

**MOUNTAIN VIEW ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION**  
**BYLAWS – April 2021**

**Mission Statement**

The Mountain View Elementary School PTO is a community of parents and school staff who have joined together in support of the education and nurturing of the children at Mountain View Elementary School. Our mission is to promote and encourage communication and collaboration between parents, teachers, administration, and the community. The PTO also sponsors and organizes fundraisers and school events which deepen our community spirit and enrich our children's educational, social, and developmental experiences.

**Article I**

**Objectives**

1. To build a strong sense of community and foster close relationships among parents, teachers, staff and students.
2. To enhance the academic, physical, and social development of the students by supporting enrichment programs, field trips, activities and events.
3. To provide effective channels of communication and information dissemination for parents, teachers, and administration.
4. To aid and assist in the educational process through parent volunteers.

**Article II**

**Basic Policies**

1. All parents, teachers and staff are welcome to join and volunteer for the PTO. All members must submit required clearances and comply with all school district policies and procedures.
2. The volunteers (individual and committee chairs) of the organization will follow the direction and guidance of the leadership team. The leadership team will follow the direction and guidance of the Principal.
3. The organization will solicit volunteers through general meetings, website, social media accounts/text reminder systems, newsletters, emails, and through the school email system. The PTO is always open to accepting and utilizing any willing and compliant volunteer.
4. All volunteers are expected to conduct themselves in a professional and respectful manner at all times. Failure to do so could result in termination of responsibilities or PTO involvement.
5. Volunteers handling money of any kind will follow the policies set forth by the PTO and the directions of the Treasurer.
6. The organization shall work with the school administration in ways acceptable to both parties.

7. The organization will perform fundraising activities in accordance with School District policies.
8. The organization reserves the right to approve or deny event or funding requests based on the discretion of the leadership team and the body of voters.
9. The organization shall make decisions via majority vote in general meetings.
10. In the event of an emergency or time sensitive situation, the Executive Committee reserves the right to call an emergency vote via email or other communication method.
11. The organization is permitted to make decisions via majority vote in sub-committee meetings pertaining to the sub-committee topic only.
12. The organization may work with the organization may work with organizations and agencies concerning the welfare and the education of children, but representatives of the organization shall not make binding commitments.
13. The organization is a non-profit, non-sectarian, and non-partisan organization. No events or activities will be held or based on these platforms.
14. The organization does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members and volunteers.
15. The PTO may be dissolved provided that notice was given to the general PTO membership and a vote is taken at the general assembly meeting, passing with a majority vote.
16. Should the PTO vote to dissolve, the remaining funds will be used to pay off any debt owed by the PTO and any excess will then be held in escrow for 24 months in the event a new PTO is formed. If no PTO is formed within the 24-month timeframe, the money will then be released to be used towards the benefit of the students at the Principals discretion.

### **Article III**

#### **Membership**

1. Any individual who is a parent/guardian of a student at Mountain View Elementary School, or a teacher/staff/administrator at Mountain View Elementary School may become a member of the PTO.
2. There shall be no annual dues.

### **Article IV**

#### **Officers and Elections**

1. The leadership team/officers of this organization shall consist of the following positions: President, Vice President, Secretary and Treasurer. *The Treasurer position may NOT be filled by a full time contracted Greater Latrobe School District Employee.*

2. The officer positions may be split into co-chairs if desired with the exception of Treasurer.
3. Vacant leadership positions for the following school year will be posted on the PTO Website, announced at meetings, and announced via social media/text message reminders in March. Individuals interested in filling a vacant leadership position should reach out to a current member of the leadership team, or the Principal for more information. Leadership teams will be voted on in May for the following school year.
4. In the event of more than one interested party for a given office, co-chair options will be explored. If a co-chair option cannot be accommodated, the names will be brought to the PTO meeting and a majority vote will determine who fills the position.
5. Any member having concerns with an officer or their performance in their role should reach out to another member of the leadership team, and/or the Principal. The majority vote by the organization, and/or leadership team majority and/or the Principal reserves the right to ask an officer to step down from their role if they're not fulfilling their duties.
6. A person leaving an office will agree to provide advice and required training to their successors.
7. A mid-term vacancy occurring in any office shall be posted and announced immediately following the vacancy and filled as soon as possible.

## **Article V**

### **Duties and Responsibilities of Officers**

#### **A. President/Co-President**

- a. Will make every effort to attend all General Meetings (and committee meetings if requested).
- b. Plans and executes an agenda for the monthly general meetings.
- c. Follows up on any outstanding issues from the general meetings, leadership team, or committee meetings.
- d. Coordinates additional Leadership Team meetings if necessary.
- e. Supports the leadership team, committee chairs, all members of the PTO and their responsibilities/scheduled events.
- f. Supports the Principal in any activities that may require the PTO's assistance.
- g. Responds to parents and teacher/staff concerns that are related to PTO events.
- h. Establish and modify, as necessary, an operating budget for the school year with the Treasurer, Finance Committee, and the Leadership Team.
- i. Monitor monthly budget reports, receipts, and spending for PTO with Treasurer and Budget Committee.
- j. Co-sign any payments made on behalf of the PTO organization.
- k. Sits on the Budget Committee.
- l. Arrange guest speakers/themes for the general meetings collectively with the leadership team.
- m. Work with the leadership team and committee chairs collectively to collect information for the PTO Website, newsletter, social media.

**B. Vice President/Co-VP**

- a. Will make every effort to attend all General Meetings (and committee meetings if requested).
- b. Conducts the meetings in the President's absence.
- c. Supports the leadership team, committee chairs, all members of the PTO and their responsibilities/scheduled events.
- d. Supports the Principal in any activities that may require the PTO's assistance.
- e. Arrange guest speakers/themes for the general meetings collectively with the leadership team.
- f. Work with the leadership team and committee chairs collectively to collect information for the PTO Website, newsletter, social media.

**C. Treasurer**

- a. Will make every effort to attend all General Meetings (and committee meetings if requested).
- b. Maintains the bank account, and works with the accountant to prepare yearly taxes.
- c. Maintains our Tax Exemption Status paperwork.
- d. Prepare a monthly transaction statement to present at each general meeting.
- e. Manages the receipt and settlement of all financial transactions within the organization.
- f. Balances the check book to the bank statements.
- g. Maintains supporting documentation for all checks written.
- h. Establishes and modifies, as necessary, an operating budget for the school year with the Budget Committee.
- i. Authorized to co-sign any payments made on behalf of the PTO organization.
- j. Follows up on any outstanding budget or finance related issues from general, leadership or executive meetings.
- k. Supports the leadership team, committee chairs, all members of the PTO and their responsibilities/scheduled events.
- l. Supports the Principal in any activities that may require the PTO's assistance.
- m. Sits on the Budget Committee.

**D. Secretary/Co-Secretary**

- a. Will make every effort to attend all General Meetings (and committee meetings if requested).
- b. Record and transcribe monthly meeting minutes.
- c. Prepare correspondences as needed.
- d. Maintain current names and contact information for all committee co-chairs.
- e. Supports the leadership team, committee chairs, all members of the PTO and their responsibilities/scheduled events.
- f. Supports the Principal in any activities that may require the PTO's assistance.
- g. Arrange guest speakers/themes for the general meetings collectively with the leadership team.
- h. Work with the leadership team and committee chairs collectively to collect information for the PTO Website, newsletter, social media.

#### **E. All Officers**

- a. Agree to perform their duties consistent with these bylaws.
- b. Will keep the vision of the PTO in sight when allocating PTO funds within the limit of the organization's budget.
- c. Will act as stewards of the PTO funds.

### **Article VI**

#### **Executive Committee and Budget Committee**

1. The Executive Committee will consist of the PTO Leadership Team and the Principal.
  - a. Will formulate a vision for the PTO organization, setting specific goals each year.
  - b. Will meet regularly to evaluate programs and brainstorm new ideas. Information will be discussed at the general assembly monthly meetings.
  - c. Shall work together to create an agenda for the monthly meetings, each officer should submit agenda items to be presented before the meeting.
  - d. Will review finances regularly, as well as programs, processes, events and procedures.
  - e. Will make themselves readily available to teachers, administrators, and/or other PTO members and will report on any issues conveyed to them at the general assembly meetings.
2. The Budget Committee will consist of the President, Treasurer, and at least two other PTO members.
  - a. Will formulate the PTO budget for the academic year, to be presented and voted on at the May PTO meeting.
  - b. Will meet regularly to review spending and fundraising efforts, tracking funds and ensuring that our financial reports are accurate.
  - c. Will meet to vote on expenditures if necessary outside of the general assembly meetings.

### **Article VII**

#### **Meetings**

1. Regular meetings of the organization shall be held once per month during the school year, unless otherwise posted by the organization. Date and time changes will be posted on the website, via social media/text reminder systems and via email if possible.
2. Special meetings may be called by the Leadership Team. Special meeting notices will be posted on the website, via social media/text reminder systems and via email if possible.
3. All questions and concerns brought to the general meeting will be addressed by the Leadership Team, and if necessary decided by a majority vote.

### **Article VIII**

#### **Standing and Special Committees**

1. The current Leadership Team may create or eliminate standing committees as needed to meet the needs and goals of the organization.
2. Only the Leadership Team may create or appoint special projects or committees within the PTO.
3. All committee chair/co-chairs and special project leads must work with the PTO Leadership Team on their plans, and get appropriate approvals including but not limited to: dates, advertising, budget expenditures, and event ideas/proposals

## **Article IX**

### **Funds**

1. The fiscal year of this organization shall begin on July 1 and end on June 30.
2. Income – Must be counted by two people, deposited within 15 days of receipt of the Treasurer or member of the Executive Committee to the bank. Separate deposit receipts should be maintained for each fundraising event for tracking purposes.
3. PTO Expenses – Reimbursements will be made after receipts have been audited, documented and approved by the PTO Treasurer/Budget Committee. All receipts must be turned in within 30 days of purchase or the end of the school year (whichever comes first), with the exception of purchases made in the summer months when school is not in session. Those receipts should be turned in by the end of the first full week of school in September.
4. Teachers (individual classroom and specials) can receive up to a \$50 reimbursement from the PTO with approved receipts. Teachers should submit receipts as soon as possible, but within the semester (purchases made in the summer/fall should be turned in before winter break and purchases made in the winter/spring should be turned in by the first week of May).
5. All checks must be signed by the Treasurer and an authorized signature on the bank account. If an officer is an authorized signature on the bank account and is getting a reimbursement check, they should not sign their own check.
6. Any lost or stolen checks that are replaced should have a signed affidavit on file.
7. Debit Card – The Debit Card is to be used only when approved by the Leadership Team. It is to be kept in a locked and secure place by the responsibility of the cardholder. The Debit Card expenses are to be tracked separately from the main budget by the cardholder and turned over to the Treasurer monthly.
8. Non-budgeted requests – any non-budgeted requests should be submitted in writing via email prior to spending the funds, and will be added to the agenda of the next budget committee meeting or the next general assembly meeting for review. Approvals will be made with a majority vote.
9. An updated financial report will be made available for review at the General Assembly meetings and also posted to the website.
10. The MVES PTO bank statements will be reviewed monthly by a member of the budget committee who is not an authorized signature on the bank account.
11. The PTO books will be audited each year annually and taxes will be submitted by an accounting firm.

12. The Leadership Team reserves the right to charge a banking fee for all non-sufficient funds' checks, and in addition to request reimbursement within 30 days of the original payment. If sufficient payment is not made within 30 days the offender may not be permitted to make payments with personal checks in the future.

## **Article X**

### **Amendments**

- 1) These bylaws may be amended at any general meeting of the organization by majority vote, provided that notice of the proposed amendments shall have been posted for anyone to review.
- 2) The Leadership Team will be responsible for revising the bylaws when necessary.