

Amendment 1

Current By-Law:

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.

Proposed Amendment to the By-Law:

Article VI: Elections

- A. Nominations for PTO Board positions shall open on March 1 and remain open until the April General PTO Meeting. Nomination forms shall be available in the front office and on the PTO website. Members may nominate another individual or volunteer themselves for a position at any time during this period.
- B. Elections shall be held in April at the General PTO Meeting. If more than one candidate is running for the same position, voting shall be conducted by ballot, with ballots made available in the school office following the April meeting and will be collected after one week and the winners will be announced.
 - 1. One ballot per Member of LSPTO
 - 2. Only Members of LSPTO are eligible to vote.

Reason for Amendment:

- 1. In the current By-Laws bullets A & B are confusing with different deadlines and terms of nominations versus volunteering. As a PTO we are happy to have any and all nominations and volunteers as long as it happens before the April meeting starts.
- 2. There is no current definition of when an election will be announced.
- 3. In the current By-Laws we already have “Members of LSPTO” defined as All Parents and Legal Guardians of students enrolled at Las Sendas and all Las Sendas Elementary School staff. This change is just simplifying the language based on already defined terms.

Amendment 2

Current By-Law:

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.

Proposed Amendment to the By-Law:

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.

In the event that an Officer is absent from a meeting or temporarily unable to perform their duties, the President may temporarily perform those duties or delegate them to another Officer. If an Office becomes vacant for any reason defined in Article VI, the President may temporarily perform the duties of that Office or delegate those duties to another Officer until the vacancy is filled in accordance with these Bylaws.

Reason for Amendment:

- 1. In the current By-Laws there is nothing to define who would take minutes at a meeting if the Secretary is absent and/or who would give the Treasurer's report if the Treasurer is absent. The proposed amendment clarifies the succession of responsibility in the absence of any Officer.

Amendment 3

Current By-Law:

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.

Proposed Amendment to the By-Law:

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 once each month during the school year, except for any month in which school is not in session for at least one full week.
- 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. Agenda requests must be submitted to the President by 12:00 p.m. (noon) on the last business day preceding a General PTO Meeting in order to be considered for placement on the meeting agenda. Requests must be submitted electronically through the digital Agenda Request Form (link available on the PTO website). The individual submitting the request must be present to field any questions about the request.

Reason for Amendment:

1. We currently do not hold meetings during the summer months and it would be nice to clarify the need for meetings in the By-Laws.
2. With the majority of meetings currently taking place on Monday, it makes sense to move the cutoff date to noon of the last business day preceding a meeting to allow for the President to add the item to the agenda before the weekend.
3. Moving the Agenda Request to an online form assures that all requests have a digital paper trail and that there is a timestamp of when it was submitted.

Amendment 4

Current By-Law:

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.

Proposed Amendment to the By-Law:

Article IX: Funds

- A. PTO Expenditures up to **\$500** may be approved by the Executive Board. In an extreme emergency, as determined by the Executive Board, up to **\$1,000** may be approved. As a practice, all PTO Expenditures of more than **\$500** 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. **A check written to an Officer must be signed by two other Officers.**
- 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 **may** be used for **approved purchases and** recurring payments such as maintaining financials, website services, and email services, etc.
- L. Reimbursement requests should be filed within 30 days of the event **or the purchase date if the expense isn't directly tied to an event.** Reimbursements **shall be paid by Zelle whenever possible. A printout of the Zelle transaction with two signatures must be kept on file for all transactions. If a physical check must be cut, it should be cashed within 2 weeks.**

Reason for Amendment:

- 1. Increasing the amounts to closer match the cost of doing business these days. \$500 will go farther than \$300, but still limit the financial ability of the Executive Board.
- 2. Clarification that the Treasurer should not sign a check if it is written to the Treasurer.
- 3. Changing the verbiage so that the debit card can be used for approved purchases in addition to previous expenditures. This eliminates the reimbursement process on pre-approved purchases.
- 4. Clarification of reimbursement requests for purchases not tied to an actual event.
- 5. Our preference of reimbursement method is by Zelle because it is an automatic debit to the account, eliminating the stress of outstanding liabilities due to any uncashed checks.