher employed at the school may be a member and will have voting rights. All members shall have the privilege of making motions, voting, serving on committees and holding office.

ARTICLE IV –EXECUTIVE BOARD

Section 1. Composition

The Executive Board consists of the elected officers (see Article V) and school principal, and may include a representative from the teaching staff.

Section 2. Responsibility

The Executive Board is subject to the orders of Dutton Elementary PTO and no acts shall conflict with action taken by Dutton Elementary PTO.

Section 3. Duties of the Executive Board include:

- Transacting necessary business in the intervals between general membership meetings.
- Approving the chairs for and plans of the project committees.
- Presenting a report at the general membership meeting of any action taken by the executive board.
- Facilitating an annual audit of the treasurer's records after fiscal year end, and before the first fall general membership meeting.
- Preparing an annual budget for membership approval.
- Approving routine bills within the limits of the budget.
- Overseeing fundraising activities of the school year.
- Approving unbudgeted expenditures by majority vote of all officers.
- Filling vacancies of elected positions.

Section 4. Executive Board Meetings

The executive board will meet monthly throughout the school year; special meetings may be called by the president or majority of the board members.

ARTICLE V – EXECUTIVE BOARD OFFICERS AND ELECTIONS

Section 1. Eligibility of Nominated Officers. Any member, excluding principal and staff, is eligible to hold a position of office. Officers must pass a background check.

Section 2. Terms of Office. Officers are elected for two (2) years and may serve no more than two (2) consecutive term in the same office position. No officer may serve more than six (6) years total on the executive board. Each person elected shall hold only one office at a time. The newly elected officers will assume duties August 1st.

Section 3. Officers. The officers will include one president, one vice president, up to two secretaries (reporting secretary and communications secretary if two positions) and one treasurer.

President. The president shall preside over meetings of the organization and executive board, prepare agenda for all meetings, 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 officers and committees so that the purpose of the organization is served. Additional duties include presenting new business at board meetings, acting as custodian of all records of the organization, and maintaining PTO email and mailbox. This position will submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Vice President. The vice president will assist the president and carry out the president's duties in the president's absence or inability to serve. Additional duties include: 1) serving as liaison between committee chairs and the executive board, 2) providing committee updates at meetings in the absence of committee chairs, 3) the managing and recruitment of volunteers for PTO committees and events, and 4) secure PTO Board nominations. The Vice President is encouraged to apply for the President position once that position is vacated. The VP position is a transition position into President. This position will submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Secretary. If two secretaries are elected, the duties will be divided as follows. If one secretary is elected, the secretary will assume all duties as follows.

Recording Secretary: The recording secretary will take minutes at executive board and general membership meetings, finalize minutes, obtain necessary approvals, and post minutes in a timely manner. This position will also maintain the files of communications, papers, and documents belonging to the organization. This position will submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Communication Secretary: The communication secretary will prepare correspondence and publicity for the organization as needed, including communicating all meeting announcements, publishing a bi-monthly newsletter, maintaining the PTO Facebook page, and maintaining the PTO bulletin board. This position will submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Treasurer. The treasurer serves as the custodian of all organization funds and will complete the following:

- Receive all funds of the organization
- Maintain accurate records of all receipts and expenditures and balance account monthly
- Pay out funds in accordance with the approval of the executive board
- Present copies of monthly financial statements at each meeting, and as requested by the executive board
- Provide copies of monthly bank statements to all executive board members as statements are received by the financial institution.
- Present a year-end financial report to the membership at large
- Work with accountant to prepare federal tax forms as required by the IRS and submitting by November 15 of each year.
- Cooperate with an annual audit of the financial records and practices, which will be conducted by the audit committee prior to the beginning of each school year.

- Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Section 4. Nominations and Elections. Elections will be held annually and posted for all members..

Election Meeting and Voting: Voting will occur at the election meeting and will be by voice if one person is running for a position, and ballot if more than one person is running for a position.

Section 5. Outgoing President and Board. The outgoing president is invited to serve as an advisor to the executive board for one year with the purpose of ensuring continuity. The outgoing executive board and newly elected officers will meet in May with the purpose of providing an orderly transfer of responsibilities.

Section 6. Unexpected Vacancies. If a vacancy exists in the office of president during the school year, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If a vacancy exists in any other office, the members at large will fill the vacancy through an election at the next regular meeting.

Section 7. Removal From Office. Officers may be removed from office with cause by a two-thirds vote of the entire executive board.

ARTICLE VI - MEETINGS

Section 1. General Meetings. A minimum of three general meetings of the organization shall be held annually. The time and place will be determined by the executive board and communicated to the members at large, at least one month before the meeting.

Section 2. Executive Board Meetings. Executive board meetings will be held monthly throughout the school year, and as needed.

Section 3. 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.

Section 4. Quorum. The quorum for general membership meetings shall be 10 members of the organization, three of which must be board members. The quorum for an executive board meeting shall be 4 board members.

ARTICLE VII –COMMITTEES

Section 1. Standing Committees. The following committees shall be held by the organization:

- Auditing Committee
- Fundraising Events Committees (Walk-a-thon, Box Tops, Daddy Daughter Dance, Moms and Misters, Raffle, Book Fair, Local Business Events)
- Parent Outreach Committees (Open House / PTO Recruitment Tables, Donuts with Dad, Muffins with Mom, Parent Directory, New Parent Welcome, PTO Guide).

- Teacher and Staff Recognition and Engagement Committees (Teacher Representatives, Staff Appreciation Luncheons, Specific Staff Recognition Days (janitorial, secretary, etc.).
- Miscellaneous Committee

Section 2. Chairpersons. Chairpersons will be approved by the executive team by majority vote and reviewed annually. Each committee chairperson will present committee plans to the membership, report on committee activities at general membership meetings, and a yearly report to committee successors. No committee work shall be undertaken without the approval of the executive board.

Section 3. Membership. Committees may consist of members (including officers, parents and teachers), with the president acting as an ex officio member of all committees.

Section 4. Additional Committees. The board may appoint additional committees as needed. Committees will be created by the executive board to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

ARTICLE VIII - FISCAL YEAR

The fiscal year for the organization shall be from June 30th through July 1st.

ARTICLE IX – FINANCES

- All funds shall be kept in a checking account in the name of Dutton Elementary PTO, requiring two signatures of the executive board or executive board member and principal and held at a local financial institution.
- The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.
- Reimbursement requests must be made within 30 days of the expenditure, otherwise the request will be denied.
- A tentative budget shall be drafted in the fall for each school year by the executive board, and approved by a majority vote of the members present at the next general meeting.
- The treasurer shall keep accurate records of any disbursements, donations, income, and bank account information.
- The executive board shall approve all expenses of the organization.
- Two authorized signatures shall be required on each check.
- The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.
- 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 school.
- The fiscal year shall coordinate with the school year.

ARTICLE XI – DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order Newly Revised, 9th Edition.”

ARTICLE XIII - AMENDMENTS

Bylaws must be reviewed annually by the executive board and may be amended at any regular or special general meeting, providing that previous notice is given to all members. Amendments will be approved by a two-thirds vote of those present at the meeting.

These Bylaws were approved and adopted by the Dutton Elementary School Parent Teacher Organization on February 20th, 2018 by the executive board members, David Elles, Angela Rohraff, Kathryn Pekrul, Nancy Wengeier, and Shawn Veitch.