

BY LAWS

Maize USD 266

PARENT TEACHER ORGANIZATION

Updated August 2009



ARTICLE I - NAME

The name of the organization shall be the Maize Parent Teacher Organization (Maize PTO.)

ARTICLE II - OBJECTIVE

The Maize PTO will promote communication between teachers, parents and community. Additionally, the Maize PTO will encourage a positive, supportive atmosphere to enhance students' educational and extracurricular experiences.

ARTICLE III - SCOPE

The Maize PTO will engage in the following services: social and academic activities, communication, and fundraising. Financial support will be provided to support teachers and student programs not covered by Maize USD 266. The Maize PTO will encourage parent, teacher and community leadership, connection, ownership and ongoing involvement at the school and district level. The Maize PTO will cooperate with school administration to enhance educational opportunities at each school.

ARTICLE IV - POLICIES

Section 1 The Maize PTO shall be non-commercial, non-sectarian, non-partisan and non-political, and will not endorse a commercial enterprise or candidate.

Section 2 The Maize PTO will seek neither to direct the administrative activities of the schools nor to control its policies.

Section 3 In the event of the dissolution of the Maize PTO the net monetary assets of the PTO will be distributed to Maize USD 266.

Section 4 The Maize PTO may cooperate with all other organizations within Maize USD 266.

Section 5 Maize PTO funds will not be used for any items, programs or events that do not directly benefit the students, staff and patrons of Maize USD 266.

Section 6 Special monetary requests for non-budgeted items must be submitted to the Maize PTO BOARD for discussion at the Maize PTO General Meeting. Vote for approval of the request will be made at a Maize PTO General Meeting.

Section 7 Accounting Procedures

A. Expense Guidelines

1. Reimbursements for all expenses will be made only after receipts for expenditures have been documented on the Check Request and/or Expense forms. These forms should be submitted to the Maize PTO Treasurer within 30 days. Requests made without proper receipts will not be processed for reimbursements.
2. A cash advance to cover expenses prior to a purchase must be documented in detail on the Check Request form at least 5 days in advance. All unused monies must be returned to the treasurer immediately following the purchase along with proper receipts.

B. Deposit Guidelines

All monies raised for the Maize PTO must be documented on the Deposit form and submitted to the Maize PTO Treasurer immediately.

C. Individual School Ledgers

1. All schools PTO monies earned from individual school fundraisers or activities will be tracked, dispersed and reported through a central PTO treasury.
2. Schools will be credited and deducted based on their deposits and expenditures.

ARTICLE V - MEMBERSHIP

Section 1 Maize PTO membership will be open to teachers, parents or guardians of students, and staff of Maize USD 266.

Section 2 Membership to the Maize PTO will be available regardless of race, color, creed, national origin or sex.

Section 3 The Maize PTO will conduct an active membership campaign throughout the school year.

Section 4 The membership year will correspond with the school year.

Section 5 A family is considered a member of the Maize PTO when dues are paid in full.

Section 6 Annual dues will be determined by the Maize PTO Board and approved by a vote at the April PTO General Meeting.

Section 7 Dues will be held in the General Fund to support grants, scholarships and other PTO programs.

Section 8 Voting

A. Any member is eligible to vote on any motion at Maize PTO Monthly General Meetings.

B. Families unable to pay the membership dues are still eligible to attend meetings and volunteer for PTO activities. However, they will not have voting privileges.

C. Special voting may be required between meetings and is permitted at the discretion of the PTO Board and should include Board members and PTO members present at the previous PTO General Meeting.

ARTICLE VI -OFFICERS (BOARD MEMBERS)

Section 1 Qualification for Officers:

A. An officer must be a member of the Maize PTO.

B. An Officer must have a child currently enrolled in Maize USD 266 or must be a member of Maize USD 266 staff.

C. No officer shall hold more than one board position at a time, and no officer shall serve for more than two consecutive terms. An officer may continue in their position for one year after their term expires, if a replacement cannot be found.

Section 2 The Officers of the Board of the Maize PTO will consist of President, Vice President, Secretary, Treasurer and one (1) Parent Board Representative from each school. Any of the offices can be co-chaired with Board approval.

Section 3 Officers' Duties:

A. Maize PTO Board member should not be the sole chairperson on any committee.

B. Will attend all the board and Maize PTO General meetings.

C. Maize PTO General Meetings shall be held monthly when school is in session.

D. President

1. Will preside at all PTO board and Maize PTO General meetings.

2. Will coordinate the work of the officers and the committees.

3. Shall cooperate with the district administration and maintain a supportive relationship between the school and the Maize PTO.

4. Will appoint special committees when needed.

5. Will set Agendas for PTO Board Meetings and Maize PTO General Meetings.

6. Will provide a written term-end report of his/her year in office to give to the new President at the joint Board meeting.

E. Vice President/Membership

1. Will act as an aide to the President, upon request, and assume the duties of the President during his/her absence.

2. Will preside over the membership enrollment.

a) Conduct an active membership campaign throughout the school year.

b) Coordinate a membership table at registration events.

c) Follow up and recruit new members, particularly new families.

3. Will provide a written term-end report to the new Vice President at the joint board meeting.

F. Secretary/Communications

1. Record in a permanent form all business transacted at each meeting of the Maize PTO.
2. Will submit a copy of the minutes to all officers prior to the next Maize PTO Board General meeting for approval.
3. Post meeting minutes online and email to PTO members once approved by the PTO Board.
4. Will keep attendance records for all meetings.
5. Will notify Maize PTO members of special meetings called by the Maize PTO Board five (5) days prior to such meetings.
6. In case of Secretary's absence from any meeting, a board member will be appointed to take the minutes.
7. Will be responsible for all PTO correspondence, including courtesy cards to staff and students in the district.
8. Cooperates with district administrators to communicate important information to students, teachers and patrons using various media.
9. Will provide a written term-end report to the new Secretary at the joint board meeting.

G. Treasurer

1. Will handle all funds of the Maize PTO and will give a financial report of the collections and expenditures and call attention to any unusual items at each Maize PTO General meeting.
2. Will provide a written Year to Date and annual financial statement at each Maize PTO General meetings.

3. The Treasurer and President or Vice-President must sign all checks for a total of two signatures
4. In the Treasurer's absence, the President and Vice President will sign checks.
5. Will maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the Maize PTO.
6. The Maize PTO will set the standards and provide the appropriate tools to be used for accounting purposes.
7. An Audit Committee of three (3) Maize PTO members or a Certified Public Accountant will conduct an annual audit of the financial transactions. Once satisfied that the audit is accurate, the committee, or CPA, will sign a statement certifying its correctness.
8. Will disburse funds approved by the Maize PTO Board. All members of the Maize PTO BOARD must be notified of request for reimbursement of non-budgeted items up to \$50.00 without Maize PTO membership approval. A majority of the Maize PTO BOARD must approve the purchase.
9. Will file required tax forms by the end of fiscal year.
10. Will provide a written term-end report to the new Treasurer at the joint meeting.

H. Parent Board Representative

1. Will attend all PTO Board Meetings, General Meetings and School Meetings. They will act as the facilitator at the school meetings.
2. Coordinate PTO Volunteers at the school level, including Room Parents, if requested by school administration.
3. Work with school administrators to access the needs and desires of the school and cooperate with PTO to implement programs that enhance the students and staff at that school.
4. Promote Maize PTO at the school level and recruit new members.
5. Facilitate all PTO activities at that school.

6. Provide a written or oral report at the monthly PTO General Meeting on the status of programs at that school.

7. Will provide a written term-end report to the new Parent Board Representative at the joint meeting.

Section 4 The Maize PTO Board will submit a tentative allocation of funds (budget) to the membership for approval at the first Fall Maize PTO General meeting for the new school year.

ARTICLE VII - ELECTION OF OFFICERS

Section 1 Nominating Process

A. The Maize PTO Board shall notify the membership of an upcoming election, identify candidates through anonymous written nominations, and count the ballots cast for each candidate.

B. An election ballot will be developed to include nominations for each open board position. Nominees will be notified and may decline his/her nomination.

C. An upcoming election will be publicized to PTO members via email at least seven (7) days prior to the voting.

Section 2 The ballot will serve as a written list of candidates to the Maize PTO board and will be approved by the Maize PTO Board at least 48 hours before the election meeting.

A. The elections will be held at April's general meeting.

B. Voting shall be done by a secret ballot.

C. A person receiving the majority of votes for each position will become next year's officer.

D. In the case of a tie, the Maize PTO board will cast the deciding vote.

Section 3 An officer's service date corresponds directly with the school year. A term is defined as two school years.

Section 4 Newly elected officers will undergo a six month training period during which they will be mentored by the previous holder of their position.

Section 5 A vacancy occurring on the Maize PTO BOARD can be filled for the unexpired term by a Maize PTO member through a special election. This special election will follow the same guidelines as the general election.

Section 6 If a vacancy occurs in the office of the President, the Vice President shall fill it for the unexpired term.

ARTICLE VIII - TEACHERS LIASONS

Section 1 Each school principal should appoint one (1) or more Teacher Liaison (s) that will attend or send a representative to all general membership PTO meetings.

Section 2 A Teacher Liaison's service date corresponds directly with the school year. School principals will choose to maintain the current Liaison or appoint a new Liaison at the start of every school year.

Section 3 Teacher Liaison Responsibilities

- A. Act as advisor and liaison between staff and the PTO organization at the district and school levels.
- B. Help maintain open lines of communication between parents and teachers.
- C. Help coordinate PTO sponsored activities in the school.
- D. Report on current Teacher activities within their school.
- E. Report to teachers and school staff on PTO activities.
- F. Coordinate budget and Grant requests by school personnel for consideration by the PTO.

ARTICLE IX - MEETINGS

Section 1 Maize PTO General meetings will be held monthly every month school is in session. Dates will be distributed to members at the first monthly meeting of the school year and published in the Maize USD 266 Calendar.

Section 2 Maize PTO Board Meetings shall be held as needed with the day and time to be determined by the Maize PTO Board.

Section 3 Committee Meetings may be called by the committee chairperson.

Section 4 School Meetings will be held individually at least once every nine (9) weeks and will be presided over by the Parent Board Representative for that school.

ARTICLE X - COMMITTEES

Section 1 The chairperson will present written or oral progress reports to the membership at the Maize PTO General meetings.

Section 2 The chairpersons of committees shall present plans, verbally or in writing, to the Maize PTO Board before he/she begins work.

Section 3 A person will not be eligible to serve as a chairperson or co-chairperson on the same committee more than 3 consecutive years, unless approved by the Maize PTO Board.

Section 4 The chairperson must keep track of all expenses and profits according to the treasurer's accounting procedures.

Section 5 Prior to the event or activity, the chairperson must inform Maize students, parents, and staff via the Secretary/Communications Board Member to disseminate the appropriate information..

ARTICLE XI - ACTIVITIES AND SERVICES

Section 1

A. The PTO will sponsor various activities throughout the school year to enhance student's social and educational experiences.

B. Activities will be scheduled by a committee in the spring for the next school year and publicized on the school calendar.

C. Activities may include but aren't limited to the following: Fall Festival, Holiday Shop, Skating Parties and All Star Nights.

D. Monies raised at these events will be held in the General Fund to support PTO programs or dispersed among participants at the PTO's discretion.

Section 2 SERVICES

A. The PTO will sponsor various services throughout the school year to add value and aid in the lives of Maize students, staff and patrons.

B. Services will be added at the PTO's discretion on a case by case basis.

C. Services may include Movie Ticket Sales and School Supply Boxes.

D. Monies raised through these services will be held in the General Fund to support PTO programs or dispersed among participants at the PTO's discretion.

ARTICLE XII - FUNDRAISING

Section 1 DISTRICT LEVEL

A. The Maize PTO will sponsor one (1) large fall fundraiser.

B. This fundraiser will be coordinated by a Fundraising chairperson and committee.

C. The fundraising committee will meet in the spring to determine vendors for the following school year.

D. All money will be pooled together and divided equally among the participating elementary and middle schools. Each school's total earnings will be divided equally between the teachers and administration for use at their discretion.

E. High Schools, including Complete High School Maize, that choose to participate will earn their profits.

F. Profits will be distributed at the January PTO General Meeting and Chili Supper.

G. Schools will be encouraged to share publicly their plans for spending their monies.

Section 2 SCHOOL LEVEL

A. Schools may have one (1) new additional PTO supported fundraiser throughout the school year.

B. Parent Board Representatives will coordinate with school administrators to identify potential fundraisers and secure appropriate dates.

C. To be supported by the PTO fundraising plans should be shared and agreed upon at a PTO General Meeting.

D. Additional fundraisers could include Shirt Sales, Pizza Nights, Fun Nights, etc.

E. Money brought in from school specific fundraisers will be earmarked for that school to spend at their discretion.

ARTICLE XIII - AMENDMENTS

The By Laws may be amended or changed by a vote of the majority present at any general meeting of the Maize PTO. The amendment must be submitted in writing to the general membership prior to the vote and presented at a previous general meeting. The By Laws should be reviewed every two (2) years by a committee of PTO Board Members and support personnel.