



BV PTO Bylaws

Legal Name: Boyer Valley Parent Teacher Organization

PURPOSE

The PTO is a volunteer association that works exclusively on behalf of BV students and teachers through the cooperative efforts of parents and school staff. The PTO shall do this by:

- providing an organization through which the parents, school, and teachers can work cooperatively,
- providing financial support for supplies funded outside of the annual school budget,
- recognizing and appreciating teachers and school staff, and
- facilitating parents and teachers working together to promote the education and well-being of all students at home, in school and in the community.

MISSION STATEMENT

The BV PTO's mission is to positively impact the lives of children and families in the district by ensuring students/classrooms have adequate supplies, by volunteering time to bridge gaps in classroom initiatives, and by ensuring that teachers feel appreciated and have what they need to be successful.

I. General Policies

The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

II. Membership

Membership shall be automatically granted to all parent(s) or guardian(s) of a student in the Boyer Valley School District, any community member located within the school district, the Boyer Valley administration, or any teacher

currently employed in the district. There are no membership dues. Members have voting privileges of one vote per household. Any member shall also have the privilege of making motions and/or serving on committees.

III. **Executive Board**

The PTO Executive Board shall consist of the following 4 elected offices: President, Vice President, Secretary, and Treasurer.

a. **Term of Office**

The term of office for all elected officers shall be two years (beginning May 1st and ending on April 30th) and no limit shall be placed on the number of terms a person may serve.

b. **Qualifications**

Any PTO member may become an officer of the Executive Board.

c. **Nominations**

At the regular April PTO meeting, nominations will be accepted for any PTO Executive Board positions. Only those that have consented to serve shall be eligible for nomination.

d. **Elections**

Officers shall be elected at the regular April PTO meeting by the members present. All officers shall be elected by a majority vote of those members present and voting.

e. **Voting**

Each member in attendance at the regular April PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not applicable.

f. **Quorum**

Three (3) officers of the PTO present at a general meeting constitute a quorum for the purpose of voting.

g. **Compensation**

No officer or member shall be compensated (financial or goods) by the PTO for his or her service unless the committee has given prior approval.

h. **Vacancies of Executive Board**

If a vacancy occurs on the Executive Board, the membership will vote in a member to fill the vacancy for the remainder of the original officer's term.

This will occur either during the monthly meeting or calling a special election meeting, following the rules established for regular elections. This should be completed within 45 days of the initial vacancy.

i. **Removal of Executive Board Officer**

An Executive Board officer can be removed from the office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board in private session. For severe misconduct, code of ethics violation, and criminal offences, a board member may be removed from the office without cause upon a majority vote of all board members serving.

IV. **Officer Duties and Responsibilities**

a. **President:**

- The president shall preside over all meetings of the organization and Executive Board, setting the agendas for such.
- Serve as the official spokesperson for the Organization.
- Serves as the primary contact for the principal.
- Represents the organization at meetings outside the organization. Or designates a representative.
- May call meetings at his or her discretion.
- Has the authority to table and/or limit discussion on a specific topic for one meeting.
- Help Recruit Committee Chairpersons, Coordinators, and Executive Board Members.
- Create and publish the annual PTO Calendar before the first PTO meeting of the school year.
- Oversee all PTO sponsored events and fundraising programs.
- Coordinate the work of all officers to ensure the PTO mission and objectives are promoted.
- Act as custodian of all records for the Organization.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Signing authority on checking account. Two names will be listed on the signature card at the bank - the treasurer and the president.

b. **Vice-President:**

- Aid and assist the President.

- Serves as secondary contact for the principal.
- Carry out the president's duties in his or her absence or inability to serve.
- In the event the president resigns, the vice president will be acting president until a general meeting can be held to elect a successor. This shall be held no more than by the second meeting after the prior president's resignation.
- Help recruit and oversee events and committees.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO, and the school to the best of your abilities.

c. Secretary:

- Record, distribute and post minutes of all General Meetings.
- Keep the files of communications, papers, documents, and historical records belonging to the PTO.
- Create, update, and distribute contact list of all officers and committee chairpersons.
- Hold a copy of the PTO Bylaws and make available upon request to any PTO member.
- Maintain current and past records for five years.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO and the school to the best of your abilities.

d. Treasurer:

- Serve as custodian of the PTO funds.
- Be authorized to disperse funds on behalf of the PTO.
- Signing authority on checking account. Two names will be listed on the signature card at the bank - the treasurer and the president.
- Collect all monies or revenue and ensure its timely deposit in the PTO's financial institution.
- Keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the budget or the Executive Board.
- He or she shall present a financial statement at every general PTO meeting, at other times of the year when requested by the Executive

Board and make a full report of the previous year revenues and expenditures at the first general PTO meeting of the fiscal year.

- At any time, the PTO finances may be subject to an audit, the treasurers shall help facilitate one.
- Any checks written for greater than \$300 need to be approved by the Executive Board.
- Send out any notice letters for payments due, receipts for donations or any other correspondence dealing with monetary activities.
- Present the upcoming school year budget at the May General Meeting.
- Prepare end-year financial report by fiscal year end.
- Prepare Federal and State tax forms required by the IRS.
- Renew the Incorporation of the PTO as required by the State of Iowa.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO and the school to the best of your abilities.

V. Meetings

a. General Meetings

General PTO meetings shall be held monthly to conduct the business of the PTO. Two officers and four general PTO members present at any meeting shall constitute a quorum for the transaction of business of the organization.

b. Executive Board Meetings

The PTO Executive Board shall meet as needed in private session throughout the year at the discretion of the President. If any other Executive Board member needs to call a meeting for any reason, they will notify the President.

VI. Finances/Financial Policies

a. Fiscal Year

The fiscal year of the Boyer Valley PTO begins May 1 and ends April 30th of the following year.

b. **Budget**

A fiscal year budget shall be drafted for each upcoming school year and approved by a majority vote of the members present at the May General Meeting.

c. **Use**

PTO funds shall be used for programs, events, and items that directly benefit the students, administration, and staff of Boyer Valley Schools.

d. **Income**

All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 5 days of receipt. Separate deposit receipts should be maintained for funds received from each unique fundraising event. Each cash box will be counted by two individuals and signed off by them prior to providing the funds to the treasurer.

e. **Expenses**

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

f. **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.

g. **Reporting**

An updated financial report shall be made available to each PTO member at each PTO meeting. An annual report will be due at the end of each fiscal year and provided to the PTO committee and made available to any party upon request.

h. **Carry-Over**

The PTO is authorized to carry over funds for the following fiscal year.

VII. Committee Duties

a. Fundraising Coordinator(s):

- Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
- Prepare and execute fundraising projects as approved by the Executive Board.
- Solicit Volunteers to assist with each Fundraiser.
- Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
- Maintain confidential records of all contributions.
- Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
- Appoint program specific Chairs to assist in various activities as needed, with the approval of the Executive Board.

b. Supply Coordinator(s):

- The President shall share with this Committee, supply shortages and needs as presented to him/her by the Principal/School.
- Research options/best practices to ensure that the students and teachers have adequate supplies.
- Present to the Executive Board, sustainable suggestions/ideas for stocking supplies at the school, and coordinating the carrying out of these processes once Board-approved.
- Help recruit volunteers to chair events and volunteer at events.
- Report on Supply Committee progress and outcomes at PTO general meetings.

c. Appreciation Coordinator(s):

- The President shall share with this Committee, appreciation needs as presented to him/her by the Principal/School.
- Research options/best practices to ensure that the teachers are honored and appreciated.
- Present to the Executive Board, sustainable suggestions/ideas for showing teacher/staff appreciation at the school and coordinating the carrying out of these processes once Board-approved.
- Help recruit volunteers to chair events and volunteer at events.
- Report on Appreciation Committee progress and outcomes at PTO general meetings.

d. **Service Coordinator(s):**

- The President shall share with this Committee, service needs as presented to him/her by the Principal/School.
- Research options/best practices to ensure that the school's volunteer service needs are met.
- Present to the Executive Board, sustainable suggestions/ideas for serving at the school and coordinating the carrying out of these processes once Board-approved.
- Help recruit volunteers to chair events and volunteer at events.
- Report on Service Committee progress and outcomes at PTO general meetings.

VIII. **Dissolution**

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to (i) one or more Boyer Valley Schools, if Boyer Valley Schools cease to exist, assets may be distributed to (ii) one or more of any Public Schools, nonprofit funds, foundation, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

IX. **Bylaw Amendments**

Amendments to these Bylaws may be proposed by any PTO member. Amendments presented at a General Meeting shall be considered for voting at a subsequent meeting. Quorum approval of all members present, and voting is required to adopt an amendment to the Bylaws.