

# 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 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 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, location and frequency will be decided upon by attendees at the last meeting of the year, and published for the next years' schedule. 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. Effective January 11, 2011, General Meeting dates for 2011 will be as follows: January 13th, February 10th, March 10th, April 14th, and May 12th.

## BOARD MEETINGS

The Board shall consist of CLPTO elected officers. The principal and the Volunteer Service Coordinator (VSC) are invited to attend but are not required. Board meetings will be held two weeks before date of the General Meeting is scheduled, 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.

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### 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 officers shall be elected in accordance with these Bylaws. Evaluation of all committees shall also be done at this meeting. 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 May. At the Planning Meeting the members' goals will be established for the upcoming year. The budget will be approved in May and reviewed in September.

### MEETING AGENDA

It shall be the duty of the Board to create an agenda for all monthly business meetings.

The order of business at all General Business 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. Unfinished Business
6. Old Business
7. New Business/ General Discussion
8. Election of Board (at Elections Meeting)

The Board shall provide a copy of the agenda to the newsletter and website coordinators 12 days prior to the meeting for distribution to the CLPTO membership. 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.

### NOTICE OF MEETINGS

The notice of meetings and their agendas will be published monthly in the CLPTO newsletter and available on the Crooked Lake webpage at least 10 days prior to the monthly business meeting.

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### QUORUM

A quorum shall consist of at least two elected officers and seven 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 3 board members.

#### MEETING FACILITATION

The chair shall facilitate all general and Board meetings. In the absence of the chair, the co-chair shall facilitate. In the absence of both the chair and co-chair, the treasurer will act as the facilitator for that one 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 2 weeks after the meeting.

#### NOMINATIONS/ELECTIONS

During the general business meeting in January, membership on the Nominating Committee is solicited. The Nominating Committee will:

- Consist of general CLPTO members, not exceeding 5 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 officer positions.

Nominations may be made anonymously.

- Arrange to have nominations submitted to a nomination box placed in the main office until the March meeting.

- Collect the nomination box from the office.

- Assure only the committee and those nominated will have access to the names of individuals nominated for any Officer 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 office.
- 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 office.

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- Nominees will be contacted to verify willingness to run for the specified office.
- The nominees for each position will be published in the newsletter before the election.

All nominees who agree to run for the specified office will be placed on the ballot.

At the March CLPTO meeting the candidates will be presented to all members of the CLPTO.

At the April CLPTO meeting 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 officers will begin their transition period at the May CLPTO meeting.

#### OFFICERS DUTIES:

#### GENERAL DUTIES:

- Attend CLPTO meetings and board meetings
- Contact Chair if unable to attend a board or general membership meeting
- Work with Board to set agendas
- Be familiar with “Roberts Rules of Order” and these bylaws
- Respond to member requests
- Interact with general members
- Reply to all voicemails and emails within 24-48 hours
- Provide smooth transfer of position to incoming officers

#### CHAIR:

- Facilitate general and Board meetings
- Liaison to Principal, Officers, and School Staff
- Contact for other schools and organizations
- Ensure other officers are fulfilling their responsibilities
- This office has a one year term

#### CO-CHAIR:

- Work with Chair
- Substitute for Chair when absent
- Committee Liaison- be aware of all committee activities, make sure committees are ready to report at general meetings when appropriate
- Make sure quorum is achieved and maintained throughout all board, general and special meetings
- This office has a two year commitment- one as co-chair and one as chair.

#### SECRETARY:

- Record, transcribe, and distribute minutes of board and general meetings within 2 weeks of the meeting

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- Distribute and maintain record of attendance sheets at all meetings and provide this information to the nominating committee
- Maintain official minutes of board and general meetings as well as agendas
- Distribute board and general meeting minutes to the communication committee and binder within 2 weeks of meetings

- Maintain CLPTO binder including minutes, bylaws, treasurers reports and “Roberts Rules of Order” in school office for all CLPTO members’ use
- Have CLPTO binder available at meetings for reference purposes
- This may be a shared position if desired
- This office has a one year term

#### TREASURER:

- Manage CLPTO accounts
- Maintain checkbook
- Monitor the budget
- Track funding requests
- Report finances at all general meetings
- Work with committee chairs and give precise instructions for intake of money
- Bring and organize the cash box for fundraisers
- Make deposits after fundraisers
- Pay bills on time
- Receive and present all funding requests to general membership
- 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
- This office has a one year term

#### CO-TREASURER

- Work closely with Treasurer
- Substitute for Treasurer when absent
- Chair the budget committee
- This office has a two year commitment- one as co-treasurer and one as treasurer

If any officer 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.

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Officers 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 officers may be considered.

Two individuals may occupy the secretary position, as agreed upon by a vote of the membership.

Any officer 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 officer.

Terms of office begin the day after the May meeting.

#### REMOVAL

Any officer 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 officers may vote to form committees to meet the objectives of the organization. Each committee shall have a chairperson who is appointed by the committee members. The committees will be formed on a volunteer basis, without a vote. The Board will make a good faith effort to encourage participation in these committees. Unless otherwise stated in these bylaws, there need not be an Officer on a committee, however, if there is; there must be a 1:3 ratio of Officers 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 regularly scheduled membership meeting. Committee recommendations can only be adopted by a quorum of the membership. The CLPTO 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.

#### LIST OF COMMITTEES (Sample list-subject to change)

Public Relations Committee shall consist of the chair and any general members interested in communicating with local media and school community for the purpose of promoting any and all school activities approved by the principal and General Membership, which may include any of the following: recruitment and attendance incentives; organize the meeting rooms and treats; arrange day care for meetings; keep phone numbers and addresses of parents attending CLPTO meetings; develop a calling tree; contact new families/Kindergarten; act as liaison between staff, community and CLPTO; recruit business partnerships/school support.

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Fundraising Committee shall consist of no less than three general members. The Fundraising Committee shall recommend and implement all fundraising activities for spring of the current school year, and fall of the following school year. The committee shall meet as needed throughout their term.

Communication Committee shall consist of no less than three general members. The job of committee members will be to effectively communicate CLPTO business to the general membership. They will do this by maintaining a CLPTO bulletin board,

newsletter and website and preparing any special notices or flyers pertaining to CLPTObusiness.

Nominating Committee –Refer to Nominations/Elections section

Budget Committee will be chaired by the 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 May general membership meeting to set proposed budget items and financial projections, which shall then be presented to the general membership at the first meeting of the school year.

Yearbook

Special Events

Collections (Campbell's Labels, Big G Box tops, Kemp's milk caps)

Bylaws

Book fair

#### 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 year committee report
- Work with treasurer to develop precise instructions for the intake of money

#### FINANCE POLICY

##### ACCOUNTING:

The fiscal year of the CLPTO shall begin on the first day of September in each year and the 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 Officer 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 the Treasurer and Co-Treasurer. At each general CLPTO meeting, the Treasurer or Co-Treasurer will

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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 as long as the payment is for approved funding requests or items that are part of the membership Approved current year budget.

#### DISBURSEMENT OF FUNDS:

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

All funding/reimbursement requests need to be submitted to the CLPTO treasurer in written form using a funding 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 CLPTO general meeting. The CLPTO 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 30 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 April 1st. 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 the CLPTO.

#### 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.

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Invoices/expenses that exceed the approved budget or where approved with a zero budget, must be brought to a general membership meeting for membership approval before disbursement. In the situation that a general membership meeting will not occur in the next month, a unanimous vote of officers can approve the payment, provided it does not exceed 20% of the approved amount. This transaction must be disclosed at the next general membership 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 by-laws.

#### 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 notice of the amendment was given at the previous meeting.

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#### CONFLICT OF INTEREST POLICY

##### Purpose:

The purpose of the conflict of interest policy is to protect Crooked Lake Parent and 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.