

Richmond School Parent-Teacher Organization and Booster Club (PTOBC)

By-Laws

Name:

(As of February 2008, The Richmond School PTO, Parent-Teacher Organization changed its name.) The name of the 501(c)(3) is *the Richmond School PTO and Booster Club*. (PTOBC)

Philosophy:

It is the shared belief of the members of the PTOBC that a child requires a nurturing atmosphere in which to achieve her/his potential. This can only be accomplished through an active partnership between the Parents, Faculty, Staff, and Administration of Richmond School. The PTOBC exists to provide volunteer and financial support to enhance Richmond School programs.

Mission:

The Richmond School PTOBC will seek to establish and maintain open communication with 1) the Faculty, Staff and Administration of Richmond School, 2) Parents, 3) the Arrowhead School District, and 4) the community that supports Richmond School. Richmond PTOBC will coordinate volunteer activities for PTOBC-related functions and hold fundraisers to support the school's social, academic, athletic, and aesthetic growth. These fundraising activities are in addition to the annual school budget and are intended to augment the established curriculum.

Policies:

- 1) Richmond School PTOBC will collaborate with the school administration to support the vision and goals of the school. The Richmond School PTOBC respects the administration and the board's right to establish and maintain policies.
- 2) Richmond School PTOBC shall establish a schedule and hold regular meetings during the school year. These meetings shall be open to the parents, faculty, staff and administration of Richmond School. The meetings will be conducted informally, though Robert's Rules of Order will be followed as required. In addition, the PTOBC executive board will be allowed to meet outside of general posted meetings to discuss pertinent topics.
- 3) Richmond School PTOBC will post agendas and record and supply meeting minutes to the Richmond School Administration. Minutes and agendas will be available to the community through the web site.

- 4) Richmond School PTOBC will maintain records of all meeting minutes, reports, fundraisers, events, etc. Each fundraising or committee chairperson is responsible for keeping current and accurate records in their designated binder. A verbal or written report shall be presented to the PTOBC at the next general meeting following an event or fundraiser.
- 5) Richmond School PTOBC shall support cooperative efforts to improve the educational and athletic experience at Richmond, while respecting the administration and the school board's right to establish and maintain policy.
- 6) These by-laws may be revised or amended by the PTOBC board if posted as an agenda item subject to a majority vote by those present at the noticed general meeting of the Richmond School PTOBC.
- 7) In the event of dissolution of the Richmond School PTOBC, board members will follow dissolution rules in the Articles of Incorporation reference VI.
- 8) Richmond School PTOBC board shall consist of the following six voting officers:
 - President
 - Secretary
 - Booster Chairperson
 - Treasurer
 - Communications Manager
 - Room Parent Chairperson
- 9) A teacher liaison or administrator will be appointed yearly by administration to attend meetings and communicate and report on relevant information between the PTOBC and faculty.

Membership:

Membership is free and open to all parents, faculty, staff and administration of Richmond School. Yearly, every Richmond School family will receive information about the PTOBC and a volunteer request sheet. Meeting dates and other information regarding PTOBC activities will be available on the school website.

Committees:

The PTOBC Board reserves the right to create and dissolve committees as required. Chairpersons and members may be solicited and appointed by the Board. Chair positions shall carry a one-year term ending with the school year. The PTOBC Board at the Spring meeting will approve requests for an additional term. All records shall be turned in to the PTOBC Secretary by the end of the school year. The workplans will be held by the PTOBC for the next year's chairperson.

Special Provisions:

The PTOBC may recruit student help to assist in various fundraisers and other PTOBC-sponsored activities and events. The PTOBC shall reward the student organization or

grade with a monetary donation based on participation and through a vote to determine the appropriate amount earned.

The Board:

Election of Officers:

Richmond School PTOBC, at a general meeting in the spring, will nominate and elect officers for the next term. New officers will assume their duties at the end of the incumbent officer's term.

Term of Office:

Officers shall serve a term of one year, beginning on July 1st, after the Spring elections of the same year, and ending on June 30th of the following year. If an officer is unable to fulfill their duties, a person elected by a majority vote of the remaining board members shall fill the vacancy on the board for the remainder of that term.

Duties of the Officers:

President – The President shall be responsible for overseeing the overall operations of the PTOBC and coordinating its efforts and functions. The President shall manage customer service relations, including addressing difficult situations or concerns, resolving problems, and ensuring that appreciation or thank-you messages are directed to the appropriate individuals. Additionally, the President shall promote the PTOBC brand, encourage community engagement, and help publicize the organization's need for volunteers or officer candidates.

Secretary – The Secretary will be responsible to submit an agenda to administration and the board officers, which will be published on the PTOBC website. The Secretary shall record minutes of all meetings and retain official records, forwarding copies to the Communications Manager for distribution purposes. In addition, the Secretary shall preside over all general meetings of the PTOBC in accordance with established procedures, unless otherwise delegated.

Booster Chairperson – The Booster Chairperson will work with the athletic director to plan/coordinate tournaments held at Richmond School. The Booster Chairperson shall submit an annual athletic budget for tournaments, uniforms, special events, and other anticipated expenditures necessary to the athletic program.

Treasurer – The Treasurer shall have custody of all funds for the Richmond School PTOBC. The Treasurer shall keep a full and accurate account of receipts and expenditures and shall submit detailed budget reports at each meeting. The Treasurer shall also present accounting books for auditing at the close of each fiscal year (June 30th). For reimbursement purposes, all chairpersons or those requesting payment are

required to submit receipts. Treasurer will issue tax exempt letters for charitable donations to the PTOBC.

Communications Manager – The Communications Manager shall be responsible for managing all official PTOBC communications. This includes sending broadcast emails to Richmond School staff and families regarding events, fundraisers, and activities; preparing PTOBC content for inclusion in the school’s monthly newsletter; updating and monitoring the PTOBC social media accounts; and reading and responding to all emails in the PTOBC inbox. Any messages that require the attention of other officers shall be forwarded to their personal emails for follow-up. The Communications Manager shall also be responsible for publishing approved meeting agendas and minutes to the PTOBC website in a timely manner. This position is not required to manage events.

Room Parent Chairperson – The Room Parent Chairperson shall be responsible for assigning room parent volunteers to each grade level from 4K through 8th grade. This officer shall communicate responsibilities and guidelines to all room parent volunteers and serve as the primary liaison between the room parents and the PTOBC Board. The Room Parent Chairperson shall ensure that information, needs, and responsibilities are clearly communicated and coordinated between classroom volunteers and the broader PTOBC organization.

In addition to the above-described duties, the PTO Board shall have the right to authorize reimbursement for unplanned/unbudgeted expenses if unanimously approved by all voting members of the PTOBC Board.

Not for Profit Status:

- 1) PTOBC as stated in Article II – Purpose, is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.
- 2) Notwithstanding any other provision of the articles or by-laws that govern this organization, it shall not carry on any other activities not permitted to be carried on (I) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code or (II) by an organization contribution to which are deductible under section 170(c)(2) of the Internal Revenue Code.