

COLUMBIAN ELEMENTARY SCHOOL PTO BYLAWS

Originally adopted May 3, 2006
Last amendment: April 11, 2007

ARTICLE 1 - NAME

The name of this organization shall be the Columbian Elementary Parent-Teacher Organization (PTO).

ARTICLE 2 - OBJECTIVES

The objectives of the PTO shall be to:

1. Encourage the balanced development of all Columbian Elementary school students by promoting and supplementing the established educational standards of the Omaha Public Schools in support of educational excellence.
2. Establish a close and supportive relationship among Columbian students, teachers, families and the community.
3. Encourage the participation of all Columbian families to become active PTO members.
4. Work to promote and establish an engaging, effective, transparent, and democratic PTO, striving to include underrepresented elements of the Columbian school.
5. Serve as a liaison for better school/community relations.

ARTICLE 3 – BASIC POLICIES

The following shall be basic policies of this PTO:

Columbian Elementary PTO is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of Columbian Elementary Parent-Teacher Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the objectives clause hereof. No substantial part of the activities of the PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization

shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The name of this PTO or the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest for any purpose not appropriately related to the objectives of this organization.

This PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing this organization in such matters shall make not commitments that bind the PTO unless:

1. A majority of the members present at the meeting approve of such commitment; and
2. It does not conflict with the school administration or its policies.

ARTICLE 4 – MEMBERSHIP AND DUES

Membership shall be open to any Columbian Elementary parent, guardian, teacher or school staff member or any adult community member interested in promoting the objectives of this PTO.

To be considered a member in good standing of the PTO, each member shall remit annual dues of \$5.00 applicable to the current membership year.

The membership year shall be from August 1 until July 31 of the following year. The fiscal year shall be from August 1 until July 31 of the following year.

The PTO shall conduct an annual membership drive, but persons may be admitted to membership at any time.

Only members of this PTO shall be eligible to vote in its business meetings or to serve in an elected or appointed position.

ARTICLE 5 – EXECUTIVE BOARD AND ELECTIONS

The offices of this PTO shall be President, President-Elect, Vice-President for School Administration (ex-officio member), Recording Secretary, Correspondence Secretary and Treasurer. These offices will constitute the Executive Board.

Only members of the PTO shall be eligible to serve on the PTO Executive Board. The term of office shall be one (1) year. The President may not serve in that office for two consecutive terms. The President-Elect serves one (1) year in that capacity after which he/she assumes the office of President with the expiration of the current President's term. The office of Vice-President for School Administration is, by definition, filled by the incumbent school principal and is, therefore, exempt from term limitations. A person may be elected to serve no more than three (3)

consecutive terms in the same position as Recording Secretary, Correspondence Secretary, or Treasurer.

Officers shall be elected annually at the April PTO general meeting. At least four (4) weeks' notice of this meeting will be provided through the organization's web site, the Columbian Courier newsletter, and through distribution at the first general meeting of the school year. The slate of candidates for offices must be announced at least four (4) weeks prior to the election, preferably at the general meeting held in March.

Nominations to the Executive Board for the offices of President-Elect, Recording Secretary, Correspondence Secretary, and Treasurer may also be made from the floor of the April PTO general meeting. Only those persons whose PTO dues are paid and who have consented to serve if elected shall be eligible for nomination, either by the nominating committee or from the floor.

Election of officers shall be by show-of-hands vote except where there is more than one (1) candidate for an office. In the case of where there is more than one (1) candidate for an office, the winner will be determined by a secret ballot, according to the greatest number of written votes. PTO members are limited to vote for only one (1) candidate per office. Incoming officers shall assume their official duties on the last day of the school year in May with the exception of the Treasurer who continues with his/her duties until the conclusion of the fiscal year.

ARTICLE 6 – POWERS AND DUTIES OF THE EXECUTIVE BOARD

The duties of the Executive Board shall be as follows:

1. Have authority over the affairs of this PTO unit, as provided by the entire PTO membership through its general and/or special meetings.
2. Recommend an annual budget to the membership.
3. Determine the scope of work of the standing committees.
4. Fill vacancies on the Executive Board for Recording Secretary, Correspondence Secretary, and Treasurer.
5. Create standing and special committees.
6. Authorize the payment of other unbudgeted PTO bills, not to exceed a cumulative total of \$125 between meetings of the PTO. Ratification of payment of these disbursements must occur at the next PTO meeting and be recorded in the PTO minutes.
7. Review and act on reports and recommendations of committees and staff.
8. Exercise the power of the entire PTO membership in the management of the business of the Columbian Elementary Parent-Teacher Organization when, in its judgment, immediate action is required, provided the action shall not conflict with the directives of the entire membership.
9. Transact business referred to it by action of the entire PTO membership through its general and/or special meetings.

Meetings of the Executive Board will be determined according to its officers, as needed to conduct its powers and duties as described above in Article 6. A majority of the Executive Board members shall constitute a quorum.

Liability, Directors and Officers Liability, and Bonding insurance purchased by the PTO shall cover current members of the Executive Board, while conducting PTO business in accordance with the terms and conditions of the insurance policy.

ARTICLE 7 – NOMINATIONS TO THE EXECUTIVE BOARD

A call for nominees for Executive Board officers from the PTO membership shall be announced by the President at the organization's first general meeting in January. PTO members then have four (4) weeks to submit nominees for office to the Nominating Committee.

The nominating committee shall be chaired by the immediate past president of the PTO; if the past president is not able or willing to fulfill this duty, the PTO president shall appoint a current PTO member to serve as chairperson of the nominating committee. The committee shall:

- a. Be comprised of an odd number of at least three (3) members who shall be elected at a regular meeting.
- b. Ensure that there is one (1) candidate for each elective office within the list of nominations.
- c. Announce nominees for office at least four (4) weeks before the elections, but preferably at the time of the March regular meeting of the PTO.
- d. Ensure that only those persons who are members in good standing and who have signified their consent to serve if elected shall be included in the nominated slate of candidates.
- e. Limit the privilege of holding office to those who paid dues and are members of the PTO.

ARTICLE 8 – VACANCIES ON THE EXECUTIVE BOARD

Vacancies occurring during an operational term within the offices constituting the Executive Board (except for the offices of President, President-Elect and Vice-President for School Administration) shall be filled for the unexpired portion of that term by a person appointed by the President with the approval of a majority of the Executive Board.

If the current President vacates his/her office before the end of the term, the President-Elect will assume the Presidency of the PTO and will serve out the remaining portion of the term. The Nominating Committee shall request nominations for a new President-Elect from the general PTO membership in a fashion consistent with Article 5, ensuring that there is one (1) candidate who is recommended to the entire PTO membership for the vacated office of President-Elect, consistent with Article 7 of these bylaws. Election of a new President-Elect to serve the unexpired portion of the term of office shall be consistent with the provisions of Article 5, allowing for additional nominations for the office of President-Elect to be made from the floor of the PTO general meeting. When approved by the PTO's general members, the new President-Elect shall continue to serve out the present term of the former President-Elect (now President), and will then be in line to succeed the new President when his/her term expires.

If the current President-Elect vacates his/her office before the end of their term, the Nominating Committee shall provide for election for a new President-Elect consistent with Articles 5 and 7, similar to the process described above for the President.

Officers who are appointed to fill an unexpired term for Recording Secretary, Correspondence Secretary, or Treasurer shall be approved by the PTO members present at the next regularly scheduled general meeting.

Any emergency decisions that need to be made between the regularly scheduled PTO meetings can be made by a majority of the Executive Board.

ARTICLE 9 – POWERS AND DUTIES OF OFFICERS

The President shall:

- a. Preside at all general and Executive Board meetings of the PTO.
- b. Coordinate the work of the PTO.
- c. Participate at PTO events.
- d. Meet with the Vice-President for School Administration to set the calendar of PTO events.
- e. Distribute information packets for committee chairs.
- f. Monitor the activity of the committee chairpersons.
- g. Have the power to sign and execute all authorized bonds, contract agreements, or other obligations in the name of this organization.
- h. Be an authorized signatory for any PTO expenditures.
- i. Coordinate the work of the officers and committees of the PTO in order that the stated objectives of the organization may be promoted.
- j. Perform such other duties as may be prescribed in these bylaws or as assigned by the Executive Board of the members of the PTO.

The President-Elect shall:

- a. Assume duties of the president in his/her absence or resignation.
- b. Work with the school's teachers – in conjunction with the Vice-President for School Administration – to identify their individual and collective education needs and those ways that the PTO can most effectively assist them in promoting high quality educational opportunities at Columbian Elementary School.
- c. Recruit and coordinate volunteers and chairpersons for PTO committees as designated by the Executive Board.
- d. Distribute and organize volunteer interest indicator forms.
- e. Inventory PTO equipment and supplies periodically during the school year and at the end of the school year.
- f. Work closely with the President to assist in overseeing PTO operations.
- g. Be an authorized signatory for any PTO expenditures.
- h. Bring to Executive Board and PTO attention matters of pending legislation affecting the PTO.
- i. Provide for an annual review of the bylaws and chair the bylaws committee, as directed by the President.

The Vice-President for School Administration shall:

- a. Constitute an ex-officio position with voting privileges on all Executive Board and PTO matters.
- b. Be filled by the incumbent Principal of the school.
- c. Serve as the primary liaison between school, school district and PTO.

The Recording Secretary shall:

- a. Record the minutes of all Executive Board and general PTO meetings.
- b. Arrange for meeting minutes to be posted within 10 school days of the regular PTO meeting, on the school's web site (through the Correspondence Secretary), and within the Columbian Courier newsletter.

The Correspondence Secretary shall:

- a. Conduct official correspondence for the PTO.
- b. Present correspondence received on behalf of the PTO.
- c. Update the PTO information posted on the school web site and regularly post meeting minutes in coordination with the Recording Secretary.
- d. Purchase and distribute teacher and staff gifts as directed by the PTO.

The Treasurer shall:

- a. Keep a strict and accurate account of all financial transactions in accordance with the budget, as recommended by the Executive Board and ratified at the first general meeting of the PTO, following the start of a new school year.
- b. Be an authorized signatory for any PTO expenditures.
- c. Disburse all expenditures, as provided in the approved budget.
- d. Receive all money of the organization. Deposit all funds in an insured depository institution.
- e. Have the books of the PTO audited annually, following the close of the fiscal year.
- f. Present a written financial report detailing all transactions since the last meeting at each general meeting of the PTO.
- g. Secure review and approval for all disbursements, as follows:
 1. require that a signed disbursement request be submitted for all checks, prepared by the member of the PTO Board (i.e., committee chairperson and/or Executive Board member) who is most directly accountable for the expenditure as well as the corresponding activity of committee to which the expenditure pertains;
 2. review all disbursement requests to reasonably ensure the expenditure represents a genuine obligation of the PTO; and
 3. prepare checks and provide signatory approval on all checks.
- h. Prepare tax returns as required by law and/or as directed by the PTO's Executive Board.
- i. Purchase and/or ensure adequate insurance coverage for Liability, Directors and Officers Liability, and Bonding insurance, to cover members of the Executive Board, while conducting PTO business in accordance with the terms and conditions of the insurance policy.

ARTICLE 10 – MEETINGS

Regularly scheduled general membership meetings and special meetings shall be held at a time fixed by the Executive Board, excluding June, July and August. The Executive Board will strive to promote the attendance of committee chairpersons and the PTO membership at large.

Written notice of regularly scheduled general membership meetings must be given at least four (4) weeks prior to the meeting date. Business may be conducted at a duly called general membership meeting with a quorum representing at least ten (10) dues-paying PTO members in attendance. All regularly scheduled meetings of the PTO will be made public through the organization's web site, the Columbian Courier newsletter, and through distribution at the first general meeting of the school year.

ARTICLE 11 – BOARD MEMBERS

The PTO Board shall consist of all executive officers of this organization, plus chairpersons and co-chairpersons of standing committees, as designated by the Executive Board. All board members shall be encouraged to be present and to participate in all meetings of the PTO Board.

The Board shall present plans of work by committees with the approval of the PTO. Only PTO members shall be eligible to serve as a PTO chairperson. The Board shall present reports and recommendations at the general meetings of the PTO, whether present or not.

Duties of chairpersons are as follows:

- a. Each chairperson of a standing committee shall maintain a notebook or file describing duties and activities of the office or committee. This notebook or file and annual report of the committee shall be given to the PTO President-Elect before the close of the school year.
- b. Following each activity and/or event organized through the work of a standing committee, a written preliminary summary shall be given to the President and the Recording Secretary for the next general PTO meeting. The preliminary summary shall be recorded in the minutes for the PTO general meeting.
- c. A written report from the committee shall also be given to the President no later than 45 days after the last activities or events organized by the committee for the school year. A copy of the annual written report of a committee shall be included in the notebook or file which is maintained for each committee and returned to the President-Elect.
- d. The chairperson of each standing committee shall be responsible for reserving school property for their PTO activity.
- e. Each chairperson is responsible for his/her own publicity, with the approval of the PTO Executive Board and Vice-President for School Administration.
- f. No committee chair member shall spend more than \$25 over the amount approved in their current budget without Executive Board approval.

ARTICLE 12 – AMENDMENTS

Amendments to the bylaws shall be made by majority show-of-hands vote of the members present at a general PTO meeting. Notification of the pending amendment must be made at least four weeks prior to the date such vote is taken and must be posted to the school’s web site (through the Correspondence Secretary), and in the Columbian Courier newsletter.

ARTICLE 13 – DISSOLUTION

A motion to dissolve the PTO shall be formally presented to PTO members at a regularly scheduled general meeting of the membership. This motion for dissolution must be seconded by a PTO member. This motion shall then be posted to the school’s web site (through the Correspondence Secretary), and within the Columbian Courier newsletter at least four (4) weeks in advance of a regularly scheduled meeting of the PTO to discuss this motion.

Once this motion has been discussed at a subsequent general meeting of the PTO, a show-of-hands vote by a majority of the PTO members present will determine its acceptance or rejection.

Upon agreement by the PTO members to dissolve the PTO, the PTO President shall call a special meeting of the entire PTO membership to decide upon the most equitable and potentially effective disbursement of ALL remaining PTO funds.

Upon the dissolution of the Columbian Elementary Parent-Teacher Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Kim Newman, President

Priya Srinivasan, President-Elect

Kathy Nelson, Vice-President for School Administration

Judith L. Willour, Recording Secretary

Robyn Purchas, Correspondence Secretary

Renee Reimer, Treasurer