

# South End Elementary School

## P.T.O. By-Laws

### ARTICLE I: NAME

The name of this organization is the South End School Parents and Teachers Organization (PTO).

### ARTICLE II: ARTICLES OF ORGANIZATION

The South End unincorporated organization School Parents and Teachers Organization is a non-profit group which exists as of its members. Its articles of organization comprise these bylaws as from time to time amended.

### ARTICLE III: OBJECTIVES

The objective of the PTO is to develop a closer partnership between the home and school. Through the efforts of the PTO, South End School parents and teachers can work together to enhance the mental, physical and social education of each child.

### ARTICLE IV: POLICIES

1. The purpose of this organization shall be to carry out its objectives which shall be developed through monthly meetings open to parents and teachers of South End School and any member of the community who is interested.
2. This organization shall be noncommercial, nonsectarian and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.
3. This organization shall not seek to direct the administrative activities of the school or to control its policies. This organization may provide input from the parents and school community into the administrative policies affecting the school and the education of the children.
4. This organization may cooperate with other organizations and agencies active in child welfare provided they make no commitments which bind their membership.
5. This organization shall not incur any indebtedness.

### ARTICLE V: MEMBERSHIP AND DUES

Membership is open to all parents, teachers and administrators of South End School and any member of the community who is interested in the objectives of this organization. One may become a member of this organization through the purchase of an annual membership at a fee to be established by the organization.

### ARTICLE VI: ELECTIONS

1. The officers shall be the President or Co-Presidents, Vice President, Treasurer, Recording Secretary and Corresponding Secretary. The officers shall be elected at an annual meeting held in May.

2. Nominations for officers shall be made by a nominating committee of at least three members, selected by the Executive Board in March of each year. The nominating committee must publicize a request for candidates for each PTO office. All candidates must be current PTO members. The nominating committee shall report at the April meeting the name of one candidate for each office to be filled. The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominations may be made from the floor provided the consent of each candidate has been obtained.
3. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one year or until their successors are elected.
4. A person shall not be eligible to serve more than two consecutive terms in the same office.
5. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President shall assume the duties of the President and an election shall be held for a new Vice President.

#### **ARTICLE VII: DUTIES OF OFFICERS**

1. The president or co-president will:
  - a. preside at all meetings of the organization and of the executive board,
  - b. be an ex-officio member of all committees except the nominating committee,
  - c. seek suggestions from other officers, principal, teachers and parents regarding PTO activities,
  - d. contact the other officers regarding any decisions that require immediate attention, consult with the principal on all matters pertaining to PTO business, and
  - e. inform PTO members and South End parents of all pertinent information monthly.
2. The vice-president will:
  - a. preside in the absence of the president(s),
  - b. serve as an aide to the president(s),
  - c. be an ex-officio member of all committees except the nominating committee, and
  - d. represent the South End School PTO at all Parent Teacher Council meetings.
3. The treasurer will:
  - a. Pay all bills and issue all checks for reimbursement in accordance with the budget adopted by the PTO.
  - b. Make all bank deposits.
  - c. Reconcile monthly bank statements.
  - d. Maintain general ledger for all accounting transactions.
  - e. Provide financial reports for monthly meetings.
  - f. Prepare yearly budget with input from board members.
  - g. Prepare all required tax forms or seek out professional assistance as necessary to complete them.
  - h. Ensure PTO Committee Chairs follow the Financial Guidelines Document.
  - i. Ensure all procedures necessary to maintain non-profit and tax-exempt status are followed.
  - j. Act as a resource to the board and membership regarding any financial issues of the PTO.
  - k. Maintain and file Financial Books which will be held in the PTO File Cabinet for 5 years.
  - l. Execute any responsibilities required in these bylaws under Financial Policies.
  - m. Be signature authority on bank account.
  - n. Ensure the formation of the Auditing Committees as stated in the bylaws

4. The recording secretary will:
  - a. maintain the records of all meetings of the organization and executive board and forward copies of the minutes to each officer and the principal at least one week prior to the next PTO meeting,
  - b. keep attendance at monthly meetings, and
  - c. prepare an Annual Report to be presented at the last general meeting of the school year. This report shall summarize all the activities and events of the school year.
5. The corresponding secretary will:
  - a. handle all incoming and outgoing correspondence and shall perform such other duties as may be delegated to his/her,
  - b. notify the executive board about regular and special meetings, and
  - c. keep an on-going activity file for each committee to be given to future corresponding secretaries and committee chairpersons.

#### **ARTICLE VIII: EXECUTIVE BOARD**

1. The committee consists of the elected officers, the principle of South End School, and the past president.
2. The duties of the Executive Board shall be:
  - a. to transact necessary business in the intervals between monthly meetings and such other business as may be referred to it by the organization,
  - b. to create standing and special committees and approve their plans,
  - c. to prepare and present reports at monthly meetings of the organization,
  - d. to prepare and submit to the organization for approval a program and budget for the fiscal year.
  - e. to approve payment of bills within the limits of the budget. The Executive Board shall be able to approve non-budgeted expenditures of monies (\$100.00 maximum) without membership approval, and
  - f. the president and/or principal may call a special meeting of the executive board at any time.

#### **ARTICLE IX: STANDING COMMITTEES**

1. Committees shall be created by the Executive Board as may be required to promote the objectives and interests of the organization.
2. Committees shall include but not be limited to the following: Bookfair, Fundraising, Holiday Craft Fair, Hospitality, Nominating, Santa's Secret Workshop, Social, South End Shares, and Yearbook.
3. All committee projects must be presented before the Executive Board and approved before implementing.
4. The chairpersons of the committees shall:
  - a. be selected by the officers of the organization,
  - b. serve a term of one year, with the possibility of being selected again the following year,
  - c. requested to attend monthly meetings, so that they may vote on activities and expenditures of the PTO.
  - d. plan their activity with their committee members and present their project to the executive board for approval before the event, and
  - e. submit a written report after the activity to the corresponding secretary to be kept in the activity file.

## **ARTICLE X: MEETINGS**

1. All meetings will be held at South End School.
2. The Executive Board will conduct monthly meetings. These meetings are open to all interested parties.
3. An annual meeting shall be held near the end of each school calendar year. Annual reports shall be received and officers shall be elected and installed.
4. The privilege of holding office, making motions, and voting shall be limited to members of the organization whose dues are not in arrears.

## **ARTICLE XI: FINANCIAL POLICIES**

- A. **Treasurer's Reports**  
The Treasurer shall keep accurate records of any disbursements, income, and bank account information. A Treasurer's report shall be presented to the PTO at monthly meetings with line items for income, expenditures, and fundraising.
- B. **Annual Budget**  
The PTO Executive Board will meet prior to the first PTO meeting to discuss a budget proposal for the upcoming school year. The Budget proposal shall be presented at the first PTO meeting of the school year. Each category will be reviewed for a final vote on figures and adjustments.
- C. **Disbursement of funds**  
Any funds spent outside of the approved budget in excess of \$500 shall be voted on by the general PTO membership at the following PTO meeting. The allocation of these funds is dependent on a majority vote of those PTO members + quorum. The Officers shall have the authority to approve budget exceptions of \$500 or less of the approved budget items. This vote must be approved by a majority vote of the officers in order to authorize the vote on the dispersing of funds.
- D. **Fiscal Year**  
The fiscal year will run from July 1<sup>st</sup> to June 30<sup>th</sup>.
- E. **Auditing Committee**  
The auditing committee is a committee of 3, one current Executive Board member, as well as 2 general PTO members in good standing. This committee shall conduct two audits per fiscal year; the first in February for review of July 1<sup>st</sup> through December 31<sup>st</sup> financial transactions and then again in August, reviewing January 1<sup>st</sup> through June 30<sup>th</sup> financial transactions. The audit team will submit an auditing report to the PTO Executive Board for review and approval. The Board will review any recommendations with the Treasurer. Alternatively, the PTO Executive Board shall have the authority by majority vote to hire an outside accountant to review the financials of the PTO as needed. It will be the responsibility of the Treasurer to ensure audits are conducted in the timeframe listed above.
- F. **Annual Tax Reporting - In accordance with IRC Section 501 c 3**  
It is the responsibility of the Treasurer to ensure all PTO tax reporting is completed and submitted to the IRS prior to November 15<sup>th</sup> following the June 30<sup>th</sup> fiscal year end. The Treasurer must provide a status of the filing process at the first PTO meeting of the school year. The PTO will utilize an outside accountant for tax filing until which time the PTO Executive Board and PTO Members feel filing can be conducted by the Treasurer.

H. IRC Section 501 c 3

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in section 501 c 3 of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under IRC 501 c 3 or corresponding provisions of any subsequent law. The organization may be dissolved with 30 days notification and a 2/3 vote of those present and voting at the meeting. In the event of dissolution, all of the remaining assets and the property of the organization shall, after payment of all necessary expenses thereof, be distributed to the organizations that qualify under section 501 c 3 of the Internal Revenue Code of 1986, or to the Federal Government or State or Local governments for a public purpose subject to the approval of a Justice of the Supreme Court of the State of Connecticut. Thus, any remaining funds shall be used with the same 2/3 membership approval, for the benefit of the school.

**ARTICLE XII: QUORUM**

A quorum is established when there is a majority vote of the executive board or a majority vote of the membership present at monthly meetings.

**ARTICLEXIII: AMENDMENTS**

These By-laws may be amended at any monthly meeting of the organization by a two-thirds vote of the members present, provided that notice of the proposed amendment has been published for the general membership thirty days prior to the vote.