

**Karen Acres Elementary  
Parent-Teacher Organization Bylaws**

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## **Article I: Name**

The name of this organization is Karen Acres Parent Teacher Organization hereafter referred to as PTO.

PTO is a local organization without official affiliation to any other organization. Location of the PTO is 3500 74<sup>th</sup> St, Urbandale, Iowa

## **Article II: Articles of Organization**

The PTO exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these bylaws and any amendments hereto.

## **Article III: Membership**

Membership in the PTO is open to any individual who is a parent or legal guardian of a Karen Acres Elementary student. Members shall support the objectives and basic policies of the PTO as set forth in these bylaws.

## **Article IV: Objectives**

The objectives of the PTO are as follows:

1. To develop a united effort between teachers, parents, and the general public in order to secure for every child the highest advantages in physical, intellectual, social, and emotional development.
2. To provide family activities that will enhance community living and the school curriculum.

The objectives of the PTO are directed towards the parents, teachers and community members associated with Karen Acres Elementary School. These objectives are achieved through conferences, committees, projects activities and programs that are governed and qualified by the basic policies set forth in Article V.

The PTO is organized exclusively for educational purposes within the meaning of the section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **Article V: Basic Policies**

The following are the Basic Policies of the PTO:

1. This Organization shall cooperate with the UCSD and support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control its policies.
2. PTO shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
3. The name of the PTO or names of any member in an official capacity of the PTO shall not be used in any connection with any commercial concern for any purpose not related to the objectives of the PTO.
4. Persons representing the PTO may, with the approval of the Board of Managers, cooperate with any organization for the betterment of the objectives of the PTO.

5. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof.
6. In the event of the dissolution of the PTO, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be turned over to the Karen Acres Elementary School Activities account as long as there is no conflict with any regulations, or it shall be distributed to UCSD within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code for educational purposes within UCSD.
7. Monthly meetings will be conducted using Robert's Rules of Order. A majority vote is required for all motions.

## **Article VI: Officers and Elections**

### **Officers and Terms**

Officers of the PTO shall be the parent or legal guardian of a Karen Acres Elementary School student. Officers of the PTO shall consist of President, Vice President, Secretary and Treasurer. Officers will assume the official duties on June 1 and shall serve for one year. Officers shall serve for no more than two consecutive terms in any one position.

### **Elections and Vacancies**

Any qualified or interested individual should express interest by April 1<sup>st</sup> to be included on the ballot. Elections shall take place in May of each year; officers will be elected by a majority vote. In the event a vacancy occurs in the office of the presidency, the Vice President will fill the vacancy and a new Vice President shall be appointed by the Board of Managers.

In the event a vacancy occurs in the office of secretary or treasurer, the Board of Managers will appoint someone to the position until the next regular election.

### **Committee Chairs**

Committee chairpersons of the PTO shall be appointed by the Board of Managers. In the event no one volunteers for a position, current officers will seek qualified individuals.

PTO officers can cover the position of a Chairperson.

## **Article VII: Officer Duties**

### **The president shall:**

1. Preside at all meetings of the PTO and of the Board of Managers.
2. Perform such duties as may be prescribed in these bylaws.
3. Coordinate the work of the Officers and Committees in order to promote the objectives of the PTO.
4. Participate at District PTO meetings.

### **The vice president shall:**

1. Act as aide to the president.
2. Perform the duties of the president in the president's absence or inability to serve.
3. Perform such other duties as may be provided for by these bylaws or by the Board of Managers.

**The secretary shall:**

1. Record minutes of all regular meetings and executive session of the Board of Manager.
2. Be prepared to read the records of any previous meetings.
3. File all records.
4. Have a current copy of the bylaws.
5. Perform such other duties as may be provided for by these bylaws or by the Board of Managers.

**The treasurer shall:**

1. Have temporary custody of all the funds of the PTO and account for all receipts and expenditures.
2. Maintain a full account of the funds of this PTO.
3. Make disbursements as authorized by the President, the Board of Managers, or this PTO in accordance with the budget adopted by the PTO.
4. Money collected and Cash boxes must be counted/tallied by two PTO members, and a receipt co-signed before returning money to the temporary custodian.
5. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the PTO.
6. Provide a written financial statement to the Board of Managers at each meeting.
7. Present an annual report of the financial condition of the organization.
8. Submit the books annually for an audit by an auditing committee selected by the Board of Managers at least one month before the meeting at which new officers assume duties.
9. Report the findings of the annual audit to the Board of Managers.
10. Perform such other duties as may be provided for by these bylaws or by the Board of Managers.

Three members of the PTO who will be appointed by the Board of Managers will audit the treasury account periodically.

Urbandale School District Office will conduct an annual audit and oversee all funds in the activity account.

All officers shall perform the duties as described above and will deliver to their successor all official material following their expired term of office.

## **Article VIII: Board of Managers**

The affairs of the PTO shall be managed by the Board of Managers in the intervals between PTO meetings.

The Board of Managers shall consist of the elected officers and the chairpersons of the standing committees.

The main duties of this committee are as follows:

1. Transact necessary business in the intervals between PTO meetings.
2. Report its activities at the PTO meeting.
3. Appoint committees for the period of one school year.
4. Create special committees
5. Appoint audits of the Treasurer's report any time there is a change of main officers.
6. Prepare and submit an annual budget to the PTO for adoption.
7. Approve payment of routine bills within the limits of the approved budget

### **Article IX: Fiscal Year**

The fiscal year for the PTO starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

### **Article X: Meetings**

Regular PTO meetings will be held every month throughout the school year.

Special meetings of the Board of Manager may be called by the President or when requested by 5 members upon 14 days' written notice to each member of the Board.

At all meetings of the Board of Managers a majority of the members of the Board shall constitute a quorum for the transaction of business.

### **Article XI: Amendments**

Revisions to these bylaws may be adopted by majority vote after consideration during a minimum of two meetings. The following must occur before proposed bylaws can be adopted:

1. Board of Managers shall notify the PTO members of its intention to draft new or revised bylaws.
2. Proposed bylaws shall be read and discussed at a subsequent meeting.
3. Proposed bylaws shall be publicized to parents via e-mail, flyer, or other standard communication method.
4. Final draft shall be presented at the next monthly meeting. Discussion over the revision must be resolved before putting revisions to vote.



The articles set forth are true, correct and complete and were adopted on: **October 9 2012**