

Villa Rica Elementary School PTSO By-Laws

Article I. Name

The name of this organization shall be the Villa Rica Elementary School Parent Teacher Student Organization. It also shall be known as the Villa Rica Elementary School PTSO or as the PTSO.

Article II. Articles of Organization

The organization is an unincorporated association of its members. The By-Laws shall serve as the Articles of Organization unless separate articles of organization are adopted by the organization. The organization will be a non-profit organization.

Article III. Objectives

The Villa Rica Elementary School PTSO will promote communication between teachers, parents and community. Additionally, the Villa Rica Elementary School PTSO will encourage a positive, supportive atmosphere to enhance students' educational and extracurricular experiences. The Villa Rica Elementary School PSTO will conduct fundraisers in order to provide financial support to purchase items not normally provided by administration, to purchase additional items needed that administration has not been provided adequate funds, and enhance educational opportunities. Areas of concern will be brought to the attention of the principal and assistant principal.

Article IV. Policies

Section 1. The Villa Rica Elementary School PTSO shall be non-commercial, non-sectarian, non-partisan and non-political, and will not endorse a commercial enterprise or candidate.

Section 2. The Villa Rica Elementary School PTSO will seek neither to direct the administrative activities of the school nor to control its policies.

Section 3. The Villa Rica Elementary School PTSO may cooperate with all other organizations within the school district with similar interests.

Section 4. Villa Rica Elementary School PTSO funds will not be used for any items, programs or events that do not directly benefit the students at Villa Rica Elementary School.

Section 5. Special monetary requests for non-budgeted items must be submitted to the Villa Rica Elementary School PTSO Board for discussion by letter of request three weeks before next scheduled General Meeting. Vote for approval of the request will be made at the following Villa Rica Elementary School PTSO General Meeting.

Section 6. Special requests for Villa Rica Elementary School PTSO to head up a fundraiser must be provided in writing via letter or email three months in advance of the desired starting day for

said fundraiser. The Villa Rica Elementary School PTSO Board will discuss the request and will provide an answer in writing within one business week.

Section 7. If a specific long-term goal has been approved, additional funds may be carried over to the next school year.

Section 8. Accounting Procedures

A. Expense Guidelines

1. Reimbursements for all expenses will be made only after receipt for expenditures have been documented on the Check Request and/ or Expense forms. These forms should be submitted to the Villa Rica Elementary School PTSO Treasurer within 30 days. Request made without paper receipts will not be processed for reimbursements.
2. A cash advance to cover expenses prior to a purchase must be documented in detail on the Check Request form at least 5 days in advance. All unused monies must be returned to the treasurer immediately following the purchase, along with a receipt.

B. Deposit Guidelines

All monies raised for the Villa Rica Elementary School PTSO must be documented on the deposit form and submitted to the Villa Rica Elementary School PTSO Treasurer immediately.

Article V. Membership, Dues, and Voting Rights

Section 1. Villa Rica Elementary School PTSO membership will be open to teachers, business partners, parents or guardians of students, and staff of Villa Rica Elementary School.

Section 2. Membership to the Villa Rica Elementary School PTSO will be available regardless of race, color, creed, national origin or sex to all people.

Section 3. The Villa Rica Elementary School PTSO will conduct an active membership campaign throughout the school year. The membership year will correspond with the school year.

Section 4. The Villa Rica Elementary School PTSO Board at the first Board meeting following their elections in April will determine annual dues.

Article VI. Officers (Board Members)

- A. An officer must be a member of the Villa Rica Elementary School PTSO.
- B. An officer must have a child enrolled in VRE or be a staff member.
- C. The Officers of the Board will consist of President, Vice President - Memberships, Vice President – Events Coordinator, Secretary and Treasurer. Any of the offices can be co-chaired.
- D. In addition to Officers, there will be teacher liaison positions. The Principal will appoint this position.

- E. Villa Rica Elementary School staff members must not hold positions of President or Treasurer in accordance with Carroll County Board of Education Policy.

Article VII. Officers' Duties

- A. Board members should not be a chairperson on any committee.
- B. Will attend the board and VRE PTSO General meetings.
- C. President/Co-Presidents
1. Will preside over executive board meetings.
 2. Will coordinate the work of the officers and the committees to facilitate educational and extracurricular activities.
 3. Shall cooperate with the principal and maintain a supportive relationship between the school and the VRE PTSO.
 4. Will appoint special committees when needed.
 5. Will provide a summary year-end report of his/her year in office to give to the new President at the joint Board meeting.
- D. Vice President - Memberships
1. Will act as an aide to the President, upon request, and assume the duties of the President during his/her absence.
 2. Will preside over the membership enrollment.
 3. Will provide a summary year-end report of his/her year in office to give to the new Vice President at the joint Board meeting.
- E. Secretary
1. Record in a permanent form all business transacted at each meeting of the VRE PTSO.
 2. Will submit a copy of the minutes to all officers prior to the next VRE PTSO Board General meeting.
 3. Will keep attendance record for all meetings.
 4. Will notify all members of special meetings called by the VRE PTSO Board five days prior to such meetings.
 5. Will provide a summary year-end report of his/her year in office to give to the new Secretary at the joint Board meeting.
- F. Treasurer
1. Will handle all funds of the VRE PTSO and will give a financial report of the collections and expenditures and call attention to any unusual items at each General and Board meeting.
 2. Will provide a written Year to Date and annual financial statement at each General meeting.
 3. The Treasurer and President must sign all checks. In the Treasurer absence, the President will sign checks.
 4. Will maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the VRE PTSO.
 5. An Audit Committee of three VRE PTSO members will conduct an annual audit of the financial transactions. Once satisfied that the report is accurate, the committee will sign a statement at the end of the report certifying its correctness.
 6. Will disburse funds approved by the PTSO Board. All members of the Board must be notified of request for reimbursement of non-budgeted items up to \$50.00

without VRE PTSO membership approval. A majority of the VRE PTSO Board must approve the purchase.

7. Will file required (if any) tax forms by the end of fiscal year.
8. Will provide a summary year-end report of his/her year in office to give to the new Treasurer at the joint Board meeting.

G. Vice President - Events Coordinator

1. Will handle the coordinating of all events with the help of chairperson assigned to the event.
2. Will be in responsible for the Volunteer Contact Book.
3. Will be contact person for volunteer or members with ideas or questions.
4. Will provide a summary year-end report of his/her year in office to give to the new Events Coordinator at the joint Board meeting.

H. Teacher Liaison

1. Attend or send a representative to all general membership PTSO meetings.
2. Act as advisor and liaison between staff and PTSO organization.
3. Help maintain open lines of communication between parents and teacher.
4. Help coordinate PTSO sponsored activities in the classroom.
5. Report on current Teacher activities within the VRE School.
6. Report to teachers on PTSO activities.