**Bylaws for the Osgood Owls Parent Teacher Organization**

ARTICLE I

Section 1: NAME – The name of the organization shall be Osgood PTO. The PTO is located at Osgood Elementary School 5550 44th Ave S. Fargo, ND 58104

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Osgood Elementary, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Osgood Elementary through volunteer and financial support.

ARTICLE II

Section 1: Membership shall be automatically granted, to all parents and guardians of Osgood Elementary students, along with staff and teachers of Osgood Elementary, once an enrollment form has been filled out. There are no membership dues. Members have voting privileges, one vote per household.

Section2: Quorum of 7 must be met during a member meeting for discussions and decisions to take place.

3 of which must be members of the executive board.

ARTICLE III

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Co-Officer positions can be created if deemed necessary by the members. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The officers shall be elected for a one-year term, eligible for re-election. No officer shall hold one position for more than two consecutive years. An Elected officers’ position will start in June and go thru May of the following year.

1. *Treasurer will hold his/her position until all tax paperwork is complete, and they have officially handed treasurer documents over to the incoming treasurer.*

Section 3: QUALIFICATIONS – Any PTO member that wishes to run for the board must be enrolled in the PTO, attend 75% of the meetings to be eligible. Any officer wishing to be re-elected to their current position or to run for President must be in good standing and have participated in 75% of all activities Osgood PTO plans, along with meeting.

1. *If no current members are available to run for an executive board position, the board may make an exception and allow a new member to run for board position. The vote would need to meet quorum at a meeting no less than 5 days later.*

Section 4: Conflict of Interest - No executive board member shall benefit financially while in their roll.

Section 5: DUTIES

*Executive Board* – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than $100.00.

*President* – The President will preside at membership meetings. He/she will prepare the agenda for the general meetings. He/she shall be the Chairman of the Board of Directors. He/she shall present at each annual meeting of the organization an annual report of the work of the organization. He/she shall appoint all committees, temporary or permanent. He/she shall see all books, reports and certificates required by law are properly kept or filed. He /She shall be one of the officers who may sign the checks or drafts of the organization. He/she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

*Vice President* – The Vice President shall assist the President, perform Presidential duties in the President’s absence, and perform duties assigned by the President. He/she will review the monthly bank statement with the treasurer. He/she will maintain membership data.

*Secretary* – The Secretary shall keep the minutes and records of the organization in appropriate books. Minutes shall be submitted electronically to the President for future approval, as well as possible publication in the school newsletter and website. He/she shall assist the President in handling any necessary correspondence and hold historical records for the PTO.

*Treasurer* – The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. He/she must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. He/she shall present a written financial report at each membership meeting and as requested.

1. See Standing Rules document for additional duties of the board

Section 6: BOARD MEETINGS – The Board shall meet monthly during the school year, or at the discretion of the President. In the case that a meeting needs to be cancelled the board president will make that decision, and members will be notified via text, and social media.

Section 7: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, or if any board member is found to have unacceptable conduct/behavior on social media by a majority vote of the Executive Board.

Section 8: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

ARTICLE IV – MEETINGS

Section 1: PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed. In the event of a tie during officer voting, both candidates can speak a few words before a new vote.

ARTICLE V – FINANCIAL POLICIES

Section 1: BUDGET – The budget for the following school year should be created each spring and voted on at the last meeting of the year.

Section 2: FISCAL YEAR - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 3: BANKING - All funds shall be kept in a checking account in the name of Osgood PTO, over 10,000 should be moved to the savings account in Osgood PTO name. President and treasurer will both be able to sign for the checking account.

Section 4: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The secretary will work with the treasurer to double check all accounting after financial events.

Section 5: REIMBURSEMENTS – Reimbursements for expenses will be made only after receipts and the "expense reimbursement" form has been submitted to the Treasurer. These forms should be submitted within 30 days. Requests made without receipts will not be processed or reimbursed. All expenses must be approved by the board.

Section 6: ALLOWED PURCHASES – All purchases must have board approval or be voted on at a member meeting. Any expenditure that has not been approved in the budget must be brought before the officers for approval.

Section 7: ENDING BALANCE - The organization shall leave a minimum of $4,000.00 in the treasury at the end of each fiscal year.

Section 8: CONTRACTS - Contract signing authority is limited to the President or the President’s designee on the board.

ARTICLE VI – GENERAL POLICY

Section 1: The PTO shall not directly or indirectly participate or intervene in any way with administrative policy or dispute.

Section 2: The PTO is a non-commercial, non-sectarian, non-partisan organization

ARTICLE VII – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present, and voting is required to adopt an amendment to the Bylaws.

ARTICLE VIII - DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Osgood Elementary.

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These bylaws were adopted on \_\_\_\_\_9/4/18

\*Robert's Rules were used to create this