Ames Visual and Preforming Arts School Bylaws (9/25/19)

**ARTICLE I – NAME**

The organization shall be named Ames VPA School Parent-Teacher Organization (PTO); herein referred to as the PTO.

**ARTICLE II – MISSION STATEMENT**

The PTO is organized for the purpose of supporting and enhancing the educational experiences of Ames Visual and Preforming Arts School’s students by:

* Fostering relationships among the School, parents, and teachers; and
* Providing financial support for programs funded outside of the annual school budget.

**ARTICLE III – POLICIES**

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: Any person volunteering at a PTO event or serving in an official PTO position must have an approved background check via St. Louis Public Schools prior to volunteering.

**ARTICLE IV – FISCAL YEAR**

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

**ARTICLE V – MEMBERSHIP**

Section 1: Membership. Any parent, guardian, grandparent, or other adult standing in the *loco parentis* for a student at Ames VPA School, the Principal, or any teacher currently employed at the Ames VPA School may become a PTO Member.

Section 2: Vote. Each individual member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

**ARTICLE VI – OFFICERS**

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The position of President, may be a shared position between two individuals, thus acting equally as Co-Presidents.

Section 2: Eligibility. Only Members in good standing shall be eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers’ positions shall be submitted at the April PTO meeting. Voting shall take place by written ballot at the May PTO meeting. Initial year, 2019, Nominations for Officers’ positions shall be submitted at September Open House and placed on the ballot at the September PTO meeting.

Section 4: Term of Service. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. An individual may not serve more than two consecutive years as an Officer. A person may hold only one Officer’s position at a time. An Officer may also act as Chair of up to two Standing Committees.

Section 5: In the event the PTO fails to fill all Officer positions at the May/September PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 6: Compensation. No Officer shall be compensated by the PTO for their service.

Section 7: Attendance. Barring extenuating circumstances, each Officer shall attend all monthly PTO meetings.

Section 8: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 9: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

**ARTICLE VII – OFFICER DUTIES**

Section 1: President

*The President(s) shall:*

* Preside over all meetings of the PTO.
* Prepare each meeting’s agenda.
* Represent the PTO to the principal and at other meetings outside of the organization.
* Assist in the total coordination of all committees and the PTO as a whole.

Section 2: Vice President

*The Vice President shall:*

* Assist the President with his/her duties.
* Perform the duties of the President in his/her absence, resignation, or inability to serve.
* Sign notes, etc. in the absence of the Treasurer.
* Sign checks

Section 3: Secretary

*The Secretary shall:*

* Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
* Announce PTO meetings to the School population at least one week in advance of that meeting.
* Record the minutes of the meetings of the Executive Board and PTO and forward copies to registered members (email on file) within two weeks of the recorded meeting.
* Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
* Maintain organized records from the planning of any event hosted by the PTO. These records should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
* Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
* Hold a copy of the PTO Bylaws, Robert’s Rules of Order, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
* Sign checks

Section 4: Treasurer

*The Treasurer shall:*

* Act as custodian of funds and perform all banking activities of the PTO.
* Maintain up-to-date, accurate financial records of the PTO.
* Receive all funds of the PTO; including, but not limited to, donations, and fundraising sales and contributions.
* Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
* Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Sign checks and pay all bills and disburse funds as authorized by the Executive Board.
* Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO’s 501(c) 3 status, as applicable; and maintain accurate records of such.
* Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
* Submit all requested/required financial data relating to PTO operations in the event of a financial audit.

**ARTICLE VIII – MEETINGS**

Section 1: Regular Meetings of the PTO shall be held monthly, except during June, July and August, at the School, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Quorum. At least 3 members of the PTO Membership shall constitute a quorum.

Section 3: The final PTO meeting shall take place in May, prior to the close of school.

**ARTICLE IX – FUNDS**

Section 1: Use. PTO funds shall be used for programs, events, and items that directly benefit the students of the School, with the exceptions of Teacher Appreciation luncheons and staff holiday gifts. A tentative budget shall be drafted in the fall of each school year and approved by a majority vote of the members present.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within in a timely fashion. All funds received by the Treasurer must be deposited into the PTO bank account by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken. If circumstances require a payment decision before the next scheduled Regular Meeting, the expense must be approved by three Board Members (via phone, email, etc.).

Section 5: Reporting. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount should not exceed $10,000.

**ARTICLE X – COMMITTEES**

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Enrichment, Social, Hospitality, Publicity, Playground, and Finance Audit. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the April PTO meeting. Elections shall take place at the May PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

Section 3: The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years.

Section 7: Attendance. Committee Chairpersons shall attend monthly PTO meetings to report on the activities of his/her committee.

Section 8: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

**ARTICLE XI – COMMITTEE DUTIES**

Section 1: Fundraising Chair

*The Fundraising Chair shall:*

* Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
* Prepare and execute fundraising projects as approved by the Executive Board.
* Solicit volunteers to assist with each Fundraiser.
* Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
* Maintain confidential records of all contributions.
* Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
* Oversee and execute the Savings Programs (i.e. Box Tops, cartridges, etc.).

Section 2: Enrichment Chair

*The Enrichment Chair shall:*

* Coordinate educational enrichment programs for students in all grades.
* Work with the Principal and teachers to coordinate events that enhance current curriculum.
* Notify the Publicity Committee in advance of event dates for photo coverage.
* Write a summary of each event for publication in the newsletter or School website for the purposes of informing School parents that the event was sponsored by the PTO.

Section 3: Social Chair

*The Social Chair shall:*

* Plan and implement all not-for-profit social activities for School students and their families; including, but not limited to, the Ice Cream Social and Student Holiday Workshop.

Section 4: Hospitality Chair

*The Hospitality Chair shall:*

* Coordinate the Teacher Appreciation luncheons.

Section 5: Publicity Chair

*The Publicity Chair shall:*

* Publicize PTO events to the local newspaper, School newsletter, and School website
* Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display.

Section 6: Finance Audit Chairperson

* The Finance Audit Committee shall be made up of up to three PTO members that do not currently serve on the Executive Board. The Finance Audit Chair shall audit the financial records of the PTO and prepare a fiscal year-end audit report.

**ARTICLE XII – DISSOLUTION**

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

* a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
* the remaining funds be held in escrow by the President for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.