

Woodmore @ Meadowbrook Elementary
Parent Teacher Organization
Bylaws



ARTICLE I

NAME. The official name of the parent teacher organization is Woodmore @ Meadowbrook Elementary, Parent Teacher Organization (Woodmore PTO).

ARTICLE II

MISSION. The Woodmore PTO serves as an active forum that strengthens communications and involvement between school staff, district officials, students, parents, and the community to achieve excellence in education.

FUNCTION. The Woodmore PTO will raise funds and promote involvement in school activities through the following means:

- a. Recruiting active members and encouraging participation.
- b. Planning and conducting special events and activities.
- c. Raising funds to purchase school equipment or to enhance educational programs.
- d. Communicating accurate district and school information.
- e. Providing input to the principal's office regarding various aspects of the school's operations, programs, and communications.
- f. Responding to individual concerns (e.g., parents, guardians, students, and faculty).
- g. Producing information for the monthly school newsletter.
- h. Arranging for speakers on topics of interest.

ARTICLE III

BASIC POLICIES. The Woodmore PTO shall be noncommercial, nonsectarian, and nonpartisan. The Woodmore PTO will not endorse a commercial enterprise or political candidate. The name of the organization or its officers in their official capacities shall not be used in any connection with a commercial concern or any partisan interest for any purpose other than the regular work of the organization.

The Woodmore PTO may cooperate and conference with other organizations, agencies, institutions, and council uniting for child welfare.

ARTICLE IV

MEMBERSHIP. Any parent with children attending Woodmore @ Meadowbrook Elementary and any Woodmore @ Meadowbrook Elementary staff who have an interest in the mission of the Woodmore PTO, are willing to uphold its basic policies, and subscribe to its Bylaws, may become a member. Determination of membership fees occurs annually. Financial assistance is available. A Woodmore @ Meadowbrook Elementary staff representative can be present at all meetings.

ARTICLE V

OFFICERS. The officers of the Woodmore PTO shall be a president, vice president, treasurer, and secretary. There may be more than one person holding each office.

Election of officers will occur at the May meeting, by a majority vote of the members present. Transition will begin in June with each position held for one-year terms. As a recommendation, officers shall not serve a term exceeding two years; however, an extension may occur by majority vote. If no one volunteers for one of the officer positions and the current officer does not continue to serve, the Executive Board will mutually agree on the reallocation of duties of the unfilled Officer position. For example, vice president would assume the president position the following term.

Terms shall run from June 1st – May 31st.

EXECUTIVE BOARD. The Woodmore PTO Executive Board shall consist of the officers and principal. The duties of the Woodmore PTO Executive Board shall be to transact necessary business between Woodmore PTO meetings, to approve the plans of work of the standing committee, and conduct other business that is referred to it. The Woodmore PTO Executive Board, principal, president, or majority of the Woodmore PTO Executive Board may call meetings.

The Woodmore PTO Executive Board, by the beginning of the school year, shall establish a list of goals to accomplish during the school year, then present the plan at the first Woodmore PTO meeting for approval. The Woodmore PTO Executive Board should establish a budget for the upcoming school year, then vote on the budget during the June Woodmore PTO meeting.

VACANCIES. Upon resignation, the position is deemed vacant. Excluding the president position, remaining Woodmore PTO Executive Board members will fill a vacancy.

ARTICLE VI

DUTIES OF OFFICERS.

PRESIDENT

- a. Prepare agendas in cooperation with the principal prior to the meeting.
- b. Convene meetings.
- c. Preside at meetings.
- d. Facilitate any group discussions.
- e. Call for members of committees.
- f. Review meeting minutes.
- g. Work closely with the principal in matters that relate to the Woodmore PTO.
- h. Make presentations to community/civic groups, school board, and other organizations, as requested.
- i. Plan the annual calendar.
- j. Oversee turnover and orientation of new Woodmore PTO Executive Board after May elections.

VICE PRESIDENT

- a. Serve as a Woodmore PTO Board liaison to all Woodmore PTO standing committees. The standing committees may include: fundraising, family fun activities, book fairs, hospitality, etc.
- b. Act as an assistant to the president.
- c. Performs duties of the president in their absence.
- d. Coordinate special projects as they arise.

TREASURER

- a. Receive, process, and deposit all Woodmore PTO monies.
- b. Keep an accurate record of receipts and expenditures.
- c. Maintain an adequate paper trail for every transaction.
- d. Make payments (i.e., issue checks) as authorized by the:
 - i. Approved the Woodmore PTO budget;
 - ii. Approved by the WOODMORE PTO Executive Board; and
 - iii. PTO membership vote.
- e. Report financial position at Woodmore PTO meetings, including:
 - i. Current balances of all accounts;
 - ii. Monthly reconciliation of all account activity; and
 - iii. Year-to-Date performance against plan.
- f. Reconcile checking account monthly.
- g. Provide timely and relevant financial information to support financial decision-making.
- h. Consistently apply and follow all financial control policies.
- i. Coordinate and present annual budget for approval each June for the following school year.
- j. Annually in August coordinate and conduct audit (financial review).
- k. Assist in accounting of Spirit Wear.

SECRETARY

- a. Attend all Woodmore PTO meetings and record proceedings and votes.
- b. Submit minutes of the Woodmore PTO meetings to the Executive Board and all Woodmore PTO members prior to the next monthly meeting.
- c. Maintain Woodmore PTO membership roster.
- d. Assist the president in handling any necessary correspondence.
- e. Manage Woodmore PTO Facebook page.

ARTICLE VII

STANDING COMMITTEES. The Executive Board will form standing committees as necessary. These committees shall review and present plans/options to the Woodmore PTO and designate, if necessary, sub-committees pertaining to their separate functions.

These committees shall make initial decisions relating to their function; however, no decision shall be acted upon without the approval of the Executive Board or the voting membership. The Woodmore PTO shall have standing committees for fundraising, activities, hospitality, and any other committees as the Woodmore PTO deems appropriate. All standing committees shall cease to exist on the last day of each school year.

ARTICLE VIII

MEETINGS. Woodmore PTO shall meet once monthly during the school year with additional meetings as the need arise. All meetings are open to the public. Meeting times and dates are set by the Executive Board and posted on the Woodmore PTO website. The Executive Board will determine where and how to hold meetings.

VOTING. All voting will take place during the Woodmore PTO meetings. Majority vote at the time of the meeting will carry a motion forward.

OFFICIAL CORRESPONDENCE. The mailing address for the Woodmore PTO will be that of Woodmore @ Meadowbrook Elementary. The Woodmore PTO address will be used for all official correspondence.

ARTICLE IX

FINANCIAL CONTROLS.

- a. The Woodmore PTO Fiscal Year begins June 1, XXXX and ends the following year on July 30, XXXX.
- b. There shall be a minimum of \$1,500 in the Woodmore PTO bank account at the end of the school year to fund immediate costs of the next school year.
- c. The mailing address on the Woodmore PTO bank account will be that of Woodmore @ Meadowbrook Elementary.
- d. All deposits will be submitted using a Woodmore PTO bank deposit form.
- e. Two people must be present at all times during the collection and counting of cash.

f. All requests for reimbursement or payment must be accompanied with a receipt and be submitted on applicable forms:

- a. Petty Cash Paid Out Form
- b. General Requisition Form
- c. Reimbursement Claim Form

g. Present non-budgeted expenditure requests over \$500 at monthly Woodmore PTO meetings. The general Woodmore PTO membership will vote on the expenditure. Review non-budgeted expenditures monthly to determine how much money is being spent outside of the budget.

h. The Woodmore PTO Treasurer and another member of the Executive Board will reconcile the bank statements monthly. Compare these statements to the monthly financial results and provide the report to the Woodmore PTO.

i. Conduct an annual audit in August. Present a report on the findings of the audit at one of the first Woodmore PTO meetings of the new school year.

ARTICLE X

AMENDMENTS. Amendment of these bylaws may occur at any regular meeting of the Woodmore PTO by having a majority vote of those present or by advanced notice by the Woodmore PTO Executive Board of proposed amendment(s) at the immediate previous meeting.