

RIDGEVIEW
PARENT TEACHER ORGANIZATION BY-LAWS

NAME: The name of this organization shall be the Ridgeview Parent Teacher Organization (PTO).

PURPOSE: To promote growth and development of quality education through communication and cooperation between parents and school staff.

MEMBERSHIP: Membership is granted to any parent or guardian of a child attending Ridgeview Elementary School (RES), to the school principal and to any faculty member of the school.

BY-LAWS: A set of rules adopted by an organization chiefly for the government of its members and the regulation of its affairs. The by-laws of an organization should be used as an article put in place to be followed stringently. These by-laws may be amended by a two-thirds vote of the PTO Board Members at any regular meeting.

ARTICLE I: OFFICERS AND COMMITTEE CHAIRPERSONS

- Section 1:** The officers shall be President, Vice President, Secretary, Treasurer and Assistant Treasurer and they will comprise the Executive Board.
- Section 2:** The Executive Board may vote to spend up to \$50.00 on items of benefit to the school, without the consent of the entire Board. A majority vote is needed or the issue must go to the full Board for vote.
- Section 3:** The Standing Committee Chairs shall be Birthday Books, Book Fair, Box Tops/Labels, Copy Parent, Dine-Outs, Fall Fundraiser, Grants & Sponsorships, Library, Recycle, RTH (General, Activities & Baskets), RTH Raffle, Room Parent, , Social Events, Social Media, Spirit Day/Popcorn, Spirit Wear, Staff Appreciation, Volunteer Coordinator, and Yearbook. Any of these committee chair positions may be eliminated and new positions created as need dictates.
- Section 4:** No Officer shall serve in the same position for more than two consecutive years; Chairs may serve longer if the Nominating Committee deems it necessary.
- Section 5:** The PTO Board shall consist of the four Officers, the Standing Committee Chairs . The business of the PTO shall be conducted by the Board and only Board members can vote on issues. Temporary committee members are not entitled to vote. A representative of the Faculty shall attend each Board meeting.
- Section 6:** **Attendance at 2 meetings each semester for a total of 4 meetings is expected in order to maintain voting status.** In the event that a Board Member cannot attend a meeting, it is their responsibility to contact the President and provide the President with any report they have.
- Section 7:** The Nominating Committee, appointed by the Board, shall consist of the outgoing President and four people (2 PTO Board members and 2 general PTO members.) An incumbent President may not serve on the Nominating Committee. In this case, the Vice President shall serve in the President's place. Also, a parent of a 5th grader, with no younger siblings at RES, may not serve on the Nominating Committee. The Committee shall present a slate of nominees for the offices of President, Vice President, Secretary, Treasurer, and the Standing

Committee at the March meeting. The slate will be published in the school bulletin the week before the April meeting. Any general PTO member present at the April meeting may vote on the slate of nominees.

Section 8: If vacancies occur on the Board, the President shall appoint replacements subject to the approval of the Board. In the event the President position becomes vacant, the Vice President shall become President and appoint a new Vice President with approval of a majority of the Board.

Section 9: Based on a Chair's lack of attendance at meetings and non-fulfillment of duties, that Chair may be asked to step down from their position and may not be allowed to serve on the Board the following year. The Executive Board shall excuse absences as necessary.

ARTICLE II: MEETINGS

Section 1: The parliamentary authority for this organization shall be "Robert's Rules of Order Revised".

Section 2: Board meetings shall be held every month during the school year with the possible exception of December. It is up to the board to decide when meetings will be held. In order to hold a meeting, a quorum of Board members must be present. **A quorum consists of one more than half of the total Board members.**

Section 3: Motions can be passed by a majority of Board members present at any regular PTO meeting, regarding regular business matters.

Section 4: Emergency business may be passed without holding a meeting, by approval of 2/3 of the entire Board. The President shall contact all Board members by e-mail or phone to obtain their vote.

ARTICLE III: DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE OFFICERS

Section 1: The President Shall:

- Have served on an elementary Board within the Dunlap District for at least two years.
- Coordinate the duties of the Board and act as liaison with the school principal. The President shall preside over all Board meetings. The President shall develop a proposed budget for the coming school year with assistance from the Executive Board. The proposed budget will then be presented and voted upon (2/3 approval of Board required to pass) at the April meeting.
- The President is entitled to vote only in case of a tie and is not allowed to make or to second a motion. The President is counted as part of the quorum.
- Temporary committees may be appointed by the President, following approved motion(s) from the Board.
- Be responsible for any retirement gifts.

Section 2: The Vice President shall:

- Assist the President. Assume the duties of the President in his/her absence.
- Assist the Treasurer in maintaining 501c3 compliance

- Sending receipts to donors per IRS guidelines
- May serve on the Nominating Committee if there is an incumbent President.

Section 3: The Secretary shall:

- Ensure that a quorum is present at the start of each meeting so a meeting can be held
- Record the minutes of all meetings.
- Provide via e-mail, a copy of minutes to the Board within 7 days of meetings.
- Provide a written copy of the minutes to be distributed as needed.
- Handle all necessary correspondence to ridgeviewPTO@gmail.com.
Correspondence is defined as parental/staff concerns and general business.
This email is not for individual chairs to use.
- Maintain and update By-Laws.
- Retain minutes for seven (7) years.

Section 4: The Treasurer shall:

- Have charge of all financing.
- Forward a copy/e-mail of the current Treasurer's report, detailing income and expenses within 7 days of meeting.
- Be required to have two (2) signatures on each check. These may include the Treasurer, the President and/or the Assistant Treasurer.
- Present a complete oral and written report to the Board.
- Keep a record of all receipts and expenditures for seven (7) years.
- Prepare the books for review at the end of each school year. Prepare a summary report of income and expenses for the school year.
- Notice will be given to the Treasurer by the Principal as to the annual audit of the PTO books.
- Treasurer is not to reimburse sales tax without Board approval.

Section 5: The Assistant Treasurer shall:

- Be responsible for helping the Treasurer process reimbursements and be proficient in the accounting software.
- Attend any meetings that the Treasurer cannot attend.
- Take over the Treasurer responsibilities in the event that they cannot.

ARTICLE IV: DUTIES AND RESPONSIBILITIES OF THE COMMITTEE AND COMMITTEE CHAIRS

Section 1: The Birthday Books Chair shall:

- Be responsible for distributing the birthday books throughout the year.

Section 2: The Copy Parent Chair shall:

- Recruit and coordinate volunteers to meet copy needs.

Section 3: The Book Fair Chair shall:

- Be responsible for coordinating the annual Book Fair and coordinating volunteers to help with the event.

Section 4: The Box Tops/ Kroger Card Chair shall:

- Be responsible for the collection of box tops by coordinating with General Mills Box Tops for Education.

Section 5: The Dine-Outs/Social Events Chair Shall:

- Be responsible for coordinating monthly dine-out nights and collection of the proceeds.
- Be responsible for coordinating and organizing PTO sponsored events once a month for the RES Students or their families. These are non-fundraising events that typically include: Ice Cream Social in August, Parent/Child Night in September, Pumpkin Decorating Contest in October, International Fair in November, Breakfast with Books in coordination with Book Fair in December, Family Movie Night in January, Parent/Child Night in February, Family Reading Night in March, Art Fair in March, Parent/Child Night in May.
- Coordinating with the board on whether these events should be cancelled or new ones added.
- Determine the needs of each event including staffing and clean-up of the location.

Section 6: The Bergner's Community Days Chair shall:

- Be responsible for coordinating the fall fundraising activities that are currently held with Bergner's.
- Be responsible for coordinating staffing for the event and collecting funds.

Section 7: The Library Chair shall:

- Act as a liaison between the school and parent volunteers.
- Be responsible for coordinating volunteer schedules.
- Coordinate the purchasing and processing of new books.
- Responsible for maintaining inventory of Library.

Section 8: The Rock the House Chair shall:

- Coordinate Rock the House
- Act as liaison between the school and parent volunteers, and between the school and the PTO.

Section 9: The Rock the House Activity Chair shall:

- Coordinate Rock the House activities.
- Coordinate activity volunteers.

Section 10: The Rock the House Raffle Chair shall:

- The RTH Raffle chair is responsible for organizing the raffle for RTH. This includes maintaining the list of donors, sending out the letters requesting donations, sending out the thank you notes for donations, determining the "BIG" prizes for the raffle, attending the RTH kickoff assembly to explain the raffle, printing the ticket for the raffle, preparing the packets to go home with the students, collecting the money and tickets as it is turned in, encouraging the students to sell tickets with contest and posting of sales, organizing raffle drawing during RTH, coordinate delivery of prizes as needed.
- Coordinate with the Vice-President.

Section 11: The Rock the House Basket Chair shall:

- Act as a liaison between the school and parents to collect funds and purchase items for baskets to be used at Rock the House.

Section 12: The Grants/Sponsorships Chair

- Will act as a liaison between the school and sponsors.
- Will coordinate the Treasurer and Vice President to keep the PTO compliant with 501c3
- Responsible for sending out mailing and contacting possible sponsors.
- Shall coordinate grants benefiting Ridgeview PTO.
- Shall act as a liaison between the school and grant funding source.

Section 13: The Social Media Chair shall:

- Maintain and update the PTO channels of communication including the PTO website page and the PTO Facebook page.

Section 14: The Spirit Day/Popcorn Chair shall:

- Be responsible for coordinating volunteers each month to provide popcorn for all students on Spirit Day.
- Be responsible for collecting donations to the charity selected by the PTO/Building Leadership Team and communicating the efforts throughout the year.

Section 15: The Spirit Wear Chair shall:

- Be responsible for coordinating the promotion of wearable's and other merchandise containing Ridgeview/Dunlap logos.

Section 16: The Staff Appreciation Chair shall:

- Coordinate for teachers and staff special events (i.e. teacher conference luncheon, Teacher Appreciation Week, etc.)
- Coordinate the purchase of a gift for the music teacher three times per year following each grade level music performance. Be responsible for presenting the band & orchestra teachers each with a gift card at the first band concert of the year which is held at RES.

Section 17: The Room Parent/Volunteer Coordinator Chair shall:

- Be responsible for adding the volunteer forms to registration packets.
- Create a spreadsheet to organize volunteers throughout the year.
- Provide potential volunteer information to the Committee Chairs in a timely manner.
- Recruit volunteers at the beginning of and throughout the year.
- Ensure that each class has a Head Room Parent. Schedule a meeting with all Head Room Parents before September to distribute volunteer sign-up sheets and to discuss their duties, (as well as those of the party planner).
- Remind Head Room Parents to coordinate special events for their Teachers in the case of birthdays, births, and weddings.
- Act as a liaison between the Board and Head Room Parents.

Section 18: The Yearbook Chair shall:

- Be responsible for coordinating the annual school yearbook.
- Take orders for the yearbook and distribute the final product.
- Be responsible for collecting photos from the teachers and room parents to complete the yearbook.

Section 19: The School Supply Kits Chair shall:

- Coordinate order form distribution with the school.
- Responsible for organizing kit school supply list from teachers
- Coordinate the delivery and distribution of kits.

Section 20: The Faculty Representatives shall:

- Be present at each meeting.
- Be a non-voting member.
- Provide a vital link of communication between the Board and staff.

Section 21: All Standing Committee Chairs shall:

- Provide a written year-end report to be given to the President at the May social meeting. This should summarize your committee's events of the year.
- Outgoing committee chairs shall provide a folder to their replacement outlining their job duties. This should detail the yearly duties.
- Assist with all PTO sponsored events throughout the school year.
- Complete a check request form and provide receipts to Treasurer prior to reimbursement for PTO expenses.
- Remit money to the Treasurer within 5 days after collection process is complete.
- Any expense in excess of the budget without the Board's prior approval shall not be reimbursed.