

PTO Bylaws 2017/2018

PTO Mission Statement:

To connect teachers, parents, and students through engaging and enriching activities, support teachers and staff in their efforts to provide students with an exceptional educational experience, and advocate with the Board of Trustees.

Article I: Name

The name of this organization is to be known as the Providence Hall Parent Teacher Organization.

Article II: Objectives

PTO shall help provide the students of Providence Hall the opportunity to achieve their fullest potential in a stimulating environment through the cooperative interaction of parents, teachers, administration, faculty, and community.

PTO shall plan programs and activities that reinforce the Providence Hall Mission of providing students a place of learning, exploration, inquiry, discovery and growth; a place where tradition and ethics are valued, while creativity and critical thinking are fostered. We will work together as a school to create an atmosphere of respect and responsibility. These programs and activities shall also assist in creating students who are more aware and involved in helping the world around them. PTO shall raise funds to cover the costs of PTO programs and activities.

Article III: Membership and Dues

Providence Hall Parents, Teachers, Administrators, Faculty, and Board of Trustee members are automatically members of PTO by virtue of their association with the school. No dues are required. As members, they shall have the privilege of making motions, voting, and holding office. Each member shall have one vote of equal value to all other members.

Article IV: Officers and Terms

Section 1: PTO will work directly with and take direction from the Providence Hall Administration and the Providence Hall Board of Trustees in providing programs and activities that will support the educational experience.

Section 2: The officers of this organization shall make up the PTO Executive Board. The Executive Board shall consist of the offices of President, Vice Presidents, Secretary, Treasurer, and Board of Trustees Liaison.

Section 3: The officers on the Executive Board and committee members of PTO must be members of PTO.

Section 4: An Executive Board Officer may serve consecutive terms if nominated and elected by the general membership. To be eligible to hold the position of PTO president, you must have served on the Executive Board for at least one year. In order to be on the Executive Board, you must have served on a committee for at least one year.

Section 5: A person shall hold no more than one elected PTO position at a time.

Section 6: The Executive Board may create committees and appoint Committee Chairs as deemed necessary to promote the objectives and carry out the programs and activities of the PTO.

Section 7: The committees shall report directly to the Officer responsible for that committee, and shall perform such duties as delegated and approved by the Executive Board.

Section 8: The Executive Board and Committee Chairs shall assume their official duties at the close of school following their election, and shall remain in office until the close of school of the next election year or until their successors are elected.

Section 9: The Board Liaison must have served on the Executive Board for at least one year to be eligible for the position.

Article V: Elections and Nominating Committee

Section 1: During the month of February, the President shall appoint a nominating committee of three members, one of whom is a Vice President. The Vice President becomes the Chairman of the nominating committee. The other two members of the nominating committee must be members of PTO and shall not be eligible to be nominated to a position on the Executive Board.

Section 2: Recommendations for nominations may be made to the nominating committee by any member of PTO at the March PTO general meeting. Every member of PTO may nominate themselves or another PTO member for an elected office.

Section 3: No meeting of the nominating committee shall be held with fewer than 3 members in attendance.

Section 4: The nominating committee shall present eligible nominees for each elected office to be filled.

Section 5: The nominating committee must report eligible nominees to the Executive Board at least five days prior to its report at the PTO general meeting in March. After the nomination committee has made its report to the Executive Board, additional nominations may be made from the floor.

Section 6: Only those persons who have signified their consent to serve if elected shall be nominated or elected to an office.

Section 7: The officers on the Executive Board shall be elected by the membership of PTO in April of each school year. The election shall be held by ballot. A slate of nominees and a ballot shall be published prior to the April general meeting. Instructions for casting the vote shall be provided to every eligible PTO Member. However, if there is only one nominee for any office(s), upon adoption of a motion from the floor, the election for that office or offices may be by a voice vote.

Section 8: Voting shall be done for a published period of time prior to the May general meeting; a majority vote shall rule.

Section 9: If an office remains unfilled after the election, it shall be considered a vacant office to be filled by a person elected by a majority vote of the new Executive Board.

Section 10: If an officer of the Executive Board fails to attend three consecutive meetings without adequate excuse or to perform the duties of the office, the other officers of the Executive Board shall meet and declare the office vacant. The vacant office shall then be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Section 11: A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by one of the 3 Vice Presidents, by a majority vote of the remaining executive officers (Secretary, Treasurer, and Board Liaison), who then ceases to be Vice President. This person shall fill the remainder of the current year, as well as the following year. A vacancy occurring in the office of Vice President shall be filled by a vote of the PTO general membership

at the next PTO general meeting or a special election meeting called by the President, all members being notified.

Article VI: Executive Board

Section 1: The Executive Board shall consist of the elected Officers of PTO with the purpose of empowering and supporting Committee Chairs to plan and execute programs and activities with set directives. The Executive Board works in collaboration with the Providence Hall Board of Trustees and the Providence Hall Administration to ensure all PTO programs and activities support the Mission and Vision.

Section 2: Monthly meetings of the Executive Board shall be held during the year, the time to be set by the Board at the first meeting of the year. Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board members, all members having been notified. A majority of the Executive Board shall constitute a quorum.

Section 3: A quorum of the Executive Board must be present to vote on any items brought before them at the Executive Board Meeting or at a PTO General Meeting. Decisions shall be decided by a majority vote. In the case of a tie, the President may choose to cast the deciding vote or defer the vote until such time that all the Officers of the Executive Board can be consulted and thus vote on the issue. In the case of deferring the vote, the President then is responsible to inform the person who brought the item(s) to be voted on before the Executive Board of the final decision at or before the next PTO General Meeting.

Section 4: The duties of the Executive Board shall be to:

- A) Schedule and announce the dates of PTO general meetings.
- B) Prepare an annual budget to be presented and approved by the Board of Trustees no later than November 1 of each school year.
- C) Approve expenditures within the limits of the budget.
- D) Require all checks to be signed by two Executive Board members who are authorized to co-sign checks.
- E) Have the ability to hold closed sessions, disclosing information of the closed session to outside sources when approved by the Executive Board.
- F) Invite any PTO member and/or outside resources to Executive Board meetings as necessary to discuss certain issues.
- G) Create and dissolve committees as needed to conduct and oversee programs and activities of PTO.
- H) Approve plans for programs and activities set forth by Committee Chairs.
- I) Fill vacancies in Offices and Committee Chairs as outlined in Article 5. Executive Board members will assume responsibilities until the office is filled.
- J) In the case of resignation or upon the expiration of their term of office, deliver all official materials pertaining to their office within ten days following the close of school

Article VII: Duties of Officers

Section 1: The duties of the President shall be to:

- A) Preside at all general meetings of PTO, the meetings of the Executive Board, and other special PTO meetings. If unable to be present, a Vice President will preside.
- D) Oversee the work of the Officers and the Committees of PTO to be sure the objectives of PTO are followed.
- E) Orient the nominating committee to its duties and procedures at its first meeting.
- F) Cast the deciding vote in case of a tie at all Executive Board meetings and General PTO meetings.
- G) Perform such other duties as may be prescribed in these bylaws or assigned to him/her by PTO or by the Board of Trustees.

Section 2: The duties of the Vice Presidents shall be to:

- A) Work in conjunction with and act as aids to the President. Represent the President upon request and assume the duties of the President in the absence or inability of that Officer to serve.
- B) Act as the liaison and establish communication channels between PTO executive Board, their respective school's staff and administration, and their committee chairs.
- C) Perform such other duties as may be prescribed in these bylaws or assigned to him/her by PTO or by the Board of Trustees.

Section 3: The duties of the Treasurer shall be to:

- A) Have custody of and be responsible for all funds of PTO. Ensuring that all money is deposited in the bank within 2 business days of it being received.
- B) Collect and keep a full and accurate account record of all receipts and expenditures of all moneys of PTO. This record shall include the following:
 - 1. Whether the item was an approved expenditure according to the original budget approved by the PTO officers.
 - 2. The entity to whom payment was made along with the amount, date, purpose for the disbursement, and appropriate backup substantiating the disbursement, including but not limited to disbursement request forms, receipts, invoices, etc.
- C) Develop, with the Executive Board, an annual budget no later than November 1st each year.
- D) Make disbursements as authorized by the Executive Board in accordance with the approved budget adopted by PTO. Sign all checks in accordance with the approved budget created by the Executive Board members.
- E) Require an official PTO form of payment (ie. check, card) be used for all purchases and/or a receipt for all reimbursements to authorized parties. Make available forms necessary for reimbursement.

- F) Present a written financial statement at every General PTO meeting and at other times when requested by the Executive Board or the Board of Trustees. Make an end of year financial report at the May general PTO meeting and submit a full written financial report to the incoming Executive Board by the close of the fiscal year, June 30.
- G) Be responsible for the maintenance of a book of accounts and a book of records, containing the items of gross income, receipts, disbursements of the organization, and the amount of donations paid by membership. Submit the books annually at the close of the fiscal year, or upon the change of officers to the PTO Executive Board and/or the Board of Trustees.
- H) Ensure the books are available to be audited annually in conjunction with the Providence Hall audit.
- I) In the event of a vacancy in the office of Treasurer, the books shall be audited before the new treasurer takes office.
- J) Perform such other duties as may be prescribed in these bylaws or assigned to him/her by PTO or by the Board of Trustees.

Section 4: The duties of the Secretary/Communications Director shall be to:

- A) Record and present written copies of minutes of all general PTO meetings, Executive Board meetings, including attendance, motions, and actions taken. Be responsible for maintaining a record keeping system for the safekeeping of the minutes and other legal documents.
- B) Notify all Executive Board members of upcoming meetings at least 1 week in advance.
- C) Maintain a current calendar of events for PTO
- D) Maintain an accurate and current PTO membership list.
- E) Be responsible for the organization and execution of Public Relations, maintaining communication between the school, parents, students, and community. (ie. facebook, instagram etc.)
- F) Notify PTO members of general PTO meetings at least 1 week in advance.
- G) Oversee and update as needed the PTO Social Media accounts.
- H) Perform such other duties as may be prescribed in these bylaws or assigned to him/her by PTO or by the Board of Trustees.

Section 5: The Duties of the Board Liaison shall be to:

- A) Serve on and attend meetings of the PTO Executive Board and the Providence Hall Board of Trustees.
- B) Act as an intermediary communicating information and providing direction between the PTO Executive Board and the Board of Trustees
- C) Copy minutes of all meetings to the Board of Trustees
- D) Present voting items to the board of Trustees for approval.
- E) Perform such other duties as may be prescribed in these bylaws or assigned to him/her by PTO or by the Board of Trustees.

Article VIII: Committees, Sub-Committees, and Special Committees

Section 1: The Executive Board may create or dissolve standing committees and sub-committees for PTO as it deems necessary to promote the programs and activities of PTO. Examples of standing committees include, but are not limited to: Fundraising and Community Involvement/Volunteering. Examples of sub-committees included, but are not limited to: field day, box tops, book fair, and staff appreciation.

Section 2: The Executive Board shall appoint a chairman and/or a co-chairman to oversee the work of each committee or sub-committee. Each Chairman shall be appointed by a majority vote to be held during an Executive Board meeting. Nominees shall be presented by the Officer who oversees that Committee or by any member of the Executive Board. Each Chairman shall nominate their own co-chairman to be approved by the Executive Board.

A) Duties of the Volunteer Director shall be to:

1. Work with teachers to choose Room Parents for each classroom.
2. Oversee and support the system of checking in and identifying volunteers in the school building.
3. Be responsible for tracking, recording, and reporting volunteer hours.
4. Support Committee Chairs with their volunteer needs.
5. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by PTO or by the Board of Trustees.

B) Duties of the Fundraising Director shall be to:

1. Oversee all BoxTops, merchandise, and book fairs.
2. Work with Treasurer on fall donation campaign
3. Act as the primary planner for special fundraising events (spring carnival, Chick-Fil-A night, etc.)
4. Work with corporations on advertising, sponsorships, etc.
5. Public Relations for all fundraising activities with final approval from the PTO Board.

Section 3: The Executive Board may create Special Committees as necessary to promote the objectives of PTO on a temporary basis. Inasmuch as a Special Committee is created for a specific temporary purpose, it automatically goes out of existence when its work is done and its final report is received by the Executive Board.

Section 4: The Committee Chairman report directly to the Executive Board Member responsible for that Committee and shall perform such duties as delegated and approved by the Executive Board.

Section 5: Each Committee Chairman shall work with their Co-Chairman to present a plan of action to the Executive Board for approval. No action shall be undertaken without the consent of the Executive Board.

Section 6: Committee reports and proposals should be presented in writing one week ahead of the PTO General meeting.

Section 7: Each outgoing Standing Committee Chairman and Sub-Committee Chairman shall present an overview of their responsibilities to the newly appointed committee member and assist them as needed.

Article IX: Financial Policies

Section 1: PTO will maintain and manage its own bank account with sufficient funds to run the programs for which it is responsible. All PTO revenue, expense transactions and financial position will be included in the annual audit of Providence Hall. PTO transactions and the end of year PTO financial position will be included in the financial reports of Providence Hall to the Utah State Office of Education (USOE), to the state auditor, and the IRS 990 report.

Section 2: The fiscal year of PTO shall begin on July 1 and end the following June 30.

Section 3: Three bids shall be required for any purchase or purchases totaling more than \$500. Any purchase totaling \$100 or more must be approved by a member of the executive Board.

Section 4: All PTO purchases need to be made with a PTO form of payment if over \$100.

Section 5: For all purchases over \$500 priority needs to be given to Providence Hall approved vendors.

Section 6: PTO will use the Providence Hall Sales Tax account for tax exempt buying purposes.

Article X: Basic Policies (The following are general policies of PTO)

Section 1: Once an activity or program is complete any extra or leftover supplies become common property of PTO. No Officer or Committee Chair or Co-Chair, Sub-Committee Chair, or member shall take any leftover supplies for their own personal use excluding perishable items. These leftover supplies will be used for drawings or other PTO purposes.

Section 2: PTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any further federal tax code (hereinafter "Internal Revenue Code").

Section 3: PTO shall be noncommercial, nonsectarian, and nonpartisan.

Section 4: PTO shall work with Providence Hall, other schools, and the community to provide quality education for all children and youth, recognizing that the legal responsibility to make decisions has been delegated to the State Charter School Board, and Providence Hall Board of Trustees and Administration.

Section 5: PTO shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.

Section 6: No part of the net earnings of PTO shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private individuals except that PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these bylaws.

Section 7: Notwithstanding any other provision of these articles, PTO shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

Section 8: If dissolution of PTO is ever necessary, and after paying or adequately providing for the debts and obligations of PTO, the remaining assets will be distributed to Providence Hall.

Section 9: PTO members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or attempt to influence legislation by propaganda or otherwise.

Section 10: PTO will be included as an affiliated organization of Providence Hall for the purposes of the 501(c) (3) IRS status and the 990 report.

Article XI: Renewal & Amending the Bylaws

Section 1: The bylaws shall be reviewed by the Executive Board at the beginning of each school year. Any changes must be presented to the Board of Trustees for final approval.

Section 2: The bylaws may be amended at any PTO General Membership meeting by a two-thirds vote of its members present and voting, provided the amendment has been presented at a previous PTO General meeting and 1 week notification to the general membership through the newsletter, email, or web site, with final approval by the Board of Trustees.

Section 3: Approved amendments are to be enacted immediately and may be retroactive where approved and applicable.

Section 4: The approved bylaws and/or amendments will be date stamped and original held by the President and passed on to successors. A copy, after date stamped, will also be given to the Board of trustees, executive Board, and made available to the public.


Final copy of Bylaws reviewed and amended by:



PTO President- Triana Ord



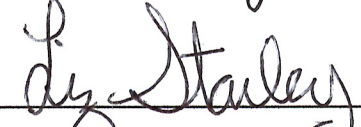
PTO High School Vice President- Lindsey Bentley



PTO Junior High School Vice President- DeShawn Teuscher



PTO Elementary School Vice President- Missy Glancy



PTO Treasurer- Liz Starley



PTO Board Liaison- Lymari Muniz



PTO Secretary/Communications Director- Angie Fugate

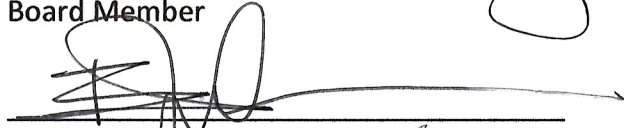
Board of Trustees Final Approval



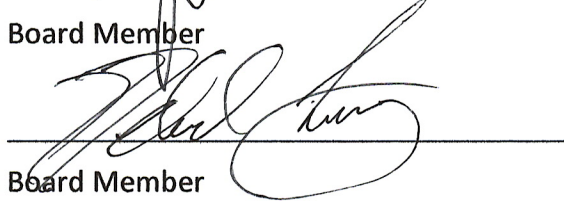
Board Chair

Melanie M. Kingdon

Board Member



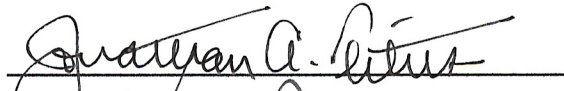
Board Member



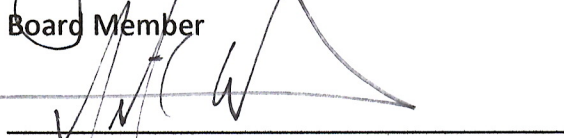
Board Member



Board Member



Board Member



Board Member