

**BIBICH ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
CONSTITUTION**

ARTICLE I

NAME

The name of this organization shall be the Bibich Parent Teacher Organization (hereafter referred to as PTO). This organization is not affiliated with any other association, state or national, including Lake Central School Corporation.

**ARTICLE II
OBJECTIVES**

To promote and facilitate the physical, social and mental welfare of the children in our schools, homes and community.

To develop understanding, communication, and relationships between home and school through a collaborative effort by the parents, faculty, and staff.

To support our school, in order to enrich our children's educational experiences, either through volunteer help and/or with monies earned by the organization.

To support extra activities inside and outside of the classroom to enhance each child's overall educational experience.

**ARTICLE III
POLICIES**

SECTION 1. The objectives of this organization shall be promoted through an educational program directed toward parents, teachers, and the general public, and shall be developed through conferences, committees and projects, and shall be governed and qualified by the basic policies set forth in this article.

SECTION 2. This organization shall be noncommercial, nonsectarian, and non partisan. No commercial enterprise and no candidate shall be used in any connection with commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.

SECTION 3. The organization shall not seek to direct the administrative activities of the school or to control its policies. All organizational activities, parent bulletins and correspondence must be approved by the Principal. (The Principal will provide a copy of the school and building policies for the current school year.)

SECTION 4. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no commitment that bind their member group.

SECTION 5. The PTO will not advocate door-to-door sales by the students in the community.

SECTION 6. This organization shall be self-supporting. Funds raised by this organization shall be used for PTO operational expenses and for the benefit of the student body of Bibich Elementary School. PTO funds will only subsidize activities and material purchases not covered by Lake Central School Corporation funding. It will be the Executive Committee's responsibility to verify that these funds are not available.

SECTION 7. A simple majority of those present will be needed for a motion to pass at any executive board meeting or any general membership meeting.

SECTION 8. Any money to be spent, not in the approved budget, over the amount of \$250.00, must be approved by the membership at a membership meeting. In the event that an emergency arises for an expenditure over this amount that can not wait until the next membership meeting, the Executive Board has the authority to call an emergency vote. In this case, a majority vote of the Executive Board is needed for approval of such expenditure.

SECTION 9. It will be the Bibich PTO policy that all disbursement checks written require the signature of two Bibich PTO Officers. Authorized signatures are to be on file at the bank.

SECTION 10. Neither the officers, nor the meetings, shall be used as a sounding board for complaints or parental dissatisfaction of the school or its staff.

ARTICLE IV MEMBERSHIP AND DUES

SECTION 1. Any person interested in the purpose of the organization and willing to uphold its policies and subscribe to its bylaws may become a member upon registration of their child into Bibich Elementary School. Besides immediate family members (custodial parent/guardian), membership also consists of all Bibich Staff Members.

SECTION 2. If annual membership dues becomes financially necessary, the amount shall be determined by the Executive Board.

**ARTICLE V
OFFICERS AND EXECUTIVE BOARD**

SECTION 1.

- (A) All persons nominated for office must be active members of the organization in good standing.
- (B) The officers of this organization shall be a President and/or Co-Presidents, Vice-President, Secretary and Treasurer.
- (C) The Executive Board shall consist of the officers of the PTO and the Bibich Elementary Principal.
- (D) An Executive officer shall be elected for minimum term of two (2) years. After the initial term, Officers may choose to remain on board and be re-elected on an annual basis. Officers may not serve more than 4 years in the same office, with the exception of the Treasurer. For consistency & accuracy of bookkeeping, the Treasurer may serve longer than 4 years, but shall be re-elected annually after the initial term. In the event the other Executive Board members and Principal feel there is reason for a change in the Treasurer position, a majority vote of the other Board Members and Principal must be made.

SECTION 2. In accordance with the Lake Central School Corporation guidelines, the PTO prohibits any school corporation employee, including aides, substitutes, administrators, directors and teachers from serving as an elected officer. School employees may however serve as a chairperson or committee member.

**ARTICLE VI
MEETINGS**

General meetings shall be held a minimum of six (6) times per school year. The designated day and time shall be decided by the Executive Board Members

**ARTICLE VII
AMENDMENTS**

The Bibich PTO Constitution and Bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting. These amendments and/or revisions must be submitted in writing to the Executive Board at the organization meeting 30 days preceding the meeting where the voting will be held. All amendments must be consistent with the objective of the Bibich Elementary PTO. A copy of the written amendment will be made available to organization members in the school office.

**BIBICH ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
BYLAWS**

**ARTICLE I
OFFICERS AND THEIR ELECTION**

SECTION 1.

- (A) There shall be a nominating committee consisting of five (5) members, one of whom shall be an Executive Board member, the principal of the school or a representative appointed by him/her, two Bibich Elementary parents from the membership at large, and one Bibich Elementary teacher.
- (B) The nominating committee will be selected in January.
- (C) The nominating committee shall send out a notice in February to the school population to seek nomination for any open officer positions, if any.
- (D) Any member interested in running for office may submit their name to the nominating committee.
- (E) The nominating committee will contact all nominees to see if they would accept the nominations and responsibilities of that office.
- (F) The nominating committee shall select a minimum of one (1) nominee for each office to be filled and submit its report to the membership at least 15 days prior to the election.
- (G) Only those who have consented to serve shall be eligible for nomination.
- (H) The floor shall be open to nominations at any meeting prior to elections at which time the nominating committee submits its report to the membership.
- (I) In the event that a meeting is not held during the month of March, additional nominations may be made by any member by written nominations delivered to the Principal or his/her secretary on or before the first day of April of any year, so long as any person so nominated gives his/her written consent.
- (J) Elections shall be held at the membership meeting in April or May.

SECTION 2.

- (A) The nominating committee shall compile a ballot listing each candidate who is willing to be nominated for each of the offices to be filled. All nominees shall be listed on the ballot, even if running unopposed, in order to receive one vote.
- (B) Voting for office shall take place at either the April or May meeting.
- (C) All PTO members may vote, this includes any person who has a child registered in Bibich and any Staff member.
- (D) A member from the Nominating Committee must attend the meeting of the election where they will distribute ballots and tabulate the votes.
- (E) The candidates receiving a majority of the votes cast for each office by the members voting shall be elected.
- (F) In the event of a tie, the membership will recast their ballots at a special meeting.

- (G) The results of the election of officers shall be announced at the end of the election meeting. The results will reveal if “majority” of the votes has been met.
- (H) All ballots will be destroyed after results have been announced.
- (I) Officers shall assume their office on the first day of the fiscal year, July 1st, and shall serve a term of two (2) years and/or until their successors are elected.

SECTION 3. In the event that a vacancy occurs in an office other than Treasurer, the President/Co-President/Vice-President shall appoint a successor to fill said office, subject to the approval by majority vote of the remaining members of the Executive Board. If the vacancy occurs in the Treasurer’s office, the Principal and the President/Co-Presidents shall appoint a successor to fill the vacancy, subject to the approval of the remaining Executive Board.

ARTICLE II DUTIES OF OFFICERS

SECTION 1. The President or First Co-President shall preside at all meetings of the organization and of the Executive Board, and shall appoint chairpersons of all standing committees except the nominating committee. He/she shall:

- (A) Attend as many activities as possible and lend assistance to a chairperson as needed.
- (B) Write an agenda for each board meeting and general meeting.
- (C) Be the Executive Board liaison to the school Principal.
- (D) Compile and submit to the Lake Central School Board a list of officers, including name, phone number and address.
- (E) Serve as a liaison on committees determined by the Executive Board.

SECTION 2. The Vice-President or Second Co-President shall act as an aide to the President/First Co-President and shall perform the duties of the President/First Co-President in the absence of that officer. He/she shall:

- (A) Work with committee of elected officers and the school Principal in planning the year’s general meeting program.
- (B) Act as a publicity chairperson for the school.
- (C) Help appoint chairpersons of standing committees.
- (D) Prepare notices for parents and newspapers with the boards help and approval.
- (E) Serve as a liaison on committees determined by the Executive Board.

SECTION 3. The Secretary shall:

- (A) Keep an accurate record of all meetings of the organization, the board and the Executive Board.
- (B) Prepare and distribute minutes from all meetings to Board members within 14 days of a membership meeting.
- (C) Post minutes for membership viewing.
- (D) Provide the President/Co-Presidents with a statement of unfinished business to submit before the next meeting.

- (E) Be the school historian and compile a record of the activities and achievements of Bibich School.
- (F) Serve as a liaison for committees determined by the Executive Board.

SECTION 4. The Treasurer shall:

- (A) Receive and verify all monies of the organization prior to being deposited into the Bibich Elementary PTO bank account.
- (B) Keep an accurate record of receipts and expenditures. All accounts shall be examined annually by another member of the Executive Board.
- (C) Prepare monthly financial statements to be presented at every membership meeting, and at any other time when requested by the Executive Board.
- (D) The treasurer shall be bonded. Other officers may be bonded at the discretion of the Executive Board.
- (E) File any necessary tax forms.
- (F) Prepare and submit an annual financial report to the Lake Central School Board.
- (G) Serve as a liaison for committees determined by the Executive Board.

SECTION 5. All officers shall abide by the Bibich PTO Constitution and Bylaws. Any person who does not abide by the Constitution and Bylaws may be removed from their position.

**ARTICLE III
EXECUTIVE BOARD FUNCTIONS**

SECTION 1.

- (A) Functions of the Executive Board members are to plan the general meetings, prepare recommendations for the membership approval, and carry on other needed or necessary business of the organization.
- (B) To create standing committees.
- (C) Report about their individual areas of responsibility.
- (D) Offer advice and counsel to the President/Co-Presidents.
- (E) Present a budget for the school year at the first general PTO meeting.
- (F) Approve routine bills within limits of the budget.

SECTION 2.

- (A) Regular meetings of the Executive board shall be held a minimum of 6 times during the school year. The dates and times to be determined by the board members prior to the first meeting of the year.
- (B) Executive Board meetings shall be opened to the general PTO membership.
- (C) Special meetings of the Executive Board may be called by the President/Co-Presidents or a majority of the members of the Executive Board.

**ARTICLE IV
PARENT-TEACHER ORGANIZATION BOARD**

The PTO board shall be made up of the following members: The Executive Officers, the Principal, and teacher liaison(s) if available.

ARTICLE V PARENT-TEACHER ORGANIZATION BOARD FUNCTIONS

The PTO Board will meet four (4) times a year prior to the General Membership meeting to:

- (A) Prepare the annual budget:
 - 1. The incoming Executive Board will receive information and copies of the previous years' budgets in order for them to form the new budget.
 - 2. The budget shall be presented for approval at the first general meeting.
- (B) Recommend, plan and implement fundraising projects with Principal's approval.
- (C) Make recommendations to the organization as to the purchase of items for the school, not already included in the annual budget.

ARTICLE VI DUTIES OF STANDING COMMITTEES

SECTION 1. Standing committees shall be appointed by the Executive Board and serve for the current school year. The committees shall carry out the objectives of the organization.

SECTION 2. Other Standing Committees shall be created by the Executive Board as may be required to promote the objectives and interests of the organization. The chairpersons of such committees shall be selected by the President/Co-Presidents. Their term shall be one (1) year. Chairpersons of all standing committees shall present plans of their work.

SECTION 3. Committee Chairpersons guidelines:

- (a) Standing chairperson is to attend the Executive Board meeting before and after the event (in person or in writing) to explain the event.
- (b) Chairperson must obtain board approval regarding money prior to purchases.
- (c) Chairperson needs to provide a follow-up file containing a summary of the event (supplies, volunteers, company used, etc.. as well as receipts, disbursements, and income indicating a profit or loss).

- (d) Chairperson will be responsible for all setting up, volunteers, follow through and clean-up of all areas which were involved with the event (ie: kitchen, halls, cafeteria, etc..)
- (e) Chairperson will assign two (2) committee members to count funds and sign off on deposit to be presented to Treasurer.
- (f) All donations should be forwarded to the treasurer for deposit into the PTO account prior to disbursement of money for accurate bookkeeping.
- (g) All paper, notes, etc. MUST be approved by the Board and Principal before going out to the students and staff. A copy needs to be placed in the PTO mailbox for their knowledge of events.
- (h) Follow treasurer's guidelines for chairperson and committees.
- (i) All chairpersons shall abide by the PTO Constitution and Bylaws. Any person who does not abide by the Constitution and Bylaws may be removed from their position.

SECTION 4. Treasurer's guidelines for chairpersons and committees shall be:

- (a) Chairperson must obtain board approval regarding money items prior to purchases (As stated in by-laws under chairperson guidelines).
- (b) NO CASH SPENDING – Any cash received for an event needs to be deposited into the checking account and then a check will be written if needed.
- (c) The treasurer will provide the PTO tax-exempt number to every chairperson. If the chairperson chooses not to use the tax-exempt number, the PTO does not have to reimburse the chairperson for any sales tax.
- (d) Items purchased requiring shipping must be shipped to school. The treasurer needs to be notified, in advance, of the shipment in order to have a check in the office when the order arrives.
- (e) If a chairperson or committee member spends personal money for an event, a reimbursement request must be properly filled out and placed in the treasurer's mailbox. The reimbursement will be made within 14 days of receipt by treasurer. If needed sooner, arrangements must be made with the treasurer.
- (f) The treasurer will not write a check without a receipt.
- (g) All money needs to be counted by two (2) committee persons and a Deposit Notice needs to be filled out completely and signed by both individuals. The deposit and form shall then be turned into the school office and the deposit log (in the office) shall be properly filled out by whomever turns in the deposit.

- (h) Any item that is approved for purchase or payment by the PTO Membership must have the transaction completed, in full, by no later than May 1st of the current school year. If the transaction is not completed by that date, such approval may be rescinded, with the exception of: Mother's Day Programs, Field Day, Staff Appreciation, and 4th Grade End of the Year Party. No exceptions can be added to this list without prior approval of the Executive Board.

ARTICLE VII

In the event that the Bibich PTO dissolves, all remaining funds will be spent completely on the children and staff at Bibich Elementary School. This act will be done before closing the books. No money should be placed in the Bibich School's account since we are not financially connected to the Lake Central School Corporation.

"Amended Article VI Meetings"

General meetings shall be held a minimum of three (3) times per school year. The designated day and time shall be decided by the Executive Board Members.

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Revised 1/9/2012

Revised 8/22/19