

BYLAWS OF ALDRICH Parent Teacher Organization
Community of Aldrich Rallying for Education (**CARE**)

Article I - Meetings

Section 1

The regular member meetings shall be held at least 3 times during the school year. Additional meetings shall be held at times determined by the Chairperson.

Section 2

Member meetings shall be held at Aldrich Elementary School unless otherwise arranged.

Section 3

ALDRICH PTO meetings shall be run by Roberts Rules of Order, Newly Revised.

Article II - Membership

Parents or legal guardians of all students enrolled in Bess Streeter Aldrich Elementary School shall be considered members of ALDRICH PTO. The staff and the principal will also automatically be members of this organization.

Article III – Finance

Section 1

There are no membership dues.

Section 2

The fiscal year shall be July 1st through June 30th.

Article IV - Insurance

Current and appropriate liability insurance shall be secured and paid for by ALDRICH PTO to the district.

Article V - Committees

Section 1

The standing committees shall be Fundraising, Spirit (Apparel/Yearbook), Hospitality, Specials Events, Service and Wellness Committee.

Section 2

Additional committees for specific functions will be organized as needed by the Chairperson.

Article VI – Elections and Vacancies

Section 1

- Nominations will be made at the April General meeting, with a vote held at the last general meeting of the school year for Officers (Chairperson, Secretary, Treasurer).
- Additional nominations for positions may be made from the floor during the meeting in which the election is held, but only from persons who have consented to serve.
- The vote shall be taken by hand with the nominations from the floor verbally communicated.
- Current chair will distribute a notice of all vacancies after the vote is held and these positions will be appointed at the first general meeting with the new board.

Section 2

- A vacancy in any position, except chair, because of death, resignation, removal, inability/refusal to serve, or any other reason, shall be filled by a majority voted of the Executive Committee for the unexpired portion of the term. A vacancy in the office of chairperson shall be filled by appointment of the Executive Committee, on an interim basis, until a successor can be appointed. The successor must be duly qualified.
- If an elected member or executive committee member ceases to be eligible for membership (see Article II – Membership), the respective position will then become vacant.

Article VII – Officers and Executive Committee Members

There shall be a Chairperson, Secretary, and Treasurer. Per Roberts Rules of Order, there may only be one person elected to each office. There shall be no "co-officers."

- a. Chairperson. The Chairperson shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to the meetings.
- c. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Committee. He/she will present a financial statement at every meeting and at other times of the year when requested by the Executive Committee and make a full report at the end of the year.

- d. Chairpersons of Standing Committees will also serve on the Executive Committee.
- e. Staff Advisor. The administrator of Aldrich Elementary will serve as staff advisor. He/she will serve as a liaison between the School District and Aldrich PTO Executive Committee and will also approve all fundraising projects, funding requests, programs, documents, and guest speakers of Aldrich PTO. The staff advisor will be ex-officio and not required to attend all Executive Committee meetings.

Article VIII - Amendments

These bylaws may be amended at any regular meeting by two-thirds vote of the members present, provided the proposed amendment was read at the previous regular meeting.

Article IX – Officer Responsibilities

OFFICER RESPONSIBILITIES

CHAIRPERSON

Duties as presiding officer

- ▶ Conducts meetings according to Roberts Rules of Order
- ▶ Determines the agenda
- ▶ Calls the meeting to order at the designated time
- ▶ Maintains a fair and impartial position; encourages members to participate but is not restricted from voicing his/her own opinion
- ▶ States each motion clearly after it has been seconded before allowing discussion
- ▶ Declares the result of every vote taken

Duties as administrative officer

- ▶ Call for audit to be conducted as determined necessary. The auditor shall not be a board member or relative of any board member
- ▶ Will be informed of work on all committees
- ▶ Along with treasurer, ensure timely application of gaming license if carnival is held
- ▶ Calls for required reports
- ▶ Signs to all orders and vouchers
- ▶ Have name on bank account along with the treasurer, be a second signatory on checks over \$500.00

OFFICER RESPONSIBILITIES

SECRETARY

Duties of the Secretary

- ▶ Keep an accurate record of the proceedings of the association
- ▶ Reads or distributes printed copies of minutes of the previous meetings
- ▶ Calls roll when directed or required
- ▶ Writes correspondence as directed
- ▶ Calls meeting to order in absence of the Chairperson (Chairperson-Elect)
- ▶ Counts a rising vote when requested by the presiding officer
- ▶ Assists the Chairperson in running a business meeting

Suggested Outline for Minutes

- ▶ Kind of meeting - regular, special, annual, or adjourned
- ▶ Name of association
- ▶ Date, place and hour of meeting, Chairperson and officers and members present
- ▶ Statement concerning the minutes of the previous meeting - whether they were read and approved as submitted or corrected
- ▶ Report of the Treasurer
- ▶ Reports of Officers, executive board, standing committees and special committees
- ▶ All motions (except those withdrawn); points of order and appeals and the name of each member who introduced the motion, but not the seconded
- ▶ Program topic and related information
- ▶ Any further business
- ▶ Hour of adjournment

OFFICER/COMMITTEE CHAIR RESPONSIBILITIES

TREASURER

Duties of the Treasurer

- ▶ The Treasurer and Chairperson are jointly responsible for the financial well being of ALDRICH PTO
- ▶ Never sign a blank check
- ▶ All payments must be in accordance with the approved budget.
- ▶ PTO funds must be kept separate from school and personal funds

- ▶ All bills must be paid by check, never cash.
- ▶ Be prepared to answer all questions promptly and to have records available at meetings
- ▶ Never keeps PTO monies at home. If bank is closed, use the bank's night depository
- ▶ Call for audit to be conducted as determined necessary. The auditor shall not be a board member or relative of any board member.

Responsibilities

- ▶ Attend ALDRICH PTO meetings as scheduled.
- ▶ Create monthly ALDRICH PTO treasurer reports (Transaction Report and Performance to Budget) and present at next regularly scheduled meeting.
- ▶ Reconcile checkbook monthly.
- ▶ All payments must be made in accordance with the approved budget.
- ▶ Write checks as needed, verifying proper paperwork and obtaining a second signature from the Chairperson or Secretary on any check over \$500.00.
- ▶ Deposit all monies into the bank within 48 hours of receipt.
- ▶ Never take money home, if not deposited into bank, all money should be locked up in the school office.
- ▶ Post all financial transactions to our financial system as they occur throughout the month.
- ▶ Never sign a blank check.
- ▶ The treasurer shall make all records available for audit (as deemed necessary by the Chairperson or Executive Committee) within 3 weeks of notice.
- ▶ File all required tax forms on time.
- ▶ Call for audit to be conducted as determined necessary. The auditor shall not be a board member or relative of any board member.
- ▶ Along with chairperson, ensure timely application of gaming license if carnival is held.

CHAIR PEOPLE

Duties of the Chair people

- ▶ The chairperson from each group shall be responsible for the different activities of their committees
 - Fundraising – come up with fundraising ideas, present to the membership and carry out the duties of the fundraising

- Spirit – Organize apparel/spirit sales and coordinate/publish yearbook
- Hospitality – Organize room parents, P/T conferences meals for teachers, Staff Appreciation Week
- Special Events – Organize/coordinate special events such as Academic Fair, 6th grade party, Talent Show
- Service Committee – Organize/coordinate groups such as Volunteer Work
- Wellness Committee – Organize/coordinate Farm to School, Wellness Night, and Mileage Club.

Responsibilities

- ▶ Attend ALDRICH PTO meetings as scheduled
- ▶ Create monthly committee reports and report at next meeting
- ▶ Hold committee meetings as needed
- ▶ Seek permission from the membership when needing input/funding
- ▶ Secure committee members as needed from the membership

Budget

The Executive Committee should hold a meeting prior to the first meeting of the school year to set the budget. This budget should be approved by the general meeting. All special requests should be heard by the Executive Committee, and consultation by principal, prior to coming to general meetings.