

CLINTON VALLEY P.T.O.

BY-LAWS

ARTICLE I

NAME

The name of said organization shall be the Clinton Valley P.T.O.

ARTICLE II

PURPOSE

The purpose of this organization is to promote Teacher-Parent involvement:

1. On a social level with various programs.
2. To provide financial support through fundraising for programs and services to enhance the student's educational experience.
3. To encourage and support better communication between both parties.

ARTICLE III

MEMBERSHIP

Section 1. Membership: The membership of Clinton Valley PTO will be limited to parents or guardians of children attending Clinton Valley Elementary School and members of the staff thereof.

Section 2. Family members/spouses shall never obtain Board membership within the same school year.
(Revised 09/2019)

Section 3. The grievance process shall be to bring your complaint to the chairperson of the event or fundraiser and try to resolve the issue. If the issue is not resolved, the chairperson and complainant shall discuss the matter together with the President and/or Vice President and try to resolve the matter. If the matter is still unable to be resolved, the President and/or Vice President, chairperson and complainant shall then bring the matter to the Principal for resolution, which shall be binding.
(Revised 09/2019)

ARTICLE IV

MANAGEMENT/FINANCES

Section 1. The affairs of the Clinton Valley PTO shall oversee an Executive Board consisting of the Principal and officers.

Section 2. The members of the Executive Board and its officers shall be elected by the general membership of the annual election meeting.

Section 3. The officers of this organization shall consist of a minimum quorum of President, Vice President, Secretary and Treasurer.

Section 4. Vacancies in board membership may be filled at any regular Clinton Valley PTO meeting by the election of the Executive Board.

Section 5. Any reimbursement monies under \$200.00 may be approved by the Executive Board without a vote of membership. (Revised 09/2019)

Section 6. This is a living document and shall be reviewed yearly by the President. (Revised 09/2019)

Section 7. Revisions and amendments may be proposed by any member of the PTO at the end of the New Business portion of the monthly general meeting. (Revised 09/2019)

Section 8. All revisions shall be noted with the month and year at the end of the revision. (Revised 09/2019)

Section 9. The proposed revisions shall be adopted by a majority vote of general membership in attendance at the monthly meeting. (Revised 09/2019)

Section 10. Requests for funds from the PTO must be presented in writing to the PTO Treasurer or before a general meeting. Any written requests must be submitted at least 2 weeks in advance. (Revised 09/2019)

Section 11. All bank accounts that are established in the name of this organization shall require three authorized persons to control such accounts. Authorized persons shall always include the organization's Treasurer, and also 2 others among the President, Vice President and/or Secretary. (Revised 09/2019)

Section 12. The fourth check signer, in emergency circumstances, shall always remain the Assistant Superintendent of Chippewa Valley School District. (Revised 09/2019)

Section 13. Checks should be written in sequential order. Blank checks should never be signed. The "payable to" section must be completed. No checks are to be issued to cash or credit checks. (Revised 09/2019)

Section 14. All cash received must be counted by two individuals on school grounds. Event chairperson must follow district's cash box handling procedures. (Revised 09/2019)

Section 15. Any money associated with Clinton Valley PTO, including the organization's checkbook shall never leave the building for any reason, no matter how convenient, unless a PTO board member is transporting monies to the financial institution for deposit, or writing a check at an establishment for purposes of obtaining goods or services only for Clinton Valley PTO. (Revised 09/2019)

Section 16. All flyers/paperwork being sent home with students and to businesses must be approved by Clinton Valley PTO President and/or Principal. (Revised 09/2019)

Section 17. The PTO Executive Board, with approval from the PTO general public, shall adopt a goal for uncommitted funds at the end of the school year, and reviewed again at the beginning of the following school year. (Revised 09/2019)

Section 18. PTO safe keys are kept in the main office. Safe keys may only be requested for use by a PTO Executive Member (Treasurer, President, Vice President, or Secretary). (Revised 09/2019)

Section 19. The President or Vice President must approve all payments and reimbursements before they are issued. One or both of their signatures must be on every request. (Revised 09/2019)

Section 20. The budget is a living document, that upon voting can be changed throughout the year. Budget will also be updated yearly. (Revised 09/2019)

ARTICLE V

MEETINGS

Section 1. The annual election of the Clinton Valley PTO shall be held in May of each year.

Section 2. There shall be a regular Executive Board meeting once a month during the school year, with no less than four general meetings per year).

Section 3. Any special meetings of the Executive Board shall be called by the Clinton Valley PTO President and/or the Principal. Sufficient notice of no less than 72 hours must be given in writing. (Revised 09/2019)

Section 4. Voting for and on issues can be verbal. A motion for a secret ballot can be made when voting on controversial issues. Executive board members that cannot attend the regularly scheduled meeting may vote on an issue as long it is received in writing. (Revised 09/2019)

Section 5. In the event that school is not in session due to extenuating circumstances, the Principal of Clinton Valley has the right to approve virtual meetings can take the place of in-person meetings. (Revised 06/2020)

ARTICLE VI

QUORUM

Section 1. Three Executive Board members shall constitute a quorum at meetings of the Executive Board.

ARTICLE VII

DUTIES OF THE OFFICERS

Section 1. It shall be the duty of all officers to attend the Executive Board meetings and general PTO meetings. If unable to attend, they shall notify an officer of the board and shall be responsible for submitting any relevant reports in writing to said officer.

Section 2. President

It shall be the duty of the President to preside over all general meetings, appoint all committees, designate who shall preside over each committee, and call regular and/or special meetings of the Board, giving all members adequate notice of no less than 72 hours in writing of such meetings.

Section 3. Vice President

It shall be the duty of the Vice President to assist the President and be prepared to take over in his/her absence. He/she shall support executive board members with any additional tasks and will work in conjunction with the Committee Chairpersons in ensuring that all parents/guardians and staff are notified of upcoming events and meetings. In the event of the vacancy of any Committee Chairpersons, it shall be the duty of the Vice President to ensure proper communication between the PTO and Staff/parents. He/she shall oversee promoting and advertising of PTO events.

Section 4. Secretary

It shall be the duty of the Secretary to keep a record of all proceedings of all regular and special meetings of this organization. He/she shall provide the President with a copy of the minutes and will make available a copy of the minutes to all parents/guardians and staff. He/she will provide documentation to the Treasurer for the monthly Audit Report and will provide memos and/or notifications for distribution at PTO meetings.

Section 5. Treasurer

It shall be the duties of the Treasurer to receive all Clinton Valley PTO monies collected, deposit them in a separate bank account with accurate records of said funds. Authorized signatures for said account shall be the PTO officers. He/she shall keep a true and accurate record of all monies paid out. He/she shall be prepared to give a financial report at Executive Board and general meetings. When his/her term of office expires, he/she shall deliver all monies, checkbooks, and records to his/her successor upon the order and direction of the Executive Board. Books are subject to be audited at any time.

ARTICLE VIII

DUTIES OF THE COMMITTEES

Section 1. It shall be the duty of each committee chairperson to keep records of the Committee's functions performed throughout the year, its correspondence, list of workers, or any other helpful information which can be passed on to his/her successor. They must provide documentation/updates to the executive board at all PTO meetings. If unable to attend, they shall notify an officer of the board and shall be responsible for submitting any relevant reports in writing to said officer.

Section 2. Box Tops/Shoparoo Chairperson

It shall be the duty of the Box Tops Chairperson to organize and promote all box top collections between parents and teachers monthly. He/she will distribute flyers throughout the school year encouraging families to submit Box Tops. He/she will coordinate various incentives to promote the program and collect the box tops monthly to be submitted. He/she will provide monthly updates on the programs and their progress, and also provide updated revenue to Treasurer to be recorded in yearly budget plan.

Section 3. Restaurant Fundraiser Coordinator

It shall be the duty of the Restaurant Fundraiser Coordinator to recruit potential fundraising opportunities with local establishments. He/she will network with local establishments to coordinate various evenings of shopping or dining that will financially support the PTO. He/she will provide all information and dates for said opportunities to the executive board for approval so it can be submitted to the Principal for approval. He/she will provide flyers in a timely manner for any future fundraising night to the PTO for distribution to all parents/guardians, teachers and staff.

ARTICLE IX

SUB-COMMITTEES

Section 1. All sub-committee chairpersons shall be volunteers which will be approved by the Executive Board. In the event there are none, the Chairperson shall be appointed by the President or another officer in his/her absence. Special committees may be appointed as the occasion demands.

ARTICLE X

TERM OF OFFICE

Section 1. The term of office for the members of the Executive Board shall be for one school year.

ARTICLE XI

AGENDA

Section 1. The order of business shall be as follows:

- A. Presidents welcome
- B. Principal's report
- C. Title One report
- D. Teacher's report
- E. Treasurer's Report
- F. Committee Reports
- G. Old Business
- H. New Business
- I. Questions/comments/concerns
- J. Adjournment

ARTICLE XII

AMENDMENTS

Section 1. Any member or group of members may file with an officer of the Executive Board such amendment or amendments as he/she may deem advisable. The proposed amendment shall then be submitted To the Executive Board at the next scheduled meeting. After due and thorough consideration, the Executive Board will submit the proposed Amendment to the organization at its next scheduled meeting together with the Board’s recommended decision for/against, or for alterations. A two-thirds vote of those present, shall be required for the adoption of any amendment.

ARTICLE XIII

Section 1. In the event the organization dissolves, all assets (including monetary and Clinton Valley PTO personal property) will revert to the benefit of the Clinton Valley Elementary School.

ARTICLE XIV

Section 1. Clinton Valley Elementary PTO shall remain non-profit forever.

Revised: September 18th, 2019

_____ Date: _____

Niyoka Wright, Principal

_____ Date: _____

Kristen Murray, PTO President

2019-2020 Clinton Valley PTO Proposed Budget

Projected Income Projected Expense Projected Profit

Notes/Breakdown

Beginning Bank Balance: 2338.38

Events

Boo Bash/Trunk Or Treat	\$2,400.00	(\$1,200.00)	\$1,200.00	Income: Business Sponsorships, Admission, Concession sales, Car Space Dues, Pumpkin Sales. Expenses: Concessions, Supplies/Décor, Prizes, Pumpkins and DJ
Holiday Event/Santa Shop	\$1,000.00	(\$300.00)	5700.00	Income: Concessions, Supplies, Admission, Concessions, Prizes, Pumpkins and DJ
Spring Fair	\$2,500.00	(\$2,200.00)	\$300.00	Income: Basket Raffles, Kona Ice, Admissions, Donations. Expenses: Dunk tank/inflatable, Basket supplies, General Supplies, Petting Zoo and donations.
Fall Craft/Vendor Show	\$4,800.00	(\$1,100.00)	\$3,700.00	Income: Registration Fees, Admissions, Concessions, PTO Craft table. Expenses: Table Rental, Concessions, Craft Supplies
Mom 2 Mom Sale	\$3,500.00	(\$1,100.00)	\$2,500.00	Income: Registration Fees, Admissions, Concessions. Expenses: Table Rental, Concessions, advertisement
Special Persons Breakfast		(\$200.00)	(\$200.00)	Expenses: Food/Décor
Tears & Cheers Breakfast		(\$40.00)	(\$40.00)	Expense: Food
Movie Nights	\$150.00	(\$100.00)	\$50.00	Income: Concessions. Expenses: Concessions, movie purchase
<u>Fundraising</u>				
Box Tops for Education	\$500.00	(\$20.00)	\$480.00	Expense: Postage
Shoparoo	\$300.00		\$300.00	Projected Profit
Resturant/Family Nights	*\$1,200.00		\$1,200.00	Projected Profit
Spirit Wear	\$200.00		\$200.00	Projected Profit
Walk-A-Thon	\$2,000.00	(\$300.00)	\$1,700.00	Expense: Prizes
Business Sponsorships	\$3,000.00	(\$600.00)	\$2,400.00	Expense: Banner, postage
Pennywars	\$2,000.00		\$2,000.00	Projected Profit
Cutting Edge Gym Jam	\$150.00		\$150.00	Projected Profit

Page 1 Sub Total	\$23,700.00	(\$7,160.00)	\$16,640.00	(Add to subtotal on page 2)
	Projected Income	Projected Expense	Projected Profit	Notes/Breakdown
Misc Expenses				
Banking Charges		(\$35.00)	(\$35.00)	Expense: Checks/banking supplies
Sams Club Membership		(\$45.00)	(\$45.00)	Expense: PTO Membership to purchase supplies
Office Supplies		(\$40.00)	(\$40.00)	Expense: Day to day office supplies for daily activities. Pens, Paperclips, post it notes etc
PTO Meetings		(\$120.00)	(\$120.00)	Expense: Light snacks/Refreshments
Administrative Appreciation		(\$70.00)	(\$70.00)	Expense: Allotted budget for Principal Appreciation
Teacher/Staff Appreciation		(\$500.00)	(\$500.00)	Expense: Allotted budget for Teacher Appreciation
Custodian Appreciation Day		(\$50.00)	(\$50.00)	Expense: Allotted budget for Custodian Appreciation
Teacher/Staff Birthday Gifts		(\$125.00)	(\$125.00)	Expense: Birthday Card/Small Treat
Website Yearly Expense		(\$250.00)	(\$250.00)	Expense: A PTO ran website
Bottled Water/Pop All events		(\$150.00)	(\$150.00)	Expense: For all events, meetings etc
Raffle Licenses		(\$100.00)	(\$100.00)	Expense: Permission to hold raffles at movie nights, spring far etc
School Expenses				
Sth Grade Picnic/Granduation		(5100.00)	(\$100.00)	Expense: Cupcakes, décor for ceremony
Field Day Freeze Pops	a) p#.		(\$50.00)	Expense: Given to all students
Volunteer Appreciation		(\$150.00)	(\$150.00)	Expense: Volunteer lunch/breakfast
Science Alive Program		(\$1,700.00)	(\$1,700.00)	Expense: Many students love
Cutting Edge Gymnastics		(\$430.00)	(\$430.00)	Expense: Many students love
Teacher Requests				
Classroom Supplies		(\$100.00)	(\$100.00)	Expense: Allow to reimburse teachers up to a certain amount
Field Trips		(\$200.00)	(\$200.00)	Expense: Allow to assist with field trip costs
Specials Requests		(\$400.00)	(\$400.00)	Expense: Up to \$100 to each specials teacher
Page 2 Sub Total				
Starting Bank Balance	\$2,338.38			
Total Projected Profit	\$26,038.38	(\$11,775.00)	\$14,263.38	Projected Profit

