

Gates Elementary PTA Bylaws

Approved 10-12-2009 Updated 11-04-2012

Article I Name

The name of this organization shall be Gates Elementary Parent Teacher Association. It is a not-for-profit unincorporation under the laws of Nebraska (Nebraska Non-Profit Corporation Act, Chapter 21, Article 19). The term "PTA" as used in these bylaws shall mean the Gates Elementary School Parent Teacher Association. The term "GES" as used in these bylaws shall mean the Gates Elementary School.

Article II Mission/Purpose

The purpose of this organization is to:

- Support the activities of Gates Elementary School
- Enhance communication between teachers, staff and parents.
- Provide an opportunity for all parents to get involved with their child's educational experience in a positive way.
- Enhance educational facilities and opportunities for the students of Gates Elementary that are not otherwise provided for in the school budgets.

Article III General Policies

- This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
- This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned (i.e. students, teachers, facility).
- In the event of the dissolution of the organization, the assets of the organization will be completely spent on GES.
- This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in the official capacities shall not be used in any connection with a commercial concern or with any partisan interest of for any other purpose than the regular work of the association.

Article IV Membership

- Every individual who is a member of the local PTA is a member of the National PTA and the Nebraska PTA by which such local PTA is chartered, and is entitled to all the benefits of such membership.
- Any individual who subscribes to the purpose and policies of this organization may become a member.
- Each individual shall pay annual dues of \$5.00 to the organization. Each paid membership is a voting unit.
- Members may vote on all issues presented at the regular meetings. Members are not allowed to make motions eliciting a vote unless they are on the Board of Directors (see Article VIII).
- Only members of the organization in good standing shall have voting rights at general meetings or may serve in any of its elective or appointive positions. Membership is not required for serving on committees.
- The organization shall conduct an annual enrollment of members but persons may be admitted at any time.
- Any individual who subscribes to the purpose and policies of this organization may become a member.

The annual expiration for membership shall be August 1st.

Article V Meetings

Annual Meeting: An annual meeting of the Executive Committee shall be held in July or August of each calendar year, the exact date to be decided upon by the Executive Committee.

Monthly Meetings: The regular monthly meetings of the organization shall be on the first Tuesday of the month. Should a meeting date(s) occur when school is not in session, the alternated date(s) will be decided upon by the Executive Committee.

Special Meetings: The Executive Committee may call special meetings with 5 days notice having been given.

General Meeting Guidelines:

- Participation by the majority of the Executive Committee is required to constitute quorum for the transaction of business.
- A majority vote of the voting members present at any meeting shall be required for all action to be taken by organization.
- Any vote may be taken by voice, show of hands, or ballot at the discretion of the presiding officer.

Article VI Officers

The officers of the organization shall consist of Co-Presidents, Co-Vice Presidents, Secretary or Co-Secretaries and Treasurer or Co-Treasurers. Two persons may be nominated and elected to fill any single position. The duties are as follows:

President:

The President shall:

- Be the principle executive officer of the organization and subject to control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization.
- Attend all meetings of the organization.
- Be a member of the Executive Committee and when present, shall preside at all meetings of the Executive Committee and all meetings of the membership.
- Select and appoint the chairpersons of all standing and special committee and shall be an ex-officio member of all committees of the organization.
- Have power to sign and execute contracts or agreements in the name of the organization.
- Sign with the treasurer all orders on the treasury of the organization.
- Appoint a nominating committee prior to February and an auditing committee prior to May.
- Welcome parents of new GES students.
- Perform other duties as may be described in these bylaws, assigned by the Executive Committee or organization, or as needed.
- If there are co-presidents, one (1) shall be designated by mutual agreement as the primary contact for the principal and or the administration.
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- **File all forms and returns for the IRS each fiscal year.**

Vice President:

The Vice President shall:

- Be a member of the Executive Committee.
- Attend all meetings of the organization.
- Act as aide to the president.
- Perform the duties of the president in their absence.
- Perform other duties as may be described in these bylaws, assigned by president, Executive Committee or organization, or as needed.
- Assume the role of president in the occurrence of a vacancy in the office mid year.

Secretary:

The secretary shall:

- Be a member of the Executive Committee.
- Attend all meetings of the organization.
- Keep minutes of the proceeding member and Executive Committee meetings.
- Present minutes to Executive Committee within one week following member or Executive Committee meetings.
- Present previous month's minutes at member meetings.
- See that all notices are duly given in accordance to the bylaws.
- Assist with all PTA communication activities when needed.
- Keep copies of official documents and organization information including but not limited to bylaws, membership list, and confidential information.

- Perform all duties incident to the office of secretary and such other duties assigned by president, Executive Committee or organization, or as needed.

Treasurer:

The Treasurer shall:

- Be a member of the Executive Committee.
- Attend all meetings of the organization.
- Have charge and responsibility for all funds of the organization.
- Receive monies and deposit funds in organization's bank account.
- Disburse payments as authorized by these bylaws, the president, the Executive Committee or organization in accordance with the annual budget.
- All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
- Keep accurate record of all receipts and payment of the organization.
- Present annual report to auditing committee.
- Present a state of account at every meeting of the organization and at other times when requested by the Executive Committee.
- Together with the Executive Committee, prepare an annual budget for approval by the Executive Committee.
- Perform all duties incident to the office of treasurer and such other duties assigned by president, Executive Committee or organization, or as needed.
- **File all forms and returns for the IRS each fiscal year.**

Outgoing Officers shall pass along any pertinent documentation, files, and other support information to their successor by June 15th.

Article VII Elections

The nominating committee shall present a slate of officers for election at the March meeting and further nominations may be received from the floor. The slate, either uncontested or with additional floor nominations, shall be published for all members to review prior to elections. The acceptance of the slate of officers will occur at the April meeting. The election of officers shall take place at the May meeting by the members present at the meeting. Only members of the organization in good standing shall have voting rights for the purpose of elections. Election of the slate, if uncontested, may be by voice vote. Any contested election shall be made by written ballot.

Nominating committee: A three person nominating committee will be appointed by the president prior to February. The nominating committee will be responsible for receiving all suggestions for persons to serve as officers. The nominating committee shall prepare a slate of officers for presentation at the March meeting. The nominating committee shall field any floor nominations at the March meeting. The committee shall contact all nominated persons to confirm their willingness to serve prior to the April meeting. The nominating committee shall confirm that all nominated persons are PTA members in good standing and are otherwise eligible to serve.

Terms: Officers shall assume their official duties on June 1st, the year of their election. Officers shall serve a term of two years or until their successors are elected. Officers are eligible to serve two consecutive terms.

Voting: The majority of votes cast by members attending the May meeting shall constitute election of officers.

Vacancies: Any vacancies due to death, resignation, or inability to serve shall be filled by appointment of the Executive committee for the unexpired portion of the term.

Article VIII Board of Directors

The Board of Directors is a representative group of the organization and shall consist of the officers of the organization, the principal, the members at large, and chairpersons of all Standing Committees (see attachment A). Only members of the Board of Directors, excluding the president, are able to make motions for eliciting votes during regular meetings.

The Executive Committee shall consist of the president(s), vice-president(s), secretaries, treasurer(s) and principal.

Duties of the Executive Committee:

- Transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
- Attend all meetings of the organization.

- Create standing and temporary committees necessary to carry out the objectives and mission of the organization.
- Approve the plans and work of the standing and special committees.
- Present a report of plans, projects and activities at the regular meetings.
- Approve routine bills and disbursements in excess of \$300.

Article IX Committees

- Standing and special committees shall be determined at the annual meeting.
- Committee chairpersons/co-chairpersons shall be issued committee guidelines by the Executive Committee.

Nominating committee: The nominating committee shall be composed of three (3) members appointed by the president prior to February. The committee shall carry out the responsibilities stated in Article VII.

Auditing committee: The auditing committee shall be composed of three (3) members appointed by the president prior to May. The committee shall receive reports directly from the Treasurer, and, being satisfied that the annual report is correct, sign a statement at the end of the report. The audit report will be presented at the annual meeting.

Standing Committees: Standing committees shall be created by the Executive committee as may be required to promote the purpose of the organization.

- Committee chairpersons or co-chairpersons shall be appointed by the Executive Committee prior to the beginning of the school year.
- Chairpersons/co-chairpersons of standing committees shall present plans of work to the Executive Committee for approval.
- Outgoing chairpersons/co-chairpersons of standing committees shall submit a brief written report of the work of the committee by June 15 to their successor.

Special committees: Special committees may be created by the Executive Committee for a specific time and or task and shall cease to exist when that time or task has been completed. Chairpersons of special committees shall report plans and activities to the Executive Committee for approval.

Article X Finances

- The Executive Committee shall present an annual budget at the first meeting of the school year for approval. The budget shall be used to guide the activities of the organization during that year. Any substantial deviation from the budget must be approved by vote during a regular meeting.
- Any Executive Committee member may enter into contracts or agreements for the purchase of material or services on behalf of the organization. The Executive Committee shall not have the authority to enter into such agreements on behalf of GES of the Grand Island School District, nor should they hold themselves out as having such authority.
- No loans shall be made by the organization to its officers or members.
- Checks under \$100.00 shall be signed by the Treasurer. Checks over \$100.00 shall be signed by the Treasurer and President.
- Any money counted must be done in the presence of a witness.
- All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

Routine bills and disbursements in excess of \$300 must be approved by Executive Committee.

Article XI Amendments

These bylaws shall be reviewed during the spring of the even calendar years with proposed changes approved by the Executive Committee, posted for the general membership to review and voted on at the next regular meeting. Majority vote enacts the proposed bylaw amendments.

Article XII Authority

If any part of these bylaws shall conflict with the decision, policies or procedures adopted by the Grand Island

School Board, they shall be deemed null and void and the decision of the Grand Island School Board shall, in all cases, control.

Attachment A
Standing Committees

- Picnic/Open House
- Restaurant Nights
- Courtesy
- School Pictures
- Book Fairs
- Box Tops
- Soup Supper
- SCRIP
- Fun Fair Raffle
- Fun Fair
- T-Shirt Sales
- Scholarships/Directory Ads
- Teacher Appreciation Week
- Classroom Coordinators
- Fifth Grade Recognition
- Parent-Teacher Conferences Meals
- Fund Raiser