

Bylaws

Echo Hill Parent Teacher Organization Bylaws

Article I – Name

The name of the organization shall be the Echo Hill Parent Teacher Organization. Hereafter referred to as Echo Hill PTO.

Article II – Purpose

Section 1. The Echo Hill PTO is organized for the purpose of supporting the education of children at Echo Hill Elementary by fostering relationships among the school, parents, and teachers.

Section 2. The Echo Hill PTO is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may become a member and subsequently have voting rights. The principal, staff and any teacher employed at the school may become a member and have voting rights.

Section 2. Membership shall be made available to any of these individuals who subscribe to the objectives and basic policies of the PTO.

Section 3. To be considered an Active Member with voting rights, the individual must have attended an Echo Hill PTO meeting or volunteered at an Echo Hill PTO activity within the prior 12 months.

Article IV – Officers and Elections

Section 1. Officers - The officers shall be a president, vice president(s), secretary, and treasurer.

a) President - The president shall preside at all regular and special meetings of the organization and at the leadership committee. Shall be a member ex officio of all committees. Shall perform such other duties as may be prescribed in these Bylaws or assigned to him/her/them by the organization or by the leadership committee. Prepare the agenda for all regular meetings,

special meetings and executive committee meetings. Represent the organization at meetings outside of regular meetings.

b) Vice President(s) - The vice presidents 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 accurate records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d) Treasurer - The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, this includes charging the appropriate line items of the budget. Maintain all of the organization's banking accounts. Shall have all checks deposited with 10 days receipt. Shall have the account and all financial records, (including but not limited to) receipts of expenses and bank statements available for examination by the PTO President or Vice President, by the first of each month. Pay out funds only as authorized by the organization. He or she will present and distribute a financial statement and updated budget at every meeting and at other times of the year when requested by the executive board, leadership committee or PTO President. The Treasurer shall make a full report at the end of the year along with presenting the proposed budget for the following school year. This budget shall be reviewed and voted upon before then end of the current school year.

Section 2. Nominations and Elections

Elections will be held at the April meeting of the school year. Nominations for officers shall be accepted up to one week prior to the April Meeting. If no one is running for an open board position, then nominations can be allowed from the floor at the April meeting. 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 and counted by the Principal. Officers shall assume their official duties on the first day of the summer break immediately following their April Election.

Section 3. Eligibility

Members are eligible for office if they are an Active Member and have made a presence within the PTO committees and events.

Section 4. Terms of Office

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. If there are no new candidates during an election in which a person would need to

serve more than 2 years, member may continue by majority vote of the Leadership committee. Each person elected shall hold only one executive position office at a time.

Section 5. Vacancies

A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Leadership committee at the next regular meeting or special meeting. In case a vacancy occurs in the office of PTO President, the Vice President, if existing, shall serve until the vacancy is filled. In the event, there is no PTO President and Vice President; the Treasurer shall serve until the vacancy is filled.

Section 6. Removal from Office

Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. General Meetings

The general meeting of the Echo Hill PTO shall be on the first Monday of each month during the school year at 6:30 PM, or at a time and place determined by the executive board at least one week before the meeting. If this date shall fall on a day when school is not in session, another date shall be selected for that month. When setting the PTO meeting dates, effort will be made to avoid scheduling meetings at the same time as the Linn Mar School Board meetings. All efforts will be made to keep the general meeting duration time to one hour. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The Leadership Board will notify the members of the meetings in a manner of their choosing at least one week prior to the meeting.

Section 2. Special Meetings

Special meetings may be called by the President, any two members of the Executive board, or five general members submitting a written request to the secretary. Such special meeting notices shall be sent to the members at least 10 days prior to the meeting by a manner of their choosing.

Section 3. Quorum

The quorum shall be half the number of Executive Board plus 1.

Article VI – Executive Board

Section 1. Membership

The Executive Board shall consist of the Echo Hill PTO Officers and the Echo Hill Principal.

Section 2. Duties

The duties of the Echo Hill PTO Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings

The Executive board will attend the regular meetings which shall be held monthly. The Executive Board shall also meet from time to time as deemed necessary by the Executive Members and/or President.

Article VII – Leadership Board

Section 1. Membership

The Leadership Board shall consist of the Executive Board, Hospitality Coordinator, Volunteer Coordinator(s), and Marketing Coordinator.

Section 2. Duties

The duties of the Leadership Board shall be to communicate between meetings in preparation for the Regular meeting, the status of upcoming events and/or projects.

Article VIII – Committees

Section 1. Membership

Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Committees' Purpose

Committees shall be utilized for supporting activities that serve the purpose of the Echo Hill PTO. The following committees shall be held by the organization when deemed necessary:

Fundraising, Hospitality, Dash For Cash, Box Tops, Hy-Vee Receipts, Family Events, STEM Night, Yearbook, and Student Directory.

Section 3. Additional Committees

The board may appoint additional committees as needed.

Article IX – Finances

Section 1. A tentative budget shall be drafted and presented at the May Meeting for the following school year and approved by a majority vote of the Active Members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The Executive board shall approve all expenses of the organization.

Section 4. Authorized signers shall be the president and treasurer.

Section 5. The treasurer shall prepare a financial statement at the end of the year.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and in compliance with the Articles of Incorporation.

Section 7. The fiscal year shall coordinate with the school year.

Article X – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

Article XI – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference. Standing Rules may be adopted, amended, rescinded or suspended by a majority vote of the Executive committee. Standing Rules are the procedures and details of administration implementing and clarifying the Bylaws. They shall be in harmony with the Bylaws and shall be binding on all members.

Rule 1 General/Administration

1. Any changes in the Standing Rules shall be brought to the attention of the membership at the next general meeting. When a Standing Rule restricts, adds obligation and/or

responsibility to the individual member, it shall require the approval of 2/3 vote of the Leadership Committee.

2. Information pertaining to fundraisers, projects, or other items considered confidential shall not be provided to individuals or organizations which potentially could be in direct competition with the interests of the PTO.
3. No information, either written or verbal, concerning the PTO shall be released to any media communications without the consent of either the president or vice-president. Unless otherwise specified, they are the official spokespersons for the PTO.
4. It is the responsibility of the Executive committee to retain professional service or advice for the PTO.
5. All Officer and Committee job descriptions will be updated yearly. They shall explain thoroughly the duties of the Chair and current activities of the committees/officers they cover in order to allow for the best possible continuity from year to year.
6. Assistants to Committee Chairs: Should a committee not have a designated assistant chair, the Chair of the committee can appoint a representative to serve as committee Chair in the event of the absence of the committee Chair.
7. Administrative role of the PTO President:
 1. The president is an ex-officio member, with the right to vote.
 2. The president shall not be expected to attend all committee meetings, but she/he may wish to attend committee meetings when major decisions are being made.

Rule II. Responsibilities of Committee Chairs

1. In the event Committee Chairs would like agenda time at a meeting, notice must be given to the PTO president prior to the Executive Committee.
2. Committee chairs shall record all donations received and submit record to the executive committee. A member of the Executive Board along with the committee chair should be present during the counting of funds.
3. Committee chairs shall submit a final report to the Executive committee no later than June 1st. That final report shall include a description of what their committee's duties were and what recommendations the chair has to improve the fundraiser/event
4. Committee chairs shall assist in finding their replacement(s) at the conclusion of their service.

Rule III. Financial Procedures

- 1) A budget overrun is an expenditure of budget money beyond the predicted expenses.
 - a) Total budget overruns less than \$100 shall be approved by the Executive committee.

- b) Total budget overruns in excess of \$100 shall be approved by the membership at the next regularly scheduled PTO meeting.
- c) An unbudgeted expense is a new item.
 - i) Unbudgeted expenses of any amount shall be approved by the Executive committee.
 - ii) The executive committee can redirect a budgeted expense if the district prohibits the purchase or the item(s) is no longer available. The Executive Committee shall redirect the expense to items that are in the same category of the intended purchase. The general membership should be notified at the next meeting of such a change.
 - iii) Committee funds shall be used solely for the attainment of the committee's goals and objectives.
 - (1) Committee funds shall not be used for the purchase of gifts for the PTO members unless prior approval has been given by the Executive committee.
 - (2) Committee funds may be used for gifts or honorariums for guest speakers.
 - (3) All funds, cash, check or otherwise, need to be deposited in the appropriate PTO account within 10 days of receipt.
 - (4) The treasurer, president, vice-president, any other PTO members given prior approval by the Executive committee may deposit funds into the appropriate PTO accounts.
 - (5) The president and the treasurer shall be authorized to transact business on all PTO banking accounts and must sign all signature cards.
 - (6) The change of names on the PTO banking accounts signature cards shall be made by July 1st, as needed.
 - (7) All requests for reimbursements or payments must be made on the appropriate form. Such form shall require either a written approval or signature by PTO President before any payment will be made. Teacher requests must be approved by the Principal prior to being presented to the PTO for request. If the current committee chair of the committee for which a payment will be expensed against would like to approve all payments, he/she may do so as long as he/she has given timely notice of this requested procedure to the treasurer, the president and his/her committee members.
 - (8) The Executive committee has the authority to expense for program items not specifically listed in the budget as long as they meet the goals and purposes of the PTO organization and funds are available to do so.

Article XII – Dissolution

The organization may be dissolved with notice (14 calendar days) to Active Members of the organization by a member of the Leadership Board and a two-thirds vote of those Active Members at the meeting.

Article XIII – Amendments

These bylaws may be amended at any regular or special meeting, provided that notice was given at the prior meeting and then made available to all Active Members of the organization via the PTO website, Echo Hill PTO social media page(s), and/or direct communication. Amendments will be approved by a two-thirds vote of Active Members present, assuming a quorum.

Article XIV – Conflict of Interest Policy

See Conflict of Interest Policy adopted by Echo Hill PTO. All members are expected to comply with Conflict of Interest Policy adopted by the Echo Hill PTO.

These By-Laws were adopted by the Echo Hill PTO on August 8, 2012, and updated on: August 2018, May 2019, and March 2022