

STONY LANE ELEMENTARY PTO

BY-LAWS



STONY LANE ELEMENTARY SCHOOL
PTO BY-LAWS

ARTICLE I: NAME, DESCRIPTION AND PURPOSE

Section 1 – Name: The name of this organization shall be the Stony Lane Elementary PTO, hereafter referred to as the PTO. The PTO is located at 825 Stony Lane, North Kingstown, RI 02852.

Section 2 – Description: The PTO is a non-profit organization that exists for charitable, educational and cultural purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any federal tax code.

Section 3 – Purpose: The purpose of the PTO is:

- a. to foster a cooperative relationship between parents, teachers, support staff and school administrators.
- b. to encourage family participation with the school.
- c. to plan and carry out projects and special events that benefit the school community.
- d. to keep informed about the school's educational programs.
- e. to respond to family concerns.
- f. to respond to teacher/staff requests.
- g. to communicate with the Principal.
- h. to support the school's community service projects.
- i. to raise funds as needed to provide for all the above objectives.

ARTICLE II: MEMBERSHIP

Membership shall be granted to every parent or guardian of a student at Stony Lane Elementary, and to all faculty and staff. There are no membership dues. All members have voting privileges. All members have the privilege of making motions and serving on committees.

ARTICLE III: OFFICERS

Section 1 – Executive Board: The Executive Board shall consist of the following officers: President, Vice-President, Secretary, Treasurer and Members-at-large. Members-at-large are limited to a maximum of five people. Officer positions may be shared. The Principal, or his/her designee, is a consulting member of the Executive Board.

Section 2 – Term of Office: The term of office is one year, beginning July 1st and ending June 30th of the following year. Officers are voted in at the June General PTO Meeting. Officers may hold the same office for two consecutive years and/or until his/her successor is elected.

Section 3 – Qualifications: Any parent or guardian of a student at Stony Lane Elementary may become an officer of the PTO.

Section 4 – Duties:

President – The President shall preside over General and Executive PTO meetings, serve as official representative of the PTO, and coordinate the work of committees. The President shall have the power to cast the deciding vote in the event of a tie on any voting issue. The President shall confirm that the Treasurer has filed form 990 with the IRS when the year-end financial report has been accepted.

Vice-President – The Vice-President shall act as aid to the President and preside over meetings in his/her absence. The Vice-President shall oversee fundraising efforts on behalf of the PTO.

Secretary – The Secretary shall record and distribute minutes of all General and Executive Board Meetings, prepare agendas for all meetings, present minutes for approval at each meeting, and maintain all records and documents for the PTO. The Secretary shall serve as volunteer coordinator for all committees. The Secretary shall conduct all correspondence on behalf of the PTO.

Treasurer – The Treasurer shall serve as custodian of funds and accounts for the PTO, prepare an annual budget, monitor monthly expense totals for budget compliance, collect and retain receipts for all expenditures, provide a report of financial activity at each monthly meeting and prepare a year-end financial report. The

Treasurer shall file form 990-e postcard with the IRS after the year-end report is accepted, no later than August 15th.

Members-at-large – Members-at-large shall act as support to the President and Vice-President and shall take on any reasonable duties so requested by the President and/or Vice-President.

Section 5 – Board Meetings: The Executive Board shall meet monthly during the term year or at the discretion of the President.

Section 6 – Vacancies: Vacancies shall be filled by appointment of the board.

Section 7 – Removal: An officer may be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

ARTICLE IV: MEETINGS

Section 1 – General PTO Meetings: General PTO Meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly or at the discretion of the Executive Board.

Section 2 – Voting: Each member in attendance at a PTO meeting is allowed one vote. Absentee and proxy votes are not allowed.

Section 3 – Quorum: Three Executive Board Members and two members present at any General PTO Meeting shall constitute a quorum for the transaction of business.

ARTICLE V: FINANCIAL POLICIES

Section 1 – Fiscal Year: The fiscal year of the PTO begins August 1st and end July 31st of the following year.

Section 2 – Banking: All funds shall be kept in a checking account in the name of Stony Lane Elementary PTO requiring two signatures of the Executive Board for changes and held at a local financial institution. Signers on the account consist of the Treasurer, one President and one Vice-President. Changes to the financial institution require a vote of the executive board. Checks exceeding \$700 require two authorized signatures.

Section 3 – Reporting: All financial activity shall be recorded in a computer based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 4 – Audits: A financial review committee shall review the PTO books every year before the books are turned over to the new board. The committee should consist of one executive board member, along with at least one other current member in good standing. This committee may not include either the incoming or outgoing Treasurer. This committee will match financial requests with receipts. The committee’s report will be submitted to the Board at the first general meeting of the new school year. The committee will be appointed and approved by the Board.

Section 5 – Ending Balance: The PTO shall leave a minimum of \$5000 in the general fund at the end of each fiscal year.

Section 6 – Contracts: All contracts require two signatures. Authority to sign contracts is limited to one President or the President’s designee, one Vice-President and/or the Treasurer.

Section 7 – Minutes: Minutes should be kept and filed for Board and General meetings.

ARTICLE VI: Dissolution: In the event of dissolution of the PTO, any funds remaining shall be donated to Stony Lane Elementary. In the event Stony Lane Elementary is closed, the funds shall be equally distributed amongst the remaining North Kingstown Elementary Schools’ PTOs.

ARTICLE VII: By-Laws Amendments: Amendments to these By-Laws may be proposed by any PTO member. Amendments shall be presented at a General PTO Meeting, be open to debate and considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present is required to adopt an amendment to the By-Laws.

ARTICLE VIII: By-Law Review: The Stony Lane Elementary PTO By-Laws shall be reviewed every two years. A majority vote by members present will constitute their acceptance.

ARTICLE IX: Parliamentary Authority: The authority for the PTO shall be *Robert’s Rules of Order Newly Revised*.