

# **STONY LANE ELEMENTARY SCHOOL**

## **Parent-Teacher Organization (PTO)**

### **BY-LAWS**

## **ARTICLE I: NAME, DESCRIPTION AND PURPOSE**

Section 1 – Name: The name of this organization shall be the Stony Lane Parent Teacher Organization, 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 and 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 School, 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. The number of Members-at-Large should be limited to a maximum of five people, but shall be at the discretion of the Executive Board. 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 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. Officers for the following year are voted in at the June General PTO Meeting. Officers may hold the same office for two or more consecutive years or until his/her successor is elected.

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

Section 4 – Duties:

President – The President shall preside over General and Executive Board 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, present minutes for approval at each meeting, and maintain all meeting minutes, records, and documents for the PTO. The Secretary shall keep a binder of the Executive Board and General Meeting agendas and meeting minutes. The Secretary shall serve as volunteer coordinator for all committees.

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, reimburse members as necessary, provide a report of financial activity at each Board and General meeting, and prepare a year-end financial report.

The Treasurer shall file the appropriate 990 tax document with the IRS after the year-end report is accepted and no later than August 15<sup>th</sup>.

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

Section 5 – Vacancies: Vacancies shall be filled by appointment of the Executive Board.

Section 6 – 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 – Frequency: 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. Executive Board Meetings shall be held monthly during the term year or at the discretion of the President.

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. Three Executive Board Members present, along with at least the President or Vice-President, at an Executive Board Meeting shall constitute a quorum for the transaction of business.

Section 4 - Meeting Minutes: Minutes shall be kept and filed for Executive Board and General meetings. Paper copies of all Executive Board and General Meeting minutes shall be maintained in a binder for reference.

#### **ARTICLE V: FINANCIAL POLICIES**

Section 1 – Fiscal Year: The fiscal year of the PTO begins August 1<sup>st</sup> and ends July 31<sup>st</sup> of the following year.

Section 2 - Budget: The PTO membership shall approve the annual operating budget

at the first General PTO Meeting of the school year. Any requests made for non-budgeted items in excess of \$100 after the initial budget approval will require approval first at the Executive Board level and then at the General PTO membership meeting.

Section 3– Banking: All funds shall be kept in a checking account in the name of Stony Lane 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 \$1000 require two authorized signatures.

Section 4 – Reporting: All financial activity shall be recorded in an accurate and complete manner in accordance with 501(c)(3) requirements. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 5 – Audits: A financial review committee shall review the PTO books every year, preferably before the books are turned over to the new board. The committee will be appointed and approved by the Executive Board. The committee shall consist of one Executive Board member, along with at least one other current member in good standing. The committee may not include either the incoming or outgoing Treasurer. The committee will utilize the provided Audit Worksheet to complete the financial review. The committee’s completed Audit Worksheet will be submitted to the Board at the first general meeting of the new school year.

Section 6 – Ending Balance: The PTO shall leave a minimum of \$5000 in the general fund at the end of each fiscal year.

Section 7 – 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 8 – Insurance: The PTO shall hold a policy that includes Accident Medical Insurance, Liability Insurance, and Directors & Officers Liability Insurance. Renewal of the policy is the responsibility of the Treasurer. The Treasurer will also provide Certificates of Insurance to the NKSD for PTO-sponsored events held at the school.

## **ARTICLE VI: DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Stony

Lane Elementary School. In the event Stony Lane Elementary School is closed, the funds shall be equally distributed amongst the remaining North Kingstown elementary schools' PTOs.

#### **ARTICLE VII: BY-LAWS REVIEW AND AMENDMENTS**

The PTO By-Laws shall be reviewed every two years. Additionally, any PTO member may propose amendments to these By-Laws at any time. Amendments shall be presented at a General PTO Meeting and be open for debate. Amendments shall then be considered for voting at a subsequent General Meeting. A majority vote by members present at the General Meeting shall constitute the acceptance of the proposed amendments.

#### **ARTICLE VIII: PARLIAMENTAL AUTHORITY**

The authority for the PTO shall be *Robert's Rules of Order Newly Revised*.