Monroe Elementary PTO

Articles of Organization/By-Laws

Article I - Name

The name of the organization shall be the Monroe Elementary PTO.

Article II - Purpose

The corporation is organized for the purpose of supporting the education of children at Monroe Elementary by fostering relationships among the school, parents, and teachers.

Article III - Members

Section 1. Any parent,teacher, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall be eligible for voting rights on Executive Board elections.
Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in go od standing with voting rights.
Section 3. At this time, no dues are collected. To be a member of good standing, with voting rights, a person must:

1. Have attended 4 prior regular meetings within the last calendar year and/or
2. Complete 4 volunteer hours with PTO functions or events within the last calendar year or
3. A combination of both, totally 4 hours

Article IV – Officers and Elections

Section 1. Officers. The officers shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer, they also make up the Executive Board.
a. President. The President shall preside over meetings of the organization and executive board, create the monthly meeting agenda, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee,coordinate the work of all the officers and committees so that the purpose of the organization is served.
b. 1st Vice President. The 1st Vice President shall assist the President and share the President's duties with the 2nd Vice President in the absence or inability of the President to serve. They will also be responsible for helping the President as an ex officio member of the committees assigned to them at the first Executive Board meeting after they are elected.
c. 2nd Vice President . The 2nd Vice President will assist the President and share the President's duties with the 1st Vice President in the absence or inability of the President to serve. They will also be responsible for helping the President as an ex officio member of the committees assigned to them at the first Executive Board meeting after they are elected.
d. Secretary. The secretary shall keep a copy of all records of the organization, take and record minutes, and handle correspondence needs by the PTO. The secretary also keeps a copy of the minutes, bi-laws, and committee information.

e. Treasurer. The treasurer shall receive all funds of the organization, keep accurate record of the receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board. A full report will be made at the end of the year.

f. Volunteer Coordinator. The volunteer coordinator shall assist the committee members with contact information for all PTO Events. He or she shall send requests (email or paper) to parents for volunteers for upcoming events at least one month prior to the event. The volunteer coordinator shall also carry out secretary's duties in the event of their absence or inability to serve.

g. Teacher Representative. The teacher representative shall be a member in good standing and be elected by the teachers of Monroe Elementary. He or she shall be responsible for representing the teachers to the board with the ideas/concerns of the teachers.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at the meeting held one month prior to the election. At the meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. President- in order for the duties of the office of President to be carried out the person seeking the position of President must be a current member of the Executive Board, and shall be elected by the majority vote of the membership. This is to ensure a cohesive transition for the board, committees, events, and meetings. In the event the office of President is not able to be filled by a current board member, it shall then be filled by any Committee Chairperson within good standing by a majority vote of the membership. Refer to Article III, Section 3 to be in good standing.

Section 4. Terms of Office. Officers are elected for one year at a time. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of President, the 1st Vice President will become the President. The 2nd Vice President would become 1st Vice President. At the next regularly scheduled meeting, a new 2nd Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Special Circumstances. If no eligible candidate is interested in a position, it is at the Executive Boards discretion to appoint someone.

Article V – Meetings

Section 1. General Meetings. The general meetings of the organization shall be held every other month.

Section 2. The Executive Board meetings will be held once a month with the Principal or as needed.

Section 3. The Project Request Meetings will be held in September and January.

Section 4. Special Meetings. Special meetings may be called by the President, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the member via flyers.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and the principal.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standard rules and policies, create standing and temporary committees, approve routine bills, (example: Cosi, Kindergarten Zoo, Camp Joy), and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day, to be determined by the board. Special meetings may be called by any two board members, with 24 hours' notice.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the President acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, (does not include events with separate committees), Fall Festival, Santa's Workshop, Ice Cream Social, Grandparent's Day, Walk A Thon, Father Daughter Dance, Mother Son Event, Parent Teacher Conference Food Committee, Project Request Voting Committee.

Section 3. Additional Committees. The board may appoint additional committees as needed as well as make changes to existing committees as needed.

Article VIII – Finances

Section 1. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 2. The board shall approve all expenses of the organization.

Section 3. Two authorized signatures shall be required on each check written, Treasurer and President first then can choose secretary and Vice President if needed.

Section 4. The treasurer shall prepare a financial statement at the end of the year.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 6. The fiscal year shall coordinate with the school year.

Article IX - Staff Request.

Section 1. Staff requests must be submitted in writing to the Executive Board. Voting on these request will be twice a year, once in September and once in January. Request will be voted on by the Project

Request Committee

Section 2. Project Request Committee will be by invitation from the Executive Board.

Article X – Conflict of Interest Policy

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

i) An ownership or investment interest in any entity with which the organization has a transaction or arrangement.

ii) A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or

iii) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

a) Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with to governing board -delegated powers who are considering the proposed transaction or arrangement.
b) Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the go verning board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c) Procedures of Addressing the Conflict of Interest.

i) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii)The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii) After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to conflict of interest.

iv) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

D) Violations of Conflict of Interest Policy:

i) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4: Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest: the nature of the financial inters; any action taken to determine whether a conflict of interest was present; and the governing boards or committee's decision as to whether a conflict of interest in fact existed.

b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation

a) A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services precluded from voting on matters pertaining to that member's compensation.
b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to the member's compensation.
c) c) No voting member of the governing board or any committee whose jurisdiction includes com pensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements. Each director, principal officer, and members of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

* Has received a copy of the conflict of interest policy;

* Has read and understood the policy;

* Has agreed to comply with the policy; and

*Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax- exempt purposes.

Section 7. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
a) Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the results of arm's length bargaining.
b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts. When conduction the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.