

**Bylaws
Of
Beaver Creek Elementary School
Parent-Teacher Organization**

Article I – Name, Description and Purpose

Section 1: Name – Beaver Creek Elementary School Parent-Teacher Organization. The principal office of the Corporation is located in Polk County, Iowa at the Beaver Creek Elementary School, 8701 Lyndhurst Dr., P.O. Box 10, Johnston, IA 50131-0010.

Section 2: Description – The PTO is a non-profit organization that exists for charitable, educational and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: Purpose – The purpose of the PTO is to enhance and support the educational experience at Beaver Creek Elementary, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Beaver Creek Elementary through volunteer and financial support.

Article II – Membership

Section 1: The corporation shall have one class of membership. Any person who is a parent or guardian of Beaver Creek Elementary student/s, plus all staff at Beaver Creek Elementary shall be qualified to become a Member. Members have voting privileges, one vote per household.

Article III – Officers & Executive Board

Section 1: Officers – At a minimum, the officers shall include a president, a vice president, a secretary, and a treasurer (vice-president position can be a shared officer position if necessary). The treasurer position cannot be a school employee. Elections will be held at the April meeting each year. Nominations may be made from the floor. Voting shall be by voice vote if no more than one person is nominated. If more than one person is nominated for any office, a ballot vote shall be taken.

Section 2: Executive Board – The Executive Board shall consist of the following: president, vice president, secretary, treasurer, and principal or sponsor designee. The school principal, or his/her designee, is the acting director and is a voting member of the Executive Board.

Section 3: Term of Office – Officers are elected for one year beginning immediately upon election, and ending upon officer election the following school year. Officers may serve no more than two (2) consecutive terms in the same officer position, unless there is no other person available to run for the officer position.

Section 4: Qualifications – Any PTO member in good standing may become an officer of the PTO.

Section 5: Duties –

Executive Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority of vote the Board any unbudgeted expenditures not to exceed \$300.00 and transact business between meetings.

President – Preside at general PTO meetings and Executive Board meetings, serve as official representative of the PTO, and retain all official records of the PTO.

Vice President – Oversee the committee system of the PTO and assist the president and chair meeting in absence of the president.

Secretary – Record and distribute minutes of all executive board meetings and all general PTO meetings, prepare agendas for official PTO meetings, handle correspondence, send/post notices of meetings to the membership and hold historical records for the PTO. Complete the Biennial Report for the Iowa Nonprofit Corporation due to the Iowa Secretary of State Office in the first quarter of odd-numbered calendar years.

Treasurer – The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay authorized expenses. He or she shall prepare a monthly financial report every month and present a detailed financial report at every meeting or whenever requested by the executive board. The treasurer will also prepare a year-end detailed financial report, ensure that any required state and IRS reports are filed timely, and maintain all financial records in a manner that can be readily accessible upon request.

Section 6 – Board Meetings – The executive board shall meet monthly during the school year, or at the discretion of the president.

Section 7 – Removal – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the executive board.

Section 8 – Vacancy – If a vacancy occurs on the executive board, the president shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term. If the office of president becomes vacant, the vice-president will become the new president with a new vice-president being elected at the next regularly scheduled meeting.

Article IV – Meetings

Section 1 – General PTO Meetings – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the executive board.

Section 2 – Voting – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – Quorum – Six (6) members of the PTO present and voting constitute quorum for the purpose of voting.

Article V – Financial Policies

Section 1 – Fiscal Year – The fiscal year of the PTO begins July 1 and ends June 30th of the following year.

Section 2 – Banking – All funds shall be deposited in a checking account in the name of Beaver Creek PTO. All checks, drafts or orders for the payment of money shall be signed by the treasurer. Funds may be moved from the checking account to a savings account for special earmarked projects.

Section 3 – Accounting Policy – The PTO uses cash-basis accounting for the accounting policy.

Section 4 – Reporting – All financial activity shall be recorded in a manual or computer-based accounting system. The treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall establish a committee to review its financial records each year.

Section 5 – Ending Balance – The organization shall leave a minimum of \$2,000.00 in the bank accounts for the next fiscal year.

Section 6 – Contracts – Contract signing authority is limited to the president or the president’s designee.

Article VI – Bylaw Amendments

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present, and voting is required to adopt an amendment of the bylaws.

Article VII – Dissolution

In the event of the dissolution of the PTO, any funds remaining shall be donated to Beaver Creek Elementary School.