

BYLAWS
of
Lakeside Primary & Intermediate Parent-Teacher Organization (PTO)

ARTICLE I – NAME & PURPOSE

Section 1: NAME – The name of the organization shall be Lakeside Primary & Intermediate Parent-Teacher Organization (PTO). The PTO mailing address is Lakeside Intermediate School, 2855 Malvern Ave., Hot Springs, AR 71901.

Section 2: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Lakeside, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Lakeside through volunteer and financial support.

ARTICLE II – MEMBERSHIP AND DUES

Section 1: MEMBERSHIP – Annual membership shall be granted to all parents and guardians of Lakeside Pre-Kindergarten, Lakeside Primary, and Lakeside Intermediate students, upon payment of the annual membership dues. Membership shall be automatically granted to teachers and staff of Lakeside Pre-Kindergarten, Lakeside Primary, and Lakeside Intermediate regardless of whether or not dues are paid. Members have voting privileges: one (1) per member, must be present at meetings to vote (except for officer elections). No proxy votes will be accepted.

Section 2: DUES – Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

ARTICLE III – EXECUTIVE BOARD

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President Primary, Vice President Intermediate, Secretary and Treasurer. Officer positions may be shared. The school principals are voting members of the Executive Board. These offices may be voted upon during the last PTO meeting of the school year.

Section 2: TERM OF OFFICE – The term of office for all officers is one year and begins after previous officers have fulfilled prior commitments and helped new officers transition following the election. Officers may serve no more than (2) consecutive full terms in the same office, unless no other candidates are willing to run for that office. In that case, the incumbent may seek an additional one-year term.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES –

EXECUTIVE BOARD – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, serve on the teacher grant committee and approve (by majority vote of the Board) unbudgeted expenditures of no more than \$100.00.

PRESIDENT- Prepare agendas for and conduct PTO meetings. Coordinate needs with officers and faculty. Serve as the official representative of PTO. Retain all official records of the PTO.

VICE PRESIDENT(S)- Oversee the committee system of the PTO in his or her respective buildings, assist the President and conduct meetings in the absence of the President. Serve as Parliamentarian (keep meeting in order according to regulations).

SECRETARY- Record and distribute minutes of all PTO meetings. Submit minutes to be posted on the school webpage, and to be presented at the next meeting.

TREASURER- Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet at the discretion of the President.

Section 6: REMOVAL –An executive board member or committee coordinator can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a 2/3 vote of the Executive Board.

Section 7: 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. If a vacancy occurs in any other office, the Executive Board shall appoint a PTO member to fill that vacancy.

Section 8: APPOINTMENTS – The executive board shall appoint PTO members to fill committee coordinator positions.

Section 9 RESIGNATION OR REMOVAL: If an officer resigns or is removed from office, he or she must wait one school year before holding an officer elected position.

Section 10: HOMEROOM PARENT SELECTION – The PTO executive board and building coordinators shall use teacher input and a selection rubric to assign (1) Homeroom Parent per class. A Co-Homeroom Parent may be assigned in the event that the HRP chosen would like assistance.

ARTICLE IV COMMITTEE COORDINATORS

BUILDING COORDINATORS- Act as an advisor to Grade Representatives. Assess the needs of the school and communicate needs to the Vice President of his or her respective buildings.

GRADE REPRESENTATIVES: Act as an advisor to Homeroom Parents. Distribute PTO information and school announcements to Homeroom Parents as needed. Reports to building coordinators.

TEACHER APPRECIATION CHAIRPERSON(S)- Plan and coordinate meals and other special events for teachers, especially during Teacher Appreciation Week and Parent-Teacher Conferences. Communicate needs to Building Coordinators.

BOOK FAIR CHAIRPERSON(S)- Plan and implement Fall &/or Winter Book Fairs. Coordinate with the librarians to assist during Spring Book Fair.

HEALTH COORDINATOR- Communicate with the school nurses to determine any needs including supplies and volunteers for health screenings.

MEMBERSHIP CHAIRPERSON(S)- Collect and organize membership and create an email list from the email addresses provided. Keep accurate records of membership dues collected by class. Email members as necessary.

A.C.E/SPECIAL NEEDS CHAIRPERSON(S)- Communicate with building coordinators, school counselors and the A.C.E. director and report needs at each meeting. Organize food drives as necessary. Responsible for making purchases as approved by the PTO.

CHRISTMAS FAMILY ASSISTANCE CHAIRPERSON(S)- Coordinate with school counselors and the A.C.E. director to identify students and families in need of assistance. Match volunteers to fulfill needs. Organize and coordinate collection and distribution of gifts.

FUNDRAISING CHAIRPERSON(S)- Coordinate and oversee all fundraising projects.

SPIRIT WEAR CHAIRPERSON(S) - Provide students, families and staff with Lakeside clothing and accessories for purchase. Coordinate volunteers to sell merchandise at school functions.

FIELD DAY COORDINATOR - Coordinate volunteers for track and field day. Must be at track and field each day to assist setting up events and informing volunteers of their duties.

ARTICLE V – ELECTIONS

Section 1: NOMINATIONS – Any member of the PTO may nominate a candidate for an office on the Executive Board. The President shall present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor.

Section 2: TIMING – Elections will occur at the last PTO meeting of the school year.

Section 3: VOTING – Voting shall be by voice vote if each position is uncontested. If more than one person is running for an office, an electronic ballot shall be sent to registered members in good standing.

ARTICLE VI – MEETINGS

Section 1: GENERAL 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 on general business of the PTO. Members do not need to be present for officer elections if a digital ballot is sent. Proxy votes are not allowed.

Section 3 – QUORUM – Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE VII– FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: 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.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$3,500.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

Section 5: MONETARY POLICIES AND PROCEDURES: Any financial dealings must be done in accordance with the Lakeside Monetary Policies and Procedures document.

ARTICLE VIII – 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 voting members and voting is required to adopt an amendment to the Bylaws.

ARTICLE IX - DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be divided equally between Lakeside Primary and Lakeside Intermediate Schools.

ARTICLE X - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted: October 9, 2018.