

# CROOKED LAKE PARENT TEACHER ORGANIZATION BYLAWS

## NAME:

The name of this organization is the Crooked Lake Parent Teacher Organization. Hereinafter, it shall be referred to as CLPTO.

## OBJECTIVE:

The focus of the CLPTO is to provide an excellent educational experience for our students by supporting our staff, funding school services and materials, building an active social community, and hosting events to raise funds, express appreciation and recognize achievement within the school. The CLPTO will provide opportunities for individual members to express ideas, talents, and concerns. The group will welcome all the people involved with the school and will work to be a cohesive, proactive community organization.

## MEMBERSHIP:

All parents and guardians of currently enrolled students and Crooked Lake staff are voting members of the CLPTO. There are no dues associated with membership.

## MEMBERSHIP RESPONSIBILITIES

Holding office, introducing motions, debating issues and voting are open to all members. The principal shall act as an impartial resource for the CLPTO and shall not have voting privileges. Each voting member shall be entitled to cast one vote on each question. The majority of those members voting shall decide any proposal brought before the meeting unless the proposal is one upon which by law, or these bylaws, a different vote is required. Any member may request the vote be taken by ballot.

## MEETINGS:

General meetings of the CLPTO shall be open to the entire membership of the CLPTO and held monthly. General meeting time and location will be decided upon by the incoming Board prior to the end of the school year and published in the school calendar for the next school year. If there is a conflict, general meetings will be rescheduled within 10 days of the normal meeting date. A new date will be set by the Board. General meeting duration can be extended when deemed necessary by a majority vote of the attending members.

## BOARD MEETINGS:

The Board shall consist of CLPTO elected officers. Hereinafter, it shall be referred to as the Board. The principal and the Volunteer Service Coordinator (VSC) are invited to attend but are not required. Board meetings will be held monthly, prior to the general meeting, to conduct necessary business such as preparing agendas and task planning for the year. Board meetings are open to CLPTO membership; however, participation in the meeting is restricted to the Board.

## SPECIAL MEETINGS:

Special meetings of the membership may be called by a majority vote of the Board or upon a written request signed by 30 CLPTO members. The written notice of any special meeting shall be given by the secretary to all members and shall include the time, place, and purpose. No business shall be transacted at the special meeting except as stipulated in the written notice. No vote shall be taken without a quorum present.

### **ELECTION MEETING/ANNUAL MEETING:**

The election meeting will be held at the general meeting in April where the Board shall be elected in accordance with these bylaws. The members may transact such other business of CLPTO as may properly come before them.

### **PLANNING MEETINGS:**

Planning meetings will be held at the general meeting in the months of September and April. At the planning meeting the members' goals will be established for the upcoming year. The budget will be approved in April and reviewed in September.

### **MEETING AGENDA AND NOTICE OF MEETING:**

It shall be the duty of the Board to create an agenda for all general meetings. The order of business at all general meetings shall be as follows:

1. Approval of Minutes from the previous meeting
2. Reports of Officers
3. Reports of Staff
4. Reports of Committees
5. Old Business
6. New Business/ General Discussion

Election of Board (at Elections Meeting) will be placed first on the agenda

The notice of meetings and their agendas will be published monthly in the CLPTO newsletter prior to the general meeting. General meeting dates are posted on the CLPTO website. Any general member may submit additional agenda items for consideration to the Board. The agenda is amendable by the membership during the general meeting by a majority vote.

### **QUORUM:**

A quorum shall consist of at least two Board members and five members at large for all general and special meetings. Board members are not counted as members at large for the quorum. If there is not a quorum, the meeting will be held with discussion, but no voting will occur. The quorum for a board meeting is three Board members.

### **MEETING FACILITATION:**

The chairperson shall facilitate all general and board meetings. In the absence of the chairperson, the co-chairperson shall facilitate. In the absence of both the chairperson and co-chairperson, the treasurer will act as the facilitator for that meeting.

### **MEETING MINUTES:**

It shall be the duty of the secretary to maintain a record of the general, board and special meetings of the CLPTO. In the absence of the secretary, the treasurer shall maintain meeting minutes. In the absence of both persons, the facilitator shall be responsible for appointing a secretary for the meeting minutes. The meeting minutes will be completed and available to all CLPTO members within two weeks after the meeting.

### **NOMINATIONS/ELECTIONS:**

During the general meeting in February, membership for the Nominating Committee is solicited.

The Nominating Committee will:

- Consist of general CLPTO members, not exceeding five members
- Solicit other committee members through the school newsletter if necessary

The Nominating Committee will then:

- Place an article in the next newsletter to solicit nominations for the open Board positions. Nominations may be made anonymously
- Arrange to have nominations submitted to a nomination box placed outside the main office until two weeks prior to the general meeting when voting for the new Board members will take place
- Collect the nomination box
- Assure only the committee and those nominated will have access to the names of individuals nominated for any Board position. There is no limit to the number of candidates for each office that will be placed on the official ballot

The Nominating Committee will use the following procedures to determine the proposed ballot:

- A list will be compiled of nominations for each Board position
- The Nomination Committee will contact each nominee to validate their willingness to run for the Board position
- When positions are shared, candidates will be listed jointly. Individuals will be listed separately
- In the event of no nominations from the general membership, it will be the responsibility of the committee to actively recruit at least one nominee for each Board position
- The nominees for each position will be published prior to the election

All nominees who agree to run for the specified Board position will be placed on the ballot. At the April general meeting the candidates will be presented and the ballots will be passed out for voting. A space will be provided on the ballot for write-in candidates. The members are allowed only one vote. The votes will be tabulated at the end of the vote by the VSC or the treasurer present at the meeting. The results of the voting will be announced at the meeting. The new Board will begin their transition period through the end of the school year.

Board member term begins at the beginning of the CLPTO fiscal year of July 1 and ends at the end of the fiscal year of June 30.

## BOARD (OFFICERS) DUTIES:

### GENERAL DUTIES:

- Attend CLPTO general meetings, board meetings, and special meetings
- Contact chairperson if unable to attend a meeting
- Organize meeting rooms and arrange for child care for meetings
- Set meeting agendas
- Be familiar with "Roberts Rules of Order" and these bylaws
- Respond to member requests
- Interact with members
- Reply to all voicemails and emails within a reasonable time period
- Provide smooth transfer of position to incoming Board

### CHAIRPERSON:

- Facilitate general, board, and special meetings
- Liaison to Principal, Board, and School Staff
- Contact for other schools and organizations

- Ensure other Board members are fulfilling their responsibilities
- Give input for newsletter topics and assist in article writing
- This office has a one year term

#### CO-CHAIRPERSON:

- Work with chairperson
- Facilitate meetings when chairperson is absent
- Committee Liaison- be aware of all committee activities, make sure committees are ready to report at general meetings when appropriate
- Give input for newsletter topics and assist in article writing
- This office has a two year commitment- one as co-chairperson and one as chairperson

#### SECRETARY:

- Record, transcribe, and distribute minutes of meetings within two weeks of the meeting
- Maintain CLPTO binder including minutes, attendance, bylaws, treasurer's reports and "Roberts Rules of Order" in VSC office for members' use
- Have CLPTO binder available at meetings for reference purposes
- Give input for newsletter topics and assist in article writing
- This office has a one year term

#### TREASURER:

- Manage CLPTO accounts, checkbook, invoice payments, and deposits
- Learn bookkeeping process
- Monitor budget
- Present funding requests at general meetings
- Fulfill and track funding and payment requests
- Prepare financial reports and present at general meetings
- Manage intake and release of money including event cash boxes
- Work with committee chairs and give precise instructions for intake of money
- Make deposits after fundraisers
- Maintain record of all funding requests not yet paid out
- Ensure access to financial information is properly controlled
- File for licenses as required by the state to conduct the business of the CLPTO
- Ensure taxes are completed and filed through a CPA
- Retain appropriate documents for finance and legal purposes
- Give input for newsletter topics and assist in article writing
- This office has a one year term

#### CO-TREASURER:

- Work closely with treasurer
- Substitute for treasurer when absent
- Learn bookkeeping process
- Chair the budget committee
- Give input for newsletter topics and assist in article writing
- This office has a two year commitment- one as co-treasurer and one as treasurer

If any Board member is unable to complete his/her term, the Board will seek nominees before the next meeting and will accept additional nominees at that meeting. The replacement shall be voted on at that general meeting. Any office filled mid-year will then be up for reelection at the election meeting in April.

Board members who have completed a full term must wait one full school year before they are eligible to assume any other office. In the situation where an office cannot be filled due to lack of nominees, current Board members may be considered. Any Board member may resign his/her position by providing the secretary with written notice. If at all possible, the resigning member would assist in the transfer of duties and responsibilities to the newly elected Board member.

#### REMOVAL:

Any Board member may be removed from office by a majority vote of voting members present at a general or special meeting, provided that notice of intention to consider said removal has been given to the Board at least 30 days previously. Voting will be by secret ballot.

#### COMMITTEES:

The membership and Board may vote to form committees to meet the objectives of the organization. Each committee shall have a chairperson. The committees will be formed on a volunteer basis. The Board will make a good faith effort to encourage participation in these committees. Unless otherwise stated in these bylaws, there need not be a Board member on a committee, however, if there is; there must be a 1:2 ratio of Board members to general members on any committee. The role of the committees is to plan and recommend action to be taken by the membership. The outcome of any committee cannot be acted upon without a formal review of committee recommendations during a general meeting. Committee recommendations can only be adopted by a quorum of the membership. The members may review the effectiveness and necessity of any committee and vote to change committee members, chairperson, or disband a committee altogether at any time.

There is a need for several different committees throughout the school year. These committees are formed according to the school activities outlined in the CLPTO Budget. Each committee is responsible for event communication and organization.

Nominating Committee – Refer to Nominations/Elections section.

Budget Committee will be chaired by the co-treasurer (treasurer if there is no co-treasurer) and shall consist of no less than three general members. Budget Committee members shall work in partnership with the Board and shall meet prior to the April general meeting to set proposed budget items and financial projections, which shall then be presented at the general meeting and voted upon.

#### COMMITTEE CHAIRPERSON DUTIES:

- Recruit committee members
- Hold committee meetings
- Work with members to develop committee objectives
- Communicate with members
- Make committee reports to CLPTO
- Work with members to develop an end of event committee report
- Work with CLPTO Chairperson to document all committee activities to pass on to the next committee for this event
- Work with treasurer to record all event costs

#### FINANCE POLICY

## **ACCOUNTING:**

The fiscal year of the CLPTO shall begin on the first day of July in each year and end on the last day of June of the following year. Treasurer is responsible for the entire fiscal year. Records shall be kept under the direction of the treasurer for all accounts and financial obligations of the CLPTO. Those records may be examined by any Board member of the CLPTO, in person or by attorney, at any reasonable time or times, and at the place or places where usually kept and may make extracts or copies there from. The treasurer is responsible for ensuring that access to CLPTO accounts and records are sufficiently secured and restricted to signers on the CLPTO bank accounts. At each general meeting, the treasurer or co-treasurer will present a report detailing finance activities for the previous month. This report shall include income, expenses, budget, and working capital to the extent possible at the time of the meeting. All funds of the CLPTO not otherwise employed shall be deposited in the accounts of the CLPTO in such bank or other depositories as the officers may elect. All checks, drafts, and other orders of payment of funds will be signed by the treasurer or account signer as long as the payment is for approved funding requests or items that are part of the approved current year budget.

## **DISBURSEMENT OF FUNDS:**

The CLPTO shall use funds received through fundraising activities in the year those funds are acquired. The exception to this will be major purchases exceeding single year fundraising capability and the need to maintain sufficient funding to pay for approved/budgeted items between fundraising activities.

All funding/payment requests need to be submitted to the treasurer in written form using a funding/payment request form. Funding request must include specific information about what is being purchased and the associated costs. New funding requests will be reviewed at each general meeting. The Board may approve by unanimous vote up to \$250 for essential PTO operations.

Funding requests exceeding \$5,000 will require specific and dedicated notification be sent to members and may not be voted on at the same meeting it is proposed. A minimum number of 20 members must be present to approve the request by a majority vote. Three bids need to be presented with the funding request before consideration by the CLPTO.

Funding requests for current fiscal year expenditures must be received by the treasurer prior to the last general meeting. Subsequent requests will be postponed until the following fiscal year, unless the CLPTO by vote deems the request urgent enough to be addressed in the current year. A record of funding requests and approvals will be kept by the treasurer for reference and inquiries by members.

## **BUDGET:**

The CLPTO will hold each year, a meeting to review complete finance information and approve the operating budget for the following fiscal year. The budget will cover recurring annual expenses as well as approved one-time expenses for the upcoming fiscal year and will be administered by the treasurer. Each item will include definition of the expenditure, amount allocated, time frame expected, and when approved. The budget needs to be approved by majority vote during the annual budget review meeting. Once approved, the budget is set for the following year however; individual items can be approved by majority vote at any general meeting. If the adjustment exceeds \$5,000.00 or 20% of the budgeted amount, then it must be approved as an additional funding request. Once approved, the budget will be amended.

Invoices/expenses that exceed the approved budget or where approved with a zero budget, must be brought to a general meeting for membership approval before disbursement. In the situation that a general meeting will not occur in the next month, a unanimous vote of the Board can approve the payment, provided it does not exceed the Board limit of \$250. This transaction must be disclosed at the next general meeting after the payment was made.

#### CONTRACTS:

No member of the CLPTO may enter into any contract, loan, or deliver any instrument in the name of and on behalf of the CLPTO unless the membership by majority vote has authorized it in a general meeting at which previous notice was given. Such authority is confined to specific instances. These authorizations are in addition to those authorized by these bylaws.

#### GOVERNMENT AND TAX FILINGS:

All documents that need to be filed will be completed by the treasurer.

#### MISCELLANEOUS:

If the CLPTO is dissolved, all remaining assets shall be transferred to a succeeding organization defined in the IRS code as a 501-c3 organization with an objective similar to CLPTO or expended according to the current CLPTO mission statement prior to dissolution. No part of the operation of the CLPTO shall benefit any Board member, general member or any other person except reasonable expenses that may have been incurred for the benefit of the CLPTO, or if that person is qualified for a benefit under the CLPTO Objectives that is equally available to any other party.

#### PARLIAMENTARY AUTHORITY:

"Roberts Rules of Order Revised shall govern the CLPTO in all cases in which they are applicable and do not conflict with these bylaws.

#### AMENDMENTS:

These bylaws may be amended at any general meeting of the CLPTO by a two-thirds vote of the attending membership, provided a quorum is met and notice of the amendment was given at the previous meeting.

#### CONFLICT OF INTEREST POLICY:

Purpose:

The purpose of the conflict of interest policy is to protect the Crooked Lake Parent Teacher Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any member of the CLPTO or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

1. Interested Person is defined as any member of the CLPTO who has a direct or indirect financial interest as defined below.
2. Financial Interest is defined as a person having financial interest if the person has, directly or indirectly through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the CLPTO has a transaction or arrangement,
  - b. A compensation arrangement with the CLPTO or with any entity or individual with which the CLPTO has a transaction or arrangement, or

- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CLPTO is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration (to pay an equivalent for) as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the members decide that a conflict of interest exists.

Procedures:

1. Duty to Disclose In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of the CLPTO considering the proposed transaction or arrangement.