

## Southland Elementary PTO Bylaws

Redrafted: May 22, 2024

Expire: June 30, 2026

### Article I- Name

The name of the organization shall be the Southland Elementary PTO, Inc.

### Article II- Purpose

The corporation is organized for the purpose of supporting the education of children at Southland Elementary School in Riverton, Utah, by fostering relationships among school, parents, and teachers.

### Article III- Members

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The school administration and any teacher employed at the school may be a member and have voting rights.

**Section 2.** Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

**Section 3.** As of July 1, 2012, there are no membership dues.

### Article IV- Officers and Elections

**Section 1. Officers.** The officers shall be a president, president elect, secretary, treasurer, co-treasurer and historian.

**a. President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the school administration, represent the organization at meetings outside the organization, serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served. President will split up duties between officers and chairs.

**b. President Elect.** The president elect shall assist the president and carry out the president's duties in his or her absence or inability to serve and assume the president's responsibilities the following year and complete duties assigned by the president.

**c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notice of meetings as well as minutes of the meetings for approval via email or mail to the membership. The secretary also keeps a copy of the minutes, bylaws, rules and any other necessary supplies, and brings them to the meetings and completes duties assigned by the president.

**d. 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 board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report of the previous year at the September meeting. If the treasurer is unable to attend a meeting, a member of the executive board can read the financial report in his or her absence and complete duties assigned by the president.

**e. Co-Treasurer.** The co-treasurer shall assist the treasurer and carry out the treasurer's duties in his or her absence or inability to serve and assume the treasurer's responsibilities the following year and complete duties assigned by the president.

**f. Historian.** The historian will create a record of the current school year and maintain historical information from past years and complete duties assigned by the president.

**Section 2. Nominations and Elections.** Announcements of upcoming nominations should be made via email, social media, newsletter, and/or other written means, by the 1st week of March. Nominations can be made by any member of the PTO by May 1 and elections will be held on or before May 15. Nominations may be made in person or via electronic communication. A vote shall be made via an electronic ballot.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominations.

**Section 4. Terms of Office.** Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. Terms of service follow the fiscal year.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the president elect will become the president. At the next regularly scheduled meeting, a new president elect will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal from Office.** Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given. Cause for removal from office includes, but is not limited to, violations of the *Southland Elementary Parent Teacher Organization Code of Conduct*.

#### **Article V- Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be held monthly during the school year or at a time and place and in a manner determined by the executive board at least one month before the meeting.

The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members (listed in Article III, section 1) of the meetings via email, social media, newsletter, and/or other written means, at least one week prior to the meeting.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 4 days prior to the meeting, via email, social media, newsletter, and/or other written means.

#### **Article VI- Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal or other school administrator, teacher representatives and standing committee chairs.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare, submit and approve budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Quorum-** The quorum shall be 10 members of the Parent Teacher Organization, including at least two members of the executive board.

#### **Article VII- Committees**

**Section 1. Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the organization. Communication, Volunteer, Teacher Support, Jog-A-Thon, School Spirit, Enrichment, Health & Safety and Chinese Immersion.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

#### **Article VIII- Finances**

**Section 1.** A tentative budget shall be drafted by June 1 for the following school year. Up to \$6500 from the year's fundraiser may be set aside to cover expenses for the following fundraiser.

**Section 2.** The treasurer and/or co-treasurer shall keep accurate records of any disbursements, income and bank account information. The treasurer and/or co-treasurer will present updated budgets at each regular monthly meeting.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on every check written. Authorized signers shall be the president, treasurer, co-treasurer, president elect, secretary and historian.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be audited.

**Section 6.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, at the membership's approval, spent for the benefit of the school.

**Section 7.** The fiscal year shall begin July 1 and end June 30.

**Section 8.** When the PTO is planning an activity that will involve large amounts of money, arrangements should be made to deposit the money in the bank as soon after the conclusion of the project as possible. A board member and another person should count the monies received, and both should sign to verify the amount.

**Article IX- Standing Rules**

Respect shall be given to each member during a discussion. Members will each have a chance to voice their thoughts, opinions and concerns about the topics brought up in a meeting.

The president has the option to elect a “vote” during any particular discussion where a decision cannot be easily met. The president will cast the deciding vote, if necessary.

Standing rules may be approved by the Executive Board and the secretary will keep a list for future reference.

**Article X- Dissolution**

The organization may be dissolved with the previous notices (14 calendar days) and a two-thirds vote of those present at the meeting.

**Article XI- Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and sent to all members of the organization. Notice may be given by email, social media, newsletter, and/or other written means. Amendments will be approved by a two-thirds vote of those present.

**Article XII- Expiration**

These bylaws will expire on June 30, 2026.

**Article XIII- Incorporation**

Southland PTO Incorporation must be renewed annually.