

Trinity Elementary Parent-Teacher Organization

By-Laws

(Revised October 6, 2009)

Article I – Name

The name of this organization shall be Trinity Parent-Teacher Organization.

Article II – Mission Statement

Trinity Parent-Teacher Organization, as part of the Trinity Elementary School family, enriches the educational experience of our children and enhances the relationships between families, staff and the community.

Article III – Objectives & Purpose

This organization is organized and operated exclusively for charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.

Upon winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and or scientific purposes and which has established its tax exempt status under section Section 501(c)(3) of the Internal Revenue Code.

This organization serves the interest of Trinity Elementary School and is not organized for private interest of any kind.

- To heighten awareness of our members regarding the education of our children
- To support the school in their efforts to educate and encourage social skills in our children
- To provide dialogue and/or feedback between school administrators and parents
- To enhance the overall educational environment by promoting volunteerism
- To provide opportunities for acquaintance between parents, teachers, and administrators through programs, events, and social affairs
- To raise funds to provide for the above

Article IV – Membership and Dues

Section 1.

Membership is open to all interested families of Trinity students and to the staff of Trinity school.

Section 2.

Dues will be established by the executive board prior to or during the first meeting of the year. If dues are charged a member must have paid his or her dues before the meeting to be considered a member in good standing with voting rights at General meetings.

Article V – Officers

The elected officers of the Trinity PTO shall be President, Vice-President of Fundraising, Vice-President of Communications and Vice-President of Character/Community, Secretary, Treasurer, and Treasurer Elect. At-Large Representatives, Advisor (past-president). Also, included will be the Principal or Vice-Principal. Collectively, they shall be the Executive Board. The term of office shall be for one year, beginning June 1, and ending May 31. A person shall not be eligible to serve more than two consecutive terms in the same office with the exception of the At Large Representatives who can only serve one year. The position of President and Vice Presidents may be one or two sharing the duties.

Vacancies in elected offices during the school year will be filled by appointment by the President with the approval of the Executive Board.

The general responsibilities of the Executive Board shall be:

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- To transact necessary business in the intervals between general meetings and such other business as may be referred to it by the general organization
- To create standing and special committees
- To approve the plans of work of the standing committees
- To present a report at the regular meetings of the organization
- To prepare and implement a budget for the year
- To approve routine bills within the limits of the budget

Committee heads will attend Executive Board meetings as necessary to deliver committee reports. General membership may attend Executive Board meetings, but may not vote.

The president has the authority to make purchasing decisions up to \$100.00 for a new item or up to \$100.00 over an approved budget. Anything above this amount must be voted on by the Executive Board.

The Trinity PTO is not organized or operated for the benefit of private interests of any individual. Should an officer of this organization be found to be in non-compliance with any of these by-laws, they will be removed from the board and their remaining term will be filled as detailed above.

Article VI – Duties of Officers

President:

- To set the agenda and preside at all Executive Board meetings and General meetings
- To have general supervision of the affairs of the Trinity PTO
- To serve as the ex-officio member of all committees
- To coordinate all activities with the school administration
- To be responsible for communicating to the membership throughout the year
- To sign checks (Two signatures are required on each check)
- To attend meetings as required by the office of the president, i.e. TLC meetings, PTO president and principal's meetings
- To serve as Advisor the year following his/her term as President

Vice – President of Fundraising

- To preside at all Executive board and general membership meetings in the absence of the President
- To attend all Executive Board and general meetings
- To communicate with the School Board Representative on relevant issues, reporting back to the PTO Executive Board
- To attend PTO president and principal's meetings
- To serve as Chair for the PTO Grant Committee
- To attend meetings and oversee all committees raising funds for the PTO
- To serve as liaison between all specified committee chairpersons and the Executive Board

Vice – President of Communication

- To attend all Executive Board and General meetings
- To attend meetings and oversee all committees that communicate with children and/or parents
- To oversee PTO publications, signage and website information
- To serve as liaison between all specified committee chairpersons and the Executive Board

Vice – President(s) of Character and Community

- To attend all Executive Board and General meetings
- To attend meetings and oversee all committees that promote character and community building at Trinity
- To serve as liaison between all specified committee chairpersons and the Executive Board

Secretary

- To take minutes at all Executive Board and general membership meetings
- To distribute minutes to all Executive Board members

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- To maintain records of all past minutes
- To notify Board members each month as a reminder of the Board meeting

Treasurer

- To maintain all financial information per fiscal year beginning Aug 1 and ending July 31 in accordance with IRS guidelines
- To file an IRS return in accordance with IRS guidelines
- To have custody of all the funds of the organization
- To keep a full and accurate account of receipts and expenditures
- In accordance with the budget adopted by the organization, to make disbursements as authorized
- To sign checks (Two signatures are required on each check)
- To present a financial statement including the current monthly bank statement to the Executive Board and a Treasurer's report at general membership meetings
- To serve as member on the PTO Grant Committee
- To mentor treasurer elect in preparation for the following year duties

Treasurer Elect

- To assist treasurer in outlined duties

Advisor

- To serve as a reference for past events and experience, must be the past years president or past years advisor

At-Large Representative(s)

- Should have no previous Trinity Elementary School board experience
- To Serve as a member of the Executive Board
- To chair a committee as designated by the executive board
- To prepare to fill vacancies for the coming year

All officers shall attend all monthly Board meetings and general membership meetings, as well as perform the duties outlined in these guidelines and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay all funds pertaining to the office.

Article VII – Election of Officers

The Executive Board, acting as a nominating committee, shall announce vacancies to all Trinity families prior to accepting nominations. Nominations shall be accepted for a period of at least 14 days and shall conclude at least 14 days prior to the last general meeting of the PTO for the school year. Nominations will be accepted from all members of the organization, staff, and teachers.

The Executive Board shall select candidates from the nominees and shall obtain their consent to serve.

A vote of confirmation shall be held by the PTO members present at the last general meeting and newly selected officers shall be installed at that time.

Article VIII – Budget & Expenditures

Check signing privileges are limited to the president, vice president(s) and treasurer. Two signatures are required on each check.

The proposed school year budget will be made up the spring prior to the end of the school year by the Executive Board and should be ratified at the last General PTO meeting prior to summer break.

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The President will have the authority to make purchasing decisions up to \$100.00 for a new item. Allocations may be exceeded by 10% without going back for a second vote for approval. Anything above this amount must be voted upon at the Executive Board meeting.

New allocations up to \$1000.00 can be approved by the Executive Board, but must be presented at the next general membership meeting for informational purposes. Expenses outside the approved budget over \$1000.00 must be voted on by the general membership. At fiscal year end the executive board shall reserve \$5000 as a minimum bank balance plus additional expenses expected to be distributed in the first two months of the following school year.

Article IX – Meetings

Business meetings of the Executive Board will be held monthly or determined by the Executive Board. A simple majority of the elected officers shall constitute a quorum

Regular meetings of the full membership may be held during the school year. Dates of meetings shall be determined by the Executive Board and announced at least seven days prior to the meeting. Members present at a duly called meeting shall constitute a quorum. Meetings will include budget review and a vote for approval if needed.

All minutes of general membership meetings shall be read at the following general meeting. All minutes of any PTO meetings, including Board meetings shall be made available upon request.

Article X – Standing Committees

The Executive Board may create standing committees, as it may deem necessary to promote the objectives and purposes and carry out the work of the organization. Chairpersons shall solicit for volunteers.

The chairpersons of each committee shall present a plan to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board. The President shall be a member ex-officio of all committees.

Committee expenditures are budgeted and approved in advance. If a committee anticipates non-budgeted costs, they must approach the PTO for approval, and those expenses should be put to discussion and a vote before the costs are incurred. The committee will collect gross revenues and submit them to the Treasurer. The committee will also submit documented expenses to the Treasurer for reimbursement.

Before a committee submits any notices for inclusion in school newsletter or prints or distributes any letters or flyers to be sent home with students, the committee must submit the letter or flyer to the PTO president and the Principal for approval. The PTO president will be able to immediately approve notices for programs and fund raisers that have already been approved by the Executive Board. If the President determines that a program or fund raiser is new or outside their scope of the approved program, the committee will be required to submit their program for discussion and vote at the next PTO meeting before releasing any letters or flyers.

Prior to year end, each committee chairperson shall submit to the President a report of the year's activities and recommendations for changes if needed.

Article XI – Special Allocations

On an annual basis, each homeroom teacher shall receive a designated amount to be decided by the Executive Board and the membership. Specialty teachers (reading, PE, librarian etc.) may receive funds equal or less than homeroom teachers at the discretion of the Executive Board and membership.

The Executive Board and membership will decide on an annual basis if they will sponsor any special programs.

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Article XII – Unbudgeted Funds Grant Process

When the Trinity PTO finds itself with surplus funds for which there is no planned expense budgeted, the Trinity PTO shall employ the Unbudgeted Funds Grant Process to solicit, consider, and disburse those unbudgeted funds.

1. Any employee of Trinity Elementary may petition for a grant. Grant applications will be solicited and reviewed each year.

Prior to the grant application solicitation, the PTO board shall determine how much, if any, unbudgeted funds are available for grants. There shall be established a Grant Committee to solicit and evaluate the Grant Applications. This committee shall be chaired by the PTO Vice president of Fundraising and include the PTO Treasurer, Treasurer and at least one PTO general member. One member of this committee must have served on the Executive Board the previous year. This committee will review the Grant applications and recommend to the Board which to accept.

The establishment of this process does not necessitate the disbursement of all available funds.

Article XIII – Amendments

These By – Laws may be amended at any regular meeting of the membership by a two-thirds vote of the members present and voting, provided the proposed amendment has been approved by the Executive Board and has been read at the previous meeting of the organization or has been made available to members prior to the next regular scheduled meeting.

Article XIV – Parliamentary Authority

Roberts Rules of Order Revised shall be the authority in any parliamentary question not covered in these by-laws.

Article XV – Dissolution

In the event of the dissolution of this organization, the Executive Board shall disburse all funds on hand for the benefit of all the school and its students.