

RIDGEVIEW ELEMENTARY PTO
2019-2020 BY-LAWS

NAME: The name of this organization shall be the Ridgeview Parent Teacher Organization (Ridgeview PTO).

PURPOSE: To promote growth and development of quality education through communication and cooperation between parents and school staff.

MEMBERSHIP: Membership is granted to any parent or guardian of a child attending Ridgeview Elementary School (RES), to the school principal and to any faculty member of the school.

BY-LAWS: A set of rules adopted by an organization chiefly for the government of its members and the regulation of its affairs. The by-laws of an organization should be used as an article put in place to be followed stringently. These by-laws may be amended by a two-thirds vote of the PTO Board Members at any regular meeting.

ARTICLE I: OFFICERS AND COMMITTEE CHAIRPERSONS

- Section 1:** The officers shall be President, Vice President, Secretary, Treasurer and Assistant Treasurer (in alternate years) and they will comprise the Executive Board.
- Section 2:** The Executive Board may vote to spend up to \$50.00 on items of benefit to the school, without the consent of the entire Board. A majority vote is needed or the issue must go to the full Board for vote.
- Section 3:** The Standing Committee Chairs shall be Box Tops, Dine-Outs, Library, Room Volunteer Coordinator, School Supply Kits, Social Events, Website/Social Media, Spirit Day/Popcorn, Spirit Wear, Staff Appreciation, School Beautification, Grants & Sponsorships, Fall Fundraiser and Yearbook. Any of these committee chair positions may be eliminated and new positions created as need dictates.
- Section 4:** Each position, both Executive Board and Standing Committee Chairs, is for a two-year term. No Officer shall serve in the same position for more than two consecutive years, unless otherwise deemed necessary. One may hold two Standing Committee Chair positions if the Executive Board agrees.
- Section 5:** The PTO Board shall consist of the four, (or five in alternate years), officers and the Standing Committee Chairs. The business of the PTO shall be conducted by the Board and only Board members can vote on issues. Temporary committee members are not entitled to vote.
- Section 6:** Attendance at 2 meetings each semester for a total of 4 meetings is expected in order to maintain voting status. In the event that a Board Member cannot attend a meeting, it is their responsibility to contact the President and provide the President with any report they have.
- Section 7:** If vacancies occur on the Board, the President shall appoint replacements subject to the approval of the Board. In the event the President position becomes vacant, the Vice President shall become President and appoint a new Vice President with approval of a majority of the Board.

Section 8: Based on a Chair's lack of attendance at meetings and non-fulfillment of duties, that Chair may be asked to step down from their position and may not be allowed to serve on the Board the following year. The Executive Board shall excuse absences as necessary.

ARTICLE II: MEETINGS

Section 1: The parliamentary authority for this organization shall be "Robert's Rules of Order Revised".

Section 2: Board meetings shall be held every September – November and January - April during the school year with the possible addition of May. It is up to the Executive Board and the building principal to decide when meetings will be held.

Section 3: Motions can be passed by a majority of Board members present at any regular PTO meeting if a quorum is present, regarding regular business matters. A quorum consists of one more than half of the total Board members. In the event that a quorum is not attained at a meeting and a motion has been made a vote will be taken of the members in attendance and the secretary will contact the remaining members and ask them to vote by email. An email vote would be requested within 48 hours of the completion of the meeting. An email by the secretary will be sent out to the PTO board to follow the vote. Must have a quorum at the end of the vote for the vote to pass.

Section 4: Emergency business may be passed without holding a meeting, by approval of 2/3 of the entire Board. The President shall contact all Board members by e-mail or phone to obtain their vote.

ARTICLE III: DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE OFFICERS

Section 1: The President responsibilities shall include:

- Have served on an elementary Board within the Dunlap District for at least two years or have been a Vice-President for at least one full school year.
- Coordinate the duties of the Board and act as liaison with the school principal. The President shall preside over all Board meetings. The President shall develop a proposed budget for the coming school year with assistance from the Executive Board. The proposed budget will then be presented and voted upon (2/3 approval of Board required to pass) at the April meeting.
- The President is entitled to vote only in case of a tie and is not allowed to make or to second a motion. The President is counted as part of the quorum.
- Temporary committees may be appointed by the President, following approved motion from the Board.
- Be responsible for any retirement gifts of school staff and PTO members.

Section 2: The Vice-President responsibilities shall include:

- Assist the President and assume any duties in the absence of the President.

- Work with the Treasurer to maintain the 501c3 compliance.
- Be available to volunteer at school functions in the addition to or absence of the President.
- Shall coordinate Grants and Sponsorships if no person in that position.

Section 3: The Secretary responsibilities shall include:

- Ensure that a quorum is present at the start of each meeting so a meeting can be held.
- Record minutes of all meetings.
- Provide, via email, a copy of the minutes of each meeting to the entire Board within 5 days of meeting.
- Handle all necessary correspondence associated with ridgeviewpto@gmail.com account. (Ridgeview email is not intended for personal use.)
- Maintain and update PTO by-laws.
- Retain meeting minutes for 7 years.
- Update volunteer contact information in the Ridgeview PTO Signup Genius account, including removing parents who are no longer at Ridgeview

Section 4: The Treasurer responsibilities shall include:

- Maintaining 501c3 compliance.
- Have charge of all financing.
- Provide a complete oral and written Treasurer's report at each meeting detailing income, expenses and bank account balance information.
- Require two (2) signatures on each PTO account check. These signatures shall include the President, Treasurer and one other member of the Executive Board.
- Coordinate PTO account signatures annually on the bank signature cards and adjust if signing officers change throughout the year.
- Keep record of all receipts and expenditures for 7 years.
- Prepare the books for review at the end of each school year and prepare a summary report of income and expenses for the school year.
- Notice will be given to the Treasurer by the Principal as to the annual audit of the PTO books.
- Treasurer is not to reimburse sales tax.

Section 5: The Assistant Treasurer responsibilities shall include:

- Be responsible for helping the Treasurer process reimbursements and be proficient in the accounting software.

- Attend any meetings the Treasurer cannot attend,
- Take over the Treasurer responsibilities in the event he/she cannot attend.
- Assist in the maintenance of 501c3 compliance.

ARTICLE IV: DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIRS

Section 1: The Box Tops/Store Rewards Chair responsibilities shall include:

- Be responsible for the communication to parents and collection of Box Tops.
- Be responsible for maintaining all Ridgeview PTO accounts that generate free income including Amazon Smile, Kroger, Schnucks and Shutterfly.
- Shall be aware of any new store reward income opportunities.
- Collect and submit to the Treasurer all store reward checks that are submitted to the school.

Section 2: The Dine-Outs Chair responsibilities shall include:

- Be responsible for coordinating dine-out events throughout the school year.
- Coordinate with the Board on whether these events should be cancelled or new ones scheduled.

Section 3: The Library Chair responsibilities shall include:

- Together, with 3 additional PTO library helpers, volunteer weekly for an approximately 3 hour shift as an assistant to the district library aide.
- Assist with the recruitment and training of 3 additional PTO library helpers..
- Be responsible for coordinating volunteer schedules with the district library aide.
- Together with the 3 additional PTO library helpers, assist with book collection, shelving, processing of new books, and inventory as directed by the district aide.
- Assist the district aide with the coordination of the annual bookfair(s) benefiting the library.
- Be responsible for the Barnes and Noble bookfair each year.

Section 4: The Classroom Volunteer Coordinator Chair responsibilities shall include:

- Recruit classroom volunteers at the beginning of the school year to fill all open room volunteer positions.
- Ensure that each classroom has a head room parent.
- Email each head room parent at least 2 weeks before class parties to ensure they understand their duties and to make sure all class parties have enough volunteers.
- Update and distribute classroom folders in a timely manner and collect such folders

at the end of each school year.

Section 5: The School Supply Kits Chair responsibilities shall include:

- Create/approve supply lists with vendor and coordinate order form distribution with school.
- Be responsible for collecting order forms from office including payments, ordering all necessary kits and delivering money collected to the Treasurer.
- Coordinate the delivery and distribution of kits.
- Upon delivery, examine all supply kits for accurate supplies; contact vendor about any missing items.
- Coordinate final payment to vendor with Treasurer.

Section 6: The Social Events Chair(s) responsibilities shall include:

- Be responsible for coordinating and organizing PTO sponsored events throughout the year for Ridgeview students and families. These events may include: Pumpkin Decorating Contest, International Fair, Family Movie Night and any other Ridgeview community building events throughout the year.
- Submit reimbursement receipts for social events to the Treasurer within a timely manner.
- Coordinate dates of all social events with the President and school principal.
- Determine the needs of each event including the staffing and cleanup of location.
- Be responsible for the collection of any proceeds from any income generating social events.

Section 7: The Website/Social Media Chair responsibilities shall include:

- Maintain and update the PTO channels of communication including the PTO website and approving posts on the PTO Facebook page.

Section 8: The Spirit Day/Popcorn Chair responsibilities shall include:

- Be responsible for coordinating volunteers each month to provide popcorn for all students on the school spirit day. The method of coordinating volunteers shall be through the Ridgeview PTO Signup Genius account.
- Be responsible for the collecting of donations to the charity selected by the school principal and communicating efforts throughout the year.
- Purchase supplies and submit reimbursements to the Treasurer in a timely manner.

Section 9: The Spirit Wear Chair responsibilities shall include:

- Be responsible for coordinating the promotion of wearables and other merchandise containing Ridgeview/Dunlap logos.
- Coordinate the sales of spirit wear during the back to school events and throughout

the year as necessary.

- Submit payment and reimbursement information to the Treasurer as necessary.

Section 10: The Staff Appreciation Chair responsibilities shall include:

- Coordinate with principal staff and teacher special events, including back to school and SIP day luncheons.
- Purchase gifts for all music related teachers after programs or at the end of the year as necessary.
- Coordinate special events during Teacher/Staff Appreciation week in May.
- Submit payment and reimbursement information to the Treasurer as necessary.

Section 11: The Yearbook Chair responsibilities shall include:

- Be responsible for communicating with Inter-State Studios on the preparation of the school yearbook.
- Coordinate with teachers to allow access to a “drop box” site to upload their classroom photos for the school yearbook.
- Take orders for the yearbook and distribute the final product.
- Should own or have access to a digital camera or other device capable of taking quality group or candid photos of students and staff.
- Should have the flexibility to be available to take pictures at school events both during the school day as well as in the evening/weekend as necessary.
- Submit to the Treasurer any yearbook payments and purchases as necessary.

Section 12: All Standing Committee Chair responsibilities shall include:

- Provide a written year end report to be given to the Treasurer at the end of the school year to summarize the committee events for the year.
- Outgoing committee chairs shall provide a folder detailing their position duties to their replacement. This should detail their yearly duties.
- Assist with all PTO sponsored events throughout the school year.
- Any expense in excess of the budget without the Board’s prior approval shall not be reimbursed.