

DLMS PTO

BYLAWS

Article I: Name, Mission & Purpose

The name of the organization shall be Duncan Lake Middle School Parent-Teacher Organization (DLMS PTO). It is the mission of DLMS PTO to support quality education for the students at Duncan Lake Middle School and to encourage parental involvement. The purpose of DLMS PTO shall be to support the teachers, administration, staff and students of Duncan Lake Middle School through programs and funding when these items cannot be attained through the regular school budget.

Article II: Membership

All parents with students enrolled at Duncan Lake Middle School are automatically members of DLMS PTO. All teachers, administrators & staff employed at Duncan Lake Middle School are also members of DLMS PTO.

Article III: Election of Officers

Section 1: Officers

Members of DLMS PTO shall elect a Board consisting of no less than (4) officers. The Officer's Board shall consist of two Co-Presidents, one Treasurer and one Secretary who are current members of the DLMS PTO.

Section 2: Nominations & Elections

The election of the Board shall be held during the May PTO general meeting. The election will be done by vote. Nominations are open to all members of DLMS PTO by either verbal or written submission to the Board.

Nominations may also be taken from the floor.

Section 3: Removal from Office

To remove an officer before his/her term expires, a written resolution with at least ten (10) signatures of current DLMS PTO members must be submitted to the Board. In order for such a submission to be actionable, paperwork must be submitted to a Board Member at least fourteen (14) calendar days prior to the next scheduled general PTO meeting. This allows time for that Board Member to facilitate its distribution to the entire Board. A vote on the resolution shall be taken no later than the next scheduled general PTO meeting.

Section 4: Filling a Vacancy

To fill any vacancy that occurs prior to the expiration of the term, the position shall be filled as soon as possible, by a nomination from the floor, at a special or regularly scheduled general meeting.

Section 5: Attendance

Each Officer shall attend the general PTO meetings and any Board meeting called by a Co-President (or other officer or the Principal). If he/she is not able to be in attendance, he/she shall communicate his/her absence to one of the Co-Presidents.

Section 6: Term of Service

Officers shall be elected to serve for a term of two school years. Should there be a vacancy for a position at the end of the term he/she can continue to serve in the same capacity for an additional term of one year.

Article IV: Meetings

The Board shall conduct general meetings at least two (2) times per semester to carry on the necessary business of the organization. The dates and times of these meetings will be scheduled by the Board and publicized in advance. All meetings are open to all members. The DLMS Principal and/or Assistant Principal shall be present at each general meeting.

Meetings of the Board Officers may also be scheduled periodically by any of the Officers of the Board and or the DLMS Principal to carry on any necessary business of the organization between regularly scheduled meetings.

The Board shall have the power to create standing committees, approve work plans and prepare a budget. They may also approve projects, and when necessary, authorize expenditures not to exceed \$250.

Article V: Governance

DLMS PTO shall be governed by consent of a majority of the members present at the general meetings.

These bylaws shall be approved and/or amended by the majority consent of the members present with notice given at least two weeks prior to any changes.

To dissolve this organization, there must be a majority vote by the membership. At such time, everything owned or the money in the treasury will automatically go to Duncan Lake Middle School.

Article VI: Duties of the Officers

Co-Presidents: The Co-Presidents shall

1. Prepare agendas and conduct general PTO meetings (and Board meetings)
2. Act as the liaison between the Principal, Teacher Representative (should there be one) and Board Officers
3. Represent PTO at school and community functions
4. Work with the Board and members to staff PTO functions
5. Line up Committee Chairs as needed for events
6. Help create and also adhere to the budget voted upon by the membership
7. Ensure that the Treasurer is using correct bookkeeping & District Financial practices and that the Treasurer reports the financials at the general meetings
8. Ensure that the Secretary is correctly keeping minutes of the meetings and sharing those with members
9. Keep records (paper and/or electronic) of PTO responsibilities to the school so future Board Officers and Members can use it as a reference and guide for PTO events and happenings
10. Help oversee any committees as agreed upon by the Board
11. Give assistance and/or guidance as need to the Board
12. Report to the Board and/or members on PTO activities as needed

Treasurer: The Treasurer shall

1. Receive and deposit PTO funds
2. Pay bills as authorized by the Board
3. Follow District Financial best practices
4. Submit reimbursement checks within a 5-day period of receiving any approved expenditures accompanied by receipts
5. Balance/reconcile the monthly bank statement
6. Create an annual budget for approval by the majority of PTO members (with the help of the other Board Officers)
7. Monitor the bank statement any any monies coming in via fundraisers
8. Conduct other financial affairs as assigned
9. Ensure that any member may inspect all books and financial records for any proper purpose at any reasonable time
10. Oversee committees as agreed upon by the Board
11. Give assistance and/or guidance as needed to the Board
12. Report to the Board and/or members on PTO activities at each meeting or as needed

Secretary: The Secretary shall

1. Take minutes at general membership meetings
2. Provide meeting minutes, including financial reports from the Treasurer, to Board Officers and PTO members for review within two (2) weeks following the meeting.
3. Ensure minutes from the previous meeting are approved at the beginning of each general meeting.
4. Once approved, ensure meeting minutes are posted on the PTO page of the DLMS website.
5. Oversee committees as agreed upon by the Board
6. Give assistance and/or guidance as needed to the Board
7. Report to the Board and/or members on PTO activities at each meeting or as needed

Article VII: Financial Guidelines

Section 1: Fiscal Year

The fiscal year of the PTO shall begin on August 1st and end on July 31st.

Section 2: Compensation

Any person volunteering at a PTO event or serving in an official PTO position shall not be compensated by the PTO for his/her service.

Section 3: Bank Account & Checks

There shall always be two (2) non-related signers on the bank account. One signer will be the Treasurer, the other another PTO Officer. Only one (1) signature is required for checks.

Section 4: Bank Statements

The Treasurer will receive the bank statement to reconcile the account and prepare monthly financial reports. A second PTO Officer will then review the statements with the reports to ensure the records match and sign off on the statement once reviewed.

Section 5: Counting & Collection of Money

When collecting and counting money for any reason, a second (non-related) person shall be present at all times and shall also count the money. Totals should then be verified. Money should not leave the school building unless it is on its way to be deposited. If money needs to be left at the school, it should be locked in the safe.

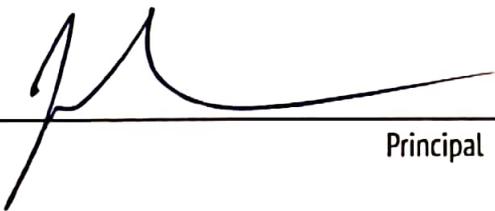
Section 6: Deposits

All money from school events shall be deposited in the bank within two (2) business days of receipt and verification of the Treasurer or another Board member.

Section 7: Reimbursements

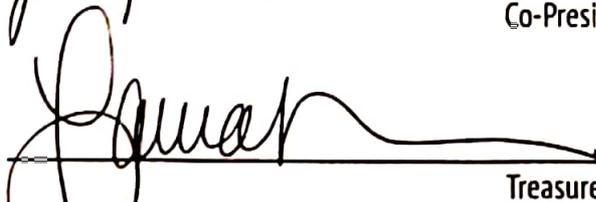
The Treasurer can make/reimburse non-budgeted expenditures up to \$50. If the Treasurer needs reimbursement for an expense, the check should be signed by the alternate signer on the account. Board members need to approve any non-budgeted expenditures over \$50 and can approve expenditures up to \$250. Anything over that amount must be voted on at a general meeting.

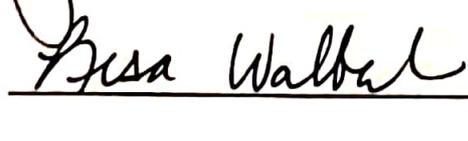
Adopted on: 11/8/2021
Date


Principal


Co-President


Co-President


Treasurer


Secretary