

Viking Elementary PTO Bylaws

ARTICLE I: NAME

SECTION A: This organization shall be known as the Parent Teacher Organization of Viking Elementary School (Viking PTO).

SECTION B: This organization shall be noncommercial, nonsectarian, and nonpartisan.

ARTICLE II: OBJECTIVE (MISSION STATEMENT)

SECTION A: The mission of Viking PTO is a commitment to helping each child at Viking Elementary reach his or her full potential through a quality education. Teamwork by competent and motivated staff, caring involved families and the school community is necessary for this potential to be realized. The Viking PTO will encourage self-discipline, self-directions and a positive attitude toward learning; enabling our students to achieve academic, social, and emotional growth.

ARTICLE III: MEMBERSHIP QUALIFICATION

SECTION A: Parents, Guardians, or Adult family member with a child or children attending Viking Elementary, regardless of grade, shall be eligible for membership in this organization.

SECTION B: All school staff shall be eligible for membership in this organization.

ARTICLE IV: DUES

A mandatory per family dues collection will not be made. Families can support the PTO through volunteer hours, fundraising efforts and/or monetary or non-monetary donations.

ARTICLE V: OFFICERS

SECTION A: The elected officers of this organization shall be the President, Vice-President, Treasurer, Secretary, and Volunteer Coordinator. No person shall serve more than four (4) consecutive terms in any one office with the exception of filling in for an incomplete term. The positions of President and/or Vice President can be shared.

SECTION B: The term of office is from July 1 to June 30.

ARTICLE VI: DUTIES OF THE OFFICERS

SECTION A: The President shall organize and preside over all Viking PTO and Executive Board Meetings. He/she shall also be the PTO's executive head and have general supervision over all affairs of the organization and responsibility for cosigning checks for the organization.

SECTION B: The Vice-president shall assume the responsibilities of the President in his/her absence. The Vice-president shall assist the PTO President in their role as determined necessary by the President.

SECTION C: The Secretary shall prepare the minutes of the Executive Board and PTO meetings. In addition, the Secretary will notify board members of meetings, provide all necessary correspondence, and maintain a record of the past meetings for a minimum of two (2) calendar years. The Secretary shall prepare and disperse the Monthly Newsletter and maintain the PTO display case.

SECTION D: The Treasurer of the PTO shall be custodian of all moneys of the organization, shall prepare and present an annual budget, keep ledgers correct, up-to-date, and available for audits and/or public viewing. He/she shall disburse funds in accordance with the bylaws of this organization as stated in Article X, Section A. The treasurer shall keep the funds in a financial institution in the name of the Viking PTO. The funds are subject to withdrawal by check in such a manner as outlined in Article X, Section B of these bylaws.

SECTION E: The Volunteer Coordinator supports PTO functions and attends monthly meetings. At the request of the PTO president, other PTO board members or PTO members who are organizing a PTO function or fundraiser, the Volunteer Coordinator will contact and organize the number of volunteers needed and assign them to the duties requested for the function and/or to the organizer in charge of the function or fundraiser. The Volunteer Coordinator will obtain the volunteer list from Viking Elementary staff, and use it to recruit volunteers only, and will not distribute or use the personal information in the document for reasons other than for contacting potential volunteers for a PTO function or fundraiser.

SECTION F: The Past President may be an advisor to the current President.

ARTICLE VII: ELECTIONS

SECTION A: At the general meeting in May, nominations may be submitted from the floor. If there is more than one (1) candidate for an office, then a vote shall be taken by ballot. If there is only one (1) candidate for an office, an oral vote can be taken.

SECTION B: Induction shall take place at this meeting with terms beginning as stated in Article V, Section B.

ARTICLE VIII: VACANCIES

SECTION A: If for any reason, the President is unable to continue with his/her duties of this office, the Vice-president will assume the duties of President. If he/she declines, then a motion will be made for the general membership to elect another President.

SECTION B: In the event of a vacancy in any other office, the Executive Board shall appoint a member to fill the unfinished term.

ARTICLE IX: EXECUTIVE BOARD

SECTION A: The executive board shall consist of the four (4) elected officers, the Volunteer Coordinator, the Principal, two (2) staff persons. In order to conduct business a quorum of five (5) members is required.

SECTION B: The Executive Board shall approve all business policies, be responsible for all the business affairs of the organization and approve and/or submit funds for approval by the general membership for all organization activities.

SECTION C: The Executive Board may meet monthly during the school year or as deemed necessary.

ARTICLE X: APPROVAL OF FUNDS

SECTION A: An Annual Budget will be prepared by the Treasurer and presented at the general membership meeting in September or October of the school year. The budget must be voted upon and approved by the majority at said meeting. Any budgeted expenditure will be reported in the monthly treasurer's report. All non-budget funds requests over \$100 (or \$100 difference from the budgeted amount) will be presented during the monthly general meeting and voted on at that time. Executive board has authorization to approve any non-budgeted fund requests under \$100.

SECTION B: All checks for non-budgeted expenditures over \$200 must be cosigned by two authorized officers of the organization.

SECTION C: No funds shall be used as compensation for serving as a Board member, general member or trustee for the PTO. The organization shall be authorized to render reasonable compensation for services provided to the PTO.

SECTION D: Upon dissolution of this organization, after paying and providing for debts and obligations, the remaining assets shall be entrusted to the Viking Elementary School Principal for use in improvement of school programs.

SECTION E: The Executive Board shall provide an annual audit of the ledgers (books) and accounts of the organization by the appointment of one (1) or more auditor(s) from the general membership. The audit of the organization shall be completed by July 31 and the report submitted at the next general membership meeting.

ARTICLE XI: COMMITTEES

SECTION A: The Scrip Committee manages the scrip fundraising program in its entirety. The Scrip Committee manages the program including, sales, inventory management, advertising, etc. The Scrip Committee may co-sign checks related to the scrip program. The Scrip Committee shall be overseen by a Scrip Committee Coordinator who shall be appointed at the May PTO meeting to serve a term from July 1 thru June 30.

ARTICLE XII: MEETINGS

SECTION A: The Executive Board must set a date, time, and place for the next meeting to be agreed upon prior to adjournment of the current meeting.

SECTION B: The first general meeting of the school year shall be held on the second Tuesday of the month at 6:30 p.m. at the Viking Elementary School LMC (Library Media Center) unless otherwise stipulated by the President and/or School Administration. The meetings for the remainder of the school year will be set at the first general meeting. These meetings will be held from September through and including May, there will be no meeting in December.

SECTION C: General members of the organization may petition for a meeting by submitting a written request signed by a minimum of fifteen (15) members at least five (5) days prior to the proposed meeting and submit the petition to an Executive Board member.

SECTION D: The agenda for general membership meetings is as follows:

- Meeting Called to Order
- Secretary's Report and approval of minutes from previous meeting.
- Treasurer's Report (bills, balances, etc.)
- Principal's Report
- Old Business
- New Business
- Open Discussion

SECTION E: All necessary business decisions and issues will be voted upon at the general meeting. A majority will be considered 51% of the voting membership present at the meeting. A quorum consists of seven (7) PTO members.

ARTICLE XIII: AMENDMENTS TO THE BYLAWS

SECTION A: The bylaws of the Viking PTO may be amended as conditions arise by a majority of affirmative votes of the organization members present at a general membership meeting. Suggested changes must be submitted at a prior meeting before being acted upon at the next general membership meeting. The Secretary shall notify and make available to all members of the proposed changes.