

By-Laws

Eagle Springs Elementary

Parent-Teacher Organization

501(c)(3) Corporation

Adopted 2011

Amended May 2019

Amendment

Amendments have been made because the Eagle Springs Elementary PTO is a 501(c)(3) Federal Corporation and is not governed under the same policies as a regular PTO. All amendments are made solely by the discretion of the Executive Board. The PTO Executive board must adhere to all Federal Rules and Regulations.

Article I: Name: Eagle Springs PTO is an independent nonprofit corporation and is not owned and operated by the school.

This organization known as the Eagle Springs Elementary School Parent-Teacher Organization (hereafter referred to as the PTO). The PTO is a 501 (c)(3) private entity that is independent and is not governed by the HCBE. ESES 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, they 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 campaign 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 bring the home and school into closer relation so that parents and teachers may participate cooperatively to enhance and support the educational experience at Eagle Springs. Another objective is to encourage parent involvement and to improve the environment at Eagle Springs through volunteer and financial support. The purpose of raising money is to provide materials and supplies which are not covered through normal local / school funds.

Article III: Membership

Membership in the PTO shall be granted to all parents / guardians of students attending Eagle Springs Elementary, 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. **All members must attend the mandatory volunteer training** provided by Eagle Springs Elementary, and must pass a background check. Members are **prohibited** from volunteering in any ESES and PTO events until both training and background check are completed.

Article IV: Meetings

Section 1: The Executive Board meetings are held monthly, at a minimum, on the same day and time each month to be determined by the board (meetings should be a week or two before major events to promote ample time for final event details). 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 (GMA) 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, majority rules when a vote is taken.

Section 5: If a parent / guardian or staff member wants to bring something up for discussion... A PTO mailbox is located in the school 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 V: Nominations, Elections and Vacancies

Section 1: A nomination ballot will be sent home by the President in May for any Executive Board officer's term that is ending.

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; 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. The Principal has no input on whom shall be on the Executive Board, and cannot personally elect an individual for a board position.

Article VI: Officers and Executive Board

Section 1: **The elected officers of the PTO, consisting of a President, Vice President, Secretary, Treasurer and Volunteer Coordinator, shall be known as the Executive Board.** All officers of the PTO shall be parents / guardians of students at Eagle Springs Elementary ,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 e-mail vote is allowed. After the e-mail 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. The Board members should wear their PTO shirt to show school pride and uniformity to Board and General Assembly meetings.
- c. 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.
- d. At least one Executive Board meeting **MUST** be held during the summer to plan the upcoming year.

Section 3: Term of Office:

- a. The term of office for the officers shall be staggered so the board hopefully is not turned over all at once, to maintain consistency and continuity. The President, Vice-President and Treasurer are two (2) year terms. The Secretary and Volunteer Coordinator are one (1) year terms.
- 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 shall not serve more than two (2) consecutive terms in the same office. Each officer 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.

Article VII: Finances

Section 1: The Treasurer shall maintain accurate financial records and present a Treasurer's report at each monthly Board meeting and each quarterly General Assembly meeting.

Section 2: Bank Account:

- a. PTO monies shall be maintained in an interest-bearing checking account at the bank selected by the Executive Board.
- b. All checks must be signed by the Treasurer and another authorized signer (authorized signers are the President and Vice-President and are listed on the account as Treasurer "and" not "or").
- c. The PTO debit card can be used for purchases and receipts must be turned within 24hrs of purchases.
- d. 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 Vice President is 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 Eagle Springs Elementary.
- b. All monies raised shall be collected and tripled counted by Executive Board officers (President, Vice President, and Treasurer). Money should only be handled by PTO officers at events (no other Eagle Springs staff or staff volunteers are allowed to handle or count money).**
- c. For any and all fundraisers that are HCBOE property or are attended by Eagle Springs students, the Principal's approval is required. All fundraiser requests must be submitted to the Principal of Eagle Springs Elementary and Houston County Board of Education Director of Elementary Operations by as soon as possible or before the start of the new school year.
- d. All events / fundraisers need to have a Profit / Loss Report presented at the following Executive Board meeting.**

- e. PTO members and volunteers are encouraged to bring their own lunch when working any fundraising event for more than 3 hours. During Winter Wonder Shop week in December, the PTO President and Vice President can authorize the purchasing of lunch only 2 days of that 5-day week. Lunches can be purchased for **PTO Members, Volunteers and Librarian ONLY**, if they are working more than 3 hours or more. Lunch must be purchased from **Subway and the cost must NOT exceed more than \$6.00 per person before tax.**
- f. **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). If there is food at the event, they are allowed to eat said food, and no lunch purchases are to be made.
- g. If a PTO member is actively working a paid entry and/or paid meal event for 2-3 hours or more, are entitled to free entry and food (**NOT** unlimited food) along with their spouse and children **ONLY**. 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.
 - **Holiday Pictures is NOT a free pictures event for PTO members. If you plan on getting pictures taken you are REQUIRED to pay even if you are working this event.**
 - **Winter Wonder Shop is NOT FREE shopping event for PTO members. If you are working the shop you are still required to pay for anything you or your family wish to get from the shop.**

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 or by an email vote 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.

Section 5: Any emergency, unapproved expenditures can be purchased (without a quorum) by an officer the day of an event, but must not exceed \$50.00.

Section 6: 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.

Section 7: Contracts: Authority to sign contracts with outside vendors is limited to the President or the Vice President.

Sections 8: 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 FIRED 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 individual. **A police report will be filed and placed on record. ESES PTO has a zero-theft tolerance.**

Section 9: Fiscal Year: The fiscal year of the PTO shall begin July 1st and end on the following June 30th.

Section 10: Ending Balance: The PTO shall leave a minimum of \$4000 in the treasury at the end of each fiscal year.

Section 9: Audit:

- a. An auditing committee or a volunteer professional auditor (with Houston County BOE background clearance) shall be chosen by the Executive Board prior to the end of the fiscal year. An auditing committee shall consist of no fewer than three (3) members and no one with signature authority of the year being audited or the following year shall sit on the auditing committee.
- b. The Treasurer shall submit the books to be audited at the end of the fiscal year or more often if necessary, judged by the President. The audit report should be written and submitted to the Executive Board and Principal prior to any transactions occurring for the new fiscal year.**
- c. Upon resignation of the Treasurer, an audit should be performed within two weeks of the resignation.**
- d. Satisfied that the audit is correct, the accountant / auditing committee shall sign a statement of accuracy at the end of the report.
- e. The newly elected Treasurer shall not undertake any duties or responsibility of that office until the audit is presented to and accepted by the Executive Board and Principal.

Article VIII: Committees

The Executive Board shall establish specific committees for events and fundraisers. The President and Vice President shall appoint committee chairpersons as needed.

Article IX: Amendments and Revisions

Section 1: The by-laws should be reviewed line by line as needed, at a minimum of every three (3) years.

Section 2: The by-laws may be amended by the recommendation of the Executive Board. A committee can appoint to complete the review and revisions. The amendments must be approved by a quorum at an Executive Board meeting by the Executive Board members only.

Section 3: Each Executive Board officer must read the by-laws and job descriptions upon taking office, and sign an agreement contract stating that they understand and will abide by the policies and procedures.

Article X: Parliamentary Procedures

Robert's Rules of Order shall govern the conduct of business in all cases in which they are applicable and in which they are not in conflict with these by-laws.

Article XI: Dissolution

In the event of dissolution of the PTO at Eagle Springs , any remaining funds shall first be used to pay any outstanding bills. After that, the remaining money in the account will be discussed and divided amongst the school programs receiving money that year.

Article XI: Compensation

No Director shall receive direct, or indirect, any compensation for his/her

By-Law History:

Drafted: 16 July 2021

Amended:

Attachment 1: PTO Officer Job Descriptions and Policies

Eagle Springs Elementary PTO

Officer Job Descriptions and Policies

The Eagle Springs Elementary Parent Teacher Organization (PTO) formally holds elections each year to fill **five (5)** offices. These offices are President, Vice President, Secretary, Treasurer, Volunteer Coordinator and each is a member of the PTO Executive **Board**. The job description and recommended duties for each PTO office are **stated here-in**.

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. If any officer had an item to be added for discussion, they need to have it added no later than 3 days prior to the meeting.
3. Will meet _ times a year with the Principal, or an office representative appointed by the Principal, to discuss and to coordinate the schools' needs (for volunteers, testing proctors).
4. Turn in all fundraiser requests to the Principal of Eagle Springs Elementary and HoustonCounty Board of Education Director of Elementary Operations by....
5. Establish specific committees & committee requirements
6. Appoint committee chairpersons and oversee all the committee meetings
7. Appoint successor for vacant Vice-President, Secretary, Treasurer and Volunteer Coordinator offices, subject to the PTO Executive Board approval.
8. Assigns a rotation of officers to represent PTO at all school functions.
9. Helps Treasurer by double counting money, auditing paperwork, signing checks and shopping with Treasurer for events.
10. Plans several Family Events that are "free" to attend and funded by PTO (ex. movie night, Ice cream social, Muffins for Moms / Donuts for Dads...)
11. Contracts with a local shirt printing company and completes the grade level t-shirt orders twice (2x) a year (August & February).

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 Treasurer for events.
3. Please such money and coin counter machines that is located in the library for accuracy.
4. Helps President to fulfill schools' needs for volunteers.
5. Helps President with the grade level t-shirt orders and to plan Family free events.
6. Assists the Volunteer Coordinator in the autumn 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).
7. Turn in all fundraiser requests to the Principal of Eagle Springs Elementary and HoustonCounty Board of Education Director of Elementary Operations by....
8. Completes the "School Mall" fundraising program of pamphlets & prizes.
9. Works with the President as the school "goodwill officer" by arranging & delivering a meal or fruit basket if a staff member or officer has a death in the family, a hospital stays or has a baby (after Executive Board majority approval).
10. Initiates and purchases (with Executive Board approval) any gift cards for student incentive prizes or exceptional volunteers.

Treasurer

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

Duties Include:

1. Maintain financial records of all PTO business.
2. Prepare and provide a Treasurer's Report monthly for each scheduled meeting. Also, a quarterly update at the General Assembly meetings.
3. Turn in to the Principal a monthly copy of the bank statement and a Profit / Loss sheet after each event.
4. Conduct PTO banking business with a financial institution approved by the Executive Board.
5. Sign all PTO checks with at least one other officer signature.
6. Responsible for all money earned during PTO fundraisers. The money must be deposited within _ days of the event. The Treasurer needs to provide small bills to make change at the events. Only a PTO officer can handle the money at the event (not parent, student or staff volunteers). All money / gift cards should be locked in the PTO cabinet, so it is not left unattended.
7. 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).
8. Reimbursement Forms must be turned in within thirty (30) days of an event and the officer must be reimbursed by the Treasurer with ten (10) days of receiving the form.
9. All returns should be made before the officer is reimbursed. The Treasurer needs to be aware of store's return policies, before making purchases (for example Dollar Tree only allows exchanges, grocery stores do not accept perishables, and Sam's Club will not allow returns on any food, perishable or non-perishable).

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 for all meetings to record attendance.
5. Maintain a historical file all the PTO documents...agendas, minutes, attendance sheets and by-laws to reference if necessary.
6. Create the annual calendar after events have been set and approved. Distribute to all parents, teachers, officers, administrators and office staff.
7. Create a visually appealing newsletter, with upcoming events and information, to send home at least once a month. After another officer has proofread it, photocopy it and distribute to teachers 24-36 hours before weekly folders go home. Be sure to e-mail a copy to all Hilltop staff.
8. Create posters for events (or enlist help from the student art club) and put up a display in the center hall case or foyer for parents to see (of upcoming events, pictures of past events, fundraising goal...)
9. With the President, write all messages for the Principal to do as an "all call" to parents.
10. Be sure each officer has a copy of the Eagle Springs PTO By-laws. The by-laws should be reviewed line by line as needed, at a minimum of every three (3) years. If they are amended by a majority vote, type up the changes and distribute them to all officers and the Principal.
11. At the end of the school year, create and send home 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 Coordinator

Job Description: The PTO officer responsible for getting volunteers for all PTO events and working with teachers to have Grade Level Liaisons (parents who help with grade level events and recruit parents to help from their grade level).

Duties Include:

1. Maintain a current list of all volunteers with BOE security clearance.
2. Must be available for major PTO events such as: **Fun Friday, School Dances, Bingo Nights, Basket Setup, Teacher Appreciation Week, Field Day, and Winter Wonderland, Military Appreciation Day.**
3. Survey the parents at the beginning of the year with a “Volunteer Interest Survey” and chart their responses of when, where, how, and which events they can help with.
4. Take care of getting all volunteers for PTO sponsored events (parent or BETA 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).
5. Work with Grade Level Liaisons to be sure they are communicating with the teachers for grade level events and field trips. Also ask them to contact parents when we need volunteers or food (to feed the staff for Teacher Appreciation Week or supplement an event ex. cake walk)
6. Box Top Coordinator. Collect and send in box tops monthly and keep abreast of student incentives for box tops.

Teacher/Room Parent Liaison

Job Description: Update the “General Room Parent Guide” to match the dates and plans for the school year. Send for approval from PTO Presidents. A copy of this should be sent to all room parents and placed in the books.

Duties Includes:

1. **Must** be available for major PTO events such as: **Fun Friday, School Dances, Bingo Nights, Basket Setup, Teacher Appreciation Week, Field Day, and Winter Wonderland**
2. Update and make copies of the three signup sheets for each class room. Give them to the teachers the day before Back to School night, ask them to put them out at Back to School night, and then return them to the office. As a general rule most of the teachers don't want them too early or to be responsible for them very long. Follow up in the late afternoon the day following Back to School night for those that didn't turn them into the office.
3. 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 out.
4. Once 2 room parents per class room are determined, compile “Room Parent Master List” and set up an email distribution list. 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 book.
5. Send “Room Parent Master List” to PTO President for directory.
6. The rest of the year, send out party planning reminders and forward information from the PTO or School office.
7. Reach out to teachers quarterly for feedback on room parent. Ensure room parent is meeting the standard and expectation of teacher

Committee Chairperson

Job Description: A volunteer who has stepped up to run a specific event or fundraiser with guidance from the President. (Ex. t-shirt order, silent auction,)

Duties Include:

1. Working with the President and Vice-President to create a plan and timeline to execute an event or fundraiser. (Refer to the continuity binders if the event has been held before for a timeline, tips, contacts...)
2. Recruiting volunteers to form a committee, to assist in executing the event plan.
3. An officer must proofread all correspondence before a committee chairperson sends anything out. Only officers are allowed to make photocopies of PTO business on a school copier/printer.
4. Follow all procedures for purchasing event supplies – Turn in any supply list to President or Vice President for approval. Purchases will be made by either the President, Vice President or Treasurer once approved.
5. Working with the Volunteer Coordinator for obtaining volunteers for the event.

Acknowledgement of Bylaws

I, _____ hereby
acknowledge that I have fully read and understand the
ESES PTO bylaws as it has been written and given to me.
I promise to take my duties seriously and adhere to the
bylaws and my responsibilities as stated above.

Print Name

Signature

Date

Witness Signature (President or Vice President)

Date

Welcome to Eagle Springs Elementary the PTO Board!