

Bylaws For
Mountain View Elementary School
Parent Teacher Student Organization

Article I: Name, Description, Purpose

- Name

Mountain View Elementary School Parent Teacher Student Organization

- Description

The PTSO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code.

- Purpose

Mission Statement: "Involvement is the key... contributing to the best environment and experience for your child's growth at school. The function of the Parent Teacher Student Organization is to help pull resources, ideas, systems and knowledge to provide each child with the best educational experience we can." (ptso.org)

The Purpose of the PTSO is to enhance and support educational experiences at (our school), to develop a closer connection between school and home by encouraging parental involvement, and to enhance environment at (our school) through volunteer and financial support.

Article II- Membership

Section 1- Any parent, guardian, or direct relative of a student at the school may be a member and shall have voting rights. The principal, vice principal, and any teacher employed at the school may be a member and have voting rights.

Article III- Officers

Section 1- Officers will included a President, Vice President, Secretary,

Treasurer, Communications Officer, 3 Teacher Representatives, 1 Team Leader Representatives, Principal, and Vice Principal. This panel makes up the Executive Board of the PTSO and their term will be for 1 year.

A. President- The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

B. Vice President- The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

C. Secretary- The secretary shall keep all records of the organization, take and record minutes, prepare the agenda with the President, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes in a book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

D. Treasurer- The treasurer shall serve as custodian of the PTSO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, and hold all financial records. The treasurer shall maintain the PTSO's 501 (c) 3 status by submitting all required information to designated financial institution in a timely manner.

E. Communications Officer- The officer will work with the Principal, President, Vice President, Secretary, and team leaders to prepare articles and information to be shared with the school community. The officer will be in charge of the monthly newsletters, for each student to take home and providing all agendas, minutes, and newsletters for the website to the correct person. All information being shared with the school community must be approved by the officer.

F. Team Leader Representative- The team leader representative shall organize and assign Team Leaders for PTSO projects and check in with Team Leaders to remind about upcoming events they lead.

G. Teacher Representative- Officers will serve as communicators for

the teachers and staff. Executive board shall have 3 teacher representatives that can be a teacher, teacher assistant, encore teacher, or EC teacher. They will provide the PTSO with teacher identified needs from other teachers and staff.

Section 2- Team Leaders

Team Leaders will be in charge of heading up and coordinating their assigned event and collaborating with members. They will also be in charge of providing all information being sent home and getting approval from the communications officer.

Article IV- Elections

Section 1- Elections will be held at the second to last meeting of the school year. At the second to last meeting of the year nominations may also be made from the floor. If no nominations are made from the floor then The Executive Board shall select a candidate for each office and present the slate at the next meeting held prior to the election. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office a ballot vote shall be taken.

Section 2- Eligibility- All members are eligible for office if they have been active participants in the PTSO meetings. The Treasurer and President have to be active participants at minimum for 90 calendar days before the Executive Board presents its slate.

Section 3- Terms of Office- Officers are elected for a period of one year and may serve no more than four consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 4- Vacancies- If a vacancy occurs on the Executive Board, the Executive Board shall nominate a PTSO member to fill the vacancy for the remainder of the officer's term. Then the membership shall vote on this nominee at the next appointed PTSO board meeting.

Section 5- Removal from office- Section 6 of Generic An officer can be

removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Article V- Meetings

Section 1- General PTSO meetings shall be held to conduct the business of the PTSO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2- The Executive Board shall meet quarterly at the beginning of each quarter.

Section 3- Voting each advisory board member in attendance at a PTSO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 4- Quorum is 5 members of the PTSO present and voting constitute quorum for the purpose of voting.

Article VI- Advisory Board

Membership: The advisory board shall consist of the officers, principal, and any general member of the organization that desires to sit on the advisory board.

Article VII- Financial Policies

Section 1- Fiscal Year- The fiscal year of the PTSO begins August 1 and ends July 31st of the following year.

Section 2- Banking- All funds shall be kept in a checking account in the name of Mountain View Elementary PTSO requiring 2 signatures of the

Executive Board and held at a local financial institution.

Section 3- Reporting- All financial activity shall be recorded in a manual or computer based accounting system. The Treasurer shall reconcile the account monthly and report all financial activity monthly. The Treasurer shall prepare a financial statement at the end of the year to be reviewed by all board members (Executive and Advisory).

Section 4- Ending Balance- The Executive Board shall vote at the last quarterly meeting on the organization's minimum balance to remain in the treasury.

Article VII- Dissolution

The organization may be dissolved with previous notice "14 calendar days" and a 2/3's vote present at the meeting. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding debits and (with membership approval) shall be spent for the benefit of the school.

Article VIII- By Law Amendments

Amendments to the By Laws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the By Laws.

These bylaws were adopted on 09/10/18.