

Discovery Elementary PTO Bylaws

ARTICLE I – NAME & PURPOSE

Section 1: NAME—The name of the organization shall be Discovery Elementary Parent Teacher Organization (PTO). The PTO is located at Discovery Elementary, 2935 N. Goldenrod Dr., Idaho Falls, Idaho, 83401.

Section 2: PURPOSE—The purpose of the PTO is to enhance and support the educational experience at Discovery Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Discovery Elementary through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Discovery Elementary students, as well as all staff of Discovery Elementary. There are no membership dues. Members have voting privileges of one (1) vote per household.

ARTICLE III: OFFICERS and ELECTIONS

Section 1: OFFICERS—The officers shall be a president, vice president, secretary, and treasurer.

Officers: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the officers unbudgeted expenditures of \$200 or less. There shall be a vote by a quorum at a general PTO meeting to approve, by majority vote, unbudgeted expenditures that exceed more than \$200.

President: Preside at general PTO meetings and officer meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

Secretary: Record and distribute minutes of all officer meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records. Treasurer will present a financial statement when requested by the officers and make a full report at the end of the year.

Section 2: TERM OF OFFICE—The term of office for all officers is two (2) years, beginning July 1st and ending June 30th two (2) years later. Each person elected shall hold only one (1) office at a time.

Section 3: QUALIFICATIONS—Any PTO member in good standing may become an officer of the PTO. To hold the office of president, the PTO member must have served at least one (1) year in the presidency.

Section 4: ELECTIONS—Election of officers shall be at the last meeting of the school year. Nominations will be taken from the floor and voted upon. All elections shall be by majority vote.

Section 5: REMOVAL FROM OFFICE—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the quorum.

Section 6: VACANCY—If a vacancy occurs in the presidency, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term. 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.

Section 7: OFFICER MEETINGS—Officers shall meet monthly during the school year, or at the discretion of the President.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTO MEETINGS—General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the officers.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote, one (1) vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V: COMMITTEES

Section 1: MEMBERSHIP—Committees may consist of PTO members, with the president acting as an ex officio member of all committees.

Section 2: COMMITTEES—To function efficiently, certain committees will consist of two or more members. One (1) member of the committee shall be the Committee Chairperson. Committee Chairpersons can serve for two (2) consecutive years. This shall be excepted if no other member is willing to serve as Committee Chairperson. Committee Chairpersons must have served on the committee during the previous year.

ARTICLE VI: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of the PTO begins July 1st and ends June 30th.

Section 2: BANKING—All funds shall be kept in a checking account in the name of Discovery Elementary PTO, requiring two (2) signatures of the Officers for purchases exceeding \$500, and held at a local financial institution.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial

activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE—The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the President or the President’s designee.

Section 6: MONEY FROM FUNDRAISERS—The profits collected from major fundraisers will be divided equally between the PTO and Discovery Elementary. Profits collected from Friday treat sales will be given to the library for the purchase of books and Accelerated Reading tests.

ARTICLE VII: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Approval by majority vote of all members present is required to adopt an amendment to the bylaws.

ARTICLE VIII: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Discovery Elementary.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert’s Rules of Order Newly Revised

These bylaws were adopted on 05/18/11.
Amended (date): _____