

# LAKEVIEW PARENT TEACHER ORGANIZATION BY LAWS

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Presented for Approval 6/05/2014

The By-Laws of an organization determine the structure and provide the specific regulations by which its affairs are governed.

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## **I. ARTICLE I: Name of the organization**

- A. Lakeview Parent Teacher Organization (P.T.O.)**

## **II. ARTICLE II: Purpose of the organization**

- A. Encourage better understanding and cooperation between parent and teacher**
- B. Foster interest in school activities**
- C. Encourage fun and fellowship**
- D. Enhance student learning at Lakeview School**

## **III. ARTICLE III: Membership**

- A. Membership is open to any interested adult with children attending Lakeview, teachers, and staff of Lakeview School**
- B. The privilege of holding office, introducing motions, debating and voting shall be limited to the members of the organization**

## **IV. ARTICLE IV: Officers**

- A. President, Vice-President, Secretary and Treasurer**
- B. Election of officers**
  - 1. Officers are elected in June (by ballot when appropriate), to assume duties in July and to set up committees for the following year**
  - 2. Nominations will be presented by the floor in May.**
  - 3. Term of office will be two years, unless the board member wishes to extend their term. They shall be elected by legal majority vote of the members present. Year shall be determined at start of school year.**
- C. Unexpired vacancy in office shall be filled by a legal majority vote of the members present for the remainder of the original term. Once the vacancy is filled, the office will be up for election upon completion of the original term.**

## **V. Duties of the officers**

- A. President:**
  - 1. Prepares monthly agendas and presides over meetings**
  - 2. Hold executive committee meetings as needed**

## LAKEVIEW PARENT TEACHER ORGANIZATION BY LAWS

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3. Coordinates the activity of all committees

4. Can co-sign in financial amounts over \$500.00

**B. Vice President:**

1. Preside at meetings in absence of president

2. Give support to the president

3. Maintain open lines of communication with each chairperson throughout the school year to ensure events/tasks are on schedule and questions are answered

4. Can co-sign in financial amounts over \$500.00

**C. Secretary:**

1. Keep minutes of all meetings

2. Must read minutes and all correspondence at meetings unless waived

3. Publish notification of meetings

4. Prepare monthly newsletter or other communication vehicles

5. Maintain PTO website

**D. Treasurer:**

1. Keeps record of all monetary payments, approvals and receipts.

2. Pays all expenditures by check in a timely manner

3. Maintain Lakeview PTO checking account and balance

*a) Prepare monthly Financial Summary to be presented at PTO meetings*

*b) Provide copy of monthly bank statement to PTO President or Vice President for review*

*c) Can co-sign financial amounts over \$500.00.*

**E. Majority of officers must attend executive meetings**

## **VI. ARTICLE V: Expenditures Policy**

**A. Budget calendar year is recognized as November through October of any given year**

**B. Budgets for the special activities committees will be determined by the membership**

**C. Budgeted expenditures must be approved by the membership**

## LAKEVIEW PARENT TEACHER ORGANIZATION BY LAWS

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- D. All expenditures must be approved by two officers.
- E. Expenditures for gifts will be as follows:
  - 1. Up to \$50.00 for new teachers
  - 2. A \$50.00 savings bond for a student who has had a death of an immediate family member
  - 3. Card for weddings, retirements or births of staff members
  - 4. Any other requests will be approved by the Executive Committee. (ie. family tragedies, etc.)
- F. Each Chairperson will be given a budget for their event prior to planning. The Chairperson should plan their event based on the budget provided. It is the expectation that the Chairperson will not exceed the budget for their event.
  - 1. Reimbursement will be made only up to the budgeted amount. However, consideration will be made for reimbursement up to 5% over the budget amount.
  - 2. Each Chairperson will be required to provide receipts for the actual purchases for their event.
  - 3. An itemized expense report form should be used by all chairs to obtain reimbursement
- G. At any PTO event which handles cash, two PTO members will independently count the cash at the end of the event and sign an 'event cash-out' form to validate the cash totals.
- H. At the end of the year, all receipts and disbursements will be made available for review at a financial meeting.

### VII. ARTICLE VI: Meetings

- A. Business meetings to be scheduled at least five times per school year, generally once a month
- B. A simple majority of members present will carry the vote of all motions made.

### VIII. ARTICLE VIII: Bylaws & amendments to the Bylaws

- A. The by-laws should be approved at the commencement of each year.
- B. Proposed amendments shall be read during at least one general meeting and published/notified in at least one newsletter prior to the vote. By laws and revisions will be located online.

# LAKEVIEW PARENT TEACHER ORGANIZATION BY LAWS

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- C. Simple majority present shall carry a vote.
- D. These by-laws may be amended or repealed and new by-laws may be adopted at any meeting of the Council by majority vote by those present.
- E. Amendments shall become effective upon adoption unless the proposed amendment specifically provides otherwise.

## IX. ARTICLE VII: Committee (Standing)

### A. Executive committee

- 1. Consisting of officers, principal and teacher reps
- 2. Duties:
  - a) *Organize the meeting for the following month*
  - b) *Transact necessary business in the interval between regular meetings*
  - c) *Appoint fundraising chair in February for the following year*

### B. Meetings

- 1. Regular meetings shall be held monthly, as needed.

### C. Standing committees shall consist of and not be limited to:

- 1. Art to Remember (4<sup>th</sup> grade only)
- 2. Birthday Club
- 3. Box Tops (Campbell's, Coke Points, Milk Caps)
- 4. Candy for Troops (October)
- 5. Dragon Dash (October)
- 6. Family Fun Night (May)
- 7. Family Movie Night (February)
- 8. Family Winter Wonderland & Holiday Shoppe (December)
- 9. Fundraiser
- 10. Harvest Day (October)
- 11. Market Day
- 12. Roller Skating Family Fun(March)
- 13. School Book Fair Support

## LAKEVIEW PARENT TEACHER ORGANIZATION BY LAWS

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14. **School Spirit Wear**
15. **School Supply Kits**
16. **SPARC**
17. **Splash for Cash (January)**
18. **Staff Appreciation Meal (March)**
19. **Staff Appreciation Week (May)**
20. **Winter Gym**
21. **Yearbook**