

BYLAWS
OF
MYERS ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
(PTO)

ARTICLE I
STATEMENT OF PURPOSE

1. The purpose of the Myers Elementary School Parent Teacher Organization (PTO) is to support, facilitate and booster all educational programs and activities provided by Myers Elementary School (Myers). PTO represents Myers students' interest and communicates their goals and needs to Myers parents, staff and the Salem community.
2. PTO serves as a liaison between the parents and guardians and teachers of Myers children and the Principal, the Salem community and the school board. PTO serves as an advisory board and is not a policy-making committee. In addition, PTO provides support to the Myers school community (children, parents and staff) by volunteering time, talents and resources and by raising funds to supplement and enhance those provided by the district's general fund.

ARTICLE II
OBJECTIVES AND RESPONSIBILITIES

1. PTO assists and supports Myers staff members in their quest to provide the finest quality education available to Myers students.
2. PTO provides advice and assistance regarding the school district's policies relating to: discipline, budget, enrollment and growth, community education and any other policy areas that affect the educational program at Myers. However, PTO may not become involved in individual student discipline cases or single family concerns, individual employee evaluations or the selection placement or transfer of individual staff members.
3. PTO also raises, manages and distributes funds for school activities, and organizes, supports and maintains a volunteer program.
4. PTO can neither direct nor control general funds the district disperses to Myers.

ARTICLE III
ACCOUNTABILITY

1. PTO is responsible in the following order to: 1) School Principal; 2) It's membership; 3) Community Relations Advisory Committee; 4) District Central Administration; and 5) The School Board.

ARTICLE IV
MEMBERSHIP

1. Membership in PTO is open to: 1) All parents and guardians of children attending Myers; 2) All current Myers staff members; 3) Members of the Salem community who demonstrate a concern and interest in the welfare of Myers students and their education. The Principal is a member simply by virtue of serving in the capacity of Principal. A desire to further the purposes of PTO as stated in ARTICLE I and to share in the responsibilities of PTO as stated in ARTICLE II of these bylaws is the only requirement for membership.
2. Advancing Diversity: PTO supports and encourages diversity in the Myers community by actively seeking representation from the following groups: English as a second language parents, senior citizens, business partners and representatives of the business community and parents of preschool age children who will attend Myers.
3. Voting Rights and Regulations: Each member of PTO is entitled to cast one vote on any matter submitted to a vote. Proxy voting and absentee ballots are prohibited.

ARTICLE V
PTO OFFICERS
(PTO BOARD)

1. Elected officers of PTO comprise the PTO Board. The PTO Board facilitates the development, implementation and completion of PTO goals. The PTO Board is also responsible to: organize and maintain PTO records; develop meeting agendas; support and advise the Principal; create, assign and oversee special committees; monitor financial records and authorize the allocation of emergency funds (without the consent of the general membership) not to exceed \$100.00 (one hundred dollars) as funds permit.

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2. PTO Board Members - Term of Office: Nominations for officers are opened annually at the May PTO meeting. Officers are elected in June. Officers' terms of service begin with the start of the following school year. Officers may not serve more than three consecutive years in the same position. Exception to this would be if no other person is nominated or expresses interest in the given position. The current Board Member holder may, by majority vote of the PTO stay in their office for one more year if they accept to do so.
3. PTO Officers and Duties: The offices of PTO are - President, Vice-President, Secretary, Treasurer, Volunteer Coordinator, Hospitality Coordinator, Fund-raising Coordinator and Members at Large.
 - A. **President** - performs the following duties:
 1. Conducts PTO meetings
 2. Attends District meetings as requested by Principal
 3. Serves as the contact person for the Volunteer Coordinator
 4. Inspects the PTO mail and answers correspondence as needed
 5. Serves on the Budget and Finance Sub-Committee
 6. Prepares a formal PTO goal evaluation as required by the District
 7. Coordinates the annual bylaw review and publication of current bylaws
 - B. **Vice President** - performs the following duties:
 1. Attends monthly PTO meetings
 2. Monitors the activities of the Fundraising and Social Coordinators
 3. Prepares and prints monthly PTO meeting agendas
 4. Assumes the duties of the President when the President is not available
 - C. **Secretary** - performs the following duties:
 1. Attends monthly PTO meetings
 2. Records the minutes of the monthly meetings in writing
 3. Prepares copies of the written minutes for distribution at PTO meetings
 4. Sends notes of appreciation to guests, speakers and staff when appropriate
 - D. **Treasurer** - organizes and maintains financial records as required by the Myers PTO, Salem-Keizer School District and the IRS - and performs the following duties:
 1. Attends monthly PTO meetings
 2. Chairs the Budget Committee
 3. Prepares written Treasurer's reports and presents them at PTO meetings
 4. Makes bank deposits
 5. Issues checks
 6. Organizes and balances financial statements
 7. Directs the annual budget request process
 8. Establishes and maintains the "Request for Funds" forms
 9. Assists the Fundraising Coordinator where possible
 10. Arranges for child care for PTO meeting

- E. **Volunteer Coordinator** - recruits and trains volunteers for the purpose of providing Myers staff and community with additional support and assistance. Due to the great volume of service rendered by the Volunteer Coordinator, two persons who share all responsibilities and duties may share the position.

The Volunteer Coordinator(s) perform the following duties:

1. Attends monthly PTO meetings
2. Organizes, recruits and trains volunteers
3. Develops and maintains volunteer interest forms
4. Informs volunteers to complete and submit criminal background check forms

- F. **Hospitality Coordinator** - organizes and coordinates appropriate celebrations for Myers staff and community. The Hospitality Coordinator performs the following duties:

1. Attend monthly PTO meetings
2. Organizes and conducts staff appreciation days

- G. **Fundraising Coordinator** - plans, develops and coordinates all fundraisers for Myers in cooperation with PTO. Due to the great volume of service rendered by the Fundraising Coordinator, two persons who share all responsibilities and duties may share the position. The Fundraising Coordinator(s) perform the following duties:

1. Attend monthly PTO meetings
2. Develops and submits fundraising schedule to the PTO Board for approval by no later than October of any given school year
3. Directs the approved fundraiser(s)
4. Supervises/assists with the collection of funds
5. Submits monies collected along with the financial statement to the Treasurer within ten (10) days of the completion of the fundraiser

- H. **Members at Large** - during any school year, there may be as many as three (3) Members at Large (including but not limited to Site Counsel Members and PTO Liaison) serving on the PTO Board. The Member(s) at Large perform the following duties:

1. Attend monthly PTO meetings
2. Assists other PTO officers by chairing or serving on committees
3. Brings topics of discussion to PTO meetings
4. Performs other duties as assigned

ARTICLE VI
PTO MEETINGS

1. PTO meetings shall be held at least once a month during the school year. However, under extraordinary circumstances, additional meetings as required, may be called by the PTO President or by a majority vote of the PTO general body. Additionally, meetings may be suspended for no more than one month by a majority vote of the PTO general body. All PTO meetings, including committee meetings, are open to the public and may be conducted in accordance with Robert's Rules of Order (or an appropriate adaptation thereof as determined by the President).

ARTICLE VII
FINANCIAL GUIDELINES AND BUDGETARY PROCEDURES

1. The Treasurer organizes, maintains and is responsible for all financial transactions and records.
2. The PTO fiscal year runs from July 1 to June 30 of the following year.
3. The PTO account provides for, but is not limited to, such expenditures as: Volunteer Coordinator expenses, Hospitality Coordinator expenses, PTO expenses, Teacher/Staff allowances, field trips, special events, classroom equipment and materials and capital improvements.
4. The PTO account may also provide for two separate reserve accounts: dedicated reserve and non-dedicated reserve. The dedicated reserve functions as a savings account. Funds in the dedicated reserve are set aside to be rolled over into the next fiscal year and enables the purchase of expenditures too costly to be covered by a single year's budget, e.g. playground equipment. The non-dedicated reserve functions as a rainy-day fund and provides the flexibility to purchase emergency needs or supplies either unforeseen or not necessary at the time of the budget's approval.
5. The expenditures for any fiscal year shall be based upon a prioritized list of needs as prepared by the Myers staff, endorsed by the Principal and approved by a majority vote of PTO members.

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6. Procedure of establishing the PTO budget:

April

- Myers publishes a notice in the school newsletter. The Myers PTO and staff are invited to submit requests to fund expenditures for the following school year.
- Expenditure requests are submitted.
- The Principal and Myers Leadership Team collects all expenditure requests and prioritizes them, assigning each request with a designation of high, medium or low.
- The Principal signs off on Myers' prioritized expenditure requests and prepares a written prioritization for submission to the Treasurer in time for the PTO Board meeting immediately prior to the May PTO meeting.

May

- Treasurer balances the PTO account and prepares an accounting to be presented to the PTO members.
- Treasurer presents the financial accounting to the PTO Board.
- Treasurer presents the financial accounting to the PTO members.
- Prioritized list from Myers staff is reviewed and opened for comment from PTO membership and items approved or denied.
- Treasurer submits the proposed budget to PTO members.
- PTO members review proposed budget.
- Proposed budget is opened for comment and amendment.

June

- Treasurer presents prioritized expenditure list and PTO's funding recommendations to PTO membership.
- PTO presents funding for dedicated and non-dedicated reserves.
- PTO establishes a proposed budget for the up-coming fiscal year.
- PTO votes to establish final budget for year.
- Final budget approval must be by a majority vote.

August

- PTO Board meets with Myers Leadership to discuss any needed changes to budget that may be needed due to new projects occurring over the summer.

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7. Procedure for requesting funds:
 - A. Any requests for funds not included in the final approved budget of PTO may be requested by applying for funding using a "Request for Funds" form. Submit to the Treasurer by placing in the PTO box. The "Request for Funds" form is established and maintained by the Treasurer. The completed form is returned to the Treasurer (may be placed in the PTO box). The requester should make a copy of the request for his or her own records and should attend (or a representative on their behalf) the PTO meeting at which the request will be discussed and determined.
 - B. Treasurer must bring any "Request for Funds" forms before the next PTO meeting.
 1. Requests of \$100.00 or less may be approved or rejected by at least 2 of the PTO Board Members if funds are available.
 2. Requests of \$100.01 and greater are discussed at the PTO meeting and either endorsed or opposed by the committee. However, such a request must be presented at a PTO meeting with its endorsement or opposition and either approved or rejected by the PTO members - which determination shall be determined by majority vote.
 - C. The Secretary records in the minutes all actions taken regarding requests for funds.
 - D. The Treasurer keeps on file all submitted "Request for Funds" forms. "Request for Funds" forms need to be kept on file not more than three years.

ARTICLE VIII
BYLAW REVIEW

1. A copy of the PTO bylaws shall be available for review at all times in the school's front office.
2. Each April, the President shall announce, by placing a notice in the school's newsletter, to the Myers community, that the bylaws are open for review. During the month of April, interested parties may obtain a copy of the bylaws from the school's front office. Comments or proposed changes to the bylaws shall be in writing and submitted to the PTO President (may be placed in the PTO box).
3. The President will collect the comments and proposed changes and present them to the PTO Board at the PTO Board meeting immediately preceding the May PTO meeting. After reviewing the comments and proposed changes, the PTO Board shall prepare comments in support of or in opposition to the comments and proposed changes.
4. At the June PTO meeting, the President shall present all comments and proposed changes to the PTO members along with the PTO Board's recommendations.
5. After discussion, the PTO members shall vote whether to adopt the bylaws in their current form or to adopt the bylaws with amendments. The vote must pass by simple majority.
6. The newly elected President shall be responsible for publishing the bylaws for the upcoming year in their adopted form.