

## **Frontenac Parent-Teacher Organization By-Laws**

### **ARTICLE I: NAME**

The organization's name shall be the Frontenac Parent Teacher Organization (Frontenac PTO) having no affiliation with any other organization, with the exception of Frank Layden Elementary and USD 249.

### **ARTICLE II: OBJECTIVES**

The objectives of this organization are: (1) To promote communication between teachers, parents, and students, and (2) to provide assistance as needed at Frank Layden Elementary School. Frontenac PTO endeavors to raise money to purchase items for the benefit of children and Frank Layden Elementary School. It is a non-profit organization.

### **ARTICLE III: MEMBERSHIP**

Membership in this organization shall be made available to any individual who subscribes to the objectives and basic policies without regard to race, color, national origin, ancestry, religion, socioeconomic status, marital status, gender, age, or handicapping condition. All teachers, parents or guardians of students of Frank Layden Elementary School are eligible members.

### **ARTICLE IV: OFFICERS**

Section 1. The officers of this organization are the president, vice-president, secretary, and treasurer. More than one person may share an officer title and duties.

Section 2. Duties:

- a. The president presides at meetings of organization, calls and presides meetings of the executive board and performs all other duties implied by his/her title.
- b. The vice-president assists the president in his/her duties, presides over meetings in president's absence and coordinates the committee chairs. The vice-president will provide committee reports at the monthly PTO meetings if the chair of the committee is not present to give their report.
- c. The secretary records minutes of regular meetings and executive board meetings, handles correspondence, and sends out notices of regular or special meetings.
- d. The treasurer is responsible for all payment of bills authorized by the executive committee. The treasurer keeps an itemized account of all receipts, disbursements, and presents those records to the auditing committee prior to the first meeting of the following school year.
- e. In the event that there are insufficient volunteers to serve as committee chairs, each officer shall also serve as a committee chair.

### **ARTICLE V: EXECUTIVE BOARD AND COMMITTEES**

Section 1. The executive board is comprised of the above officers, the immediate past president, a teacher liaison, and the building principal or his/her representative.

Section 2. The executive board shall meet monthly during the school year, or as needed.

Section 3. Standing Committees will be created as needed by the organization and/or executive board.

Section 4. The committee chairperson shall keep records of methods and/or minutes, in a binder provided by Frontenac PTO, and report back to organization when needed. All records will be passed on to executive committee and are property of Frontenac PTO.

Section 5. Standing Committees. The following committees have been established and consist of:

Audit- Membership includes: newly elected officers and the outgoing president. The outgoing treasurer shall be available to provide information, but shall not be a member of the committee. The audit shall consist of reviewing and verifying the PTO's financial transactions for the past year. The auditing committee shall review the treasurer's annual report and if satisfied that the report is correct, shall sign a statement of that fact at the end of the report. If the auditing committee finds exceptions they should be noted.

Book Fair- Responsibilities include but are not limited to: staying in contact with Scholastic to plan and schedule in conjunction with Spring Parent/Teacher conferences, coordinate volunteers to work during the fair, sending out informational notices, keeping records of book totals taken by teachers, tracking daily totals of book sales and closing out the fair with Scholastic within a week of completion. The committee will provide recommendations for the distribution of the proceeds.

Carnival - Responsibilities include but are not limited to: planning, scheduling, ordering/purchasing prizes, distributing/collecting raffle tickets and money, assigning games for classrooms, soliciting donations, organizing silent auction baskets for each class, deciding menu and prices, sending out informational notices and holding a kickoff assembly.

Holiday Store- The committee is responsible for purchasing stock, advertising the store to students, setting up the store, coordinating/scheduling class visits to the store and staffing the store with parent volunteers. This typically takes place in the second week of December over a two to three day period. The committee should seek parent volunteers.

Raider Gear- The Raider Gear committee designs the upcoming year's spirit gear (graphics and types of items that will be ordered), orders from vendors the anticipated amount needed for cash and carry at the meet the teacher night, continues to take orders for additional items that are either still in stock or have run out and can be re-ordered. Depending on supply and demand this task could continue throughout the entire school year or until supply is out.

Room Parent- Membership consists of the primary room parent from each class. The room parent committee chair is responsible for maintaining a room parent for each classroom, communicating duties to room parents, and providing support for room parents.

School Supplies- Responsibilities include collecting the supply list from teachers, providing and collecting order forms from students, ordering supplies from company, and distributing to students.

FLE Employee Appreciation- Responsibilities consist of coordinating events to show appreciation for the employees of FLE. Examples include: teacher appreciation week, holiday gifts, and the soup and chili feed. The committee also provides end of the gifts for support staff. The committee shall seek volunteers and donations.

No-Sale Fundraisers- This committee is responsible for all aspects of facilitating no-sale fundraisers. The committee informs the FLE community about no sale fundraising opportunities and coordinates student body awards for fundraising (for example: the

school wide box top party). The committee also maintains an informational bulletin board in FLE.

Walk/Jog-a-thon- Duties include but are not limited to: planning, scheduling, ordering/purchasing prizes and products, soliciting sponsors for monetary and product donations, sending out informational notices, holding an kick off assembly, and awards ceremony after the event.

Yearbook- This committee is responsible for the collection of digital photos from teachers and staff, layout of the yearbook using system provided by the yearbook company selected in consultation with the executive board, promotion of yearbook sales, tracking of yearbook purchases, and distribution of yearbooks purchased.

#### **ARTICLE VI: ELECTION OF OFFICERS**

Section 1. Officers shall be elected by majority vote of those present at the vote, taken by show of hand. The membership shall be notified of the upcoming election no later than seven days before the election. Nominations for officers may be made from the floor.

Section 2. Officers are elected for a term of one year beginning at the end of the school year. Out-going officers will assist newly elected officers during the summer prior to the beginning of school to complete tasks as needed.

#### **ARTICLE VII: MEETINGS**

Section 1. There shall be a regular Frontenac PTO meeting each month subject to cancellation by the executive board. Notice of cancellation shall be sent out.

#### **ARTICLE VIII: FUNDS**

Section 1. Funds raised shall be spent for the good of the school in accordance with the objectives stated in Article II, and as specified by motion and majority vote at a regular business meeting.

Section 2. No one member has the authority to purchase any item of any amount without the majority decision of the Frontenac PTO. However, a \$200 petty cash fund does exist that the executive board can use on a monthly basis without the approval of the organization.

Section 3. All expenditures shall be reported at the next regular meeting.

#### **ARTICLE IX: AMENDMENTS**

This constitution may be amended by two-thirds vote of members present at a regular meeting.

#### **ARTICLE X: DISSOLUTION**

In the event of the dissolution of this organization and after paying any debts outstanding, its assets shall become the property of the Frontenac Education Foundation. In the event the Frontenac Education Foundation no longer exists, the assets shall be given to Frank Layden Elementary, USD 249.