

2017 By-Laws of the Dakota 201 Parent Teacher Organization

(updated during the 2017/18 school year)

Article I Name

The name of this organization shall be the Dakota 201 Parent Teacher Organization.

Article II Membership

Membership is open to parents, guardians, and teachers within Dakota School District #201.

Article III Mission Statement/Objectives

Our mission as a Parent Teacher Organization (PTO) at Dakota 201 is to promote, encourage and enrich our children's academic and social/emotional learning experiences.

The objectives of this organization shall be:

- To promote the welfare of children and youth at school and at home.
- To raise funds to aid in the support of academic and social/emotional needs of students.
- To be a financial resource for teachers and staff who need assistance with the purchase of educational materials and/or resources for use in the classrooms and/or for school projects, programs and improvements.
 - All teachers are asked to put requests through their building principal before bringing them to the PTO.
- To show appreciation to teachers and staff for their dedication to Dakota Schools.

Article IV Policies

Sec. 1 This organization shall be noncommercial, nonsectarian, and nonpartisan.

Sec. 2 This organization shall cooperate with the administration of Dakota 201.

Sec. 3 This organization may cooperate with other organizations and agencies active in our children's welfare.

Sec. 4 This organization shall function through committees, projects and monthly meetings.

Article V Officers and Their Election

Sec. 1 The officers of this organization shall be a President, Vice-President, Secretary, and a Treasurer. These officers shall be elected annually for a one year term.

Co-officers are allowed if/when the position cannot otherwise be filled.

Sec. 2 Officers may maintain, but are under no obligation to maintain, their position for more than one year if there is no one else elected or available to step in.

Sec. 3 Elections shall be held at the meeting in March.

The duties of the newly elected officers shall be assumed on June 1st after a two month training period during April and May with outgoing officers.

Sec. 4 Nominations shall be made from the floor at the March meeting.

Elections will be held by a verbal vote, but may be by ballot if there is more than one nominee for an office.

Sec. 5 Officer position(s) not filled at March elections shall be filled by an individual willing to fill said office for said time period, provided there is a consensus vote from a committee comprised of incoming and outgoing officers.

Article VI Duties of Officers

Sec. 1 The President shall preside at all meetings of the organization.
The President shall oversee all committees, activities and events.
The President shall appoint special committees when needed.
The President shall perform all duties pertaining to that office.

Sec. 2 The Vice President shall act as an aid to the President and in their order, assume the duties of the President in his/her absence or inability to serve.
The Vice President shall perform other duties that may be delegated.

Sec. 3 The Secretary shall keep an accurate and permanent record of all meetings of the organization and shall perform other duties that may be delegated.
All meeting minutes shall be typed and attested for accuracy by two (2) officers.

Sec. 4 The Treasurer shall be responsible for depositing all monies of the organization and shall keep an accurate record of all receipts and expenditures.
The Treasurer shall present a written statement of account at every meeting of the organization and at other times when requested.
These statements will be attested for accuracy by signature of the Treasurer and another officer.
The Treasurer's books may be audited at least once a year by a designated committee or individual.
There shall be two names on the PTO account(s), Treasurer and President.

A copy of the monthly attested written statement shall be given to the Secretary to be filled with the monthly minutes.

Sec. 5 At the end of the school year, all present officers shall ensure all records for the said year are turned in and filed in the school office. Each officer (at this time) shall sign-off on the “turned in records” by signing and dating a form made for this purpose.

Article VII Money Handling Procedures

In order to ensure that cash transactions are accurately accounted for and deposited in the PTO bank account, and to ensure that an audit trail is formed, it is necessary to have specific money handling procedures in place. Money handling procedures will be adhered to in the following manner:

At activities where cash is handled and exchanged (book fair, fundraisers), two people must be present to count cash and sign and date the “cash count” form in order to record the amount of cash outstanding at the time of the count. A copy of this will be maintained with the bank statements with the deposit receipt attached to it.

Any time cash is received and handled by the elementary secretary or support staff, a log will be maintained by the elementary secretary that records each time cash is taken in and given to the PTO treasurer to be deposited in the PTO bank account.

Deposits MUST be made within five (5) days of event.

Article VIII Meetings

Sec. 1 A regular meeting of this organization shall be held each month (except January) of the school year unless otherwise provided by the organization.

Sec. 2 Special business meetings may also be called by the President.

Sec. 3 The privilege of holding office, making motions, debating and voting shall be limited to members of the organization.

Sec. 4 Business matters to be on the agenda should first be presented to the President.

Sec. 5 Meetings are conducted following Roberts Rules of Order.

Article IX Committees

Sec. 1 Committees may be formed based on organizational needs.

Sec. 2 The chairman of an event or activity shall present plans of work to the organization, and no monies shall be spend or work shall be undertaken without the approval of the organization.

In cases where a formal approval of the organization is not able to be obtained then an officer (preferably the President) must give approval before any money is spent. Then formal approval must be obtained at the next formal meeting date.

Approval for these instances will be limited to two hundred fifty dollars (\$250) or less.

Sec. 3 Records of events and activities shall be given to the President who will then pass those records on to the next chairperson.

Article X Amendments

These by-laws may be amended at any regular meeting of the organization by a two-third vote of those present, providing that notice of the proposed amendment was given at the previous regular meeting of the organization.

These by-laws are to be read at the beginning of each school year and handed out to all newly elected officers at the March meeting.

These by-laws are to be updated every 5 years by the officers of the PTO.