

David Perdue Primary PTO By-Laws
501(c)(3) Corporation
Adopted

Article I:

Name:

David Perdue Primary School PTO is an independent nonprofit corporation and is not owned and operated by the school.

This organization, known as the David Perdue Primary School Parent-Teacher Organization will hereafter be referred to as the PTO. The PTO is a 501 (c)(3) private entity that is independent and is not governed by the HCBE. The David Perdue Primary School (DPPS) Principal has no authority to govern or make decisions for the PTO or on behalf of the PTO. The principal has no authority over the funds of the PTO. The principal's role in the PTO is very limited in accordance with the law; however, he or she must review, sign, and return all monthly bank statements. This is strictly a non-political organization and there shall be no participation directly or indirectly in political campaigns or any other unrelated business or activities. Service and product donations are accepted but are made with no expectation of compensation or favoritism.

Article II: Objective & Purpose

The objective of the PTO is to help create a community and a sense of connectedness among the parents, students, and staff of David Perdue Primary. We strive to enrich and support the educational and growth experiences of the students. We encourage parent participation in the development and support of school programs. The PTO is designed to be a positive asset to David Perdue Primary School and maintain a positive working relationship with the principal of David Perdue Primary and staff.

Our purpose of fundraising is to raise money to provide materials and supplies which are not covered through the normal and local school funds. Funds raised will also be used to provide free family events at the school.

Article III: Membership

Membership in the PTO shall be granted to all parents / guardians of students attending David Perdue Primary or those who are zoned for future attendance at the school, plus all administration, faculty, and staff. There are no membership dues. All members have voting privileges, one vote per adult in attendance at a meeting. Members are **prohibited** from volunteering in any PTO events until background checks are completed.

Article IV: Officers and Executive Board

Section 1:

The elected officers of the PTO, consisting of a President, Vice President, Secretary, Treasurer, Room Parent Coordinator, Donations Coordinator and Volunteer Coordinator and the non-elected positions such as Teacher Representatives and Members at Large shall be known as the Executive Board. All officers of

the PTO shall be parents / guardians of students or serve as staff in some capacity at David Perdue Primary School, with approved HCBOE background security clearance.

Section 2: Executive Board

- a. The Executive Board shall meet at least once a month. If decisions need to be made between the monthly meetings, then an email or a GroupMe vote is allowed. After the proposal has been sent to all the officers, they have 24 hours to reply, and then the decision can be made using the majority rules policy.
- b. Any Executive Board member who fails to attend two (2) consecutive monthly board meetings or fundraising events, without good cause (an unforeseen family, medical or job-related circumstance), should be relieved of their position and duties. The President will appoint a successor who shall serve until the end of the unexpired term.
- c. At least one Executive Board meeting **MUST** be held during the summer to plan the upcoming year.

Section 3: Term of Office:

- a. All terms for offices are a 1-year commitment.
- b. All terms begin after the election with the information / binder transfer at the end-of-year meeting.
- c. The President, Vice-President, and Treasurer should only hold one office at a time.

Section 4:

All officers shall deliver, to their successors, all official material no later than ten (10) days following the end of the school year, including the final bank statement. At that meeting, the old Executive Board shall meet with the new Executive Board to pass on their officer and continuity binders.

Section 5: Removal from Office:

If members of the Executive Board are not team players (cooperatively working together and fulfilling their duties), a meeting will be called, and a majority vote can be taken to remove that officer.

Section 6: Board Position Descriptions

Board Positions are expected to attend all meetings and events without good cause (an unforeseen family, medical or job-related circumstance). Notification of absences need to be communicated with the President or Vice President in advanced. Board Positions are also required to maintain a physical binder as well as a google drive or flash drive to pass on to their successors.

President

Job Description: The chief officer of the PTO, entrusted with the direction and administration of its policies. The President has the authority to call meetings of the Executive Board, committees and General Assembly.

Duties Include:

1. Preside over PTO Executive Board, committee & General Assembly meetings.
2. The President will create an agenda of topics for discussion at the upcoming meeting.

3. Turn in all fundraiser requests to the Principal of David Perdue Primary and Houston County Board of Education Director of Elementary Operations by 2 weeks prior to the fundraiser date.
4. Establish specific committees & committee requirements
5. Appoint committee chairpersons and oversee all the committee meetings
6. Appoint successor for vacant Vice-President, Secretary, Treasurer and Volunteer Coordinator offices, subject to the PTO Executive Board approval.
7. Helps the Treasurer by double counting money, auditing paperwork, signing checks and shopping with the Treasurer for events.
8. Helps maintain fiscal compliance
9. With the Vice President, write all messages for the principal to do as an “all call” to parents by phone call, email, and/or social media

Vice-President

Job Description: The PTO officer next in rank below the President and acting as President, in case of the officer’s absence or disability.

Duties Include:

1. Complete President’s Duties list when PTO President cannot fulfill his / her duties.
2. Work with the President and Treasurer by double counting money, auditing paperwork, signing checks and shopping with the Treasurer for events.
3. Helps the President to fulfill schools’ needs for volunteers.
4. Assists the Volunteer Coordinator in the Fall and Spring to log the parents with approved background clearance and chart the returned “Volunteer Interest Surveys” (stating which events the parents have volunteered to help with).
5. Completes duties and tasked asked of by the President
6. Assist the President and other board members/committees as needed

Treasurer

Job Description: The PTO officer entrusted with the receipt, care, and disbursement of PTO funds.

Duties Include:

1. Maintain financial records on the PTO Google Drive of all PTO business and ensure principals receive opportunities to review receipts and financial records to review whenever requested.
2. Prepare and provide a Treasurer’s Report monthly for each scheduled meeting. Also, a quarterly update at the General Assembly meetings.
3. All monthly reporting should be completed by the 10th of each month or by the monthly board meeting; whichever comes first.
4. Turn in to the Principal and President a monthly copy of the bank statement and a Profit / Loss sheet after each event.
5. Turn in a copy of the deposit slip to the President after each deposit. Deposits slips should be the ones currently in google drive.
6. Works with Donations Coordinator to ensure that tax write off donation receipts are sent out.

7. Responsible for all money earned during PTO fundraisers. The money must be deposited within 4 business days of the event. The Treasurer needs to provide small bills to make changes at the events. All money / gift cards should be locked in the school safe, so it is not left unattended.
8. Works with the Volunteer Coordinator (after the Executive Board has approved) to feed the volunteers during an event (if they have worked more than 3 hours and it corresponds with a mealtime).
9. Reimbursement Forms must be turned in within thirty (30) days of an event and the officer must be reimbursed by the Treasurer within ten (10) days of receiving the form.
10. Updates/Renews/Files E-tax form at the end of each school year to maintain Tax-free status.

Secretary

Job Description: The PTO officer responsible for keeping records and correspondence of PTO business.

Duties Include:

1. Record and distribute minutes of all PTO meetings within 5 days of the meeting -Executive Board, General Assembly, and any other meetings requested by the President (ex. committee meetings). Distribute to all officers, the faculty liaison, and any other parents or staff who wish to receive it.
2. Assist the President in creating meeting agendas if she / he would like.
3. Create and distribute a list of the contact information of the PTO officers and committee members (distribute to all officers, committee members, all office staff, and administrators).
4. Have a sign-in sheet for all meetings to record attendance.
5. Maintain a historical file of all the PTO documents...agendas, minutes, attendance sheets and by-laws to reference, if necessary, in collaboration with the Treasurer.
6. Create a visually appealing newsletter, with upcoming events and information, to send home at least once a month
7. With the President, write messages for the principal to do an "all call", social media message and/or email for parents.
8. Works with the donation coordinator to ensure that thank you letters are sent out to donors.
9. At the end of the school year, create and distribute a parent survey for them to rate events and give suggestions for improvement. Tally the results for discussion at the summer meetings as the officers' plan for the upcoming year.

Volunteer / Social Media Coordinator

Job Description: The PTO officer responsible for recruiting volunteers for all PTO events and working with Room Parent Coordinator to have Grade Level Liaisons (parents who help with grade level events and recruit parents to help from their grade level or classrooms).

Duties Include:

1. Maintain a current list of all volunteers with David Perdue Primary security clearance.
2. Take care of getting all volunteers for PTO sponsored events (parent or BETA Club student helpers from high schools). Provide a sign-in sheet and check-in table for them at events with instructions for their volunteer location. Provide them with food if they have worked for more than 3 hours and it

corresponds with a mealtime (pre-approval of this expense must be made by the President and Vice President).

3. Keep Parents informed of volunteer events via social media and GroupMe.
4. Host a PTO table at different school events to recruit volunteers and PTO members.

Room Parent Coordinator

Job Description: The PTO officer responsible for recruiting and communicating with parents willing to volunteer as Room Parents.

Duties Includes:

1. Update and distribute signup sheets asking for two room parents for each classroom. Give them to the teachers the day before Back-to-School night, ask them to put them out on Back-to-School night, and then return them to the office.
2. After Back-to-School night, send the “Room Parent Request Letter” to the teachers that didn’t have two people sign up as room parents. Most teachers are willing to do this, others you may need to contact the class parents directly. A week after these letters go out, it may be necessary to get class lists from the Office and contact people directly asking them to help.
3. Once a room parents per classroom are determined, compile “Room Parent Master List” and set up an email distribution list. Maintain these lists on the PTO Google Drive. Distribute “General Room Parent Guide” and “Room Parent Master List” to all room parents. Email to room parents for each class. A meeting will be held to review the guidelines and pass out the sign-up sheets at that time. The originals of the sign-up sheets should go in the binder maintained by the Secretary/Treasurer.
4. The rest of the year, send out party planning reminders and forward information from the PTO or School office.
5. Reach out to teachers quarterly for feedback on room parents. Ensure the room parents meet the standards and expectations of the teachers.

Donations Coordinator

Job Description: The PTO Officer responsible for the solicitation and receipt of donations to the PTO.

Duties Includes:

1. Major responsibilities include recruiting and recording donations from local businesses for the PTO’s annual Themed Basket Auction (typically takes place in the Spring), as well as the annual Fill-the-Fence fundraiser (typically takes place in late Summer). Examples of donation recruitment letters and flyers are available on the PTO’s Google Drive.
2. Maintains records of communication and receipt of donations for specific events on the PTO’s Google Drive.
3. Works with the Treasurer and secretary to ensure that donors receive thank you notes and charitable donation receipts for tax write-off purposes. Examples of thank you notes are available on the PTO’s Google Drive
4. Maintains Kroger and Publix school rewards and other programs that would be beneficial and give back to the school.
5. Inform the parents and school populous that these programs exist and how to utilize them.

Online Panda Store Manager

Job Description: The PTO Officer responsible for maintaining and fulfilling online orders from the square site

Duties Includes:

1. Keeps accurate inventory of the Panda Spirit items
2. Manager will fulfill the online orders that come in through the online square site
3. Will help host Panda Spirit tables at different events

Members at Large

Job Description: These are PTO officers who assist and support the executive board as needed.

1. Members at large are expected to be full participants in all events and meetings.
2. They are expected to be a positive ambassador to the PTO and the school
3. They may head committee chairs or special events

Article V: Meetings

Section 1: Board Meetings

- a. The Executive Board meetings are held to be monthly, at a minimum, dates to be determined by the board (meetings should be a week or two before major events to promote ample time for final event details).
- b. If any officer has an item to be added for discussion, they need to have it added no later than 3 days prior to the scheduled board meeting.
- c. Special meetings may be called by any two board members with 24 hours' notice.

Section 2: General Assembly Meeting

- a. A school-wide General Assembly Meeting (GAMs) of the PTO shall be advertised and held at least, but not limited to, quarterly (4x) from August through May. The principal should be present at all GAMs.
- b. The meeting can precede a student program/ performance but should include a financial update and pertinent PTO business.
- c. Attendance should be taken at the meeting, requesting the adult's name, household address, student name, grade level, and e-mail contact.

Section 3: The President shall preside over all meetings of PTO. The Vice President shall preside over all meetings in the absence of the President.

Section 4: Voting and Quorum:

- a. All adult members in attendance at a PTO meeting are eligible to vote and get one vote. Absentee and proxy votes are not allowed.

- b. A quorum (one more than half) is needed for business to be discussed and decisions to be made at any Executive Board meetings. At a General Assembly meeting, the majority rules when a vote is taken.

Section 5: Adding to the Agenda

If a parent / guardian or staff member wants to bring something up for discussion. A PTO mailbox is in the school front office. The Executive Board must be notified in writing at least one week prior to a general meeting of any new business to be presented at the meeting. A short, detailed description of any proposed new business shall be part of the notification and shall also be provided to the principal. The PTO member submitting the written request will need to attend the Executive Board meeting prior to the General Assembly meeting to discuss the new business.

Article VI Nominations, Elections and Vacancies

Section 1: A nomination form must be completed in the school's front office.

Section 2: The candidates that are nominated will be contacted by a member of the Executive Board before the elections, to confirm they want to run for office.

Section 3: The officers of the Executive Board of the PTO shall be elected at the last general meeting of the school year.

Section 4: All ballots will be counted by an administrator in attendance and the results will be announced at the close of the meeting.

Section 5: Should the office of the President become vacant during the school year; the Vice President shall automatically become President.

Section 6: Any vacancy occurring in any office shall be filled for the remainder of the term by a person elected by the Executive Board if necessary. If the board can carry the remainder of the school year without filling the position, then can do so.

Article VII: Finances

Section 1: The Treasurer shall maintain accurate financial records via the PTO's Google Drive and present a Treasurer's report at each monthly Board meeting and each quarterly General Assembly meeting. A copy of each deposit should be shared with the PTO President.

Section 2: Bank Account:

- a. All checks must be signed by the Treasurer and another authorized signer (authorized signer is the President and is listed on the account as Treasurer "and" not "or").
- b. There will be only TWO debit Card for PTO purchases. This card is to be used exclusively for PTO purchases. Failure to submit receipts in a timely manner can result in the revocation of debit card privileges by the PTO President and Vice President. The debit card should not be passed around or handed out to board members.

- c. The checkbook and debit card shall not be left at the school for any reason at any time. The PTO is a 501(c)(3) and is hereby solely responsible for its checkbooks and debit card. The PTO President and Treasurer are responsible for the safekeeping of the checkbook and debit card.

Section 3: Fundraising:

- a. The Executive Board will initiate fundraising at the discretion and approval of the Principal of David Perdue Primary.
- b. All funds received in cash must be counted by two PTO members. If only one PTO member is present, proceed to the front office to have the Bookkeeper "Help" count money. The "Deposit Voucher" form is signed by counters, and the money and form must be given to the President, Vice President, Treasurer, or front office Bookkeeper at the conclusion of the event. The money should be placed in the school safe and deposited within 4 business days. All deposit slips must be signed by the depositor and filed in the PTO folder.
- c.
- d. For any and all fundraisers that are at HCBOE property or are attending David Perdue Primary, the Principal's approval is required. All fundraiser requests must be submitted to the Principal of David Perdue Primary and Houston County Board of Education Director of Elementary Operations as soon as possible or before the start of the new school year.
- e. All events / fundraisers need to have a Profit / Loss Report presented at the following Executive Board meeting.
- f. PTO members and volunteers are encouraged to bring their own lunch when working at any event for more than 3 hours. If there is food at the event, they are allowed to eat said food, and no lunch purchases are to be made. During any event requiring all day attendance, the PTO President and Vice President can authorize the purchasing of lunch. Lunch can be purchased for PTO Members and Volunteers if they are working more than 3 hours or more. Lunch must be purchased at approximately no more than \$10.00 per person.
- g. **PTO takes care of their Volunteers:** Provide them with food if they have worked for more than 3 hours and it corresponds with a mealtime (pre-approval of this expense must be made by the President and Vice President).
- h. If a PTO member is actively working a paid entry and/or paid meal event for 2-3 hours or more, they are entitled to free entry and food (**NOT** unlimited food) If a PTO member is **NOT** actively working an event but shows up at the event they are **REQUIRED** to pay for entry and food.

Section 4: All funds raised are property of PTO, NOT the school. The Executive Board is authorized by a quorum (one more than half) to approve all expenditures at monthly Board meetings, by an email vote or in a GroupMe vote in between meetings. No single PTO member has any veto power of expenditure proposals. Adequate discussion must be held, and a majority vote must be taken. **Any amount over \$200.00 must have board approval prior to spending.**

Section 5: Collection of funds:

For Events with Cash: Cash Box information must be given to the Treasurer at least one week before an event. Never leave the money alone. Always have two adults with the money if possible.

Section 6: Any emergency, unapproved expenditures can be purchased (without a quorum) by an officer the day of an event but must not exceed \$200.00.

Section 7: Reimbursements: A Reimbursement Form must be used if other officers were chosen to make purchases. The receipts and form must be turned in within 30 days of the purchase and the Treasurer will reimburse the officer, after President or Vice-President approval, within 10 days of receiving the request. The PTO prefers to pay bills directly, rather than requiring individual volunteers to pay expenses and then get reimbursed. However, there will be circumstances where reimbursements are necessary. **ALL reimbursements require a receipt.**

Section 8: Contracts: Authority to sign contracts with outside vendors is limited to the President or the Vice President. No verbal contracts will be upheld, all vendors must have a vendor registration agreement filled out for that specific event.

Sections 9: Unauthorized use of PTO Funds/Theft: No PTO member has the authority to use PTO funds for personal use/purchases such as (**lunch, dinner, clothing, amazon purchases, personal lessons, groceries etc.**). Anyone caught stealing in any capacity **will be TERMINATED immediately** by the President and Vice President and will no longer serve on the PTO Board in any capacity. Legal action will be taken against such individuals. **A police report will be filed and placed on record. DPPS PTO has a zero-theft tolerance.**

Section 10: Fiscal Year: The fiscal year of the PTO shall begin July 1st and end on the following June 30th. **Therefore, NO Reimbursements for the prior year will be accepted after June 30th as PTO's books officially close out on June 30th.**

Section 11: Each year an independent audit must be performed by a NON-PTO member but that person must be a Perdue Primary Staff member.



Acknowledgement of By-laws

I, _____, hereby acknowledge that I have fully read and understand the David Perdue Primary PTO by-laws as it has been written and given to me. I promise to take my duties seriously and to adhere to the by-laws and my responsibilities as stated above.

Print Name/ Position

Signature

Date

Witness Signature (President or Vice President)

Date