

JOHN BAKER PARENT-TEACHER ORGANIZATION

CONSTITUTION AND BY-LAWS

Revised May, 2016

The constitution and by-laws include the following articles important to any organization:

- I. Name and Policies
- II. Aims and Objectives
- III. Membership
- IV. Officers and Their Elections
- V. Duties of Officers
- VI. General Meetings
- VII. Executive Board
- VIII. Income
- IX. Expenses
- X. Fiscal Year
- XI. Amendment
- XII. Dissolution of Organization

ARTICLE I: NAME AND POLICIES

The name of this organization shall be the John Baker Parent-Teacher Organization (PTO). It exists as an unincorporated organization of its members. Its articles of organization are these by-laws as amended or revised from time to time.

Section 1. The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest of for any purpose not appropriately related to the promotion of the objects of this Organization.

Section 3. The Organization shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate from public office.

Section 4. Neither the school, nor the school district shall be responsible for indebtedness incurred by the Organization

Section 5. This Organization will abide by all School Board and administrative policies and procedures as relates to Parent Organizations

ARTICLE II: AIMS AND OBJECTIVES

The aims and objectives of the John Baker Parent-Teacher Organization are: To promote the general welfare and education of the students at John Baker Elementary; To promote mutual understanding between teachers and parents; To secure and promote enforcement of regulations concerning the care and safety of the students at John Baker Elementary; To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the students at John Baker Elementary; to encourage the involvement of more individuals in the works of the John Baker PTO. The Organization will abide by all School Board and Administrative Policies and Procedures.

ARTICLE III: MEMBERSHIP

Membership shall consist of parents and guardians of children attending John Baker Elementary, the staff and principle of John Baker Elementary, and any other interested persons

ARTICLE IV: OFFICIERS AND THEIR ELECTIONS

Section 1.

- a. The electable officers of this Organization shall consist of a President, Vice-President, Hospitality, Donations, Secretary, and Treasurer.
- b. The Principal of John Baker Elementary holds an automatic (not elected) position on the Organization's Board.
- c. Officers shall be elected annually at the May general meeting. These officers can be voted in by either a show of hands or a ballot if desired. If there is only one candidate for any office, a motion may be made from the floor to accept the candidate by acclamation.
- d. Installation of Officers will take place at the last scheduled General PTO meeting of the school year.

- e. The term of office shall begin on June 1st, and end on May 30th for all positions
- f. An officer shall not be eligible to serve more than two consecutive terms in the same office. One term is equivalent to two school years. An exception will be made in the event that there are no candidates running for an officer position, in which case, should the current officer agree to continue to serve, they will remain in position for one additional term.

Section 2.

- a. If a vacancy occurs in an elected position mid-term, it shall be filled by appointment of the Executive board (Officers). This appointment will end on the next May 30th, at which time the position will be up for election.

ARTICLE V: DUTIES OF OFFICERS

Section 1.

- a. The President shall preside at ALL meetings of the Organization, shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Organization, or Executive Board, and shall coordinated the work of the Officers and committees of the Organization in order that the objective may be promoted. The PTO President shall be the primary point of contact with the school Principal, and shall be the first in the chain of command concerning PTO operations and decisions. The President is an Executive Board Member.

Section 2.

- a. The Vice-President(s) shall act as aides to the President and (in following order) perform the duties of the President in the absence or inability of the officer to act.
- b. The Vice-President position shall be an Executive Board Member. This position will carry out the duties necessary for successful completion of the Organizations objectives as agreed upon by the Executive Board. Current duties include Welcome Back, Jog-a-thon, Springfest, and 5th Grade moving on. These duties may be changed/modified as determined by the Executive Board.

Section 3.

- a. Hospitality position shall be an Executive Board Member. This position will carry out the social aspects of meetings and functions of the Organization. Current duties involve the coordination of Boo Hoo Breakfast, Chorus Concerts, and Staff Luncheons. These duties may be changed/modified by the Executive Board.

Section 4.

- a. Donations position shall be an Executive Board Member. This positions duties will be primarily focused on coordinating donations and contributions to the John Baker PTO. Current duties include maintaining our association with Amazon Smile, Amazon Associates, and Shoparoo. These duties may be changed/modified by the Executive Board.

Section 5.

- a. The Principal of John Baker Elementary will be an Executive Board Member. This position will advise the Organization as to the needs of the school and help coordinate PTO activities with school schedules. The Principal will abstain from voting on motions related to expenditures of funds.

Section 6.

- a. The Secretary position shall be an Executive Board Member. The primary duty of this office is to take and record the minutes of all (General and Board) meetings of this Organization. Meeting minutes shall be typed and submitted via email or directly to the PTO website (www.johnbakerto.org) within one week for review by Executive Board and Committee members.
- b. Once submitted to the website and any corrections made, the document will be locked against further editing within two weeks of the meeting. An additional copy will be kept in John Baker PTO's DropBox account. Access to the meeting minutes on the PTO website will not be restricted to anyone.
- c. Meeting minutes are considered a permanent record of the Organization and will be kept until the Organizations is dissolved. If, in the future, the Organization discontinues or changes the website and or host of the website, or Dropbox account, it will be up to the Executive Board at that time to transfer all previous meeting minutes for the purpose of record keeping.

Section 7.

- a. The Treasurer position shall be an Executive Board Member. The treasurer shall oversee all the funds of the Organization; this includes making deposits for all events of the school and/or organization; shall keep full and accurate accounts of receipts and expenditures; and shall make disbursements in accordance with the approved budget as authorized by the PTO Executive Board. The Executive Board shall be authorized to make disbursements of the PTO funds (limited to a total of \$50.00) without a majority vote during the APS summer vacation period (approximately May 30th - Aug15th) for purposes deemed necessary in support of the Organizations objective when the full PTO Executive Board cannot be convened to transact business.
- b. The Treasurer shall present a current financial statement to the PTO President prior to scheduled PTO meetings. This information shall also be made available at other times when requested by the Executive Board. These financial statements will be made public via the PTO

website (or other means like public posting, disbursal at general meetings, if the website is discontinued) with no denial of access.

- c. Two signatures are required on all checks, one being the treasurer and the other an Executive Board Member (with signature authority). The two signatures responsible for the funds must be bonded by a licensed insurance company within 30 days of the date the Organization is in receipt of \$2,500. The PTO President, along with the John Baker Principal (or his/her designee) are responsible for monitoring the organizations compliance.
- d. The treasurer shall make a full financial report by filing two end of year reports. The treasurer shall make a full report to the IRS for the fiscal year end of August 31st by filing a 990 recognized as a 501c(3) tax-exempt charity. This for is due October 15th of the same year. The second report is an APS end-of-year financial statement for the fiscal year ending June 30th, and shall be presented to the principal, appropriate level Superintendent, or APS Assistant Superintendent of Finance no later than August 15th. In accordance with APS policy, the treasurer shall not be an APS employee.
- e. The Treasurer shall make available a "Request for Funds" sheet (currently available on the PTO website) to any requesting entities. Any requests for funds must be approved in the appropriate manner as outlined in the 'Expenditures' Section of this document.
- f. The Treasurer and PTO must be kept up with the IRS rules for record retention. The IRS requires that bank statements, canceled checks, check registers, and the appropriate IRS Form 990 be kept for 7 years. Also, the IRS requires the PTO to keep incorporation paperwork, IRS Form 1023 and documentation, and IRS determination letter for 501c(3) tax-exempt status.

Section 8.

- a. All officers shall perform those duties outlined in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
- b. All PTO Executive Board Members shall adhere to a "chain-of-command" beginning with the PTO President. Any and all decisions concerning PTO business of any magnitude must first come to the PTO President. If the PTO President deems necessary the involvement of the school Principal, it will be the responsibility of the President to relay such information. From the top down the "chain-of-command" flows as such if one officer is not able to perform his/her duties: President, Vice-President, Treasurer, Hospitality, Donations, and finally Secretary.

ARTICLE VI: MEETINGS/MEMBERSHIP

Section 1. General meetings of the Organization shall be held at least three times during the school year. The dates and times shall be set by the PTO Executive Board. The recommended frequency shall be once per month while school is in session.

Section 2. The Executive Board shall meet prior to a General meeting of the Organization, as deemed best by the various Members of the Executive Board in office. The purpose of the Executive Board meeting shall be to go over financial requests, gain appropriate signatures, go over budgeting/finances, general business, and discuss what might otherwise be viewed as sensitive material.

Section 3. Special meetings may be called by the President or by a majority of the PTO Executive Board, with sufficient notice given to the desired attendees.

Section 4. Election of officers shall be held during the May general meeting.

Section 5. A quorum shall consist of 2/3rds of the PTO Executive Board currently in office, which must be present at a properly advertised meeting to transact business. A meeting shall be considered properly advertised when a written notice is given at least five days before the meeting date.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the Organization: President, Vice-President, Hospitality, Donations, Treasurer, and Secretary. The Executive Board also has as a member the John Baker Principal.

Section 2. The duties of the Executive Board shall be:

- a. To create and manage standing committees
- b. To appoint chairpersons
- c. To transact necessary business in the intervals between general meetings and PTO Board meetings.

Section 3. Meetings of the Executive Board shall be held at the discretion of its members during the fiscal year. A 2/3rds majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President, or by a 2/3rds majority of its members.

ARTICLE VIII: INCOME

Section 1. Income activities must be in compliance with school guidelines, APS Board Policies and Procedural Directives, and must be approved by the PTO Executive Board and School Principal.

Section 2. Income from all sources shall be turned over to the Treasurer, to be deposited in to the

John Baker PTO account.

Section 3. When counting monies raised through major fundraisers that produce funds in excess of \$500 (Currently Jog-A-Thon, and Spring Fest), there may be no less than 2 people present for counting, as well as preparing deposits.

ARTICLE IX: EXPENSES

Section 1. The PTO President and Treasurer shall develop a yearly budget to be presented at the first general meeting of the year. This budget shall contain the expected expenses for the school year. This budget is to be voted on at the general meeting. If passed, the PTO Executive board need no further confirmation to spend PTO funds in the budgeted amounts. The budget does not need to be passed in its entirety, line items may be passed or declined. For the entire budget (or line items within the budget) to be passed, a 2/3rd majority of meeting attendees must vote in favor. Voting will be done by a show of hands.

Section 2. The PTO Executive Board shall be able to make decisions about the disbursement of funds for non-budgeted expenses of less than \$200 per expense and no more than \$500 for the entire school year. For the funding issue to pass within the Executive Board, a 2/3rds majority of the Executive Board must be in favor of the additional expense. If there are non-budgeted costs that exceed these limits the funding issue must be taken to the next general meeting to be voted on. A passing vote will consist of a 2/3rds majority of all meeting attendees.

Section 3. The PTO Executive Board shall be able to make decisions about the disbursement of funds for budgeted expenses that exceed their budgeted amount up to a 20% overrun. For the funding issue to pass within the Executive Board, a 2/3rds majority of the Executive Board must be in favor of the additional expense. If there are budgeted costs that exceed these 120% of the original budget the funding issue must be taken to the next general meeting to be voted on. A passing vote will consist of a 2/3rds majority of all meeting attendees.

ARTICLE X: FISCAL YEAR

The fiscal year shall be from June 1st to May 30th.

ARTICLE XI: AMENDMENTS

These by-laws may be amended or revised at any general meeting of the Organization by a 2/3rds majority vote of the members present and voting, provided that written notice of the proposed changes and of the meeting has been given.

ARTICLE XII: DISSOLUTION OF ORGANIZATION

In the event of the dissolution of the John Baker PTO, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.