

Robert Frost/Challenge Center Parent Teacher Organization (PTO), Inc. Bylaws

Article I- Name and Location

The name of the organization is Robert Frost/Challenge Center PTO, Inc., a non-profit organization recognized under section 501 (c) (3) of the Internal Revenue Code. The primary office of the Robert Frost/Challenge Center PTO shall be listed as Robert Frost/Challenge Center School, 3101 S Fourth Ave., Sioux Falls, SD 57105. This shall be used for all official documents including contracts, tax returns and bank statements.

Article II- Mission Statement

The purpose of the organization is to bring together the unique abilities of Robert Frost/Challenge Center parents to complement the unique abilities of administrators, teachers, and staff in order to create support for students and their educational experience.

Article III- Objectives

The objectives of the organization are to promote:

1. Fundraisers and donations to support the school, activities and events.
2. Social events to bring home and school into a closer relationship.
3. Volunteer opportunities in the school.

Article IV- Membership

1. The membership is free and open to all interested parents, guardians and educators of Robert Frost Elementary School and Challenge Center.
2. All members of the organization are entitled to vote and to hold office.

Article V- Officers and Elections

1. The elected Executive Board of officers of this organization is the President, Vice President, Secretary, Treasurer and Past President. Two persons may hold any office in a cooperative effort and serve as co-officer.
2. Officers and co-officers will serve a term of one year. No one shall serve more than one full term of three years in the same officer position, unless otherwise permitted in these bylaws or until a successor is elected or appointed. All officers shall assume their responsibility August 1st, with transition beginning following the election.
3. The members at a designated meeting will nominate officers, with the consent of each candidate obtained prior to nomination.

4. A list of the nominated officers will be published on the PTO website or via another public communication prior to the election.
5. Officers will then be elected every year by a majority vote at a meeting or as posted on the PTO website or by email notification. A special election meeting may be held.
6. A vacancy occurring in any office will be filled for the existing term by a person elected by a majority vote by the PTO following the same procedures listed in Article V sections 3-5.

Article VI- Officers and Duties

1. The President will preside at all meetings of the organization and the executive board; act as liaison to the Principal on behalf of the organization; have general supervision over the affairs and committees of the organization; perform such other duties as the disbursement of funds as authorized by the organization or prescribed in these bylaws, or as assigned by the organization.
2. The Vice-President will perform the duties of the President in the absence of that officer and perform other duties as assigned by the organization.
3. The Secretary will keep an accurate record of the proceedings of all meetings of the organization; be prepared to refer to minutes of the previous meetings, attend to correspondence and perform other duties as assigned by the organization.
4. The Treasurer will have custody of the Robert Frost/Challenge Center PTO funds; will keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization will make payments and reimbursements. The Treasurer will be responsible for the maintenance of such books of account and records as is required by the Internal Revenue Code.
5. Each officer upon the expiration of their term or in the case of resignation will turn over to their successor all records, books, files, and other materials pertaining to the office or position.
6. Each officer upon the expiration of their term, or in the case of resignation, will turn over to the Treasurer without delay, all funds and outstanding bills pertaining to the office or position.
7. Annual reports will be compiled by the officers and chairpersons and filed with the President.
8. In the event an officer fails to perform appointed duties in a competent manner or as prescribed by the bylaws or standing rules, the Executive Board may declare that office vacant with a majority vote.

Article VII- Meetings

1. Regular meetings of this organization will be held a minimum of four times during the school year unless otherwise ordered by the organization or the Executive Board. The Executive Board may call special meetings.
2. The President will prepare the agenda for the general meeting. Anyone wishing to be on the agenda should contact the President.

2. Election of officers will take place at a meeting of this organization.
3. The privilege of making motion, debating, and voting will be made by the members of the PTO.
4. Issues presented at a general meeting will be decided by a simple vote.
5. Quorum from each general meeting shall be 3 voting members.
6. Members need to notify the PTO president, in writing, of business to be discussed at least two days prior to the next meeting. If brought up at the meeting, the president will decide (based on availability) if said business will be discussed at that meeting.
7. Minutes and budget from each PTO meeting will be posted within two weeks on the PTO website, along with the PTO budget.

Article VIII- Standing Committees

1. There shall be such committees created by the Executive Board that may be required to carry out the work of the organization.
2. The Executive Board will appoint the chairperson of the committees.
3. Committee chairs will keep the organization informed of their committee's progress and may bring items to the organization for a general vote.

Article IX- Finances

1. The Fiscal year begins August 1 and ends July 31.
2. The Budget must be approved at the first regular PTO meeting of the fiscal year. Executive Board members may spend up to \$2000 prior to approval of the budget in order to fulfill fiscal needs prior to the first regular PTO meeting of the year.
3. Only the President, Vice-President and Treasurer may sign checks. Two signatures are required on each check. Any necessary forms such as signature cards must be revised by the beginning of each fiscal year. Checks are issued by the Treasurer.
4. The Treasurer shall prepare a report for each of the regular organizational meetings.
5. Payments and reimbursements must be presented to the Treasurer for approval. A Request for Reimbursement/Payment Form must be filled out and all receipts attached prior to presentation. Any expenditure that deviates from the budget must be approved by the Executive Board.
6. The bank statement must be reconciled with the check book monthly. The Treasurer shall keep accurate records of any disbursements, income and bank account information.
7. At any event where cash or checks are received, the Committee Chairman and one other person must count and document the income received immediately following the event. A Robert Frost/Challenge Center PTO Event Income Form must be itemized, signed and dated by both people and given along with the funds as soon as possible to the Treasurer. The Treasurer must deposit the funds into the Robert Frost/Challenge Center PTO checking account within 48 hours.
8. At the end of each fiscal year, the treasury shall be no less than \$5000.

9. An Annual e-Postcard or Form 990 or 990-EZ form will be filed with the Internal Revenue Service at the end of the fiscal year.
10. An Annual Audit must be completed. The Executive Board will elect an Audit Committee consisting of no less than two people who are not members of the Executive Board. The Executive Board will clearly communicate the requirements, responsibilities, and time commitment expected of the committee. The Treasurer will be available to answer questions.

Article X- Parliamentary Authority

Robert's Rules of Order Revised is the parliamentary authority for the PTO.

Article XI- Dissolution of the Organization

In the event of dissolution of the Robert Frost/Challenge Center PTO, the Executive Board shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the organization over to an organization dedicated to charitable and/or educational purposes and which has been recognized as a 501(c) (3) organization by the Internal Revenue Service.

Article XII- Officer Responsibilities and Conflict of Interest Policy

1. Every Officer is responsible at all times for acting in good faith, in a manner which they reasonably believe to be in the best interests of the PTO, and with such care as an ordinarily prudent person in a like position would use under similar circumstances.
2. Officers must demonstrate unconflicted loyalty to the interests of the PTO. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, membership on other Boards or staffs, and the personal interest of any officer acting as an individual.
 - a. There will be no self-dealing or any conduct of private business or personal services between any officer and the PTO except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - b. Each officer and member of a committee with Executive Board delegated powers shall disclose any conflicts of interest annually.
 - c. When the Board is to decide on an issue about which an officer has an unavoidable conflict of interest, that officer shall abstain from the conversation and the vote.
3. Officers may not attempt to exercise individual authority over the organization.
 - a. When interacting with administration or staff, officers must carefully and openly recognize their lack of authority.

- b. When interacting with the public, the press, or other entities, officers must recognize the same limitation and the inability of any officer to speak for the Board except to repeat explicitly stated Board decisions.
4. Officers will respect the confidentiality appropriate to issues of a sensitive nature and must continue to honor confidentiality after leaving Board service.
5. Officers will prepare for and attend all Board meetings.
6. Officers will support the legitimacy and authority of the Board's decision on any matter, irrespective of the officer's personal position on the issue.
7. Any officer who does not follow the code of conduct policy can be removed from the Board by a 2/3 majority vote of the remaining Board.

Article XII Amendments

These bylaws may be amended at any meeting of the Organization by a majority vote of the members present, provided notice of the proposed amendment was given at least two weeks prior. With approval of a majority of the Executive Board, amendments may also be proposed on the PTO website and will become effective after two weeks if no objections are received.

Revised 5/2023