

The Bylaws of
Rippleside Elementary School Parent Teacher Organization

Article 1

General

Section 1.1 The name of the organization shall be Rippleside Parent Teacher Organization (PTO) and may be referred to hereafter as "PTO".

Section 1.2 The address of the PTO's principle office is 225 2nd Ave SW, Aitkin, MN 56431. The phone number is 218-927-4838.

Article 2

Purpose

The PTO is organized exclusively for charitable and educational purposes:

- a) To bring together parents or guardians of students and teachers of Rippleside Elementary School in order to promote the welfare of the students, school and community.
- b) To raise funds to provide enrichment for the students and facilities.
- c) To keep parents, guardians and teachers informed of items and issues discussed by the board and under consideration by the PTO.

Article 3

Membership

Section 3.1 Membership shall consist of any parent, guardian and teachers of the Rippleside Elementary School. There are no membership dues.

Article 4

Meeting of the Members

Section 4.1 General PTO meetings: There must be a minimum of six general PTO meetings. The meeting dates shall be established by the current Board of Directors prior to the school calendar.

Section 4.2 Additional meetings may be called by the Principal, the PTO president, or a board member.

Section 4.3 Quorum: Members present shall constitute a quorum. Any action requiring a vote will be taken from majority present.

Article 5

Board of Directors

Section 5.1 Board of Directors. The Board of Directors may carry out the executive and administrative duties of the PTO. The Board shall consist of 5 officers and up to 6 board members. A majority of the members of the board shall constitute a quorum.

Section 5.2 Elections. The Board of Directors shall make available a member interest survey soliciting interest of any member in holding an office in the PTO. Current Officers shall submit in writing their desire to continue or resign from their current positions.

If more than one volunteer expresses interest in holding a position, election by paper ballot will be executed at the May meeting.

Article 6

Officers

Section 6.1 The officers shall consist of President, Secretary and Treasurer. The officers shall be elected at the May meeting and shall take office at the September meeting. No officer shall hold a position if their children are no longer students at Rippleside Elementary or they are no longer employed by the

Rippleside Elementary School. An officer shall not hold a position for less than one year.

Section 6.2 President – The President shall preside at all meeting of the PTO. The president shall delegate the Vice President to preside over the meeting is they are unable to attend. The President with the approval of the Principal shall be the primary volunteer spokesperson for the PTO. The President shall have primary responsibility for appointing the chairpersons of each standing committee. The President shall be an ex-officio member of the fundraising committee.

Section 6.3 Vice President – The Vice President shall preside at meetings in the absence of the president or upon the president's inability to serve. The Vice President shall assume the duties of the President in the event of a vacancy until the position is filled in accordance with the bylaws. The Vice President shall act as an aide to the President and assume responsibilities for duties assigned by the President. The Vice President shall participate in Board of Directors meetings and provide input for decisions. The Vice President shall oversee committees, train committee chairpersons, and be a liaison between committee chairpersons and the Board of Directors. The Vice President shall be a liaison for new families.

Section 6.4 Secretary – The secretary shall record minutes of the general meetings and the board meetings. The secretary will provide newsletter items and news releases regarding PTO upcoming events.

Section 6.5 Treasurer – The Treasurer shall have charge of all funds and securities of the PTO, pay out such funds that are authorized by the board. The Treasurer shall keep regular accounts of the fiscal affairs of the PTO, and make reports at the general meetings. A year end report shall be given at the meeting immediately following the end of the fiscal year.

Article 7

Standing Committees

Section 7.1 The standing committees chairpersons will consist of the following board of directors:

Fundraising Chairperson

Residency Chairperson

Teacher Appreciation Chairperson

Book Fair Chairperson

Special Events Chairperson

Volunteer Coordinator Chairperson

Section 7.2 The Board of Directors may create additional special committees but they will go out of existence when their work is completed. They shall not become permanent members of the board as listed above.

Section 7.3 All chairpersons shall work within approved budget constraints.

Article 8

Finances

Section 8.1 The funds of the PTO will be derived from Fundraisers, Grant Writing and Donations.

Section 8.2 The Board of Directors and the Principal will approve a budget for the expenditures of residency programs and enrichment programs. As defined, residency programs may consist of but not limited to an artist in residence. Enrichment programs will be, but not limited to Accelerated Math, Accelerated Reading, Library, Art, Language and Science programs as approved by the Principal.

Section 8.3 The board shall approve a budget each year for the expenditures of residency programs. Each program will be approved by the Principal of School and once approved may be paid when the residency is completed. The President and Treasurer may approve expenditures for school enrichment programs up to the budget approved by the Board of Directors when requested by the enrichment coordinator or the Principal of the School.

The President and Treasurer may approve expenditures up to \$250.00. Expenditures between \$250.00 and \$500.00 shall be approved by the majority of

the Board of Directors. The President, alone, may approve expenditures up to \$100.00. Expense vouchers for all expenditures shall be signed by the President and kept on file by the Treasurer for review at year end. All checks shall be signed by the Treasurer and the President.

Section 8.4 The Fiscal Year of this organization shall run from the first day of September through the last day of August.

Section 8.5 Audit: An audit committee will be appointed by the Board of Directors each August. The committee shall review the books and submit a statement to the Board of Directors on the condition of the financial affairs.

Section 8.6 No officer shall experience pecuniary gain, incidentally or otherwise from the existence of the organization. The PTO may not lend money to or guarantee the obligations of any member or officer of the PTO.

Article 9

Amendments

Section 9.1 These bylaws may be amended at any regular meeting of the organization by two-thirds of the members present and voting, provided that the proposed amendment has been presented to the Board of Directors and a 30 day notice has been printed in the PTO newsletter or school newsletter. These bylaws shall be reviewed by the Board of Directors on a yearly basis and shall be presented to the members every three years.