

BELLS ELEMENTARY PTO BYLAWS

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ARTICLE I ORGANIZATION NAME

The name of this organization shall be the Bells Elementary Parent Teacher Organization (PTO).

The organization exists as an unincorporated organization of its members. The articles of organization comprise these by-laws as from time to time amended and its articles of organization if any. In the absence of separate articles of organization, the by-laws shall be deemed to be the articles of organization and these bylaws shall govern.

ARTICLE II MISSION STATEMENT

Bells Elementary PTO is organized exclusively for charitable, educational, and or scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Bells Elementary PTO is organized specifically for the following:

- A) To promote the welfare of the children and the youth; not only at the school, but in the home and in the community, as well.
- B) To bring parents, teachers, staff, patrons and students into a more cooperative and proactive relationship in the children's education.
- C) To enhance the educational facilities as well as provide opportunities for the students of Bells Elementary School that are not otherwise provided for in the school corporation budget.
- D) To foster support, pride and enthusiasm through fund raising, family activities and a positive school/community relationship.

ARTICLE III MEMBERSHIP

A) General Membership

All parents/legal guardians of students who attend Bells Elementary School, as well as current faculty and staff of Bells Elementary School, shall be eligible for membership in the organization. General Members will have the right to attend and to participate in all meetings and activities, but will not have the right to vote or to motion.

B) Voting Membership

All general members who are current in annual payment of dues pursuant to Article VII shall be designated as Voting Members. Voting Members shall each have one (1) vote to vote on each issue before the membership and on each office up for election. Voting Members shall also have the opportunity to serve as Special Committee Chairpersons.

ARTICLE IV OFFICERS, DUTIES AND ELECTIONS

The PTO Board shall be composed of any combination of the following: President, Vice President, Secretary, Treasurer, and/or Information Technology Coordinator. Any position may carry no more than two (2) members per slot. If two members are elected for one slot, then each officer will be given all of the rights and responsibilities of said office.

Officers shall assume their official duties at the close of the fiscal school year.

A) President

1. Shall be the principle executive officer of the organization, subject to the control of the Executive Committee and the direction of the membership.
2. Shall supervise and preside over all activities and meetings of the organization.
3. Shall be a member of the Executive Committee and shall preside at the said meetings.
4. Shall serve as an authorized signatory for all PTO checks.
5. Shall vote only in the case of a tie in both the Executive Committee and the Organization.
6. Shall elect all chairpersons of all standing and special committees and shall be an ex-officio member of those committees.

B) Vice President

1. Shall be a member of the Executive Committee.
2. Shall preside over meetings of the Organization and/or the Executive Committee meetings if the President is unable to attend.
3. Shall serve as an authorized signatory on all PTO checks.
4. Shall assume the President's office should the President be unable to complete his/her term.
5. Shall perform the duties as assigned by the President or the Executive Committee.

C) Secretary

1. Shall be a member of the Executive Committee.
2. Shall be responsible for recording the "Minutes" from the Executive Committee and the Organization meetings.
3. Shall be responsible for providing the "Minutes" to the IT Coordinator within ten (10) days of close of the meeting.
4. Shall ensure all notices are given in accordance with these bylaws.
5. Shall be responsible for collection of all dues and documentation of Voting Membership.
6. Shall coordinate yearly membership drive and new student packets.
7. Shall perform the duties of this office as well as any other duties assigned by the President or the Executive Committee.

D) Treasurer

1. Shall be a member of the Executive Committee.
2. Shall have charge of and be responsible for all monies due and payable to and from the organization.
3. Shall deposit all funds in a federal or state-chartered bank as approved by the Executive Committee.
4. Shall make disbursements as authorized by the President, the Executive Committee, or the voting membership in accordance with the current adopted budget.
5. Shall be responsible for preparing the financial statements for all General Membership meetings, Executive Committee meetings, the incoming board and any other time as requested by the Executive Committee.
6. Shall be an authorized signatory on all checks for the PTO.

E) Information Technology Coordinator (IT Coordinator)

1. Shall be a member of the Executive Committee.
2. Shall be responsible for website administration, e-mail updates and meeting notification.
3. Shall be responsible for electronic media exchange.

F) Elections

1. No person shall serve more than two consecutive terms in the same position.
2. Present Voting Members shall elect officers at the last General meeting of the year.
 - a) The Executive Committee will bring forth the nominations for election by the Voting Members.
 - b) Voting Members will cast votes by written ballot.
3. Officers shall assume their official duties at the close of the fiscal school year.
4. Should a vacancy in office occur due to death, resignation, or inability to serve, the vacancy shall be filled by the Executive Committee for the remainder of the term.
5. Should a vacancy occur in the office of the President, the Vice President shall immediately assume that office.
6. Should a vacancy occur in the office of the Vice President, an election will occur at the next General Membership meeting to fill the vacancy for the remainder of the term. This election will be conducted per Article IV:F:2 of these bylaws.

ARTICLE V EXECUTIVE COMMITTEE

- A) Membership of the Executive Committee will be comprised of the current PTO officers and two (2) faculty representatives elected by the faculty.
1. Shall transact necessary business during the intervals of General Meetings or any business referred to it by the membership or by these Bylaws.
 2. May create and fill any Standing and Special Committees and may approve the plans and work of these committees.
 3. May prepare, recommend and present reports to the general membership.
 4. Shall create a budget to be voted on by the Voting Members.
 5. Shall meet regularly (date, time and place) as established at the first Executive Committee meeting.
 6. Shall have special meetings as called by the President or by a majority of the Executive Committee with sufficient notice given for these special meetings.
- B) A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business.
- C) A majority vote of attending members of the Executive Committee in which a quorum is present shall be required for business to transact.

ARTICLE VI SPECIAL COMMITTEES

- A) Shall be created by the Executive Board for a specified time and task.
1. The Executive Committee will elect a Chairperson from the Voting Members for each Special Committee.
 - a. Only Voting Members may hold the position of Chairperson.
 - b. The Chairperson must report all activities and plans to the Executive Committee for approval prior to implementing proposed activities and plans.
- B) Shall be dissolved once said time and task is completed.

ARTICLE VII FINANCES

- A. The Executive Committee shall present to the General Membership at the first regular meeting a budget of anticipated expenses and revenues for the school year. This budget shall be the guide for the Executive Committee.
- B. Officers may not enter into contracts on behalf of Bells elementary School or Bells Independent School District, nor shall they hold themselves as having said authority.
- C. No loans shall be made to any officer or member from the Organization.

- D. All commercial paper shall be signed by the Treasurer or by those as authorized in Article IV of these Bylaws.
- E. The Treasurer shall deposit all money into an FDIC institution as selected by the Executive Committee. The Treasurer shall also make disbursements as authorized by the Executive Committee and in accordance with the budget adopted by the Voting Membership.
- F. Financial Reports shall be prepared by the Treasurer and presented at each General Meeting in addition to a Final Financial Report at the last General Meeting of the school year.
- G. The Executive Committee shall have the report and the accounts examined prior to the end of each fiscal school year by an auditor or an informal audit committee.
- H. Once the said auditor or informal audit committee deems Treasury reports accurate, a signed statement shall be entered into the records at the end of the fiscal school year stating said approval.
- I. No member of the Executive Committee shall receive any compensation for services rendered to the Bells Elementary PTO

ARTICLE VIII MEMBERSHIP DUES

- A. The Organization shall authorize the collection of membership dues for the operation of the Organization.
- B. Dues will be determined annually by the Executive Committee.
- C. Dues will be collected at the beginning of the school year and at any point during the school year that a person chooses to become a Voting Member.
- D. No General Member will be denied the right to participate or to become a Voting Member due to financial hardship.
- E. The Executive Committee shall establish a policy in regards to payment arrangements and waivers.

ARTICLE IX MEETINGS

- A. General Meetings shall be held regularly as determined at the beginning of the school year by the Executive Committee.
- B. Should a General Meeting need to be changed, rescheduled or cancelled, a notice to all members will be posted at the school prior to the end of school on the scheduled day and/or will be sent home via students as soon as possible.
- C. Three (3) officers present at any meeting shall constitute a quorum to transact business.

ARTICLE X AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws written and adopted by fifty-one percent (51%) of the voting membership at any general or special meeting.

ARTICLE XI DISSOLUTION

- A. To dissolve the PTO, fifty-one percent (51%) of the present Voting Membership must vote to do so.
- B. Upon dissolution:
 1. The current board will serve out its term.
 2. The Voting Members will vote on a project(s) for the betterment of the school.
 3. The Voting Members will use as much of the monies as possible and then relinquished remaining monies to the Bells Elementary School Principal to be used at his/her discretion for the betterment of the school.
 4. All books and records will then be turned over to the school for future use.
- C. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any

future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.