

Roselawn PTO Articles and Bylaws

ARTICLE I - NAME

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

ARTICLE II - 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 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.

ARTICLE III - MEMBERSHIP & VOTES

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 3: Vote. Each individual member shall have one vote. Voting may take place by voice at monthly meetings

Article IV-Officers

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The position of President, may be a shared position between two individuals, thus acting equally as Co-Presidents.

Section 2: Nominations & Elections. Nominations for Officers' positions shall be submitted at the first meeting of the school calendar year, usually in September, and voting shall take place immediately following nomination.

Section 3: All Officers shall act in the best interest of the PTO.

Section 4: The Executive Board The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer of the PTO as well as the Principal of Roselawn

Section 5: Compensation. No Officer shall be compensated by the PTO for their service.

Section 6: Committee Service. Each Officer is expected to be the lead organizer of at least one PTO event during the school year.

Section 7: Contracts & Purchases. No Officer 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.

Article V-Officers Duties

Section 1: President

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Represent the PTO at city-wide meetings or other meetings outside of the organization.
4. Assist in the total coordination of all events and the PTO as a whole.
5. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
6. Sign checks, notes, etc. in the absence of the Treasurer.
7. Announce PTO meetings to the School population at least one week in advance of that meeting.
8. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.

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. Write the monthly message to be included in the monthly Roselawn newsletter
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.

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. 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 member planning a similar event, and be turned over to the next Secretary to hold this position.
4. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
5. 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.
6. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.

Section 4: Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.

4. Provide a written and oral financial report of the receipts and expenditures at the first scheduled meeting of the school calendar year, usually in September and at other times upon.
5. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.

Article VI-Meetings

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

Section 2: 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. 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 3: The final PTO meeting shall take place in June, prior to the close of school.

Article VII-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 Appreciation Luncheon, Staff Holiday Gifts, and School Alumni Scholarship award.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer, Vice President or President within 10 days of receipt. All funds received by the Treasurer, Vice President, or President must be delivered to the high school secretary for deposit into the PTO bank account within 4 days of receipt by the Treasurer, Vice President, or President.

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, Vice President, or President. Reimbursement requests should be submitted 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: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000.

ARTICLE VIII - 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 Regular PTO meeting, 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.