

BY-LAWS
Of the
RISEN SAVIOR LUTHERAN PRESCHOOL
PARENT/TEACHER ORGANIZATION

ARTICLE I: Name

The name of the organization shall be Risen Savior Lutheran School Parent/Teacher Organization.

ARTICLE II: Objectives

1. To broaden and enhance programs which support high caliber education by supplementing the school's curriculum with diverse educational items that would otherwise be unavailable because of financial constraints.
2. To assist the Director and staff at Risen Savior Preschool in creating a vital and productive school experience for each student.
3. To provide a process for ensuring effective communication between parents and Director to the staff.
4. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involve the students and their families.
5. To collaborate with the community, taking advantage of community resources, which benefit family involvement and student learning.
6. To raise funds and provide volunteers to extend and strengthen the purpose of Risen Savior Preschool.
7. To take an active part in developing a strong sense of school community and pride in Risen Savior and its students.

ARTICLE III: Policies

1. The program of this organization shall be supportive and shall be developed through conferences, teams and committees, and projects.
2. This organization is an independent organization and does not seek to direct the administrative activities of the school nor control its policies, except in an advisory capacity.
3. This organization shall be non-commercial and non-partisan. The name of the organization or the names of the members in their official capacities shall not be used in any connection with a commercial concern or with and partisan interest, or for any other purpose except the regular work of the organization.
4. In the event of dissolution of the organization, the assets of the organization shall be deposited into the Risen Savior Preschool Fund.
5. This organization may cooperate with other organizations and agencies in child welfare, such as conference groups or coordination councils,

provided its representation makes no commitments that bind the group he/she represents.

ARTICLE IV: Membership

1. Any person interested in the objectives of the organization and willing to uphold its policies and subscribe to its by-laws shall be considered a member.
2. Any parent or guardian of a student currently enrolled at Risen Savior Lutheran Preschool shall be considered a member.
 - a) Parents' expectations of the PTO include the following guiding principles:
 - Commitment to academic excellence
 - Strive to make all children feel successful
 - Do less better
 - Appreciate children's time and maximize it
 - Target volunteer time and parent resources
 - Be inclusive – Any involvement is appreciated
 - Support student clubs and curriculum extension programs
 - b) Parents need to be advised that the Preschool Board of Directors reserve the right to countermand any decision affecting the Preschool children or property.
3. The Director and any staff member of the school shall be considered a member.
4. This organization shall have no monetary dues.
5. The organization will consist of Board Members, Special Committee Members, and members at large.
6. The privilege of holding office, making motions, debating and voting shall be limited to the members of the organization.

ARTICLE V: Officers and Elections

1. Officers of the Board shall be as follows:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
2. Nominations of officers shall be taken during the April general PTO meeting. Elections and installment of new Board members shall be during the May general PTO meeting.
3. Election shall be by ballot (simple majority vote of the members present and voting). In the event there be but one candidate for any office, the election shall be by voice.
4. Officers shall begin their term following the last general PTO meeting of the year.

5. Outgoing officers shall transfer books, bank accounts to the newly elected Board upon finalization of the June bank statement, or upon the discretion of both Boards.
6. The Board shall fill vacancies by appointment.
7. All positions are volunteer positions. Officers are expected to devote time in day-to-day operations; attend meetings of the general PTO, Board, and participate in PTO fundraising efforts and sponsored events.
8. Board members shall serve for a term of one year. There shall be no limits on the number of terms a Board member may serve.
9. The Board will meet before every General PTO meeting and set agenda.
10. The Board will set the PTO budget before the general PTO meeting beginning in the 2003-2004 school year.
11. Officers shall not serve concurrently as standing PTO Team Leaders.

ARTICLE VI: Duties of Officers

1. President
 - a) Serve as the overall coordinator for the school activities that involve parent participation
 - b) Will attend general PTO meetings.
 - c) Will chair the general PTO meetings.
 - d) Will enforce all by-laws and policies.
 - e) Assist and coordinate team leaders and committee chairpersons, as needed.
 - f) Outline and supervise all PTO fundraising efforts.
 - g) Act as a liaison between PTO and Director.
 - h) Set general and Board meeting times.
 - i) Approve all PTO printed materials for school distribution.
2. Vice President
 - a) Will attend general PTO meetings.
 - b) Will chair PTO meetings or perform other duties in the President's absence or inability to serve.
 - c) Attend Board and Executive Committee meetings.
 - d) Serve as the assistant coordinator for school activities that involve parent participation.
 - e) Assist supervision of all PTO fundraising efforts.
 - f) Perform other duties as outlined by the President.
3. Secretary
 - a) Will attend general PTO meetings.
 - b) Attend Board meetings.
 - c) Record and maintain written documentation of all general PTO and Board meetings.
 - d) Present a written report of previous PTO meeting minutes.
 - e) Responsible for correspondence of the PTO Board.
 - f) Perform duties as outlined by the President.

- g) Responsible for the PTO Board Procedure Book and Procedure Book Guidelines.
4. Treasurer
 - a) Will attend general PTO meetings.
 - b) Will attend Board meetings.
 - c) Coordinate and maintain financial records for all PTO sponsored fundraising activities.
 - d) Maintain all PTO bank accounts, keeping accurate records of all receipts and expenditures.
 - e) Receive all monies of organization, and make deposits into bank account.
 - f) Present a current report of financial status at all PTO meetings.
 - g) Responsible for Revenue and Expenditure Procedures.
 - h) The Director shall act as a liaison between Officers and the faculty.

ARTICLE VII: Revenue and Expenditures

1. Bank Accounts
 - a) PTO shall establish and maintain a checking account for the sole use of receiving and dispersing funds.
 - b) Account shall have at least three signatures on the account.
 - c) Treasurer shall reconcile bank account monthly.
 - d) At least two Board members shall be authorized to sign checks.
 - e) Secretary will audit bank reconciliations and attach them to the monthly minutes.
2. Expenditures
 - a) A budget must be presented at the first general PTO meeting of the school year (beginning in the 2003-2004 school year).
 - b) All expenditures/check requests must have two signatures.
 - c) All expenditures must be supported by an invoice/receipt.
 - d) Expenditures over \$50 must be voted on and approved at a general PTO meeting.
 - e) Expenditures less than or equal to \$50 may be approved by a majority vote of the PTO Board.
 - f) All expenditures must be listed and approved in the minutes. The detail should include: date of expenditure, description of goods or services, check number, amount of expenditure.
3. Revenues
 - a) Deposits will be prepared and deposited in a timely manner.
 - b) Treasurer will make all deposits.
 - c) At least two members of the PTO – Officer, Director, parent, or a combination thereof – must count and verify all monies received.
4. The following financial statements are required:
 - a) Balance Sheet
 - b) Revenue, Expenditure, and Fund Balance

ARTICLE VIII: Meetings

1. Board Meetings
 - a) Board members shall consist of the Officers and Director.
 - b) The Board (President or majority of PTO Board) may call special meetings of the Board and general PTO.
 - c) The budget for the new school year shall be decided by the Board members and presented at the first general PTO meeting.
 - d) Approve financial statements and present year-end financial statements to the Director by October 1st each year (starting 2003).
 - e) Quorum required for approval / decisions is two-thirds of the Officers of the Board.
2. General PTO Meeting
 - a) Regular meeting of the organization shall be a minimum of two times per school year.
 - b) Regular meetings of the meeting should be held monthly, with the first being in August and the last in May (unless otherwise decided upon by the organization or Board Members).
 - c) Last meeting of the school year shall have election and installment of new Board members.
 - d) Meetings will follow parliamentary procedures according to Robert's Rules. Every effort will be made to insure meetings are clear, concise and courteous.

ARTICLE IX: Standing Teams and Special Committees

1. The Board shall create such standing teams and special committees, as deemed necessary, to promote the objectives and carry on the work of the organization.
2. A designated team leader will be appointed for each standing team. A designated chairperson will be appointed for each special committee.
3. The team leader of each standing team, or chairman of special committees initiated by the Board, shall present a plan of work to the Board for approval. No team or committee work shall be undertaken without the consent of the Board.
4. Standing Teams may form special committees as necessary to complete the standing teams approved plan of work.
5. All flyers/correspondence of standing teams or special committees must have approval of a PTO Board member before distribution.
6. Since a special committee is created and appointed for a special purpose it automatically goes out of existence when its work is done and its final report is submitted in writing to the Board.
7. The President shall be ex-officio members of all committees except the nominating committee.

ARTIVLE X: Parliamentary Authority

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable.

ARTICLE XI: Amendments

These by-laws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting.