

LAKEPORT ELEMENTARY

PARENT TEACHER ORGANIZATION BY-LAWS

I. NAME OF ORGANIZATION

The name of this organization shall be Lakeport Elementary Parent Teacher Organization, hereafter referred to and known as LEPTO, or Lakeport PTO.

II. GENERAL PURPOSE

The purpose of the LEPTO is to enhance the educational environment at Lakeport Elementary School - K-3rd grade through providing volunteer and financial resources, supporting communication between parents, teachers, students, administrators, and to foster pride in Lakeport Elementary School throughout the surrounding community.

III. GOALS OF LEPTO

- a. To promote the education and well-being of all children at home, in school and in the community.
- b. To provide a forum for discussion and foster communication between parents, administrators, educators and the community.
- c. To enhance the educational facilities and opportunities for the students of Lakeport Elementary School that are not otherwise provided for in the school budgets.
- d. To promote and encourage families to volunteer for Lakeport Elementary School programs, activities and/or resources.
- e. To sponsor projects, and special events for the benefit of Lakeport Elementary School and its students.
- f. To raise funds as required to provide for all the above objectives.

IV. POLICIES

- a. The organization is organized exclusively for the charitable, scientific, literary or education purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").
- b. The organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate for public office shall be endorsed by it, neither the name of the organization, nor the names of its connection with a commercial concern or with any partisan interest for any purpose other than the regular work of the organization. It shall not directly, or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- c. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process but not seek to direct the administrative activities of the school or to control its policies.
- d. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of LEPTO, the remaining assets shall be distributed to Lakeport Elementary School.

V. GENERAL MEETINGS

- a. General meetings shall be held monthly on a regular basis with a minimum of six (6) times per year. The dates and times will be determined by the LEPTO Executive Board and posted in the school calendar.
 - i. The regular meetings of this organization shall be on the last Tuesday of the month September, October, November, January, February, March, April. The May meeting will be held on the 3rd Tuesday or otherwise voted upon by the members. The time shall be 5:30 pm.
 - ii. Date and/or time may be changed by the LEPTO board with proper notice given to Members, not to be less than three days prior to the new date and or time
 - iii. There will be no summer meeting unless agreed to by the Executive Board and General Members during the May General meeting, to hold a meeting in August.

- iv Two Executive Board Members and two members present, in addition to the Principal, shall constitute a quorum for the transaction of business of the Organization.
- b. All meetings will be posted in the school newsletter as well as LEPTO website, fliers and social media services when possible.
- c. The President of the LEPTO will conduct the meetings. If the President is unable to attend a meeting, the next ranking officer shall conduct the meetings.
- d. The President, as necessary, may call special general meetings.

VI. GENERAL MEMBERSHIP POLICIES

- a. Voting members of the LEPTO include the following:
 - i. Any parent, guardian, direct relative or other person standing on behalf of a child currently enrolled in Lakeport Elementary School and has paid his/her Annual membership dues determined by vote of the Executive Board and not less than one (1) dollar per member.
 - ii. Teachers and staff of Lakeport Elementary School.
 - iii. Lakeport PTO Executive Board Members, excluding the LEPTO President and Principal
 - iv. Only those members present at the monthly General Membership meeting.
- b. Each voting member has the right to one vote.
- c. Each voting member has the right to propose motions.
- d. Motions are passed by a simple majority vote.
- e. Amendments to approved by-laws shall be presented to/at the LEPTO General Membership monthly meeting. Proposed amendments will be voted on/adopted, with a simple majority vote of those members present at the LEPTO General Membership monthly meeting.

VII. RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS

- a. To attend meetings.
- b. To elect LEPTO officers in May of each year.
- c. To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the LEPTO.
- d. To provide input and vote on expenditures of funds earned by the LEPTO.
- e. To share ideas and concerns relating to LEPTO sponsored events.
- f. To review and approve the by-laws and expenditures for the corresponding school year at the first meeting of each year.

VIII. PROCEDURES

Modified Robert's Rules of Order shall govern the conduct of business for the Executive Board Members in all cases in which they are applicable and do not conflict with the policies of the school.

IX. ELECTIONS AND TERMS OF OFFICE

- a. The elected offices of the LEPTO Executive Board shall consist of/rank as follows:
 - (i) President
 - (ii) Vice President
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Public Relations/Communications Coordinator
- b. Non-elected positions include the following:
 - i. Principal, serves as Advisor to LEPTO/Board
- c. All elected officers must have a child currently enrolled in Lakeport Elementary School.
- d. There shall be one and only one, President.
- e. All potential members will be notified of any election at a meeting beforehand. The President will accept nominations from any member present of the organization.

- f. Nominations will be accepted for all the above listed positions up to, and until the election of office at the May LEPTO General meeting. No person shall be elected to an office without his or her consent.
- g. Election of officers shall be conducted by written ballot or if but one candidate for any office, that office may be held by voice vote at the May LEPTO General meeting by a simple majority vote. All ballot votes shall be counted by one past board member and two other members, not in the election.
- h. Newly elected officers of the LEPTO shall assume the responsibilities of their offices following the adjournment of the May LEPTO General meeting.
- i. In the event, any current elected officer no longer has a child enrolled at Lakeport Elementary School, for any reason, said officer will be considered to have resigned, and that Executive position will be considered vacant. The vacant position can be filled per the provisions listed below.
- j. Any vacancy occurring in an office shall be filled, for the remainder of the term, by a person elected by a simple majority vote of the PTO Executive Board.
- k. Officers shall serve for a term of one (1) year or until their successors are elected. No officer shall be eligible for the same office for more than two (2) consecutive terms in the same office, unless there are no other candidates for that position.
- l. Removal from office may occur by a majority vote of the Executive Board for: missing more than two consecutive General Membership meetings, failure to perform assigned duties/responsibilities, determination of no confidence, findings or suspicion of corruption, theft, embezzlement or other criminal act against the organization; any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the Executive Board has met, to discuss the problem and all attempts have been made to resolve the problem. If the risk and/or liability poses continuing danger to the organization or its members, the Executive Board may take swift and decisive action to protect the organization from those dangers.
- m. All LEPTO financial documents, passwords or other pertinent records held by the Executive Board Member must be turned over within 15 business days from the last LEPTO meeting in May or upon vacating the position for any other reason. The incoming and outgoing officers must make themselves available to sign and record the transfer of bank accounts. Financial records would include: bank account records, outstanding debt records, history of all transactions, receipts and tax information. Other pertinent records include but are not limited to: date of contracted events, frequent contracts, volunteer-member information, sample forms/documents, LEPTO inventory, keys, passwords to all online, internet or apps used or representing the LEPTO, etc.
- n. Executive Board Members will cease use and relinquish all access to LEPTO websites, emails, group message boards, online accounts, social media apps or any service that they may have had privilege to, at the end of their term or upon vacating the position for any other reason. Passwords and access to any/all online accounts shall be changed upon transition to any newly elected Executive Board Member(s).

X. RESPONSIBILITIES/DUTIES OF THE EXECUTIVE BOARD

- a. All officers are expected to attend scheduled Executive Board and General Membership meetings.
 - i) Executive Board meetings are to be held not less than once every other month during the school calendar year and/or may be held via conference call, group message board or skype service, only if all Executive Board Members able to actively participate during the meeting.
 - ii) Meeting minutes or transcripts are to be recorded and kept by the secretary.
- b. The Executive Board has the power to act in an emergency without the consent of the LEPTO General Members.
- c. The Board may vote to allocate funds of \$100.00 or less without bringing the request to the General Membership meeting for approval, not to exceed \$500.00 per fiscal year.
- d. All Executive Board Members have the right to propose motions.
- e. All officers, except for the President and Principal, have the right to one vote.
- f. To review and approve the General Liabilities Report and By-laws at the first meeting of each LEPTO term.
- g. To collaborate with active councils and committees working within the school.
- h. To protect and serve the best interest of the organization to meet the Goals of LEPTO.
- i. All Executive Board Members will be required to have LEPTO issued identification, visible on his/her person when acting on behalf of, and/or representing LEPTO. This includes, but is not limited to any LEPTO events, school campus representation or when acting to collect funds or donations on behalf of the organization.
- j. Upon completion of term, turn over all relevant documents and information to incoming Board members.

THE PTO EXECUTIVE BOARD

XI. PRESIDENT

The President should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Conduct all LEPTO Executive and General Board meetings.
- b. Communicate with the Principal prior to all meetings.
- c. Prepare agenda prior to meetings.
- d. Coordinate elections of Board members.
- e. Coordinate the work of the officers and committees to meet the goals of the organization.
- f. Vote only to break any ties on motions at a General Board meeting.
- g. Ability to sign checks. All accounts require 2 signatures.

XII. VICE PRESIDENT

The Vice President should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Conduct LEPTO Executive and General Board meetings in the absence of the LEPTO President.
- b. Assist the President with duties as needed.
- c. Take and distribute meeting minutes when the Secretary is absent.
- d. Organize childcare for the LEPTO meetings when necessary.
- e. Find volunteers to coordinate LEPTO sponsored events. Update and keep record of Volunteers.
- f. Responsible for organizing, preparing and keeping record of the Annual Membership Drive and all current voting members.
- g. Ability to sign checks. All accounts require 2 signatures.

XIII. SECRETARY

The Secretary should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Record minutes of the Executive Board meeting and distribute to Board members.
- b. Record minutes of the General Membership meeting and distribute to LEPTO members.
- c. Submit minutes from previous meeting for approval at the General Membership meeting.
- d. Conduct all necessary correspondence of the organization as directed by the President.
- e. Assume the responsibility of position of Public Relations/Communications Coordinator when that position is vacant or until their successor is elected.
- f. Maintain a record of members in attendance of the General Membership Meeting.
- g. Ability to sign checks. All accounts require 2 signatures.

XIV. TREASURER

The Treasurer should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Responsible for checking/savings account in the name of the organization.
- b. Receive and deposit all money in the bank approved for the organization.
- c. Pay out funds in accordance with the approved General Liabilities Report or as authorized by the Executive Board.
- d. Present the General Liabilities Report for the current year to the Executive Board and General Membership meetings for approval.
- e. Present financial report to the Executive Board and General Membership meetings for approval.
- f. Keep an accurate record of receipts and expenditures.
- g. Responsible for Credit Card Processing Services (Square, PayPal) in the name of the organization.
- h. Provide an accurate contribution and support summary as provided by any service (E-Scrip or Amazon-Smile) that collects contributions by either mail in or online submission.
- i. Monitor and renew tax-exempt status.
- j. Ability to sign checks. All accounts require 2 signatures.

XV. PUBLIC RELATIONS/COMMUNICATIONS COORDINATOR

The Public Relations/Communications Coordinator should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities

- a. Coordinate media coverage of LEPTO sponsored events.
- b. Prepare and distribute LEPTO promotional flyers under the direction of the Executive Board.
- c. Coordinate and provide information for monthly school newsletter to the Principal.
- d. Provide information to Webmaster or individual(s) responsible for maintaining and updating the PTO website, as it pertains to LEPTO news, information, and events.
- e. Maintain and utilize all social media sites with information about events, meetings and fundraisers, while keeping to the general purpose and goals of the organization.
- f. Manage and maintain all apps or other correspondence services (REMIND) for the communication of events, fundraisers and meetings as directed by the Executive Board and under the general purpose and goals of the organization.

XVI. SPECIAL COMMITTEES

The Executive Board of the LEPTO may form standing committees, as necessary, to carry on the work of the LEPTO organization.

- a. These committees will include, but are not limited to:
 - i. Fundraising groups, working to raise money for LEPTO expenditures/accounts.
 - ii. Community building groups, whether they are raising money or not.
 - iii. Service-oriented groups, which do not work to build LEPTO funds.
- b. These committees shall:
 - i. Coordinate special events.
 - ii. Report progress at LEPTO Executive and General Membership meetings, as requested by the Executive Board.
 - iii. Work with the Public Relations/Communications Coordinator and the Principal.
 - iv. Submit reports to Executive and General Membership upon completion of the project/event.

XVII. FUNDS

- a. Authorized signatures on LEPTO checks shall include the Treasurer and one of the following: President, Vice President, Secretary. The signature on any check cannot be to the payee. In the case of an Executive Board Member needing reimbursement, the check must be signed by two other board members.
- b. The President and other members of the Executive Board may only enter a contract on behalf of the organization – financial or otherwise, if it was agreed to and voted upon by all members of the Executive Board or General Members during a meeting. Any Executive Board Member or General Member of the LEPTO entering any contract, agreement, commitment, obligation or the like, on behalf of the organization but without prior vote and approval will be solely responsible for all terms of such.
- c. To be reimbursed from the LEPTO, a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer.
- d. There must be a minimum of \$1,000.00 in the bank account at any one time. At the end of the school year there must be \$1,500.00 left in the bank account for the upcoming school year.
- e. At the end of an event or fundraiser where monies have been collected, a cash control slip will be filled out by two members of the Board. The members of the Board cannot be next of kin. Both members should count the money, sign and date the slip. One copy will go to the President and one copy is kept with the deposit slip by the Treasurer. The amount listed on the cash control slip must coincide with the bank deposit amount. If there is a discrepancy, further research will be required by the Executive Board Members.
- f. All monies will be counted and verified by at least two parties. Monies, at any point or time, should never be in possession of only one member of the Executive Board prior to being counted. All monies collected will require a cash control slip, to be provided by the Treasurer, and signed by another Executive Board member or school representative when the amount is less than \$200.
- g. LEPTO funds should go directly from the school to the bank for deposit when feasible. If the Treasurer is unable to immediately deposit funds, it is the duty of the Executive Board to determine that the appropriate amount of monies was deposited in a timely manner on or before the next General Membership meeting. If said monies do not match the deposit slip, an investigation will take place by the Executive Board to determine whether the Treasurer is liable.
- h. Every attempt will be made to contact the payee of checks that are written to LEPTO and returned for insufficient funds. The board will attempt to collect the amount of the check plus any bank fees accrued to the LEPTO.
- i. The Treasurer is required to be at every count of funds for LEPTO that are raised, earned, donated or otherwise collected. There will be no less than two (2) Executive and/or general members counting monies at any time. All fundraisers will have monies verified by no less than two (2) members for every order, form or count.
- j. Any person – teacher, staff or otherwise, submitting monies to LEPTO on behalf of a parent, student or themselves, are required to use a sealed envelope. Funds collected for or by LEPTO must always be done with no less than two (2) persons present and under double custody procedures.

XVIII. BY-LAWS

The by-laws of the LEPTO will be reviewed every two (2) years at first meeting of the year. A majority vote by Executive Board members and Voting members present will constitute their acceptance.

- a. Amendments to approved by-laws shall be presented to/at the PTO General Membership monthly meeting. Proposed amendments will be voted on/adopted, with a simple majority vote of those members present at the following General Membership monthly meeting.