INDIAN HILLS ELEMENTARY SCHOOL PTO BYLAWS

Article 1 – NAME

The name of the organization shall be the Indian Hills Elementary School Parent Teacher Organization.

Article 2 – PURPOSE

Purpose of the Indian Hills Elementary School Parent Teacher Organization (hereinafter "Indian Hills PTO") is to improve and expand on each enrolled child's (hereinafter "student") school experience by creating an alliance between the teachers and administrative staff (hereinafter "teacher") and parent's/ guardian (hereinafter "parent"). This objective will be obtained by:

A. The promotion of open communication between the teachers and parents
B. The encouragement of student, parent, and teacher participation at school functions
C. The creation of a collaborative atmosphere where parents may share ideas, experiences, problems, and solutions regarding the school.
D. The organization will contribute funds and services to special projects and extracurricular activities.

Article 3 –SCOPE

Indian Hills PTO will engage in social and academic activities, communication and fundraising to benefit the school. Financial support will be provided to support the teachers and students not covered by the Hillsboro School District 1J. The Indian Hills PTO will encourage parent, teacher and community involvement and cooperate with the school administration to enhance education opportunities. Areas of concern will be brought to the attention of the principal.

Article 4 – POLICIES

Section 4.1– The Indian Hills PTO shall be non-commercial, non-sectarian, non-partisan and non-political and will not endorse a commercial enterprise or candidate.

Section 4.2 – The Indian Hills PTO will seek neither to direct the administrative activities of the school nor to control its policies.

Section 4.3 – In the event of the dissolution of Indian Hills PTO, due to the school closing or grade reorganizing, the net monetary assets of the PTO will be distributed to the Parent Teacher Organization or Association where the K-6th grade students are assigned based on the percentage of, at least 4% of the former Indian Hills student attending each school.

Section 4.4 – Indian Hills PTO may cooperate with all other organizations in Hillsboro School District 1J with similar interests.

Section 4.5 – Indian Hills PTO funds are generally used for programs or events that directly benefit the students at Indian Hills Elementary School. However, in the event of disaster or other occurrence in which the community is best served by disbursing funds outside the direct benefit of Indian Hills Elementary School, Indian Hills PTO may call for a vote of the members

present at the nearest general meeting. Any disbursements made outside the specific benefit of the school must be approved by 51% of the members present at the general meeting. Notice and context for the special vote must be sent out at least 48 hours prior to vote.

Section 4.6 – Special monetary requests for non-budgeted items must be submitted in writing to the Indian Hills PTO Board for discussion at the next general meeting. Vote for approval of the request will be made at the Indian Hills PTO general meeting.

Section 4.7 – If a specific long-term goal has been approved, additional funds may be carried over to the next school year.

Section 4.8 – The Indian Hills PTO fiscal year is from July 1st to June 30th.

Section 4.9 – The Indian Hills PTO must form an auditing team which shall consist of two persons, not the Treasurer, at the May general meeting. The auditing report shall be signed and provided to Indian Hills PTO no later the first general meeting of the school year.

Section 4.10 – Executive Officers, with a majority vote, can approve individual expenditures of up to $250.00 without approval from the general membership; provided, however, that at the next general meeting Executive Officers must disclose the expenditure.

Section 4.11 – Accounting Procedures:

A. Expense Guidelines

1. Reimbursement for all expenses will be made only after receipts for expenditures have been documented on the Check Request and/or Expense forms. Hard-copy forms should be submitted to the Indian Hills PTO Treasurer within 30 days. Requests made without paper receipts will not be processed for reimbursement.
2. A cash advance to cover expenses prior to a purchase must be documented in detail on the check request form at least 5 days in advance. All unused monies must be returned to the Treasurer immediately following the purchase.

B. Deposit Guidelines

1. All monies raised for Indian Hills PTO must be documented, verified by two people, dated, initialed and submitted to the Indian Hills PTO Treasurer at the completion of the event or fundraiser.

Section 4.12 – The Indians Hills PTO bank communications must be mailed to the school, not the Treasurer's house. At least two officers must have online account access for the bank account in order to review electronic communications and records.

Section 4.13 – In addition to the Treasurer, the Indian Hills PTO bank statements shall be reconciled by one Executive Board member and one Board Member. No two parties that live together or who are related can conduct the reconciliation.

Article 5 – MEMBERSHIP

Section 5.1 – Indian Hills PTO membership will be open to parents and teachers, as defined in Section 2.1, of Indian Hills Elementary School.

Section 5.2 – No one will be denied membership to the Indian Hills PTO on the basis of race, ethnicity, national origin, sex, sexual orientation, gender, age or ability, be excluded from participation in, be denied the benefits of, or be subject to discriminations under any program provided by Indian Hills PTO.

Section 5.3 – The Indian Hills PTO will conduct an active membership campaign throughout the school year.

Section 5.4 – The member year will correspond with the school year.

Section 5.5 – Any general PTO member is eligible to vote, if present, on any motion at Indian Hills PTO general meetings, except for the motions to amend the Indian Hills PTO bylaws and voting in of the Indian hills PTO executive board members. Any general PTO member must attend a minimum of three meetings during the school year to be eligible to vote on bylaws and executive board member position motions. If an Executive Board or Board Member cannot attend a meeting, they may submit their vote, in writing/email to the President or Vice President.

Article 6 – OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 6.1 – Qualifications of Officers:

A. An officer must be a member of the Indian Hills PTO
B. No officer shall serve in the same position for more than two consecutive terms. An officer may continue in their position for one year after their term expires, if a replacement cannot be found.
C. No two parties that live together or who are related can serve on the Executive Committee simultaneously.

Section 6.2 – The officers of the Indian Hills PTO will consist of a minimum of President, Vice President, Treasurer and Secretary. The Executive Board will be made of up officers as defined above, plus 1-5 Members-at-Large.

Section 6.3 –Members-at-Large may include Teacher Liaisons, Communications Chair, Committee Chairs, and other positions as needed.

Article 7 – ELECTION

Section 7.1 – The President or Vice President shall, at the April general meeting, present a slate of nominees for Executive Board Office. Nominations can also be made from the floor, provided that the consent of the nominee has been given.

Section 7.2 – The election will follow immediately upon closing of the nominations. Balloting will be by show of hands and/or secret ballot. A simple majority shall constitute an election.

A. In the case of a tie, the two nominees may be asked to co-chair the position.
B. In the case of a tie for the Treasurer position, the incoming Officers will cast the deciding vote.

Section 7.3 – A vacancy occurring in an officer role during the course of a term shall be filled by a vote of a majority of the Executive Board with the consent of the nominee. In case of a vacancy

in the office of President, the Vice-President shall be appointed as President for the remainder of the term.

Article 8 – DUTIES OF OFFICERS AND BOARD MEMBERS

Section 8.1 – All Indian Hills PTO officers and board members will assume their official duties in July of the year in which they are elected.

Section 8.2 – Will attend the Executive Board Meetings and monthly general meetings.

Section 8.3 – Executive Board meetings shall be held at least three times in a school year with the days and times determined by the officers.

Section 8.4 – President(s)

A. Shall preside at all general and special meetings.
B. Shall coordinate the work of the officers and the committees to facilitate educational and extra-curricular activities.
C. Shall cooperate with the school Principal and maintain a supportive relationship between the school and the Indian Hills PTO.
D. Shall appoint special committees when needed.
E. Shall provide a summary year-end report of their year in office to give to the new President at the Joint Executive Board meeting.
F. Shall have the power to sign checks.

Section 8.5 – Vice-President (s)

A. Shall act as an aide to the President(s), upon request, and assume the duties of the President(s) during their absence.
B. Shall have the Indian Hills PTO bylaws on hand at all Executive Board and general meetings.
C. Shall handle writing all amendments to the Indian Hills PTO bylaws.
D. Shall preside over the membership enrollment.
E. Shall conduct all correspondence or duties requested by the president(s)
F. Shall provide written year-end report to the new Vice President at the Join Executive Board meeting.
G. Shall have the Power to sign checks.

Section 8.6 – Secretary

A. Shall record in a permanent form all business transacted at each meeting.
B. Shall present minutes for approval at the next general meeting.
C. Shall keep attendance records for all meetings.
D. Shall conduct all correspondence as requested by the President(s) or Vice President(s).
E. In case of Secretary's' absence from any meeting, any Indian Hills PTO member will be appointed to take minutes.
F. Shall have the Indian Hills PTO bylaws on-hand at all Executive Board and general meetings.

G. Shall have the power to sign checks.

Section 8.7 – Treasurer

A. Will handle all funds of the Indian Hills PTO and will give a financial report of the income and expenses and call attention to any unusual items at all Executive Board and general meetings.

1. Shall email both the president and Vice-President the monthly report if unable to attend general meeting.
2. If for any reason, Treasurer is unable to provide such report, Treasurer must communicate such with the President and Vice President.

B. Shall provide a written year-to-date and annual financial statement at each Executive board and general meeting.

C. Shall provide upon written request Indian Hills PTO current fiscal year bank statements with account information redacted within 5 business days.

D. Shall have possession of the checks at all times.

1. If absent or unable to serve, the Treasurer shall hand the checks to the President and Vice President.
2. When the checks exchange hands, the check exchange log must be signed, dated, and record the last written check.

E. All checks and check request forms shall be signed by two authorized signers that are not on the payee line.

F. Will maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the Indian Hills PTO.

G. Shall disburse funds approved by the Board and any funds approved by the Indian Hills PTO members.

H. Shall file required tax forms by the IRS deadline, the 15th day of the 5th month following the end of the fiscal year.

I. Shall provide a written year-end report to the new Treasurer at the joint Executive Board meeting.

Section 8.9 – Teacher/Staff Liaison(s)

A. The Teacher/Staff Liaison(s) shall attend all general membership meetings.

1. If unable to attend a meeting must send an email to both the President and Vice President to ensure your grade information will be shared.

B. Shall act as advisor and liaison between staff and the PTO organization.

C. Shall help maintain open lines of communication between parents and teachers.

D. Shall help coordinate PTO sponsored activities in the classroom.

E. Shall report consistently on concerns, needs and issues of the teachers at the general meetings.

F. Shall report to Teachers/Staff on PTO activities.

G. Shall coordinate budget requests by school personnel for consideration by the PTO

Section 8.10 – Event Committees

A. The chairperson of each Event Committee will present written or oral progress reports to the membership at the general meeting.
B. A person will not be eligible to serve as a chairperson or co-chairperson on the same committee more than 3 consecutive years, unless approved by the Board.
C. The chairperson must keep track of all expenses and profits according to the treasurer's accounting procedures.
D. A minimum of two weeks prior to the event or activity, the chairperson must inform Indian Hills Elementary students, parents, and staff.

Section 8.11 – Resignation or Retirement

A. Immediately upon resigning from office, all members shall deliver to their respective successors all accounts, records, papers and other property belonging to this organization. Upon retirement from office, all members shall deliver to their respective successors all accounts, records, papers and other property belonging to this organization prior to the end of their term.
B. It shall be the responsibility of each officer to perform all the duties outlined in Article 8 of the bylaws. If any officer fails to perform, the Executive Board may declare the position vacant.

Article 9 – TERMS

Section 9.1 – Executive Officer Terms are one year, aligned with the fiscal year as outlined in Section 4.8.

Section 9.2 Officers and Board members may succeed themselves in the same office, up to the term limits of no more than two (2) consecutive one-year terms. An officer may continue in their position for one year after their term expires, if a replacement cannot be found.

Article 10 – MEETINGS

Section 10.1 – General meetings will be held monthly with the day and time to be determined by the Board. Dates will be distributed to members at the first monthly meeting of the school year.

Section 10.2 – Executive meetings shall be held at least (3) times per year with the day and time to be determined by the Executive Board.

Section 10.3 – Special meetings may be called by the Executive Board. The members will be informed in writing of time and place at least five (5) days prior to the meeting.

Section 10.4 – Events and Fundraisers will be proposed at the September general meeting.

Section 10.5 – The Executive Board will set the budget for the school year at the August Executive Board Meeting. The August Executive Board meeting is mandatory for Officers, but not the board members.

Section 10.6 – The Executive Board will submit a tentative allocation of funds (budget)and a tentative calendar of events to the membership for approval at the first general meeting for the new school year.

A. At such meeting the budget shall take effect.

Section 10.7 – The members present at any meeting, plus 51% of the Executive Board Members shall constitute a quorum.

Article 11 – AMENDMENTS

Section 11.1 – The bylaws can be amended by a 51% vote of eligible members present at a general meeting. Notification must be made at least two weeks prior to the date such vote will be taken.

Article 12 – RULES OF ORDER

Section 12.1 – The rules contained in Robert's Rules of Order, Revised, shall govern this organization in all cases in which they apply and in which they are not inconsistent with these bylaws.

CASH BOX PROCEDURES

1. If you are in charge of the cash box at an event and you must walk away either lock the box and secure it in a safe place or take it with you.

2. Before the event, in dual control, count the money in the cash box.

3. Fill out the cash box audit form properly.

4. Both counters need to sign and date the form.

5. After the event, in dual control, count the cash box down to $125. Both counters need to sign and date the form. It does not have to be the same two counters.

6. Place cash box audit form in the cash box.

7. Have the cash box locked in the school office.

8. No two parties that live together or who are related can be dual counters. The dual control person does not have to be on the PTO board.

MONEY HANDLING PROCEDURES

1. Money is to be in dual control at all times.

2. You must receive permission from an Executive Member to count the money, in dual control, off the school grounds.

3. Write on the back of the check the Event, teacher and student's last name.

4. Verify that checks are dated and made out to Indian Hills PTO, and that written amount matches the number written in the box. If check is not made out to Indian Hills PTO, you will need to call and ask for proper payment.

5. Verify that the check writer is not on the bad check list. (An Executive member will provide you with the list on the day you will be counting the money). If you have a check from someone

on the list, DO NOT process the orders, please notify the Treasurer of the situation so it can be handled.

6. Fill out the deposit form properly.

7. Both counters need to sign and date the deposit form.

8. Seal the money in a bank deposit bag.

9. Write on the envelope what the deposit is for. The Treasurer or Executive Board Member will complete the corresponding deposit slip and complete information written on the deposit bag to reflect the PTO bank account information.

10. Watch for the need for two separate deposits. For example: Movie night concessions and movie night raffle.

11. Place the deposit bag in the night deposit box at the bank, or deposit with teller during business hours. If the money is not going directly for deposit to the bank, the deposit should be secured in the front office safe until it can be transported by an authorized board member.

12. Email Treasurer so they know the deposit is ready and where it is located.

No two parties that live together or who are related can be dual counters. The dual control person does not have to be on the PTO board.