

BY-LAWS for the
GREEN RIDGE PARENT-TEACHER ORGANIZATION

Article I – Name

The name of this organization shall be the Green Ridge Parent-Teacher Organization (PTO).

Article II – Objectives

Section 1: The objectives of this organization shall be:

- (a) To contribute to the educational welfare of children and youth in the school and community;
- (b) To foster communication between the home and the school, that parents and teachers may cooperate in the education of the child;
- (c) To encourage family involvement in the school;
- (d) To support policies which foster the education and protection of all Green Ridge Elementary School students and their families.

Article III – Policies

Section 1: The purpose of this organization shall be to improve the educational and emotional atmosphere for Green Ridge Elementary School students.

Section 2: The Green Ridge PTO is a registered non-profit with the IRS as a 501 (c)(3) public charity (EIN 26-4047021).

Section 3: This organization shall be non-commercial, non-sectarian and non-partisan. It shall not endorse a commercial enterprise or candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.

Section 4: This organization shall seek neither to direct the administrative activities of the school nor control its policies.

Section 5: This organization may cooperate with other organizations and agencies active in child welfare and education provided its representatives make no commitments that bind the group represented.

Section 6: This organization shall maintain all pertinent documentation related to this organization and practice good record keeping as outlined in Appendix A.

Section 7: This organization shall abide by the money handling policies and procedures as outlined in Appendix B.

Section 8: The fiscal year shall begin on August 1 and end on July 31.

Article IV – Membership

Section 1: Membership shall be granted to all parents and/or guardians of students currently enrolled at Green Ridge Elementary as well as currently employed teachers and staff. Good standing is defined as members who subscribe to and uphold the bylaws of the PTO.

Section 2: There are no membership dues associated with being a member of the PTO, however, any member can voluntarily contribute to the financial support of the organization if they wish to do so.

Article V – Executive Board

Section 1: The Executive Board shall consist of the PTO Officers and the Principal.

Section 2: The duties of the Executive Board shall include but not be limited to:

- (a) To transact necessary business in the intervals between organization meetings, and such other business as may be referred to it by the organization;
- (b) To create standing committees;
- (c) To approve plans for and monitor work of the standing committees;
- (d) To present a report at the regular meeting of the organization;
- (e) To approve routine expenditures within the limits of the budget;
- (f) By majority vote, approve any expenditure not identified in the approved budget.

Section 3: Regular meetings of the Executive Board shall be held as thought necessary by the President or Principal during the school year. A Majority shall constitute a quorum, and majority of the quorum shall be required to pass any motion.

Section 4:

- (a) Meetings of the Executive Board shall be open to all members of the Green Ridge PTO. A five (5) day notice shall be provided to the general membership of meetings of the Executive Board.
- (b) All members of the Executive Board shall be elected and serve as prescribed in Article V of the by-laws with the exception of the Principal.

Article VI – Officers and their Election

Section 1:

- (a) The officers of this organization shall be a President and/or a co-President, Vice President and/or a co-Vice President, a Secretary and or a co-Secretary, and a Treasurer.
- (b) Officers shall be elected annually prior to the end of the school year at the last regular business meeting of the year.
- (c) Officers shall assume their official duties at the close of the school's fiscal year (July 31st) and shall serve for a term of one year thereafter and/or until their successor are elected.

- (d) A person shall not be eligible to serve more than two consecutive terms in the same elected office, unless there is no one else willing to serve.
- (e) A person shall not be eligible to hold two elected offices at the same time.

Section 2:

- (a) Nominations for officers shall be solicited every year, or as needed by the Nominating Committee. The Nominating Committee shall be comprised of at least one (1) member of the Executive Board who is not seeking re-election, the Principal, and at least three (3) general members.
- (b) Nominations must be submitted in writing (to grpto@cvschools.org) no less than two weeks prior to the last meeting of the school year. The Nominating Committee shall present candidates for each office no later than one week prior to the last meeting of the school year.
- (c) The Nominating Committee shall oversee the election and voting. If there are two or less nominations for an office that can have co-officers, then election for that office shall be done by voice vote. If more than two nominations are received for an office, voting shall be done by ballot at the last meeting of the school year. Votes shall be tabulated by the Nominating Committee and results given before the end of the school year.

Section 3: If there is a vacancy in the office of the President, a co-Vice President shall become President. A vote shall be taken to choose between co-Vice Presidents. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Article VII – Duties of Officers

Section 1: The President/co-President shall preside at all meetings of the Green Ridge PTO and the Executive Board, shall attend Cumberland Valley School District PTO Presidents meetings, shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Executive Board and shall coordinate the work of the officers and committees. He/she shall have meeting agenda available to officers before the meeting; appoint qualified person to audit and review Treasurer’s records at the fiscal year; turn over to newly appointed officers all paperwork/saved files, manuals, etc. pertaining to this position; and sign all legal contracts.

Section 2: The Vice President shall act as aide to the President and shall perform the duties of the President in the absence or inability to serve. In addition, the Vice President shall help with PTO projects and attend all Board meetings; turn over to newly appointed officers all paperwork/saved files, etc. pertaining to this position and preside at Board meetings in the absence of the President(s).

Section 3: The Secretary shall record the minutes of all meetings of the Green Ridge PTO and of the Executive Board, and shall perform such duties as may be assigned. He/she shall be in charge of all print and digital communications related to the PTO, help with PTO projects and attend all meetings. He/she shall keep a copy of all information that is sent home to the families by the PTO and turn over to newly appointed officers all paperwork/saved files pertaining to this position.

Section 4:

The Treasurer shall receive all monies of the Green Ridge PTO; shall keep an accurate record of receipts and expenditures; and shall payout funds as authorized by the Green Ridge PTO. The Treasurer shall present a financial report at every meeting of the Green Ridge PTO and at other times when requested by the Executive Board. The Treasurer shall ensure that there are two (2) signatories on all checks written from the PTO account. The Treasurer shall turn over all files and paperwork pertaining to this position to newly appointed officers.

- (a) The Treasurer shall reconcile month end financials by the 15th of the following month.
- (b) The Treasurer shall provide monthly financial reports to the Executive Board and Principal.
- (c) Annually, a review of the financial records will be performed by an independent party by selected by the Executive Board. A report of this review shall be given at the appropriate PTO meeting and a copy will be provided to the District Office, per District requirements.
- (d) The Treasurer shall file an annual tax return, as required, on behalf of the PTO's 501 (c)(3) tax exempt status.

Section 5: All officers shall:

- (a) Perform the duties prescribed in the parliamentary authority in addition to these outlined by these by-laws and those assigned from time to time;
- (b) Deliver to their successors all official material at the expiration of their official term.

Article VIII – Duties of Others

Section 1: Principal

- (a) The Principal shall be responsible for keeping the organization informed in areas of administrative policies and finances, check with other Executive Board members in regard to ideas for programs and services, help with PTO projects as needed, keep PTO informed of all teacher needs and represent teacher suggestions and concerns.
- (b) The Principal shall provide monthly financial reports generated by the Treasurer to the District Office, per District requirements.

Section 2: Teacher Representatives

- (c) The teacher representatives shall be responsible for keeping the Principal informed of all grade level needs and represent all teacher suggestions and concerns, advise on ideas for PTO programs and services. At least one teacher representative shall attend each PTO meeting.

Article IX – Meetings

Section 1: Regular meetings of the Green Ridge PTO shall be held as designated by the Executive Board at its initial meeting of the school year.

- (a) At a minimum, there shall be two general meetings per school year, one at the beginning of the school year to approve the budget and one at the end of the school year to elect officers.
- (b) A seven (7) day notice shall be given of all changes of dates unless otherwise provided by the Executive Board.

- (c) Special meetings may be called by the Executive Board, five (5) days notice having been given.
- (d) A quorum shall consist of half the number of present board members plus one (1) member.
- (e) Meeting minutes shall be recorded by the Secretary/Co-Secretary or other designee and posted to the PTO website.
- (f) In cases of extraordinary event(s) where the majority of the membership is unable to attend in person, the Executive Board may elect to conduct business, in accordance with the bylaws, electronically and/or virtually.

Article X – Committees

- Section 1:* Committees shall be determined by the Executive Board dependent on the activities and needs of the school.
- Section 2:* The power to appoint committees and appoint their chairperson(s) rests with the President with agreement from the majority of the Executive Board.
- Section 3:* Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done, and its final report is received.
- Section 4:* The President and the Principal shall be an ex-officio member of all committees except the Nominating Committee (if such committee exists).
- Section 5:* Additional committees can include, but are not limited to, the following: Fun Run, May Fair, Teacher Appreciation, Hospitality, Fundraising, Spaghetti Dinner, Science Fair, After School Clubs.
- Section 6:* Committee chairpersons are encouraged to keep records of their committee to ensure a continuous and smooth year to year transition, should someone else assume their responsibilities.

Article XI – Finances

- Section 1:* A tentative budget shall be drafted by the Executive Board during the summer months and proposed and approved at the first PTO meeting of the school year.
- Section 2:* PTO Executive Board members have the obligation to be conservative in the use of PTO funds and to report to the Executive Board at monthly meetings regarding the intended use of any budgeted funds.
- Section 3:* Money raised by this organization shall be spent as specified in the approved budget. Any additional expenditure that deviates from the annual budget must be approved by a majority Executive Board vote.
- Section 4:* This PTO shall not be liable for any non-budgeted monetary expenditure without submission of such expenditures to the Executive Board for approval.

- Section 5:* All PTO checks must be signed by two (2) Executive Board members. When issuing a reimbursement check to an Executive Board member, the payee cannot be one of the two Executive Board member signatures on the check.
- Section 6:* Reimbursements requests must be submitted to the Executive Board using the Green Ridge PTO reimbursement form and must include accompanying invoice and/or receipt documentation. (See Appendix C – Green Ridge Elementary PTO Reimbursement Policy)
- Section 7:* All funds shall be kept in a checking and/or savings account in the name of Green Ridge Elementary Parent Teacher Organization (PTO).
- Section 8:* Any commitment of funds that does not follow these policies is the responsibility of the initiator.
- Section 9:* All Executive Board members and Committee Chairpersons will follow the Green Ridge PTO Money Handling Policies and Procedures outlined in Appendix C.

Article XII – Voting

- Section 1: Each PTO Officer shall have one vote.
- Section 2: If a PTO Officer cannot be present at a meeting where a vote will take place, they can submit their vote via email (to grpto@cvschools.org). Proxies are not permitted.
- Section 3: Decisions shall be made based on majority vote. The Principal shall not vote unless there is a tie, in which the Principal's vote is required as a tiebreaker.

Article XIII – Dissolution of Organization

Upon the dissolution of the organization, assets shall be donated to Green Ridge Elementary School.

Article XIV – Parliamentary Authority

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Article XV – Amendments

These by-laws may be amended at any regular Green Ridge PTO meeting by a two-thirds (2/3) vote of the members present and voting, provided that the proposed amendment be given at least fourteen (14) days prior to the meeting at which the amendment is voted. These by-laws shall be reviewed for possible amendments once per year.

Appendix A

Green Ridge Elementary PTO Record Retention Policy

For accountability purposes and to ensure future PTO members have the requisite and historical documentation to ensure success of the organization, the GR PTO has established this record retention policy. Documents should be retained electronically (online via PTO page on GR website) or in hard copy (stored at school in the Gator Store).

Record Retention Requirements:

Three (3) Years:

- Monthly treasurer reports
- Meeting minutes and agendas

Seven (7) Years:

- Bank statements
- Cancelled checks
- Check registers
- IRS Forms 990, 990-EZ, and 990-N

Permanently:

- Incorporation paperwork
- IRS Form 1023 and documentation
- IRS determination letter for 501 (c) (3) tax-exempt status
- Year-end treasurer reports
- Annual reports from auditor (financial review)

Appendix B

Green Ridge Elementary PTO Money Handling Policies and Procedures

Green Ridge PTO funds are intended to benefit the students through the enhancement of school programs and activities. The PTO Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that all PTO members follow these policies.

Policies and Procedures for collection of funds:

1. Treasurer must be notified at least one week prior of any event where funds may be collected and/or petty cash will be required to make change. Any Executive Board member named on PTO bank account may withdraw money to be used for an event cash box, however, a withdrawal receipt must be obtained and turned into the Treasurer. Within a week of the event, an exact amount of money must be deposited into the PTO bank account to account for the money withdrawn for cash box.
2. During events, the cash box and money **must never be left unattended**. There should be two PTO members (either Executive Board Officers or members at large) with the cash box/money at all times.
3. Checks may be accepted in lieu of cash. Checks must be payable to “Green Ridge PTO”, have a current date and signed by the issuer. Note: Personal checks may be refused if an individual has a record of checks not being honored.

Policies and Procedures for deposits:

1. All collected money and checks will be counted by at least 2 members of the PTO (one of which must not be on the audit committee or a chairperson for the committee responsible for the collected money). If it is not possible to find 2 non-committee heads or non-audit committee member to count, one committee head may count with a non-committee PTO member.
2. A cash counting form will be completed for all incoming money. Cash counting forms can be found in the Gator Store or can be obtained by emailing the treasurer.
3. All collected money and checks will be placed into a bank plastic night depository bag and sealed and initialed by the 2 members of the PTO counting money.
4. The deposit bag will be placed in the school safe and the members of the PTO that prepared the money will notify the Treasurer of the prepared deposit in the safe.
5. An Executive Board member will pick up the deposit bag and make the deposit. PTO funds should go directly from the school to the bank for deposit. In the event this is not possible the monies will be stored in the school safe and be deposited at the next chance possible. PTO funds shall not be taken home.
6. Any corrections of less than \$10 will be notated on the sheet. Any corrections of \$10 or more will be noted and the volunteers who counted the money will be notified of their mistake.
7. The cash counting form and the bank deposit slip should be filed together for record keeping.

Appendix C

Green Ridge Elementary PTO Reimbursement Policy

The goal of the Green Ridge Elementary PTO (GR PTO) is to fund activities, supplies, and other approved items for the direct benefit of the students. The GR PTO prepares an annual budget to allot monies to line items that support this goal. For accountability purposes, the GR PTO has established this reimbursement policy.

Effective the 2022-2023 school year, reimbursements will be made **only** if the reimbursement request is:

- Made on the GR PTO reimbursement form; with all information completed;
- Accompanied by *itemized receipt(s)*;
- Received via email by the GR PTO within one (1) week of date of purchase;
- Does not exceed the budgeted allotment; and
- Both the purchase is made and reimbursement request is received by the final student day of the school year.

Reminders:

- A home addresses is needed in order to mail checks. If you do not wish to provide this information, we will use the school's address. **The address field must be filled out on your reimbursement form in order to receive payment.**
- Itemized receipts shall include items for the direct benefit of students only. *Personal consumables will not be reimbursed* and should be purchased separately.
- Classroom supplies and curricular items should be purchased using the building budget or other available District resources. Supplies for parties, classroom decorations, or other personal touches are eligible for reimbursement if the above criteria are met.
- Please coordinate with Room Parents for classroom item donation (if allowed due to COVID or CVSD restrictions). Please reach out to them as a resource!
- Keep in mind that your budget line item will not be cut because you failed to use the budgeted allotment.

If you have any questions about the above, please contact the GR PTO Treasurer.