

River Valley Elementary PTO Bylaws

ARTICLE I – NAME

The name of this organization is the River Valley Elementary (RVE) Parent – Teacher Organization (PTO), and shall operate within the Village of Three Oaks, Michigan and the township of Chikaming, Michigan.

ARTICLE II – OBJECTIVES – MISSION

The purpose of RVE PTO shall be to aid the students of River Valley Elementary School by providing unbiased support for a quality education for children, staff and educators with the intent of securing for each student their maximum potential and to promote an open communication between the administration, teachers and parents.

ARTICLE III – POLICIES

- A. This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- B. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned. (i.e. students, teachers, administrators and parents).
- C. Upon the dissolution of this body and after paying any debts outstanding, the remaining assets, and real, and personal property shall revert to the local government.
- D. No officer or member of the PTO shall represent themselves on behalf of the PTO without the consent of the organization.
- E. This organization shall remain no-profit forever.

ARTICLE IV – MEMBERSHIP

- A. Regular Membership – All parents and/or legal guardians of students who currently attend RVE, all current RVE faculty and staff shall be eligible for membership in the organization. Regular Members shall have the right to attend and participate in meetings and activities of the organization.
- B. Voting Membership – All PTO Officers and members who have signed a commitment in the current year shall be designated as Voting Members. Voting

Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

C. Each member in attendance at a PTO meeting is eligible to vote, one vote per eligible PTO member. Absentee votes are not allowed and proxy voting can take place when a virtual conference meeting will need to be held.

D. Half the number of Executive Board members plus one constitutes a quorum.

ARTICLE V – MEETINGS

A. Regular Meetings – The PTO Officers shall hold a meeting once a month during the calendar school year. These meetings are open to all regular members, teachers, administrators and parents. These meetings will be open discussion concerning upcoming events, getting volunteers, and suggestions to improve the organization.

B. Board Meetings – Only PTO Officers shall attend these meetings. Meetings will be held on an as needed basis. Discussion will be on all matters that have to do with organizations fundraisers, budget, coordinating of volunteers, objectives, and missions.

ARTICLE VI – OFFICERS and MEMBERS

The Officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, Vice Treasurer (when available), Teacher Representative. Officers are elected to a 2 year term with President and Treasure being elected in even years and Vice President and Secretary in odd years. The Teacher Representative position will be determined by the RVE teachers. The representative chosen will be appointed by the October meeting each year.

A. President: The president shall:

1. Be the principal executive officer of the organization and subject to the counsel of the board and the direction of the organization.
2. In general supervise and work in all the activities of the organization.
3. Preside at all meetings of the organization.
4. Coordinate the work of the volunteers in order that the PTO objectives and mission may be promoted.
5. Perform such other duties as prescribed in these by-laws or assigned by the organization.

B. VP: The vice president shall:

1. Act as aid to the President and perform the duties of the President in their

absence or inability to serve.

2. Coordinate the listing of volunteers and work with the board to make sure volunteers understand their duties.
3. Preside at all meetings of the organization.
4. In general supervise and work in all the activities of the organization.
5. Perform such other duties as prescribed in these by-laws or assigned by the organization.

C. Secretary: The secretary shall:

1. Attend all the PTO meetings and keep the minutes of the proceedings of the board.
2. See that all notices are fully given in accordance with the board. This shall include providing a copy of meeting minutes to building secretaries, and providing advanced notice of meetings to building secretaries for publication in the newsletter.
3. In general supervise and work in all the activities of the organization.
4. Keep a current copy of the by-laws and a copy of Robert's Rule of Order available.
5. Perform such other duties as prescribed in these by-laws or assigned by the organization.

D. Treasurer: The treasurer shall:

1. Attend all PTO meetings.
2. Shall be in charge and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in bank as selected by the board.
3. Make disbursements in accordance with the budget adopted by organization.
4. In general supervise and work in all activities of the organization.
5. Perform such other duties as prescribed in these by-laws or assigned by the organization.

E. Vice Treasurer: Vice Treasurer shall:

1. Attend all PTO meetings.
2. Receive and reconcile monthly bank statements. Have the accounts examined annually and present a financial statement at every board meeting. In the event that there is a four officer board the President will be responsible for the duties of the Vice Treasurer.
3. In general supervise and work in all activities of the organization.
4. Perform such other duties as prescribed in these by-laws or assigned by the

organization.

F. (Not Elected) One Teacher Representative: Teacher Representative shall:

1. Provide guidance and communication between staff and organization.
2. Attend General Meetings whenever possible.

G. Member: The member shall:

1. Help PTO on an as –needed basis.
2. be able to help with activities.
3. Help recruit volunteers for fundraisers.
4. Attend regular meetings once a month and be able to attend board meetings when needed.
5. Sign a membership commitment with RVE PTO, one meeting prior to receiving voting privileges, to be renewed each school year. A member from the previous school year may vote in the first meeting of the school year and then sign a new commitment for the current year.

H. (Not Elected) Three Oaks and Chikaming Elementary Principles: The Principles shall:

1. Provide guidance and communication between staff, students, and organization.
2. Attend general meetings whenever possible.
3. Provide knowledge of RVSD policies and procedures when needed.

ARTICLE VII – LEAVING BOARD

Upon resignation each officer shall turn over to the board without delay, and in good order, all records, books, and other materials pertaining to the organization, and shall return to the Treasurer, without delay, all funds pertaining to the organization.

ARTICLE VIII – FINANCES

- A. Budget:** The PTO Officers shall sustain a budget at the first board meeting of the year to anticipate revenue and expenses for the year, this budget shall be used to guide the activities of the organization. Any substantial deviation from the budget must be approved in advance by the organization.
- B. Disbursement of Funds:** All expenses of the PTO must be approved by the organization as presented in the budget. Any PTO Officer shall have the authority to spend money on items within the budget once approved by a majority vote.

- C. Loans: No loans shall be made by the organization.
- D. Deposits: All monies must be deposited by an officer in a charged bank as approved by the Board.
- E. Time Frame: All deposits and/or disbursements shall be made within a maximum of seven (7) days from the Receipt of the funds and/or orders of payment.
- F. Theft, Misuse of funds or other RVE PTO property: Any misuse of PTO funds will be reported to local law enforcement and the PTO will take any and all legal steps available to them to remedy the situation.
- G. Funds will be counted by two officers at the close of any event that generates funds. The officers will complete a funds accountability form at the time of counting.
- H. Requesting/Approving Money: If someone requests the PTO to pay for something it must be presented at a meeting. The PTO will vote on it at the following meeting. If the PTO has to write a check for this request it will be available at the meeting before the requested date.
- I. There shall be a balance of \$2,000 held in reserve incase of financial hardship (a catastrophic event beyond the PTO's control.) This shall be kept in the PTO's savings account.
- J. Members of the Executive PTO Board will have the authority to spend up to \$50 on items not specifically identified within the budget without bringing the purchase before the full organization. These disbursements will be reported to the organization at the next scheduled meeting. Reimbursements for these expenditures will require a reimbursement form along with a receipt or invoice. All non-budgeted requests over \$50 will be submitted for approval by a majority vote, assuming a quorum, at the next scheduled meeting.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Roberts Rules of Order, latest revision or modified version, will be the parliamentary authority of the PTO, and shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws. A copy of Roberts Rules of Order shall be kept by the PTO.

ARTICLE X – FISCAL YEAR

The fiscal year will run from September 1 to August 31 of each year.

ARTICLE XI – MEMERSHIP

Membership is available to parents, teachers and staff members of River

Valley Elementary.

ARTICLE XII – AMENDMENTS

These Bylaws may be altered, amended or repealed at any time and new Bylaws may be adopted by a majority vote of the PTO Officers.

ARTICLE XIII – AUTHORITY

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the RVE PTO, they shall be deemed null and void and the decision of the RVE PTO shall, in all cases, control.

ARTICLE XIV – CONFLICT OF INTEREST

Any transaction in which a voting Member has a material interest shall be approved by the vote of a majority of voting Members who has no direct or indirect interest in the transaction, provided the transaction may not be approved by a single voting Member.

MISSION STATEMENT

We, the River Valley Elementary PTO, are committed to providing support for teachers and administrators to aid in fostering a learning environment where all students have equal opportunity to achieve academic success, develop critical thinking skills, and become responsible citizens. We are committed to leading RV Elementary students by our example to do their best, care for others and love their school. We seek to create a strong, working partnership with school, home and community to achieve these goals.

These Bylaws were approved by PTO Officers by majority vote on September 12, 2012.

These Bylaws were amended and approved by PTO Officers by majority vote on March 23, 2017.

These Bylaws were amended and approved by PTO Officers by majority vote on March 3, 2020

These Bylaws were amended and approved by PTO Officers by majority vote on June 9, 2020

River Valley Elementary PTO

Distribution of PTO Funds

(Reimbursements & Check Requests)

Rules & Policies

- A general meeting of the organization will be held by the end of September to approve the budget for the fiscal year.
- Money raised by this organization shall be spent as specified in the approved budget. Any additional expenditure must be approved by a majority vote the Executive Board.
- This PTO shall not be liable for any non-budgeted monetary expenditure of \$100 or more without submission of such expenditures to the Executive Board for approval.
- The PTO shall not be liable for any non-budgeted monetary expenditures of less than \$100 without prior approval of the PTO President and two additional Members.
- PTO Board Members have the obligation to be conservative in the use of PTO funds and to report to the Board at monthly meeting regarding to the intended use of any budgeted funds.
- All reimbursement requests must be submitted within 60 days of the expense.
- All PTO checks must be signed by an authorized Board member.
- Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.
- Any theft or misuse of PTO funds or property will be reported to local law enforcement and the PTO will take any and all steps available to them to remedy the situation.

Acknowledgement of receipt

Signed: _____ Date: _____