

## **Discovery Elementary PTO Bylaws**

### **ARTICLE I: NAME AND 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 the minutes of all officer meetings and all general PTO meetings, prepare agendas for 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 one (1) year, beginning July 1st and ending June 30th one (1) year later. Each person elected shall hold only one (1) office at a time.

**Section 3: QUALIFICATIONS** - Any PTO member in good standing may become and officer of the PTO. To hold the office of president, the PTO member must have been actively participating for at least one (1) year prior to seeking the office of president in the PTO (ie: actively participating means serving in the PTO organization or coming to monthly PTO meetings).

**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, PTO members may nominate active PTO members to be elected by majority vote at the next scheduled PTO meeting. 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 meeting 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 a 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 Chairperson can volunteer at a general PTO meeting. Committee Chairpersons must have actively served in the PTO during the previous year. A Committee Chairperson can be removed at any time for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the quorum.

## **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** - All profits from fundraisers shall be used to enhance the education and opportunities of Discovery Elementary students. The profits collected from major fundraisers, of ten thousand dollars (\$10,000) or more will be divided equally between the PTO and Discovery Elementary. All profits from the sale of Friday Treats shall be divided equally between the Third through Sixth (3-6) grade classes and PTO. The PTO shall disburse these funds upon receipt of invoice(s). A Principal's financial report will be given monthly at each PTO meeting.

**ARTICLE VII: BYLAWS AND 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 a 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 IV: 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): 03/15/12

Amended (date): 09/1/18