

Ridgeview Elementary School PTO Bylaws

Article I- Name

This not-for-profit parent teacher organization shall be called Ridgeview Elementary PTO.

Article II- Purpose

The purpose of the organization is to:

1. Promote open communication between the administrators, teachers and parents
2. Encourage student, parent and administrator/teacher participation at school functions and provide an atmosphere for parental involvement and support.
3. Support Ridgeview Elementary in the following areas:
 - Educational Assemblies
 - Educational Field Trips
 - School-Wide Curriculum
 - School Programs such as library, music, art and physical education
 - Positive Behavior Incentives
 - School/Community Outreach
 - Technology

Article III- General Membership

The general membership shall be composed of all parents/guardians with a child enrolled and attending Ridgeview Elementary and any member of the staff working at Ridgeview. There will be no dues for this organization. We are a non-discriminatory organization with regards to race, color, creed, sex or national origin. The membership year shall run one year from the first September meeting.

Article IV- Board of Directors

The Board shall be comprised of all elected officers, appointed coordinators and co-coordinators of all standing committees and events. The board of directors will have voting privileges. The Elected officers will be Chairperson, Vice Chairperson, Treasurer, and Secretary. The appointed coordinators will include Fund-raising, Volunteer Coordinator, Garden Coordinator, Events Coordinator, Popcorn Coordinator, Community Outreach Coordinator, and others as determined by the executive council. The Chairperson will not vote unless in the case of a tie.

Article V- Elected Officers

1. The Executive officers of this board shall be Chairperson, Vice Chairperson, Treasurer, and Secretary. All positions can be co-chaired.
2. The nominating committee shall consist of the school principal and two members of the organization that are not currently on the Executive Board. The Chairperson serves as the ex-officio member of the committee.
3. The nominating committee shall solicit recommendations for new officers and submit a slate with at least one name for each office that is being vacated that year. Additional nominations can be accepted from members of the organization at any time prior to the election. These nominations can verbal or in writing. Each executive position has a one-year term, however a person holding an executive position can choose to do one additional consecutive or non-consecutive term.
4. In the event of a vacancy, the board of directors will decide how best to fill that position.
5. Executive officers shall be elected at the second to last yearly PTO meeting by a simple majority vote of the membership present. In the case of two or more nominees, a written ballot will be used. The ballots will be counted by members of the organization who do not have positions on the outgoing or nominated Executive Board.

Article VI-Duties of the Executive Officers and Board of Directors

1. Chairperson: The Chairperson shall preside at all Board Meetings and General Membership meetings. The chairperson may call a meeting with all parties involved with notification in advance of time, place and purpose. The Chairperson is to coordinate the work of the committees to ensure achievement of their objectives. Chairperson shall set the agenda for all regular, special and Executive Board meetings of the Organization.
2. Vice Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence, resignation or inability to serve. Assists in maintaining coordination of the committees to ensure their objectives. Oversees the accounting of the monthly bank statements.
3. Treasurer: The Treasurer is to be responsible for all financial documents and the payment of all bills as approved by the Board and collection of receipts. All funds are to be deposited with the Ridgeview PTO checking account and a separate ledger will be kept for receipts and expenditures. A financial statement is to be provided at each Board meeting. All checks must be signed by two of the following: the Chairperson, Treasurer or Secretary. All must be authorized signers at the bank. A copy of the monthly Budget Report should be made available to the Principal. Each month the bank statement with

supporting receipts will be turned over to the vice Chairperson for verification. Upon verification all documents will be returned to the Treasurer.

4. **Secretary/Media Specialist:** The Secretary shall keep a record of the proceedings of all Board meetings and conduct all correspondence as directed. The secretary shall submit minutes of the previous board meetings to all members prior to the next meeting via electronic communication. They are to maintain a roster of committee chairs and co-chairs. The media specialist is responsible for information and reports to be included in the monthly VISTA, submit information as needed to local media including the social media outlets for Ridgeview Elementary.

Appointed Committee Coordinators

5. **Fundraiser Coordinator-** The Fundraiser Coordinator shall be responsible for the organization and operation of all fundraisers. This will include Box Tops and Campbell Soup Labels as well as other fundraiser opportunities.
6. **Volunteer Coordinator-** This person is to coordinate volunteer help as needed by the various staff and teachers. He/she is responsible for the information obtained from the volunteer forms at the beginning of the school year. He or she is to keep a file of names and phone numbers of room parents taken from volunteer and teacher contacts. This person is to recruit parents to assist with school activities and build friendly relations with all parents.
7. **Garden Coordinator-** This person will be responsible for coordinating resources, volunteers, teachers and students around the garden projects.
8. **Popcorn Coordinator-** This person will be responsible for the popcorn machine, the scheduling of parent poppers and the maintaining of necessary supplies.
9. **Yearbook Coordinator-** This person will oversee the production of the yearbook. They will determine yearbook vendor and collect and organize pictures as needed. Also responsible for the order forms and collection of funds for the project.
10. **Wows Coordinator-** The wows coordinator will oversee the distribution of WOW prizes. They will purchase and organize the prizes as needed.
11. **Events Coordinator-** The events coordinator will oversee the organization and execution of all PTO related events. This person will recruit chairpersons and co-chairs for all events and assign responsibilities. Events such as Teacher Appreciation Week, BINGO, Fall Festival, Read A-Thon Etc.
12. **Community Outreach Coordinator-** The person is to oversee all events related to outreach for the Ridgeview School community. This is not limited to but will include Holiday food drives and clothing drives.

It is the responsibility of each officer to maintain a binder, which contains a detailed description of the duties of that position and a record of its business and activities. Any retiring officer shall turn over the binder to the newly-appointed at the June meeting.

All officers are required to attend and/or give reports to the monthly Board meetings.

Article VII-Meetings

General meetings will be held quarterly. Advance notice of meetings will be made in the VISTA and on media outlets. The Chairperson may call special meetings as required.

Board meetings will be held monthly or as called for by the Chairperson.

A simple majority vote of the membership present will prevail for business. When a matter comes to vote, it shall first be discussed, then the chairperson will ask for a vote. The results of the votes will be entered into the minutes.

Article VIII-Insurance

A liability insurance policy will be carried by the Ridgeview Elementary PTO.

Article IX- By-Laws Amendments

Amendments to the Bylaws may be proposed by a general member. Proposed amendment should be submitted to the board in writing. Notice of the impending amendment should be announced in the VISTA newsletter and the media outlets. A vote by the member will take place at the next general meeting.

Article X- IRS Status and Dissolution

1. This organization is organized exclusively for the charitable purposes within the meaning of Section 501c 3 of the Internal Revenue Code.
2. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501c3 of the Internal Revenue Code of 1986. (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under section 170 9c0 (2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

3. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XI-Basic Policies

The Board is a non-commercial, non-sectarian, non-partisan and non-discriminatory organization. It will be the basic policy that all Board equipment and supplies are to be used on school premises. Any deviation from this policy must be approved by the board.