

Bylaws of the Redbud Run Parent Teacher Organization

Article I Organization

The name of this organization is the Redbud Run Parent Teacher Organization (Redbud Run PTO). The organization consists of those interested teachers, parents, educators, and friends who wish to become involved with the development and functions of Redbud Run Elementary School, the Frederick County Public School System and the Commonwealth of Virginia Public School Programs.

Article II Articles of Organization

This organization exists as an unincorporated association of its members. Its Articles of Organization comprise these bylaws as from time to time amended, and it's Articles of Association, if any. In the absence of separate Articles of Association, these bylaws shall be deemed to be the Articles of Association. In the event of any conflict between these bylaws and the Articles of Association, these bylaws shall govern.

Article III Objectives

The objectives of this organization are as follows:

- A. To provide a forum for teachers and parents to exchange ideas in the education of children
- B. To unite efforts of educators and the general public to support the education of every child
- C. To assist in securing adequate provisions for the well being of our students
- D. To provide funding to enhance the education programs

Article IV

Policies

The following are basic policies of the organization:

- A. The organization shall be nonsectarian and nondiscriminatory.
- B. The organization is nonpartisan and shall not directly or indirectly, participate in any political campaign on behalf of any candidate for public office.
- C. The organization may cooperate with other organizations and agencies concerned with child welfare. However, the organization shall have no commitments, which can bind the organization, financially or legally, to any other organization or association.
- D. The organization shall cooperate with the school to support the involvement of education while not interfering with administration of the school and not seeking to control their policies.
- E. All PTO programs and events must first be approved by the Executive Board and planned with consideration for all children in mind.
- F. The PTO budget year will run July 1 – June 30. All budget requests must be submitted in written form to any officer or school administrator prior to April 1st. The officers and school administration will formulate the budget. The budget will be presented at the May Executive Board meeting for review and approval. The budget will then be made available to general membership and voted upon at the June general membership meeting. The Executive Board will consider additional budget requests throughout the year. Decisions will be based upon funding availability.
- G. All members of the Executive Board must be in good standing (annual dues paid, if required) of the PTO.
- H. Two people shall count money for any PTO sponsored activity at least one being a PTO board member. Deposit Record Form to be completed and signed by the two individuals who counted money, one being a PTO board member. All deposits to be made by Treasurer, or PTO board member if Treasurer unavailable. Copy of bank deposit slip(s) to be attached to Deposit Record Form.
- I. The president, Executive Board or the general membership can request an audit of the organization's books at any time. The party requesting the audit shall appoint the auditor and shall be responsible for any fees incurred. The treasurer shall work with the auditor and report back to the Executive Board and the party requesting the audit with a signed report.
- J. The Executive Board shall have the authority to authorize new or routine expenditures not to exceed \$150.00. The Executive Board shall seek approval from the general membership for all new expenditures in excess of \$150.00.
- K. The officers shall review bylaws annually.

Article V

Membership and Dues

Membership to this organization shall be made available to those families and volunteers associated with Redbud Run Elementary School. Membership will be accepted any time prior to March 1st of each school year. The annual membership dues, if required shall not exceed \$3.00 per family. Only those members in good standing (annual dues paid) shall be eligible to vote in the organization's business meetings.

Article VI

Officers

The officers of this organization shall consist of president (with the option of a co-president, if elected), first vice-president (with the option of a second vice-president, if elected), secretary, and treasurer (with the option of an assistant treasurer, if elected). The officers will normally be elected in June of each year and shall assume office and duties July 1st. Nominations for the offices will be made available from the administration prior to each election, and all members in good standing will be eligible to vote. Should an officer miss two months of meetings with unexcused absences, the Executive Board will have the option to vote to remove that member from office. The term of each office shall be one year. Should a vacancy occur in any office, the Executive Board would appoint a person to serve the remainder of the term.

Article VII

Executive Board

The Executive Board shall be comprised of the following individuals:

- A. PTO officers (elected by general membership)
- B. Teacher representative(s) (elected by teachers)
- C. School principal or his/her representative
- D. Committee chairpersons

Article VIII

Duties

A. The president/co-president shall have the following duties:

1. Coordinate with the school principal(s).
2. Chair Executive Board and general membership meetings.
3. Call nonscheduled Executive Board and general membership meetings.
4. Present the annual budget for Executive Board approval.
5. Present the board approved annual budget to the general membership for adoption.
6. Suggest PTO projects for the year.
7. Meet with PTO members to obtain their views and try to solicit their suggestions.
8. Select an annual auditor, to be approved by the Executive Board, to review the financial records of the organization upon closing the books June 30th.
9. When necessary, meet with outside concerns.
10. Shall be an authorized signer of checks. Two signatures shall be required on each check.

B. The first vice-president/second vice-president shall have the following duties:

1. Act for the president in the president's absence (unless the Board has a co-president)
2. Assist the president in the performance of his/her duties.
3. Authorized signer of checks.
4. Serve as publicity coordinator for PTO.
5. In the absence of the committee chairpersons, receive reports from the committee chair to present at Executive Board meetings, to promote communication and to ensure the objectives of each committee is being met in a correct and timely manner.

C. The secretary shall have the following duties:

1. Record the minutes from the Executive Board meeting and distribute minutes at the next Executive Board meeting and make them available at the next general membership meeting.

2. Record the minutes at the general membership meetings and make them available at the next Executive Board and general membership meetings.
3. Keep a current list of active members/volunteers.
4. Keep a copy of the bylaws for any adopted amendments.
5. Authorized signer of checks.

E. The treasurer shall have the following duties:

1. Collect all membership dues, if required through the membership committee.
2. Shall be an authorized signer of checks.
3. Keep all of the organization's financial records and report to the Executive Board and general membership on the current financial status of the organization upon request of the president, other officers, or general membership.
4. Upon request of any member in good standing, make the organization's financial records available for personal inspection.
5. Assist the auditor, which is selected by the president and approved by the Executive Board, in auditing the books upon closing the books June 30th.
6. The president, Executive Board or general membership can request an audit of the organization's books at any time. The party requesting the audit shall appoint the auditor and shall be responsible for any fees incurred. The treasurer shall work with the auditor and report back to the Executive Board and the party requesting the audit with a signed audit report.
7. Close books on June 30th and provide auditor with back up disc prior to turning books over to treasurer elect.
8. Maintain the checkbook, deposit slips, blank checks, and deposit record forms.
9. Serve as liaison with school staff regarding PTO money available per budget and budget requests.

F. The assistant treasurer (if elected), shall have the following duties:

1. Assist the treasurer in the performance of his/her duties.
2. Authorized signer of checks.

G. The Executive Board shall have the following duties:

1. Have at least 8 meetings per year. The president may call additional meetings.
2. Approve or disapprove the auditor, which the president has selected to review the financial records of the organization.
3. Appoint two Executive Board members and two general membership representatives to the nominating committee.
4. Approve or disapprove the office's proposed annual budget. The approved budget is to be presented to the general membership for ratification.
5. Shall have the authority to authorize new or routine expenditures not to exceed \$150.00. The Executive Board shall seek approval from the general membership for all new expenditures in excess of \$150.00.
6. Conduct a minimum of two fundraising activities each school year.
7. Transact necessary business in the intervals between general membership meetings.

H. The committee chairperson(s) shall have the following duties:

1. In the event of absence at Executive Board meetings, give reports to the 2nd vice-president to present to the Executive Board, to promote and to ensure the objectives of each committee are being met in a correct and timely manner.
2. Report to the Executive Board monthly on the committee's progress and proposed plans.
3. Report committee action to the general membership when requested by the president of the Executive Board.
4. Administer the committee to complete the assigned objectives.
5. Submit the committee's financial records to the treasurer.
6. Channel committee's publicity through the first vice-president.
7. The duties listed in the bylaws supplement are a general guideline for each committee chairperson and may be changed or added to as needed throughout the year.

Article IX

General Membership Meetings

The organization shall have regularly scheduled membership meetings at least 6 times each year. The Executive Board or the president can call additional non-scheduled meetings. Only those members in good standing (annual dues paid, if required), may vote during any general meeting. A vote dissolving the PTO would require a favorable vote of 67% of the membership and a vote at that time will be made on how to disburse the funds.

Article X

Audits of Financial Records

The president shall select an auditor for the Executive Board's approval to audit the organization's financial records upon closing the books at the end of the fiscal year. This audit report shall be presented to the general membership at the following meeting. In addition, the president, the Executive Board or the general membership can request an audit at any time. The authority requesting the audit shall appoint the auditor and shall be responsible for any fees incurred. The treasure shall work with the auditor and report back to the Executive Board and the party requesting the audit with a signed audit report. Any discrepancies found by the auditor shall be presented to the officers to be acted upon immediately.

Article XI

Parliamentary Authority

A quorum of the Executive Board shall be defined as 40% attendance. A minimum 51% vote of the quorum is required to pass any Executive Board motion.

Robert's Rules of Order, Newly Revised, shall govern the organization in all cases in which they are in conflict with these bylaws.

Article XII

These bylaws may be amended by a 67% vote of those attending any general membership meeting subject to the following provisions:

- A. Any amendment shall be first presented to the Executive Board and upon approval shall be forwarded to the general membership for vote.
- B. Written notice of the amendments shall be posted one week prior to the general membership meeting.

The bylaws of the Redbud Run Parent Teacher Organization were amended, approved and put into action at the general meeting September 18, 2012.

PTO President - Holly Legg

PTO Vice-President - Sharon Woodard

PTO Treasurer – Cheryl Jackson

PTO Secretary – Angie Science

Bylaws Supplement

Committee Work

Beach Night

(To be held alternate years with Sock Hop)

- Set date with Executive Board and principal
- Solicit prizes for games and a gift for everyone
- Pre-sell tickets (establish # with principal)
- Plan, organize and set up music, games, food and decorations
- Solicit and supervise volunteers

Book Fair

- Set dates with Executive Board, principal and book fair company
- Communicate closely with librarian
- Establish “Open House” night with board and principal
- Work with book company representative to plan event, promote, etc.
- Advertise event
- Solicit and supervise volunteers
- Unpack and set up books
- Plan auxiliary events such as teacher’s “Breakfast and Browse”
- Balance financial records at the conclusion of the Book Fair
- Pack up remaining books and accessories for return

Bulletin Board

- Create attractive display on PTO board in school foyer on a monthly basis
- Solicit information from committee chairs so board will promote coming activities
- Decorate before first day of school
- Take pictures and store pictures and materials in PTO closet for following years

Carnival

- Set date with Executive Board and principal
- Solicit and supervise volunteers
- Plan, organize and set up games, raffle, food sales & rides
- Order prizes
- Solicit raffle items
- Advertise event through the community and school
- Pre-sell tickets for games and raffle
- Balance books at conclusion

Children's Craft Night

- Confirm date with Executive Board and principal
- Organize volunteers to make necessary preparations and staff event
- Advertise event
- Pre-sell tickets (door sales available pending supply)
- Purchase and organize materials for 3-5 crafts/activities
- Coordinate Santa's arrival and photos, music and snack
- Collect money prior to and at the event

Clothes Closet

- Organize clothes in clinic area by gender/size/season
- Label clothes
- Visit closet every couple of weeks to assess supply
- Advertise needs as necessary and ask parents for donations
- Advise board as to needs and use budgeted funds accordingly

Concert Sales

- Report updates to the board on a monthly basis
- Explore children's entertainment possibilities and select 2 or 3
- Discuss with Greenwood Mill and Evendale PTO and administrators of schools sharing assemblies for the schools and one community performance
- Serve as liaison with Greenwood Mill and Evendale PTO and entertainer
- Publicize event
- Staff community performance as necessary for tickets, CD/book sales, etc.

County Schools Council/Concerns

- Attend the county schools council meetings on a regular basis as the Redbud run PTO representative
- Report to our PTO board monthly on council agendas and action
- With school administrators keep our parents informed about county-wide school concerns (budgets, wages, etc.)

Family Fun Festival

- Set date with Executive Board and principal
- Solicit and supervise volunteers
- Plan, organize and set up: variety show, dinner, silent auction
- Advertise event through the community and school
- Pre-sell tickets
- Balance financial records at conclusion

Family Movie Night

- Set date with Executive Board and principal
- Contact movie distributor to select title, review copyright laws, secure date and determine our responsibilities
- Solicit and supervise volunteers
- Advertise event
- Make necessary arrangements for projection equipment, seating, food, etc.
- Handle follow-up procedures with distributor

Family Pizza Nights

- Coordinate with pizza restraint and establish standing monthly date
- Advertise date in monthly newsletter and with individual reminders sent home just before each date

Book Bingo

- Set date with Executive Board and principal
- Solicit and supervise volunteers/readers
- Plan, organize and set up
- Organize prizes for games
- Advertise event through the community and school
- Balance financial records at conclusion

Fifth Grade Year End

- With principal and board, establish dates for ice cream social and family celebration
- Order gifts for students and wrap
- Solicit help from fourth grade parents to staff the family celebration and to provide food items for the ice cream social
- Solicit help from fifth grade parents to staff the ice cream social and to create a Power Point Presentation
- Organize ice cream social including volunteers, paper products and food
- Decorate necessary areas for the family celebration
- Order flowers for staff for family celebration, solicit # from principal(s)
- Order and pick-up food and all serving materials for family celebration
- Coordinate volunteers for ice cream social and family celebration

Fundraising

- Coordinate the annual fall and spring fundraisers
- Select fundraising & dates with Executive Board
- Secure sale & delivery dates with company
- Advertise within school
- Solicit and supervise volunteers
- Distribute materials to students
- Collect sales and tally
- Check completed forms against money and place orders
- With treasurer account for all money and make deposit
- Coordinate fundraiser pick-up day
- Handle all follow-up arrangements (i.e. late pick-ups, inaccurate orders, etc.)
- Report to PTO board on a monthly basis

General Mills

- Register with General Mills website as official coordinator
- Create large collection box for foyer to remain all year
- Educate parents about sources of redeemable coupons
- Coordinate contests and communicate closely with staff
- Collect box tops, count and submit to General Mills in Sept. and March
- Announce results of contests and coordinate winning class parties

Hospitality

- Attend board meetings to stay abreast of hospitality needs
- Coordinate refreshments for PTO meetings and events as needed
- Working from volunteer list, solicit servers and healthy foods
- Check PTO closet for supply of cups, napkins, plates, etc. and resupply as necessary
- Store any unopened food in closet and mark in large permanent marker the throw out date- 90 days beyond the day it was stored

Ice Cream Sales

- From volunteer list, create a schedule of workers to sell ice cream in the cafeteria Wednesdays
- Develop monthly schedule for volunteers
- Send schedule to volunteers with a list of back-up names
- Serve as the point of contact for volunteers if the need arises
- Orient volunteers as to their duties and responsibilities

Landscaping

- With school administrators, determine areas of focus and garden plan
- Organize at least 2 family work days, supervise volunteers and publicize
- Contact Landscaping volunteers to complete the work of the committee
- Solicit donations of needed materials from local suppliers and families
- Make purchases using budgeted PTO funds as necessary

Membership

- Coordinate the September Membership Drive
- Plan and publicize membership mixer early in the year
- Staff Membership table at Kindergarten Orientation and Back TO School Nights and other pertinent activities
- Promote membership throughout the year
- Print membership cards
- Maintain membership list to include parent name, student name, grade, teacher, phone # and email
- Send membership forms home with all students and check PTO box frequently for returns
- Coordinate Kindergarten Welcome in March during county- wide open registration week
- Staff evening registration and offer refreshments and consider staffing other times
- Offer a “take home” from the PTO for new kindergarten parents

Parent Involvement and Education

- Design, print and distribute annual PTO Handbook to include officer names, board of supervisor and school board member names, contact information and meeting dates, times and places, PTO brochure, calendar of PTO board, class listings (each family receives only the listings for the classes of their children)
- Review with school administrators and suggest to board on-going education opportunities for parents (these may take the form of workshops, speakers, handouts, book clubs, etc.)
- Solicit parent needs, comments through various forms- coffees, forums, etc.)
- Assist with newsletter as needed
- Explore and coordinate Boo Hoo Breakfast early in school year for parents while children attend school - \$2 admittance would cover PTO membership fee for the year

PTO Closet

- Clean out, organize and label closet at least twice each calendar year
- Be sure only un-opened food items are stored and they must be labeled in permanent marker with the date stored AND thrown out 90 days following
- Advise Hospitality chair when stores of paper products are low or depleted
- Advise president when blue paper stores are low or depleted
- Check closet on a monthly basis and de-clutter as needed
- Maintain responsibility for sanitation of closet

Sock Hop

- Set date with Executive Board and principal
- Solicit prizes for games and a gift for everyone
- Plan, organize and set up: music, games, food & decorations
- Pre-sell tickets (establish # with principal)
- Solicit and supervise volunteers

Spirit Wear

- Contact printing company for pricing, style & colors of clothing
- Work with supplier to plan design, colors and styles offered for sale
- In alternate years hold a contest for upper grades to design the shirt
- Establish price and advertise
- Collect and tally orders
- With treasurer, account for all money and make deposit
- Place order with supplier
- Receive order, label and distribute to families

Teacher and Staff Appreciation

- Distribute a small welcome back gifts all school staff during the week before school starts
- Assemble welcome bags for new staff to the school
- Coordinate Snow Cone Day for students during the first week of school
- Coordinate “Popcorn/ Popsicle Days” for the students 2-4 times during the year
- Organize Teacher Appreciation Week in May
- Coordinate last day of school luncheon for all staff

Teacher Support

- Coordinate early dismissal conference meals for all staff 2-3 times per year
- Plan and staff “Welcome Back Breakfast” for staff 1-2 weeks before school
- Send cards to staff as appropriate (wedding, baby, loss, etc.)
- Offer a token “Good-Bye” to staff when leaving, commensurate with years and extent of service to our school and PTO

Volunteer Coordinator

- With president, create annual volunteer form
- Distribute through “first day of school folders”, make available on PTO board and place extras in PTO mailbox
- Collect from PTO mailbox as they are turned in
- Organize information into interest/committee areas
- Submit volunteer names to principal for approval
- Create list including parent name, student name, grade, teacher, phone # and distribute to appropriate committee chair, principal, and president at October board meeting
- Create notebook of originals for PTO closet and a copy in PTO mailbox.
- Modify form to be re-distributed in January to include new families that entered school since September
- Collect information, submit to principal for approval, and distribute in February