Michael Inskeep Elementary PTO

**BYLAWS**

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These bylaws were adopted on November 9, 2022

Amended on April 22, 2024

**ARTICLE I**

**NAME.** The official name of the Parent Teacher Organization is Michael Inskeep Elementary Parent Teacher Organization (MIES PTO). The MIES PTO is located at 18001 Briar Dr., Reno, Nevada 89508.

**ARTICLE II**

**MISSION.** It is the mission of the MIES PTO to serve as an active forum, strengthening communities and involvement between school staff, district staff, students, families, and the greater community to achieve excellence in education.

**FUNCTION.** The function of the MIES PTO is to enhance and support the educational experience at Michael Inskeep Elementary School, to foster relationships among students, parents, teachers, MIES staff, and the Cold Springs Valley community by encouraging parental and community involvement and to improve the environment at MIES through volunteer and financial support.

**ARTICLE III**

**BASIC POLICIES.** The MIES PTO shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no political candidates shall be endorsed by it. The name of the organization or its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any other purpose than the regular work of the organization.

**ARTICLE IV**

**MEMBERSHIP.** Any parent, guardian, or family member with children attending MIES, a community member in the Cold Springs area, or a staff member of MIES who is interested in the mission of the MIES PTO, and who is willing to uphold its basic policies and subscribe to its bylaws may become a member. PTO encourages residents of Cold Springs Valley to join, and they will need to submit a letter of interest with the volunteer application for the PTO Board to consider for approval. There are no membership dues. Members have voting privileges of one vote per household if present at PTO meetings. A staff representative shall be present at all meetings.

Any individual who would like to be a member must first fill out a Volunteer Application and have it submitted to school police for background check and approval. Volunteer applications are located at the MIES school office and must be signed off by the school’s Principal.

**ARTICLE V**

**OFFICERS.** The officers of the MIES PTO shall be the President, Vice President, Treasurer, and Secretary. The Executive Board shall consist of the following elected officers: President, Vice President, Secretary, and Treasurer. The school principal and staff liaison will be voting members of the Executive Board unless there is a conflict of interest for either of them on a voting issue. Co-chairs are encouraged for the positions of President, Vice President, and Secretary.

**TERMS.** Each officer shall be elected for a term of one (1) year (***elected in the last quarter of the school year***) with an option of serving a second one-year term, if duly elected. In the event that no one steps up for nomination in a given position, the officer currently assigned to that role may elect to run for a third term as an Interim, if he/she is in good standing, and is duly elected. In good standing means the officer regularly attends PTO meetings, is a chair or co-chair of an event, and is participating in events. Each officer agrees to remain available for the month of August of the year following his or her term to orient the incoming officer. Exception, the Treasurer will complete the fiscal year, which is July 1st-June 30th.

**DUTIES.**

**Executive Board –** Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by a majority vote of the Board.

**President –** Prepare agendas and preside at General PTO meetings and executive Board meetings using Robert’s Rules of Order, serve as the official representative of the PTO, and retain all official records of the PTO.

**Vice President –** Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President, and fill the Presidential position if the office is vacated for any reason.

**Secretary –** Records and distributes minutes of all Executive Board meetings and all General PTO meetings and holds historical records for the PTO. Minutes shall be written and distributed for review. Executive Board meeting minutes shall be distributed to all board members and saved in the MIES PTO Google Drive folder. General PTO meetings shall be distributed to the general public via the PTO Membership email group and the staff liaison will distribute them to the school staff. The principal will post general minutes on the school’s website.

**Treasurer –** Serves as custodian of the PTO’s finances; collects revenue and reports financial activity every month to SAF Account/Secretary and the monthly general PTO meetings. The Treasurer will keep track of money requests, submit correct forms for approval of money spent, and follow up to make sure money is allocated appropriately.

**Communications –** Serves as a communication liaison for the PTO to include social media posts, send out monthly minutes and communication to the MIES PTO email group, take pictures at events, and manage a bulletin board for PTO within the school.

**ARTICLE VI**

**STANDING COMMITTEES.** Standing Committees shall be formed as necessary by the Executive Board. The Committees shall review and present plans/options to the MIES PTO and designate sub-committees pertaining to their separate functions.

These committees shall make initial decisions relating to their function; however, no decision shall be acted upon without the approval of the Executive Board or the voting membership.

MIES PTO shall have Standing Committees for fundraising, activities/events, hospitality, and any other committees as the MIES PTO deem appropriate. Committees shall be established in June of each year.

All Standing Committees shall cease to exist on the last days of each school year.

**ARTICLE VII**

**Executive Board Meetings.** The Executive Board shall meet 3 times (fall, winter, and spring) during the school year. Additional meetings may be called at the discretion of the President, Principal, or a majority of the Executive Board. A majority of the Executive Board constitutes a quorum. General PTO Meeting times and dates are to be set by the Executive Board. All business transacted requires adoption by a majority of the entire board, not a majority of those present. Any minutes can be requested by the MIES community for transparency.

**General Meetings.** All General PTO meetings are open to anyone and shall be held to conduct the business of the PTO. Meetings will be held one (1) day per month during the school year. Additional meetings may be held at the discretion of the Executive Board.

**Voting.** Each member in attendance at a General PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

**ARTICLE VIII**

**Financial Policies.** The fiscal year of the PTO begins July 1st and ends June 30th of the following year.

**Banking.** All funds shall be kept in the school’s SAF PTO (Student Activity Fund -PTO line item) banking account in the name of MIES PTO, requiring two signatures of the principal and school secretary for all checks written. When collecting money, a receipt of the money will be written by the school secretary and given to the individual.

**Ending Balance.** The organization shall leave a minimum of unallocated money in the amount of $2,000 or 5%, whichever is less in the MIES PTO account at the end of the fiscal year.

**Fundraising Policy**

Michael Inskeep Elementary School PTO will strive to raise funds to cover its annual budget. The PTO will limit fundraising to programs or events unless we fail to meet the budget. Smaller events are encouraged to increase family engagement and not necessarily as a fundraiser. The PTO will strive to use the money raised in one year to benefit the school in the same year, other than a practical amount of funds to carry into the start of the next school year. Special fundraising programs can be approved to raise extraordinary funding for long-term projects. These funds will be kept separate from the PTO’s operating budget and dedicated to the intended purpose. PTO funds will always be used in accordance with the PTO’s mission.

**ARTICLE IX**

**Bylaw Amendments.** Amendments to the bylaws may be proposed by any PTO member to the Executive Board. Amendments shall be considered for voting at a subsequent Executive Board meeting. A majority approval of the Executive Board is required to adopt an amendment to the Bylaws. Amended bylaws will be posted once a year on the school’s website and PTO Facebook page.

**ARTICLE X**

**Dissolution.** In the event of dissolution of the MIES PTO, any funds remaining shall be used exclusively by Michael Inskeep Elementary School.