

**Sand Creek PTO Bylaws
2012/13
Effective 2012**

- Article I Name
A. The name of this organization shall be the Sand Creek Parent Teacher Organization (PTO).
- Article II Purpose
A. The organization is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- B. To strengthen all student's education and development through the collaborative effort of parents, teachers, administrators and vested individuals.
- C. Through fund-raising and family activities the Sand Creek PTO will promote positive school/community relationships that enhance Sand Creek's educational environment.
- Article III Membership
A. The members of the Sand Creek PTO shall be the parents, step parents or guardians of students attending Sand Creek Community Schools, Teachers, Administrators and Interested community members within the Sand Creek District who attend a PTO meeting or volunteer at a PTO sponsored event.
- B. All members are encouraged to attend meetings, contribute ideas and debate issues.
- C. The Sand Creek PTO shall be responsible to the Sand Creek Community Schools Administration System.
- Article IV Officers
A. President
It is the responsibility of the President to coordinate and conduct monthly meetings, special meetings and executive board meetings.
- The President shall serve as the primary contact for the Principals. All official PTO communication to the school administration shall be made by the President or by a person directed by the President to address specific issues.
- The President shall work to set the dates/times of upcoming year events and booking the facilities with the responsible school personnel.
- It is the responsibility of the past President to advise the President, chair committees as assigned as well as give leadership to projects (as assigned by the President).
- This office is a two (2) year term to be elected in odd years.

B. Vice President

The Vice President shall aide the President and assume leadership in the absence of the President.

This office is a two (2) year term to be elected in even years.

C. Secretary

It is the responsibility of the Secretary to record the official minutes of all PTO meetings. These minutes should be emailed within a week of the meeting and hard copies distributed at the following meeting. The Secretary shall record attendance of all PTO meetings.

The Secretary shall assure all meeting minutes and treasury reports are uploaded to the PTO website. Current information, photos, meeting times/information and any other information the board deems relevant shall also be uploaded. Minutes will be kept on file in the store room at the end of the term.

This office is a two (2) year term elected in odd years.

D. Treasurer

The Treasurer shall be the principal financial officer of the organization.

The Treasurer shall receive all funds, or documentation of deposit of funds, of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance approved budget amounts or with the approval of the executive board. The Treasurer will present financial statements at each meeting and the approved reports will be posted on the PTO website.

It is the responsibility of the past Treasurer to advise the Treasurer as needed.

This office is a two (2) year term, to be elected in even years.

E. Volunteer/Event Coordinator

It is the responsibility of the Volunteer/event coordinator to organize the master volunteer list and to determine committee and event chairperson(s).

The Volunteer/event coordinator will assist committee and event chairperson(s) in obtaining volunteers and must give the Secretary a list of all volunteers for each PTO sponsored event for the purpose of membership at the time of voting.

It is the responsibility of the Volunteer/event coordinator to schedule PTO events. This will include filling out the building use forms for each event. The Volunteer/event coordinator will also work with chairperson(s) of each event.

This is a two (2) year term to be elected in odd years.

F. Executive Board

The PTO Executive Board shall include the Principals/Assistant Principals of Sand Creek Community Schools and all PTO Officers.

G. General Duties of Officers

1. Perform duties as outlined
2. Decide on fundraisers and events to be provided during the school year.
3. Approve annual budget, monthly financial reports and annual financial report.
4. Deliver all appropriate records, including event records, to the President.

H. Voting Procedures for Officers

1. All members as defined in Article III-A are eligible to vote. Eligibility can be verified by review of the attendance records of meetings and PTO sponsored events.
2. An absentee ballot may be picked up by members who are unable to attend the meeting for voting of officers from the elementary office, high school office or district website a week ahead of the meeting. Absentee ballots must be signed by the voter.
3. Officers for the following school year will be elected at the May PTO meeting and take office at the June meeting.

Article V Committee and Events/Activities

- A. Committees may consist of PTO members and board members. The following committees shall be held by the PTO: Craft Shows, Fun night and Fund Request. The board may appoint additional committees as needed.
- B. Events and activities sponsored by the PTO; Open House, Grandparent's Night, Donuts with Dads, Mornings with Moms, Craft Shows, Secret Santa Shop, Daddy Daughter Dance, Mom & Sons Night, Fun Night and Teacher Appreciation events. The board may appoint additional events or activities as needed.

Article VI Meetings

- A. Regular meetings of the PTO will be held as scheduled each month throughout the school year.
- B. Special meetings of the organization may be called by the President or a majority of the PTO officers. Notice of special meetings shall be sent to the members at least one week prior to the meeting.
- C. During meetings, motions can be made and seconded by any member of the PTO.
- D. All members as defined in Article III A are eligible to vote. Eligibility can be verified by review of the attendance records of meetings and PTO sponsored events.
- E. A quorum shall be half the number of board members plus one. When there are five board members, three shall need to be present for a quorum.
- F. Electronic meetings are an acceptable means of communication and decision making for the PTO board as long as a quorum is achieved. Electronic meeting correspondence shall be saved in Secretary records to assure recorded history of any such meeting.

Article IX Financial Procedures

- A. Any expenditure over \$500.00 for fixed assets or enhancements, to exclude monies spent to further fund-raising projects, must be approved by a vote of the PTO. Two competitive quotes must be obtained prior to any such expenditures.
- B. All financial transactions that exceed the approved budget must be approved by the PTO officers who will determine disposition of funds. Financial obligations will not be made without sufficient funds to cover commitments.
- C. The PTO shall approve the need requirement and cost of the expenditure.
- D. Deposits
 1. All deposits shall be counted by two authorized individuals who are not related and put in a sealed deposit bag. If at all possible, one person should be a PTO board member.
 2. Funds received should be accounted for on a deposit form signed by both counters and bank deposit slip to be attached once received.
 3. Money should be deposited on a regular basis and may stay in the school safe until bank pickup. Treasurer may take sealed deposit bags to the bank after hours depository.
 4. Money should not be taken home.
 5. Completed deposit forms should be sent to Treasurer in a timely manner.
- E. Disbursements
 1. Reimbursement request – A “Reimbursement Request” form (see Appendix A) is to be completed and submitted to the Treasurer after an expenditure is made. The request is to be made as soon as possible, but no later than thirty (30) days after an event / expenditure.
 2. Check request – A “Check Request” form (see Appendix B) is to be completed and submitted to the Treasurer when a check is required prior to an expenditure of funds. Receipts and any remaining funds from the check should be given to the Treasurer as soon as possible, but no later than 30 days after the event / purpose.
- F. Should the Sand Creek PTO be dissolved at any time, all unrestricted monies will revert to the general budget of the Sand Creek Community Schools. Restricted Funds, which includes but not limited to funds available for financing operations, but which are limited by donors/external agencies to specific purposes, programs, or departments, shall have the provisions honored and the restrictions complied with or reasonable effort shall be made to return said funds to the donating parties.
- G. Authorized signatures of financial accounts will be determined at the beginning of each fiscal year.
- H. Two authorized signatures will be required on all checks. Three PTO board members will be set up annually as authorized signators.
- I. PTO will review funding requests as detailed in the Sand Creek PTO Funding Request Information.

- J. A tentative budget shall be drafted by the end of the school year, prior to the end of the fiscal year, and approved by a majority vote of members present.

Article X Fundraising

- A. The following guidelines shall apply to all fundraising except for those which are conducted by a committee which operates under their own approved bylaws (ex.Craft Show).
 - 1. All Fundraisers must be headed by a committee of at least two (2) people.
 - 2. All new fundraisers must be presented to and approved by PTO and the school administration in advance.
 - 3. PTO shall be given regular updates on the status/outcome of fundraisers.
 - 4. All donation request letters (in general format) must be approved in advance by PTO and the school administration, with copy being available upon request along with a listing of who received the letter.
 - 5. All donations are to be delivered to Ruth McGregor Elementary. They will then be logged into a spreadsheet (located in the PTO mailbox).
 - a. Monetary donations will be made payable to Sand Creek PTO and be stored in a secure location until time of deposit. Documentation of deposit to be given to the Treasurer and then appropriately recorded in the financials.
 - b. Non-monetary items shall be retained at the school until the time of their use (as space allows). No items shall be stored at a personal residence with the knowledge of the PTO.
 - c. All donations shall be acknowledged in writing by a member of the committee for that fundraiser. A financial receipt, issued by the Treasurer, shall be included upon request.

Article XI Fiscal Year

- A. The fiscal year of the Sand Creek PTO commences on July 1 of each year, terminating on June 30 of the next consecutive year.

Article XII Bylaw Amendments

- A. Bylaws can be amended at a monthly meeting of the PTO provided that notice of the proposed amendment was given at the previous meeting. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a monthly meeting. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Article XIII Conflict of Interest Policy

A. Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (PTO) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the PTO or might result in a possible excess benefit transaction. This policy is intended to supplement

but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

B. Definitions

1. Interested Person

Any principal officer or member of a committee, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- a. An ownership or investment interest in any entity with which the PTO has a transaction or arrangement.
- b. A compensation arrangement with the PTO or with any entity or individual with which the PTO has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the PTO is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

C. Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the PTO Board and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts and after any discussion with the interested person, he/she shall leave the PTO board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the PTO board or committee meeting, but after the presentation he/she shall leave the meeting during the discussion of and the vote on the transaction or arrangement involving the possible conflict of interest.
- b. The President/chairperson of the PTO board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- c. After exercising due diligence, the PTO board or committee shall determine whether the PTO can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the PTO board or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the PTO's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

APPENDIX A

SAND CREEK PTO REIMBURSEMENT REQUEST FORM

Name:	Phone#:
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Event / Project / Justification:

Date Submitted:

Receipt Total:

Check Payable to:

Address (if check is to be mailed):

Please make sure to submit original receipts with request
and make copies for your records.

Treasurer Use: Check#	Date	Recorded
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APPENDIX B

SAND CREEK PTO CHECK REQUEST FORM

Name:	Phone#:
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Event / Project

Date Submitted:

Date Check is Needed:

Check Request Amount:

Reason / Purpose for Check:

Check Payable to:

Address (if check is to be mailed):

Signature of Requestor:

Your signature acknowledges agreement to purchase items in accordance with the above purpose and to turn in all original receipts along with any remaining cash as soon as possible, but no later than 30 days after the purchase(s) or completion of the purpose / event.

Treasurer Use:		
Check#	Date	Recorded