

# **VAN WYCK ELEMENTARY PTO BYLAWS**

## **ARTICLE I - NAME**

The organization shall be named Van Wyck Elementary Parent-Teacher Organization (PTO); herein referred to as the PTO.

The PTO may at its pleasure, by a vote of the membership, change its name.

## **ARTICLE II - MISSION STATEMENT**

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. providing an organization through which the parents, school, and teachers can work cooperatively; and
2. providing financial support for programs funded outside of the annual school budget.

## **ARTICLE III - POLICIES**

**Section 1:** 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.

**Section 2:** The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)(3) of the Internal Revenue Code.

**Section 3:** The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

**Section 4:** The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

**Section 5:** Any person serving in an official PTO position must have be an approved volunteer by obtaining a background check from the school prior to volunteering.

## **ARTICLE IV - FISCAL YEAR**

The fiscal year of the PTO shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

## **ARTICLE V - MEMBERSHIP & DUES**

**Section 1: Membership.** Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School may become a PTO Member.

**Section 2: Dues.** At the beginning of each fiscal year the PTO Officers should vote to require annual membership dues or not. If requiring dues, a vote shall take place to determine how much dues will be that year. Each member shall pay annual membership dues for individual membership or family membership. Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PTO which shall end on June 30th. Dues may be increased or decreased by 51% majority of all members. The Principal and the Teacher Representative are not required to pay annual Dues and shall each have one vote.

**Section 3: Vote.** Each individual, member shall have one vote. Voting may take place by voice or, upon request, by written ballot or at time may be required by email.

1. A vote will be taken on all matters involving any spending over \$5,000. When a vote has been requested of an item, the person requesting the funds will explain the purpose and the use of the item. Any questions, or discussion will then be entertained. After discussion, a motion can be made and seconded. There will be no more discussion after a motion has been seconded.
2. The president will restate the motion and call for a voice vote. If the voice vote is too close to accurately determine, a show of hands can and will be used.
3. The secretary will list the motion, the second, and the outcome of the vote in the minutes. If a show of hands was needed to determine the vote, the vote count will also be included in the minutes.

## **ARTICLE VI – OFFICERS**

**Section 1: Officers.** The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer.

**Section 2: Eligibility.** Only Members in good standing shall be eligible to serve in any Officer or Chair position.

**Section 3: Nominations & Elections.** Nominations for Officers' positions shall be submitted at the April PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

**Section 4: Term of Service.** Term of Service Voting shall take place by written ballot at the May PTO meeting. Officers shall be elected for a term of two calendar years (beginning July 1st and ending on the following June 30th) by the general PTO Membership. An individual may not serve more than four consecutive years in the same Officer position. A person may hold only

one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

**Section 5:** In the event the PTO fails to fill all Officer Positions at the May PTO meeting, the incumbent of the expiring second term may remain in office for one additional school year or until an election of a new official at any regular meeting. The PTO Board reserves the right to assign a PTO member in good standing to said position.

**Section 6:** In the event a PTO Officer or Chair holder cannot complete their 2 year term, the PTO Board reserves the right to assign a PTO member in good standing to said position.

**Section 7:** All Officers shall act in the best interest of the PTO.

**Section 8: Compensation.** No Officer shall be compensated by the PTO for their service.

**Section 9: Attendance.** Each Officer shall attend the Executive Board meetings and three yearly PTO meetings.

**Section 10: Committee Service.** Each Officer has an option to serve on a minimum of one committee.

**Section 11: Contracts & Purchases.** No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the Executive Board. For approval, said vote shall need approval 51% of the Executive Board. Any approved purchases must be made within the budgetary restrictions.

**Section 12: Removal from Office.** Any Officer can be removed from office, with cause, by a 51% vote at a regular PTO meeting. Advance notice of the vote shall be given to the Executive Board at least one week prior to the meeting.

## **ARTICLE VII - OFFICER DUTIES**

### **Section 1: President**

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Represent the PTO at city-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than \$500 on any one item or combination of related items, not included in the budget, without the consent of the PTO Board.

7. Sign checks, notes, etc. in the absence of the Treasurer.
8. Appoint Special Committees as needed.
9. Announce PTO meetings to the School population at least one week in advance of that meeting.

## **Section 2: Vice President**

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Act as Chairperson of the Fundraising Committee, which shall include, but is not limited to:
  - a. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the PTO Board.
  - b. Prepare and execute fundraising projects as approved by the Executive Board.
  - c. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
  - d. Maintain confidential records of all contributions.
  - e. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
  - f. Oversee and execute the Savings Programs (i.e. Box Tops, cartridges, L4E, etc.).
  - g. Oversee and execute the Retail Incentive Programs (i.e. Harris Teeter, Publix, Target, etc.)

## **Section 3: Secretary**

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.

7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
8. Oversee the Publicity and Web Communication of the PTO, in the absence of a Social Media chair.

#### **Section 4: Treasurer**

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Ensure that financial records of the PTO are maintained, up-to-date, and accurate.
3. Ensure that he/she is in receipt of all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Ensure that he/she provides a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
5. Ensure that he/she audits all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Ensure that he/she timely files of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
7. Ensures that all financial updates are completed by the close of the Fiscal Year and provide a full year-end report.
8. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
9. Maintain confidential records of all contributions.

### **ARTICLE VIII - EXECUTIVE BOARD**

**Section 1: Executive Board.** The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

**Section 2: Principal & Teacher Representative.** The Principal and the Teacher Representative are not required to pay annual Dues (if the Executive Board has voted to have dues) and shall each have one vote. The Principal ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between grade levels reps and the PTO to inform classrooms wants and needs.

**Section 3: Duties.** The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

## **ARTICLE IX – MEETINGS**

**Section 1: Regular Meetings of the PTO** - Shall be held quarterly, except during June through August, at the School, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

**Section 2: Executive Board Meetings** - Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

**Section 3: Special Meetings of the PTO** - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 5 days prior to the meeting.

**Section 4: Quorum.** At least 10% of the PTO Membership and 51% of the PTO Board shall constitute a quorum. A quorum must be met in order for any vote to take place.

**Section 5:** The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

**Section 6:** The final PTO meeting shall take place in May, prior to the close of school.

### **Section 7: Official PTO Minutes & Records**

1. Minutes and Records will be kept on the PTO website and passed to any newly elected secretary no later than June 30<sup>th</sup> of that election year.
2. A database will be maintained by the treasurer listing all financial transactions (Income and Expenses).

## **ARTICLE X – FUNDS**

**Section 1: Use.** PTO funds shall be used for programs, events, and items that directly benefit the students of the School; with the exceptions of the annual Teacher & Staff Appreciation Events. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

**Section 2: 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 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

**Section 3: 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.

**Section 4: Non-Budgeted Requests.** Monetary requests for non-budgeted items may be submitted to the PTO at any time. Said request will be forwarded to the PTO Board via email at which time voting may be required by email. In addition, non-budgeted items may be submitted at a general PTO meeting at which time a vote for approval of the monetary disbursement shall be taken.

**Section 5: Reporting.** An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

## **ARTICLE XI – COMMITTEES**

**Section 1: Standing Committees.** The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Hospitality, Fundraising and Nominating. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

**Section 2: Chairpersons.** Chairpersons of Standing Committees shall be appointed bi-annually by the PTO Board to any member in good standing.

**Section 3:** The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive record of all events planned by the PTO and make them available to future Chairs.

**Section 4: Committee Members.** Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

**Section 5: Contracts & Purchases.** No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

**Section 6: Attendance.** Committee Chairpersons shall attend Executive Board and quarterly

PTO meetings to report on the activities of his/her committee.

**Section 7:** Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

## **ARTICLE XII - COMMITTEE DUTIES**

### **Section 1: Hospitality Chair**

The Hospitality Chair shall:

1. Coordinate the Teacher & Staff Appreciation Events, Teacher Welcome Back Breakfast, and Teacher & Staff Birthday Recognition.

### **Section 4: Nominating Chair**

The Nominating Chair shall:

1. Publicize PTO positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.
2. Work with the nominating committee to prepare a list of nominees to be included on the election ballot at the special election April PTO meeting.
3. The Nominating Committee cannot be current members of the board or hold a chair position.

### **Section 3: Fundraising Chair**

See Article VII, Section 2, Item 2

### **Section 4: Social Media Chair**

The Social Media Chair shall:

1. Create, collect, and maintain content to post across social media platforms (FB, Instagram, Tik Tok, Twitter, etc)
2. Maintain creatives and/or update logos and creatives to be aesthetically pleasing to the visual eye.
3. Collect/Create upcoming event dates to create social media posts.
4. Collect/Take photos of in-school events to post to social media.
5. Create creatives to solicit volunteers/funds/awareness.
6. Ask all teachers for permission or at least understand boundaries of those children's parents that have not designated permission for photo release on social media.
7. Create Quarterly PTO Newsletter
8. Provide PTO information to

### **Section 5: Spirit Rock Chair**

The Spirit Rock Chair shall:



1. Manage the Spirit Rock requests that are submitted to the Spirit Rock email from the web form.
2. Block requested days on the Spirit Rock calendar
3. Communicate with requester on how to pay for the reservation (via Pay4School or check/cash sent into school)
4. Update calendar based on paid reservations

### **Section 6: Membership Chair**

The Membership Chair shall:

1. Maintain a record of all current members of the PTO
2. Track dues/fees paid by members (if collecting dues)\*
  1. Membership Chair will communicate to members who have not paid about fees being due\*
3. Manage emails that get sent out directly to PTO members
4. Maintain a record of attendance at PTO meetings
5. Communicate with Social Media Chair about reminders (need to sign up each year, meeting reminders, Dues reminders\*, etc)

### **Section 7: Spirit Wear Chair**

The Spirit Wear Chair shall:

1. Be the liaison between the spirit wear vendor and the PTO
  - a. Vendor and chair will meet regularly for order pickups, to receive checks for what is owed to the VWES PTO, and to review the spreadsheet of orders that were placed through the website.
  - b. Re-order Spirit Wear/School store items through vendor when needed.
2. The Spirit Wear chair will own the distribution of Spirit Wear to the school, if chair is not available, another PTO Board member will handle

### **Section 8: Dine Out Night Chair**

The Dine Out Night Chair shall:

1. Coordinate with local restaurants to host Dine Out Nights for PTO, with a percentage of the profit going to the VWES PTO.
2. Communicate monthly scheduled Dine Out Nights and locations with the Board and Social Media Chair
3. Report profit generated to the Treasurer

### **Section 9: Corporate Business Partner Chair**

The Corporate Business Partner Chair shall:

1. Update documentation for Community Business Partner sponsorship fundraising needs

2. Charged with soliciting sponsorship on multiple established tiered levels
3. Establish line of communication with community businesses
4. Source responsible, economic signage for sponsors
5. Obtain logos in different formats to provide to our social media team for branding purposes
6. Work with Social Media Committee to post recognition posts for businesses per the tiered level contracts

In the event that there is a need for additional committees or to dissolve committees, the Executive Board will hold the right to vote on said committees and will be implemented and/or dissolved on a need to have basis.

### **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

**Section 1: Rules.** The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

**Section 2: Bylaws Committee.** A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a PTO Board meeting.

**Section 3: Bylaws Amendment.** These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

### **ARTICLE XIV – DISSOLUTION**

**Section 1: Dissolution.** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds.** Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or

2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.

*Erin K. Lospenuso*

Date: 8/25/23

President- Erin Lospenuso

*Beth Harwell*

Date: 8/24/23

Vice President- Beth Harwell

*Danielle Giudice*

Date: 8/25/23

Treasurer -Danielle Giudice

*Tiffany Finn*

Date: 8/24/23

Secretary-Tiffany Finn

