

O’Roarke Parent Teacher Organization (PTO) Bylaws
8455 O’Hare Road
Las Vegas, Nevada 89143

REVISION: 4 Approved May 2, 2013

REVISION: 5 Approved September 11, 2015

Article I – Name/ Mission

The name of this organization is the O’Roarke Parent Teacher Organization (PTO), Las Vegas, Nevada. It is a local PTO organized under the bylaws herein. As PTO our mission is to encourage parent, teacher and community involvement by providing programs, events, fundraisers and tools that will enhance the education of every O’Roarke Elementary child.

Article II – Purposes

Section 1: The purposes of the PTO are:

- a. To bring into closer relation the home and the school, that parents and teachers may cooperate together in the education of O’Roarke Elementary students, and
- b. To develop united efforts between PTO, educators and the general public to secure for all children and youth the highest advantages in physical, mental, and social education.

Section 2: The said organization is exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one of more exempt purposes within the mending of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article III: - Basic Policies

The following are basic policies of the O’Roarke PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the school and community to support quality education and school policies for all children recognize that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education authorities.
- c. The organization shall work to promote the health and welfare of children and shall seek to promote collaboration between parents, schools and the community at large.

- d. 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 Article II hereof as long no board member financially benefits from the transaction.
- e. The organization shall not carry on any other activities not permitted to be carried on (i) by and 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.

Article IV - Accounting Policies

STANDING RULES

Guidelines for handling deposits for OES Elementary PTO

Section 1: Deposits

- a. The chairperson of the event or a designated committee member is responsible for preparing the deposit.
- b. A completed OES PTO Deposit Form approved by the Treasurer, will be the method for preparing deposit(s). Please see deposit template attached.
- c. Deposits need to be submitted to the treasurer within one week of the end of the fundraiser. If the fundraiser is ongoing, intermediate deposits are required each week.
- d. The original signed PTO Deposit Form will be submitted to the treasurer with ~~the~~ all cash and checks. The cash and checks **MUST** be counted by at least 2 Board of Director Officers (i.e. one must consist of the event/activity chairperson), with both people signing the deposit form to confirm deposit accuracy.
- e. The completed PTO Deposit Form along with associated cash and checks will be given to the treasurer or locked in the PTO safe. The officer(s) putting the deposit in the safe will have the responsibility of notifying the treasurer immediately of deposit. The Treasurer will pick up deposits in the safe on a weekly basis.
- f. If the deposit is a cash only deposit, the "Funds Transfer Form" may be used in lieu of a deposit form. It too must be signed by two Board of Director Officers to confirm accuracy.

Section 2: Debit Card Usage & Authorized Users

- a. There are times when authorized signers on the PTO bank accounts will need to use the account debit card.
 - 1. Before taking possession of and using a debit/credit card linked to a PTO bank account, the board member must sign the "PTO Debit/Credit Card Usage Agreement". This agreement will outline the terms of usage including that all use of the card must be solely for PTO purposes and that use of the card for non-PTO purposes will constitute justifiable reason for confiscation of the card and possible legal action.
 - 2. Additionally, any non-PTO purchases along with any fees incurred as a result of misuse of the debit/credit card will be the sole responsibility of the officer who misused the card.
 - 3. This agreement must be kept on file at all times during the given fiscal year and must be signed and resubmitted annually by those whom the board approves for debit/credit card possession.

- b. When this card is used a “Debit Usage Form” must be filled out and turned into the Treasurer within 10 business days of use.
- c. Authorized users will consist of 2 or 3 Executive Board Officers (i.e. not including the Treasurer) and the Concession Officer. The Concession officer can only use their debit card for the sole purchase of concessions used for the Snack Shack, school events, activities, etc.

Section 3: Reimbursement Request

- a. The Treasurer and/or President must receive a completed PTO Reimbursement Request Form and accompanying original receipt(s) within 30 days of the event or no reimbursement will or has to be made.
- b. A Reimbursement check will be issued within 5 business days following approval of the completed PTO Reimbursement Request Form and accompanying original receipt(s). All submitted receipts must fall within budget or has received a BOD vote for expenditure to be covered by the PTO. All requests will be reviewed in a timely manner by a member of the Executive Board.
- c. If non-reimbursable/personal items are included on the same receipt with reimbursable expenses, only the PTO related items listed on the receipt will be considered for reimbursement. The officer/person submitting the receipt(s) should circle/highlight only the PTO-related items shown on the receipt prior to submitting for reimbursement. Under no circumstances will personal expenses of any kind be considered for reimbursement.
- d. The reviewing member(s) of the Executive Board will either approve the expense, deny the expense, or ask for more information from the submitter. In the event of a denial, the Executive Board member will provide the member a written reason for such denial. Denials may be appealed to the PTO President.
- e. If any member of the Executive Board has questions on a submitted receipt, a written explanation of any and all expenses will be required prior to that receipt being considered for approval for reimbursement.

Section 4: Check Requests

- a. A Check Request Form needs to be submitted within 5 days prior to an event for services being rendered. These requests must be made by filling out the PTO Check Request Form and include any documentation which supports the funds being requested. If proper documentation is not submitted with request, no check will be issued.
- b. Any check requests submitted for payment shall fall within budget. Any request exceeding the designated budget allotment must be approved by majority vote of the Board of Directors. If the request is denied the acting chairperson(s) will be held accountable for any expense that exceeds the approved budget. If product, items, materials, etc., continue to be procured via purchase or otherwise without the majority vote, the PTO has **NO** obligation to make payment and it remains the chairperson(s) financial responsibility.
- c. All check requests will be fulfilled and issued within 5 business days of Executive Board approval.

Section 5: Teacher/Staff Requests

- a. Any and all requests for funds by teachers and/or staff must be done by filling out a Teacher/Staff Request Form and must include any documentation supporting the funds being

- requested, whether or not it is within the allotted year's budget. This includes all requests for grade level funds.
- b. All requests will be reviewed by the Board of Directors at a monthly Board Meeting where a quorum is gathered to vote. If a request comes in after the scheduled board meeting it will be held to the next scheduled meeting to no fault of the PTO. If there is an emergent situation it is the grade level chair-person/teacher/staff member requesting PTO funds responsibility to contact the President directly for assistance.
 - c. All decisions made by the Board of Directors will be disclosed to the requesting individual listed on the Teacher/Staff Request Form by the PTO President, within 1-3 days following the scheduled Board Meeting.
 - d. Any and all payments approved by the Board of Directors will be paid within 5 business days of approval date.
 - e. If a request is denied, a written explanation will be given to the requesting individual on the Teacher/Staff Request form.

Section 6: Self-Funded Programs

The expense budget for self-funded programs will be based on the previous year's income. For example, if a program earns \$3,200 (net of all expenses) in a previous year, expense allocation will be \$3,200 for the following year. Self-funded programs include: school production, sports, etc. Sports clinics and/or school activities/groups hosted or sponsored by the PTO are not to be assumed a self-funded account. They are to be considered a source of fundraising and PTO can allocate such funds earned to their discretion.

Section 7: Returned Checks

If any member\non-member fails to honor their check payment to the PTO (i.e. we receive their check returned by our bank), that member/nonmember cannot purchase PTO merchandise/activities until we receive reimbursement for the returned check and any bank service charges imposed. In addition, no further check payments will be accepted by that party.

Section 8: Specific Allocation of Fundraising Efforts

The President and/or coordinator involved in fundraising cannot ask for the funds they raise to be allocated to any specific item, person and/or event. All money raised goes into the PTO bank account to cover the annual approved and budgeted expenses. No part of earnings of any PTO organized event shall benefit or be distributable to, its members, directors, trustees, officers or other private persons unless otherwise approved at a Board meeting. (i.e. fundraisers for a specific item; illness of O'Roarke student, family member or OES faculty and staff members, etc.).

Section 9: Unforeseen Expenses

At times there may be unforeseen expenses which require monies to be expended prior to a monthly meeting for voting. Should this occur, Executive Board exercises the right to authorize expenditures not to exceed \$500 for items which support our mission as PTO.

Section 10: Gift Giving

In an order to be consistent and without bias the board may present gifts under the following guidelines; A gift will be voted on by the Board of Directors, a gift must be no more than \$40, if funds are available, the gift is to be used for a going away, get well, or a significant life event. (I.e. birth of baby, death of

immediate family member, catastrophic accident.) Gifts may be given to those carrying out the mission statement of the PTO.

Article V– Members and Dues

Section 1: Membership in PTO shall be open, without discrimination, to anyone who believes in and supports the mission and purpose of the PTO.

Section 2: O’Roarke PTO shall conduct an annual enrollment of members but may admit individuals & families to membership at any time.

Section 3: Each member of O’Roarke PTO shall pay annual dues of \$10.00 for an individual or family to the organization, as determined by the board of directors.

Article VI- Board of Directors - BOD

Section 1: The affairs of the O’Roarke PTO shall be managed by the board of directors in the intervals between PTO general meetings.

Section 2: Each board member shall be a member of the O’Roarke PTO **and pay annual dues.**

Section 3: The members of the board shall **consist of**

- a. Executive **Board** Officers;
- b. Managing **Board** Officers;
- c. The president may appoint a parliamentarian, subject to approval of the BOD of the PTO.

Section 4: Duties of the board shall be to

- a. Carry out such business as may be referred to it by the membership of the organization, if deemed necessary by a majority vote of the BOD;
- b. Create special committees;
- c. Select an auditor or an auditing committee to audit the treasurer’s accounts;
- d. Prepare and submit an annual budget to the PTO general membership for adoption;
- e. Approve payment of routine bills within the limits of the approved budget;
- f. Attend monthly board meetings and general membership meetings;
- g. Create detailed notes of events held for future board members of PTO.

Section 5: If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of directors. Any vacancy created by such action, including resignation by the member, will disallow that member from holding office on the Board of Directors for a minimum two year period. This will be done by a majority vote and the person will then be notified by the President.

Section 6: Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

- a. The President has the right to cancel any board meeting, for cause, with no more than two (2) consecutively canceled meetings being allowed;
- b. Board meetings shall be conducted by an Executive Board Officer, if no Executive Board officer is able to attend, the meeting is presumed cancelled.

Section 7: Any officer not able to attend a PTO meeting and/or event shall notify the president or vice-president prior to the scheduled meeting and be responsible for review of meeting minutes. The Executive Board shall have the power to declare an office vacant when a board member of the organization fails to attend two (2) consecutive meetings without reasonable notice or cause of excuse.

Section 8: Special meetings of the board may be called by the president or when requested by a majority of the board, upon three days' written/electronic notice to each member of the board.

Section 9: At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business. If a quorum is not met, the Board meeting shall be deemed CANCELLED.

Section 10: Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books, **debit cards** and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within **3** business days.

Article VII– Officers and Elections

Section 1: The Executive Board Officers of the PTO shall be a President, Vice-President(s), a Secretary, and a Treasurer and will serve a two year term.

Section 2: The Managing Board Officers of this PTO shall be Fundraising Officer(s), Special Event Officer(s), Membership Officer(s), Hospitality Officer(s), Historian Officer(s), Concessions Officer(s), Box Tops Officer(s), Sports Officer(s) and any other officer position deemed necessary by majority vote of the Board of Directors. The managing board officers will server a 1 year term.

Section 3: A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice-president. A vacancy in any office other than president shall be filled by the executive board. All duties will be delegated by the president and/or vice-president until a vacancy is filled. A position may remain vacant if deemed necessary.

Section 4: The following provisions shall govern the eligibility of individuals to be officers of the O'Roarke PTO:

- a. Each nominee shall be a current member of the PTO; with the exception of first time/ new incoming families. (i.e. new incoming families and/or kindergartner parents)
- b. No officer may be eligible to serve more than three (3) consecutive terms in the same office;

- c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5: Elections shall occur once a year for managing board officers and once every two years for executive board officers. Elections shall occur in the month of April.

- a. PTO General Membership members shall be notified of the elections via General Membership meetings, electronic media and interest communications prior to election month.
- b. Elections shall occur by a self-nomination form. Should two people nominate themselves for the same positions and choose not to nominate themselves for any other positions, then a vote by ballot will be taken by the appointed nomination committee. The Nomination Committee shall be formed by the presiding PTO President.
- c. The committee will consist of two (2) PTO board members and three (3) General Membership members.
- d. Each candidate will submit a letter of interest explaining their qualifications. The Nomination Committee has the right to conduct an informal interview with any and/or all nominees.
- e. A majority vote will occur by the Nomination Committee.
- f. The PTO President will NOT serve on the nomination committee.

Section 6: Officers shall assume their official duties following the close of the meeting in May.

Article VIII – Duties of Officers

If a position is deemed to be co-chaired, a position will be entitled to carry one vote per person attending meetings.

Voting Officers

Section 1: The President shall

- a. Preside at all meetings of this PTO;
- b. Communicate and serve as the liaison for O’Roarke PTO and O’Roarke Elementary school administration;
- c. Conduct an annual meeting with administration to establish fundraising and special event dates for the upcoming school year;
- d. Serve as an ex officio member of ALL committees except the nomination committee;
- e. Coordinate the work of the officers and committees of the PTO in order that the purposes may be promoted;
- f. Notify the self-nominated candidates of an opponent’s intention to run for office;
- g. Have a current copy of the general membership contact list;
- h. Participate in the preparation of the BOD meeting agenda and submit to the board 2 business days prior to the monthly meeting;
- i. Participate in the creation of the annual calendar of meetings, including BOD and General membership;
- j. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;

- k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive board;

Section 2: The Vice President shall

- a. Act as aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve;
- c. Conduct an annual meeting along with the President with administration to establish fundraising and special event dates for the upcoming school year;
- d. Have a current copy of the general membership contact list;
- e. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

Section 3: The Secretary shall

- a. Record the minutes of all meetings of the O'Roarke PTO (i.e. BOD and General Membership meetings);
- b. Provide minutes to the BOD 2 days prior to a BOD meeting;
- c. Be prepared to present and read the records of any previous meetings;
- d. Create action points for each officer as needed and follow up for completion;
- e. File all records;
- f. Have a current copy of the Bylaws and Robert's Rules Of Order available at all meetings;
- g. Maintain and have a current general membership contact list and current BOD contact list;
- h. Participate in the creation of all General Membership correspondence (i.e. monthly/bi-monthly newsletters, bulletin board or other electronic means of communication) and submit for approval to the President before publishing;
- i. Oversee and maintain the school PTO website, school bulletin board and PTO calendar;
- j. Participate in the preparation of BOD meeting agenda and submit to the board, 2 business days prior to the monthly meeting;
- k. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;
- l. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive board.

Section 4: The Treasurer shall

- a. Have custody of the funds of the PTO;
- b. Maintain a full account of the funds of the PTO;
- c. Make disbursements as authorized by the president, board of directors, or the PTO in accordance with the budget adopted by the PTO;
- d. Have checks or vouchers signed by the President and one other signatory - the Treasurer. In the event the President is unavailable the Treasurer and Vice-President or Secretary (must be a signer on the account) may sign with notification with notice being given to the President;

- e. Maintain a full and accurate account of the receipts and disbursements in the books belonging to the O’Roarke PTO;
- f. Provide a written financial statement to the board of directors at each meeting; including a Profit and Loss Statement;
- g. Present an annual report of the financial condition of the organization by June 30th of each year;
- h. Submit the books annually for an audit by an auditing committee selected by the board of directors at least one week before the meeting by June 15th of each year;
- i. Report the findings of the annual audit to the board of directors;
- j. Provide input on budget for incoming BOD for the following fiscal year;
- k. Prepare and file such forms as may be required by the IRS or other tax agencies;
- l. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;
- m. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive board.

Section 5: The Fundraising Officer(s) shall

- a. Submit a plan of work to the executive officers for all activities and/or events for administration approval (i.e. including but not limit to flyers, forms, etc.);
- b. Obtain approval from the board of directors for all fundraisers (i.e. activities or events);
- c. Submit a proposed budget for each activity or event to be approved by the board of directors;
- d. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;
- e. Conduct a minimum of two fundraisers per year;
- f. Work with Historian(s) to promote and market all events;
- g. Obtain approval for any expenses that exceed allotted budget;
- h. Address customer service issues related to any fundraiser and communicate those issues with the president and or executive board;
- i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive board.

Section 6: The Special Events Officer(s) shall

- a. Submit a plan of work to the executive officers for all activities and/or events for Executive board and administration approval (i.e. including but not limit to flyers, forms, etc.);
- b. Obtain approval from the board of directors for all activities or events;
- c. Submit a proposed budget for each activity or event to be approved by the board of directors;
- d. Carry out activities and events throughout the year which promote the PTO mission, purposes and basic policies, described in Articles II and III of this document;
- e. Host at least two (2) events that are free to the OES community;
- f. Work with Historian(s) to promote and market all events;

- g. Obtain approval for any expenses that exceed allotted budget;
- h. Address customer service issues relate to any fundraiser and communicate those issues with the president and or executive board;
- i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive board.

Section 7: The Membership Officer shall

- a. Submit a plan of work to the executive officers for all activities and/or events for Executive board and administration approval (i.e. including but not limit to flyers, forms, etc.);
- b. Obtain approval from the board of directors for all activities or events;
- c. Submit a proposed budget for each activity or event to be approved by the board of directors;
- d. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;
- e. Conduct a membership drive at the beginning of the school year;
- f. Keep an accurate record of the general membership of the O’Roarke PTO and provide current copies to the executive officers;
- g. Help plan and carry out general membership meetings;
- h. Coordinate with the Secretary to participate in drafting all correspondence mailings to membership;
- i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive board.

Section 8: The Hospitality Officer(s) shall

- a. Submit a plan of work to the executive officers for all activities and/or events for Executive board and administration approval (i.e. including but not limit to flyers, forms, etc.);
- b. Obtain approval from the board of directors for all activities or events;
- c. Submit a proposed budget for each activity or event to be approved by the board of directors;
- d. Carry out activities and events throughout the year which promote the PTO mission, purposes and basic policies, described in Articles II and III of this document;
- e. Serve as a host to OES administration, staff and teachers for events specialized around them (e.g. birthdays, luncheons, Teacher appreciation week, holidays, etc.);
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive board.

Section 9: The Historian Officer(s) shall

- a. Submit a plan of work to the executive officers for all activities and/or events for Executive board and administration approval (i.e. including but not limit to flyers, forms, etc.);
- b. Obtain approval from the board of directors for all activities or events;
- c. Submit a proposed budget for each activity or event to be approved by the board of directors;

- d. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;
- e. Photograph events and activities throughout the year; providing them to the Secretary, requesting officers and the PTO General Membership through electronic means and school bulletin board;
- f. Work with all officers to promote and market all events, as well as report outcome of monies raised and contest winners through electronic means;
- g. Coordinate with the school to create the PTO page in the yearbook;
- h. Assist with the maintenance of any and all social/electronic media (i.e. school PTO website, school bulletin board, Facebook, etc.);
- i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive board.

Section 10: The Concessions Officer(s) shall

- a. Submit a plan of work to the executive officers for all activities and/or events for Executive board and administration approval (i.e. including but not limit to flyers, forms, etc.);
- b. Obtain approval from the board of directors for all activities or events;
- c. Submit a proposed budget for each activity or event to be approved by the board of directors;
- d. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;
- e. Run the school snack shack to include budgeting, ordering; deposits to treasurer and scheduling of the school snack shack;
- f. Assist with PTO and school concessions as requested by the school or PTO committees. All monies spent or earned on concessions shall run through the snack shack budget;
- g. Have debit card holder privileges for the sole purchases of snack shack/concessions goods only;
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the Parliamentary authority, or directed by the president, the board of directors, or the Executive Board.

Section 11: The Box Top Officer(s) shall

- a. Submit a plan of work to the executive officers for all activities or events;
- b. Obtain approval from the board of directors for all activities or events;
- c. Submit a proposed budget for each activity or event to be approved by the board of directors;
- d. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;
- e. Market and advertise the Box Tops programs through various sources including, but not limited to, parentlink, tables at school events, morning announcements, flyers, social media and monthly contests;
- f. Collect, sort, tally, and ship all non-expired boxed tops on a monthly basis. Compose a monthly classroom log of all totals to determine monthly and end of year contest winners;

- g. Manage all correspondence with regards to the Box Top program and serve as the administrator of the Box Top Website. Not to limit familiarizing him/herself with the Box Tops Programs guidelines, rules, shipment requirements, deadlines, etc.;
- h. Turn in and follow approved budget for classroom incentives;
- i. Coordinate contests with teachers and award class winners within a timely manner;
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive board.

Section 12: Sports Officer(s) shall

- a. Submit a plan of work to the executive officers for all activities or events;
- b. Obtain approval from the board of directors for all activities or events;
- c. Submit a proposed budget for each activity or event to be approved by the board of directors;
- d. Carry out activities and events throughout the year which promote the PTO *mission* purposes and basic policies, described in Articles II and III of this document;
- e. Be the liaison between all team activities and the Executive Board with final approval of all policies, actions, expenditures, and sports activities being given by the Executive Board;
- f. Communicate and enforce all sporting guidelines of the PTO when necessary with team moms and coaches;
- g. Collect all monies for teams from all team members to include: team fees, spirit wear, etc.). Verify all money is being properly receipted;
- h. Actively pursue and secure coaches for every sport designated by the Executive Board to be supported by the PTO;
- i. Once coaches are selected for the designated sports, approved by the Executive Board, the Sports Officer must work as the liaison between coaches and the Executive Board to schedule all fees, uniform costs, practice schedules, team moms, etc. With the final approval coming from the Executive Board or President.

Non-Voting Officers

Section 12: Teacher Liaison Officers (2 *at least) shall

- a. Attend the monthly board meetings, providing teacher perspective;
- b. Report back to teachers at staff meetings;
- c. Serve as key members of the communication process and assist Board Members in helping to accomplish their mission statement;
- d. Position serves a term of one year and are self-nominated. Service is from June to the close of meeting in May of the following year.

Section 13: Parliamentarian shall

- a. Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws;
- b. Advise on parliamentary procedures using Robert's Rules of Order;
- c. Bring current copy of Bylaws to all meetings;
- d. Attend all meetings that the Board of Directors deem necessary.

Articles IX – PTO Audit

Section 1: An audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with PTO bylaws and budget limitations.

Section 2: The purpose of an audit is:

- a. To certify the accuracy of the books and records of the financial officer;
- b. To assure the membership that PTO resources/funds are being managed in accordance with the Nevada PTO financial policies and procedures.

Section 3: An audit shall take place annually and conducted over the summer break.

Section 4: An auditor or auditing committee of no fewer than three (3) members shall be selected by the Board of Directors or Executive Board no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not be related to any signees on the checking account by marriage or any other relationship. Any and all signees on the account may attend the audit as a witness only or to answer any questions an auditor or committee have.

Section 5: The annual audit report shall be given to the PTO no later than the first general membership meeting of the school year.

Section 6: The annual audit report must be signed, dated and included in the minutes of the secretary and filed with the Treasurers' books.

Section 7: During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature.

Articles X – Committees

Section 1: Only members of the PTO shall be eligible to serve in any elective or appointive positions.

Section 2: The standing committees of O'Roarke PTO shall be determined by the BOD as needed.

Section 3: The BOD may create such special committees, as it may deem necessary to promote the purposes of PTO and carry on the work of the PTO.

Section 4: The chair of each committee shall present a plan of work to the officer(s) in charge and executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Article XI – General Membership Meetings

Section 1: General meetings of the PTO shall be held a minimum of three (3) times a year as determined by the BOD, unless otherwise provided by the PTO's board of directors. Seven (7) days' notice shall be given to the membership of any change of date.

Section 2: Special meetings of the PTO may be called by the President or by a majority of the Board of Directors, given there is a seven (7) day notice.

Section 3: The annual budget meeting shall be held in September at a General Membership meeting. At this meeting the PTO Treasurer will provide the general budget for each committee's submitted predicted annual expenses and income for vote approval by the General Membership. —Membership notification for non-budgeted items exceeding \$5,000 will occur via flyer, e-mail, newsletter, electronically, etc.

Section 4: A majority of the BOD shall constitute a quorum for the transaction of business in monthly General Membership PTO meetings.

Article XII – Fiscal Year

The fiscal year of the O'Roarke PTO shall begin July 1st and end on the following June 30th.

Article XIII – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern O'Roarke PTO in all cases in which they are applicable, and they are consistent with the bylaws.

Article XIV – Amendments

Section 1: These bylaws may be amended at any regular Board meeting of the O'Roarke PTO by a majority vote of the BOD.

Section 2: The BOD by a majority vote may authorize a Committee on Bylaws, formed from the general PTO membership, to submit temporary revisions for the OES PTO bylaws. If these revisions are accepted and approved by a majority vote from the BOD, the temporary revisions will be effective immediately and will remain in effect until the end of the fiscal year. These temporary revisions will be made permanent when approved by majority vote at a general PTO meeting.

O'Roarke PTO Charter Date: October 11, 2012