



By-laws and Constitution of the Las Sendas Elementary School Parent-Teacher Organization

Article I: Name

The name of this organization shall be the Las Sendas Elementary School Parent-Teacher Organization (LSPTO).

Article II: Membership

The following persons shall be members of the Parent-Teacher Organization of Las Sendas Elementary School:

- A. All parents and legal guardians of students enrolled at Las Sendas Elementary School
- B. All Las Sendas Elementary School staff.

Article III: Objectives

The objectives of the Parent-Teacher Organization shall be

- A. To promote quality education and cultural experiences for children.
- B. To provide close communication between home, school, teachers and community.
- C. To be well-informed on issues affecting education so as to effectively participate in school decisions at all levels.
- D. To sponsor fund raising activities which provide funds for school materials and programs that enhance the educational quality of the school.
- E. To arrange for special events of general interest for all members.
- F. To encourage support of and participation by members in the school's educational programs.
- G. To cooperate with the principal and staff in locating and scheduling parent volunteers, and to encourage the participation of all Las Sendas Elementary School parents.
- H. To operate completely as a non-profit organization. This organization is developed exclusively for charitable and educational purposes within the meaning of section 501c(3) of the Internal Revenue Code.

Article IV: Basic Policies

- A. The purpose of the organization shall be school and community support and shall be developed through events, programs, and projects.
- B. This organization shall be non-commercial, non-sectarian, and non-partisan.
- C. This organization shall not (directly or indirectly) participate or intervene in a way, including the publishing or distribution of statements, in a political campaign on behalf of or in opposition to any candidate for public office.
- D. The organization shall work with the school to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the citizens to the Board of Education and its administration.

- E. Whenever the Parent-Teacher Organization provides funding or other support, the Parent-Teacher Organization reserves the right to request progress reports from the recipients.

Article V: Officers

- A. The officers shall be the President, Vice-President of Fundraising, Vice-President of Communications, Vice-President of Events, Secretary, and Treasurer. VP of Communications and Secretary may be the same person if nominated, elected, and the Executive Board approves.
- B. The officers and Principal shall constitute the Executive Board of the PTO
- C. The Executive Board must be willing to represent the membership-at-large with the best interest of the children as their primary function.

Article VI: Elections

- A. Nomination forms shall be distributed at the beginning of March and shall be submitted no later than March 30th.
- B. Nomination forms are nominations and individuals may volunteer to serve at any time before the election takes place.
- C. Elections shall be held in April by a vote at the general PTO meeting. If more than one candidate is running for the same position, ballots will be posted in the office following the April meeting and will be collected after one week.
 - (1) One ballot per guardian
 - (2) Only guardians, teachers, and staff of Las Sendas Elementary are eligible to vote.
- D. The officers shall be instated at the May general meeting, by vote, and will work in conjunction with outgoing officers to begin their duties for the upcoming fiscal year (July 1st).
- E. Officers shall hold office until the conclusion of the current fiscal year (June 30th) and work in conjunction with the incoming officers.
- F. Any officer may be removed with cause, at any time, by the affirmative vote of the majority of the Executive Board.
- G. Any officer may resign at any time by giving written notice to the Executive Board. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- H. If the office of any officer becomes vacant by reason of death, resignation, disqualification, removal from office or otherwise, the Executive Board may choose a successor, who should hold the office for the unexpired term in respect of which such vacancy occurred. This may be done so at a board meeting.

Article VII: Duties of Officers

- A. The President shall preside at all meetings of the organization and the Executive Board. The President shall be an ex officio member of all the committees and shall perform all other duties usually pertaining to the Office of President.
- B. The VP of Fundraising shall coordinate with the Executive Board to determine fundraising events for the school year. Events may include things such as: Dining Night Outs (DNOs), fall fundraiser, auction and 'Free Money efforts' (Frys Community Partners, Amazon Smile, etc).
- C. The VP of Events shall coordinate with the Executive Board to coordinate and plan events for the Las Sendas School community (students, teachers & parents) such as: Welcome Back Teacher breakfast, Meet the Teacher Night, Movie nights, Bingo nights, etc.
 - (1) All event communications will have "adults must attend with children" or "this is not a drop of event" or similar language printed on all flyers.
- D. The VP of Communications shall work with the Executive Board to draft, disseminate and manage all communication from the PTO, including, but not limited to: flyers, PTO Facebook Page, Instagram and updating/maintaining the www.lspato.org website. VP Communications is also responsible for updating the PTO bulletin board. (This position can be filled by the same person who fills the Secretary position.)

- E. The Secretary shall record the minutes of all the meetings of the organization and the Executive Board. The secretary shall maintain attendance records of all PTO meetings. This person shall be responsible for the correspondence of the organization and shall read or summarize correspondence received on behalf of the PTO and shall also perform such other duties as may be required by the Executive Board. (This position can be filled by the same person who fills the VP Communications position.)
- F. The Treasurer shall receive all monies of the organization, shall keep accurate record of the receipts and expenditures, shall pay funds out as authorized and shall make a summary report to the Executive Board as directed. The Treasurer will present a report at all monthly PTO meetings. The Treasurer shall prepare, with input from the Executive Board and others, a proposed budget showing potential expenditures and encumbrances for the coming year.
- G. The Treasurer shall confer with a tax professional at least once per year between August 1st and September 30th.

Article VIII: Meetings

- A. Executive Board meetings of this organization shall be held with the specific date and time to be set and posted by the Executive Board at a minimum of one meeting per quarter.
- B. General meetings shall be held monthly.
- C. All meetings are subject to the Open Meeting Rules and Laws.
- D. The transaction of business at meetings will be conducted by those present. Any decisions will be effective upon a majority of those present and eligible to vote. The only exception to this is the board election.
- E. Prior written notice must be given to the Executive Board at a minimum of 24 hours in advance of a General PTO meeting in order to address the PTO on an issue to be placed on the agenda. An Agenda Request Form must be completed and submitted at the time of the request.
- F. The agenda must be strictly adhered to. Time restraints may be imposed by the Executive Board. The presentation of new business issues may be limited to a time restraint of five minutes.

Article IX: Funds

- A. PTO Expenditures up to \$300 may be approved by the Executive Board. In an extreme emergency, as determined by the Executive Board, up to \$500 may be approved. As a practice, all PTO Expenditures of the \$300 or more must be brought to a general meeting for a vote of the membership.
- B. All receipts submitted for reimbursement shall be subject to approval by the executive board. Only original receipts or a copy of an original receipt will be accepted which clearly identify the item purchased. Persons who cannot produce such receipts may be held financially responsible for such purchases.
- C. No member of the PTO shall gain personally or financially from unused or encumbered funds or assets.
- D. All checks and drafts on the PTO's accounts, shall be signed by at least two officers, one being the Treasurer.
- E. Within the proposed budget may be an item listed as miscellaneous gifts, not to exceed \$300 per year, unless voted upon as a separate item at a general meeting.
- F. The PTO shall maintain a balanced budget.
- G. All bank statements and correspondence for the PTO are to use the Las Sendas Elementary School address.
- H. No solicitation of funds or mailing of any type can be distributed without the approval of the Principal.
- I. A priority of using Las Sendas Elementary School PTO funds shall be given to items, programs, or events for school-related activities organized and provided by Las Sendas Elementary School or by a school-related organization that directly or indirectly involves Las Sendas Elementary School students.

- J. A maximum of \$200 petty cash can be withdrawn for an event.
- K. The debit card will only be used for recurring payments such as maintaining financials, website services, and email services, etc.
- L. Reimbursement requests should be filed within 30 days of the event. Reimbursement checks should be cashed within 2 weeks.

Article X: Fiscal Year

The fiscal year for the Las Sendas Elementary School shall begin on July 1st and end on June 30th of each year.

Article XI: Parliamentary Authority

Robert's Rules of Order, revised, latest edition, shall be the parliamentary authority of this organization.

Article XII: Amendments

These by-laws may be amended at a general meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment was given at the previous general meeting.

Article XIII: Mandates

The Las Sendas Elementary School PTO must follow all district policies and procedures. All correspondence sent home via the students, and activities involving students, must have the approval of the Principal.