

## Richards PTO

### PARENT TEACHER ORGANIZATION BY-LAWS

#### I. NAME OF ORGANIZATION

The name of this organization shall be Richards Parent Teacher Organization, hereafter referred to as Richards PTO, or PTO.

#### II. GENERAL PURPOSE

The purpose of the PTO is to provide support to, and communication with, parents, teachers, students, administrators, and the surrounding community in order to promote fellowship and encourage sponsorship so as to supplement the various activities of Richards ISD.

#### III. GOALS OF Richards PTO

- a. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.
- b. To encourage family participation within the school.
- c. To encourage families to volunteer in school and/or on activity committees.
- d. To be a non-profit organization so as to plan and carry out special events, of which all monies raised will be used to directly benefit the school and students.
- e. To keep informed about the school's educational programs and district strategic goals.
- f. To respond to Richards teachers/staff concerns.
- g. To communicate with the Principal.
- h. To encourage communication between the school and the citizens of the community.

#### IV. LIMITATIONS

In order to protect the rights of individuals and ongoing educational programs, the PTO agrees to abide by the following limitations:

- a. It shall not violate the district's personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.
- b. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or community.
- c. It shall not become involved in, or interfere with, specific curriculum decisions unless the district or school requests input.
- d. It 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.

#### V. GENERAL MEETINGS

- a. General meetings shall be held on a regular basis with a minimum of five per year. The dates will be determined by the PTO Executive Board and posted in the school calendar. The first General Membership meeting shall be held no later than September 30<sup>th</sup> and shall include approval of the PTO's current year budget. Another General Membership meeting shall be held in the spring of each year and shall include for the upcoming school year the election of the Executive Board, the ratification of the Standing Committee Chairs and the approval of membership dues.
- b. The President of the PTO will conduct the meetings. If the President is unable to attend a meeting, the next ranking officer shall conduct the meetings.
- c. Special meetings shall be held as deemed advisable by the President or upon request of (2) or more members of the Executive Board.
- d. General Membership meetings shall be open to any interested persons; however, the privilege of making motions and voting shall be limited to members.
- e. The General membership shall be notified of the time and place of each regularly scheduled meeting on the Richards PTO Facebook page and/or electronic media at least 7 days in advance of such meetings. Special Meetings of the General Membership must be announced with 48 hours notice on the Richards PTO Facebook Page and may be called by the President or any 2 Executive Boards members, or 5

general members submitting a written request to the Secretary.

- f. A quorum at any General Membership meeting shall consist of no less than 7 voting members.
- g. The Board of Directors shall have supervisory control of all the business of the organization.
- h. All meetings shall be conducted within the framework of accepted parliamentary procedure and Robert's Rules of Order shall be the definitive authority for questions of procedure, which cannot be satisfactorily resolved by the presiding officer.

#### **VI. GENERAL MEMBERSHIP POLICIES**

- a. Annual dues, if any, shall be determined by the Executive Board of Directors. A member shall be considered in good standing when dues for the current year have been paid. Annual dues shall be set at \$10.00.
- b. Any parent or guardian of an enrolled Richards ISD student, or current Richards ISD named faculty or named staff member who subscribes to the purpose of this PTO may become a member of this PTO upon payment of the \$10.00 annual dues. In the case in which one paid membership fee covers two(2) parents or guardians in one household or named faculty or named staff member, each household or faculty or staff member shall be recognized as one (1) voting member and each entitled to one (1) vote. All members shall be entitled to vote and participate in all activities. Members who attend a minimum of 3 meetings and volunteer at no less than 3 events during the school year term- may hold office the following school year.
- c. Voting members of the PTO include the following:
  - i. Parents or named legal guardians of students currently enrolled in Richards ISD.
  - ii. Teachers and staff of Richards ISD.
  - iii. Richards PTO Executive Board members, excluding the Principal
- d. At any time deemed necessary by the Board of Directors, Annual Memberships may be terminated without reimbursement of dues, if any were required.
- e. Amendments to approved by-laws shall be presented to/at the PTO General Membership monthly meeting. Proposed amendments will be voted on/adopted, with a simple majority vote of those members present at the following PTO General Membership monthly meeting.

#### **VII. RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS**

- a. To attend meetings.
- b. To elect PTO officers in April/May of each year.
- c. To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.
- d. To provide input and vote on expenditures of funds earned by the PTO.
- e. To share ideas and concerns relating to PTO sponsored events.
- f. To review and approve the by-laws each year.

#### **VIII. Finances**

- a. The fiscal year of the organization shall begin on the first day of August each year and end on the thirty-first day of the following July.
- b. A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by majority vote of the members present.
- c. The board shall approve all expenses of the organization by a majority vote of the board members.
- d. Two authorized signatures shall be required on each check over the amount of \$250.00. Authorized signers shall be the president, vice, president, treasurer and secretary.
- e. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the board and the Richards PTO accountant.

- f. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with membership's approval, spent for the benefit of the Richards ISD School.
- g. Richards PTO will move to a primarily cashless organization effective September 1, 2023. Any cash or checks submitted as payment for PTO goods or annual membership dues will be deposited within 3 business days to the Richards PTO account at First National Bank of Anderson. Richards PTO will utilize the Cheddarup payment option to collect payment for Richards PTO good and annual membership dues. Any monies or payments shall be counted by a minimum of two board members and those board members will sign a payment record to be filed with the Treasurer. Return check fee of \$40 on all returned checks. Individual purchase online transaction fees and credit card fees are the buyer's responsibility.

#### **IX. ELECTIONS AND TERMS OF OFFICE**

- a. The elected offices of the Richards PTO Executive Board shall consist of/rank as follows:
  - i. President
  - ii. Vice President
  - iii. Secretary
  - iv. Treasurer
  - v. Teacher Liaison
- b. All elected officers must have a child currently enrolled in Richards ISD.
- c. All elected officers must have attended no less than 3 General Meetings and volunteered at no less than 3 PTO events throughout the school year to be considered for nomination. (This is to be verified by the Secretary and current PTO President)
- d. Nominations will be accepted for all of the above listed positions prior to the election of office at the March PTO General meeting. No person shall be elected to an office without his or her consent.
- e. Election of officers shall be conducted by written ballot at the April/May PTO General meeting by a simple majority vote.
- f. Newly elected officers of the Richards PTO shall assume the responsibilities of their offices following the adjournment of the May PTO General meeting.
- g. In the event any current elected officer no longer has a child enrolled in Richards ISD, for any reason, said officer will be considered to have resigned, and that Executive position will be considered vacant. The vacant position can be filled according to the provisions listed below.
- h. Any vacancy occurring in an office shall be filled, for the remainder of the term, by a person(s) elected by a simple majority vote of the PTO Executive Board.

#### **X. RESPONSIBILITIES/DUTIES OF THE EXECUTIVE BOARD**

- a. All officers are expected to attend scheduled Executive Board /General Membership meetings.
- b. The Executive Board has the power to act in an emergency without the consent of the PTO General members.
- c. All officers are expected to attend and assist the entirety of PTO sponsored events unless a Board attendance schedule is put in place.
- d. All Executive members have the right to propose motions.
- e. All officers have the right to one vote.
- f. To review and approve the budget and by-laws at the first meeting of each PTO term.
- g. To collaborate with active councils and committees working within the school.
- h. Upon completion of term, turn over all relevant documents and information to incoming Board members.
- i. If there is a mid-year vacancy, the general membership shall fill the vacancy through an election at the next meeting.

## THE PTO EXECUTIVE BOARD

### PRESIDENT

The President should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

#### **Responsibilities**

- a. Conduct all PTO Executive and General Board meetings.
- b. Confer with the Principal prior to all meetings.
- c. Prepare agenda prior to meetings.
- d. Coordinate elections of Board members.
- e. Coordinate budget meeting.
- f. Monitor and renew tax-exempt status.
- g. Monitor and renew insurance if needed.
- h. Coordinate Fundraising efforts.

### VICE PRESIDENT

The Vice President should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

#### **Responsibilities**

- a. Conduct PTO Executive and General Board meetings in the absence of the PTO President.
- b. Assist the President with duties as needed.
- c. Take and distribute meeting minutes when the Secretary is absent.
- d. Coordinate fundraising efforts.

### SECRETARY

The Secretary should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

#### **Responsibilities**

- a. Record minutes of the Executive Board meeting and distribute them to Board members.
- b. Record minutes of the General Membership meeting and distribute them to Board members.
- c. Make meeting minutes available to the public when requested.
- d. Handle and write correspondence for the Richards PTO when called upon to do so.

### TREASURER

The Treasurer should be willing to dedicate 4-6 hours per month for meetings, including the Executive and General Membership meetings.

#### **Responsibilities**

- a. Responsible for the FNB of Anderson checking account.
- b. Receive and deposit all money.
- c. Pay out funds in accordance with the approved budget or as authorized by the Executive Board.
- d. Prepare, along with the Executive Board, the yearly budget for the new school year.
- e. Present budget and financial report to the Executive Board and General Membership meetings for approval.
- f. Keep an accurate record of receipts and expenditures.
- g. Prepare year-end financial statements for audit.

**TEACHER LIAISON**

The Faculty liaison should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

**Responsibilities**

- a. Serve as a liaison between the PTO Executive Board and staff.
- b. Provide information to the individual(s) responsible for maintaining and updating school website, as it pertains to PTO news, information, and events.
- c. She/he shall perform other duties as may be prescribed by the Board from time to time.

**Donation Sponsorship/Grant Coordinator**

The Donation Sponsorship/Grant Coordinator person should be willing to dedicate 3-6 hours per month for meetings, including the Executive and General Membership meetings.

**Responsibilities**

- d. Coordinate donations for PTO Functions.
- e. Ensure that sponsors receive thank you cards and recognition.
- f. Research and communicate to Board about grant opportunities for Richards PTO
- g. Coordinate Grant applications and submissions.

**Hospitality/Volunteer Coordinator**

The Hospitality/Volunteer Coordinator should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings, with an additional 5 hours per week commitment.

**Responsibilities**

- a. Find volunteers to coordinate PTO sponsored events.
- b. Update volunteer event notebook.
- c. Coordinate Volunteer efforts for Richards ISD when needed.
- d. Coordinate Welcome Packets for new families and kindergarten families
- e. Coordinate get well, sympathy and birthday cards for Richards ISD staff

**XI. SPECIAL COMMITTEES**

The Executive Board of the PTO may form standing committees, as necessary, to carry on the work of the PTO organization.

- a. These committees will include, but are not limited to:
  - i. Fundraising groups, working to raise money for PTO expenditures/accounts.
  - ii. Community building groups, whether they are raising money or not.
  - iii. Service-oriented groups, which do not work to build PTO funds.
- b. These committees shall:
  - i. Coordinate special events.
  - ii. Report progress at PTO Executive and General Membership meetings, as requested by the Executive Board.
  - iii. Work with the Site and/or PTO Volunteer Coordinators(s).
  - iv. Submit reports to Executive and General Membership upon completion of the project/event.

**XII. REMOVAL FROM EXECUTIVE OFFICE**

- a. Removal from office may occur by a majority vote of the Executive Board (including the President).
- b. A Board member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.
- c. Removal shall take place only after the board has met in an effort to assess and discuss the problem and all attempts have been made to resolve the problem.