

**BY LAWS OF FIRE RIDGE ELEMENTARY
PARENT TEACHER ORGANIZATION
Revised October 2018**

ARTICLE I: NAME

The name of the organization shall be the Fire Ridge Elementary Parent Teacher Organization.

ARTICLE II: MISSION STATEMENT

To support and enhance the education of Fire Ridge students, and to promote school spirit and a sense of community among all Fire Ridge students, parents and staff.

ARTICLE III: OBJECTIVES

- A. To promote the welfare of children and youth in home, school, and community.
- B. To promote a closer relationship between home and school, so that parents and teachers may cooperate in the academic and social education of the child.
- C. To financially support activities of Fire Ridge students, staff, and families.

ARTICLE IV: MEMBERSHIP

All parents/guardians of current Fire Ridge students, Fire Ridge teachers, and Fire Ridge administrators are automatic members of the Fire Ridge Elementary Parent Teacher Organization. No dues are required.

ARTICLE V: OFFICERS AND THEIR DUTIES

The Executive Board shall consist of: President, Vice President, Secretary, Treasurer and Office of the Principal. No officer, excluding the principal, shall serve on the Executive Board for more than four years in a six year period. The officers shall meet at least one time during the summer, and as needed during the school year.

- A. President: The President shall preside at all meetings of the Organization and of the Executive Committee, shall be ex-officio of all committees, and have knowledge of parliamentary procedure (motion is made, seconded, discussed and possibly amended, and then voted upon). The President shall be qualified to spend up to \$100 and the executive committee may spend up to \$300 without the vote of the PTO members. He/She shall perform all other duties pursuant to the office. President will serve as the manager of specific committees as determined by the Executive Board. Manager duties include ensuring the installation of a Chair and committee members for these committees as well as facilitating communication between the committees and the PTO. The President will also act as the representative for the PTO at school and district events.
- B. Vice President: The Vice President shall act as an aide to the President and shall perform the duties of the President in the event of his/her absence or resignation. Vice President will serve as the manager of specific committees as determined by the Executive Board to include serving as Co-Chair for the Walk-A-Thon. Manager duties include ensuring the installation of a Chair and committee members for these committees as well as facilitating communication between the committees and the PTO. The Vice President will serve for one year and the following year will serve as President.

- C. Secretary: Secretary will record detailed minutes from the PTO meetings. The Secretary will copy and distribute the minutes for approval at the following PTO meeting, make approved changes to the minutes and maintain file of approved meeting minutes. The Secretary will submit the approved updated minutes to the Webmaster of www.fireridgepto.com for distribution via the website. The Secretary will serve as correspondence manager for the PTO, ensuring all correspondence to the PTO is addressed, writing thank you letters when necessary and distributing correspondence received by the PTO to the applicable parties.
- D. Treasurer: The Treasurer will receive all monies of the Organization, keep an accurate record of receipts and expenditures, and disburse funds as authorized by vote of the organization members or the Executive Committee. The Treasurer will submit the books annually for an audit that shall be completed within 30 days following the end of the fiscal year. The Treasurer will ensure the timely preparation of the tax returns for the PTO. The fiscal year shall begin on July 1th and end on June 30th. The Treasurer will provide a Treasurer's report at each PTO meeting.
- E. The Office of the Principal shall be the principal of the school.
- F. At the May meeting, current officers will relinquish their office to newly elected officers.

ARTICLE VII: NOMINATING COMMITTEE

- A. There shall be a nominating committee composed of three members who shall be appointed by the PTO at a regular meeting in January prior to the election of officers. The nominating committee consists of the following:
 - 1. Office of the Principal
 - 2. One Executive Board member
 - 3. One member from the general membership
- B. The committee shall nominate a member for each office to be filled and report its nominees at the next scheduled meeting. Nominations may be made from the floor and or volunteers.
- C. Slate will be voted on at the end of year meeting.
- D. A vacancy occurring in any office shall be filled for the unexpired term by an individual elected by a majority vote by the general membership.

ARTICLE VIII: MEMBERSHIP MEETINGS

The Fire Ridge Elementary Parent Teacher Organization meetings are held at Fire Ridge Elementary School, 19660 Farnam Street, Elkhorn, NE. Meetings are scheduled as determined by the executive board. Meeting times will be communicated through the district calendar, building newsletter and PTO website (www.fireridgepto.com). All PTO members are welcome.

ARTICLE IX: AMENDMENTS OF BYLAWS

These Bylaws may be amended at any meeting by two-thirds vote of the members present, provided members have been notified of the proposed changes.

ARTICLE X: QUORUMS

Those members present at a duly called meeting shall constitute a quorum. A simple majority of that quorum is necessary to enact business items on the agenda.

ARTICLE XI: PARLIAMENTARY AUTHORITY

All matters of parliamentary procedure not specifically provided for herein shall be conducted in accordance with Robert's Rules of Order Revised.

ARTICLE XII: Establishment of Reserve Funds Account

- A. The PTO shall create a reserve funds account (savings) to hold excess funds from the working account (checking). Excess funds shall be defined as, "monies in excess of \$30,000 at the end of each fiscal year". The treasurer shall transfer excess funds from the working account to the reserve account at the end of the fiscal year annually.
- B. The reserve funds shall be made available to the PTO for improvement and/or enrichment of Fire Ridge Elementary. Proposals for usage of reserve funds must be passed by a majority of the quorum that is present.
- C. Reserve funds may be transferred to the working account if the balance of the working account is below \$20,000 at the beginning of the fiscal year.
- D. The reserve funds account will be closed by the PTO if sufficient funds are lacking to maintain a minimum balance.
- E. The minimum and maximum amount of both accounts may be reevaluated and adjusted as determined by the PTO.