

Spring Valley PTO Bylaws

Article I—Name

The name of the organization will be the Spring Valley PTO.

Article II—Purpose

The Spring Valley PTO is organized for the purpose of supporting the education of children at Spring Valley School District #99 by fostering relationships among the school, parents, and teachers.

Article III—Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

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 to be considered a member in good standing with voting rights.

Section 3. Responsibilities. General responsibilities of all members:

- A. Make effort to attend meetings.
- B. Take active part in activities of the Organization.
- C. Serve on committees as necessary.

Article IV—Officers and Elections

Section 1. Officers. The officers shall be president, vice president, secretary, and treasurer.

A. President. The president shall preside over meetings of the organization and executive board, serve as 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, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

B. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

C. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and bring them to meetings.

D. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of 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, and make a full report at the end of the year.

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 a meeting held at least one month prior to the election. At that 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. Members are eligible for office if they are members in good standing for at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for two years. 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 vice president will become the president. At the next regularly scheduled meeting, a new 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. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V—Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the first Monday of each month (September thru May) during the school year at 6:30pm, or at a time and place determined by the executive board at least one month before the meeting. If the meeting coincides with a school holiday, the meeting will be held on the second Monday of the above months. The secretary will notify the members of the meetings in a flyer sent home with the students and on the school district web page at least one week prior to the meeting.

Section 2. 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 members at least 10 days prior to the meeting, by flyer.

Section 3. Quorum. The quorum shall be 8 members of the organization.

Article VI—Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

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

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

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: Teacher Liaison, Fundraising, Hospitality, Membership, Publicity, Family Events and Nominating.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII—Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check. Authorized signers shall be the president, vice president, secretary and treasurer.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be audited by two Trustees.

Section 6. 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 7. The fiscal year shall coordinate with the school year.

Article IX—Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X—Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI—Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII—Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XIII—Accounts of the Organization

Section 1. The Spring Valley PTO shall maintain a checking account.

Section 2. The Spring Valley PTO shall maintain a minimum \$1,000 working capital in the treasury at the end of the school year for the beginning of the next school year.

Section 3. All disbursements over \$150 shall be approved by the general membership.

Section 4. A quorum of the Executive Board shall be allowed to approve purchases of \$150 or less without membership approval.

Section 5. Annual Disbursements

A. Mini-Grants

1. Mini-Grants (in the amount of \$150 per staff member) will be awarded in April of each school year if the staff member meets the following criteria: must be a paid member of the Spring Valley PTO, must have attended at least one meeting during that school year, must have helped with two fundraisers during the school year. Donating an item to a fundraiser (with exception of Schooltime Christmas) does not constitute helping with a fundraiser.

B. Additional Disbursements. Additional funds will be distributed as follows:

1. At the May meeting, the remaining funds available will be divided as follows: 20% will go to Administration to be divided equally between the two principals and the remaining 80% will be divided equally between classroom and academic program. (See Appendix A.) To obtain these funds, a purchase order provided by the Spring Valley PTO must be submitted and approved by membership vote. Any funds not used by end of school year will be returned to the general fund.

2. One fundraiser per year (as voted on by membership at the second meeting of the year) will be designated for long-term goals.

Appendix A

PreK Classroom 1	K-1 Special Education
PreK Classroom 2	2-3 Special Education
Kindergarten Classroom 1	4-5 Special Education
Kindergarten Classroom 2	5-6 Special Education
Kindergarten Classroom 3	7-8 Special Education
Kindergarten Classroom 4	Lincoln Title 1
1 st Grade Classroom 1	Language Arts
1 st Grade Classroom 2	Transitional Bilingual
1 st Grade Classroom 3	Band
1 st Grade Classroom 4	Vocal Music
2 nd Grade Classroom 1	Lincoln PE
2 nd Grade Classroom 2	Junior High Health/PE (2)
2 nd Grade Classroom 3	JFK Library
2 nd Grade Classroom 4	Lincoln Library
3 rd Grade Classroom 1	F.A.S.E.S.
3 rd Grade Classroom 2	Jr. High Special Ed. Resource
3 rd Grade Classroom 3	Speech
3 rd Grade Classroom 4	Counselor
4 th Grade Classroom 1	
4 th Grade Classroom 2	
4 th Grade Classroom 3	
5 th Grade Classroom 1	
5 th Grade Classroom 2	
5 th Grade Classroom 3	
6 th Grade Classroom 1	
6 th Grade Classroom 2	
6 th Grade Classroom 3	
7 th Grade Classroom 1	
7 th Grade Classroom 2	
7 th Grade Classroom 3	
8 th Grade Classroom 1	
8 th Grade Classroom 2	
8 th Grade Classroom 3	

