

Stone Ridge Elementary Parent-Teacher Organization BY-LAWS Revised September 2008

ARTICLE I: NAME

The name of this organization shall be Stone Ridge Elementary PTO.

ARTICLE II: PURPOSE

To provide aid and assistance in supporting the objectives of Stone Ridge Elementary School.

To bring into closer relation the home and the school so that parents and teachers may cooperate in the education of the child.

To cooperate with other school and/or organizations active in child welfare to support the improvements of education in ways that will not interfere with the administration of the school.

ARTICLE III: MEMBERSHIP AND DUES

Section 1: Faculty of Stone Ridge Elementary, and Parents or Guardians of children of Stone Ridge Elementary School shall be eligible for membership in the organization.

Section 2: Dues shall be a stipulated amount per family as determined by the PTO Board.

Section 3: The annual enrollment of members shall be conducted at the time of school registration and during membership campaign. Additional members shall be accepted at any time; the membership is valid for the remainder of the current school year.

Section 4: Only dues paying members of the organization shall be eligible to vote in its business meetings or to serve in any of its elective or appointive positions.

Section 5: All dues paying families shall receive a copy of the School Directory.

ARTICLE IV: GENERAL MEETINGS

Section 1: Regular meetings of this organization shall be held at Stone Ridge Elementary. These dates shall be publicized at the annual school registration and reminders shall be publicized in the school and PTO Newsletter.

Section 2: A simple majority of the members present at any given meeting shall constitute a majority.

ARTICLE V: FUNDRAISING

Section 1: All monies to be made by PTO, whether through a fundraiser or an event, must first be approved by the by the organization and with a second approval by the school board.

Section 2: All fundraising recommendations and requests must be presented to the organization at the PTO meeting. If approved by the organization the Fundraising Coordinator(s) shall have the task of filling out the necessary paper work and forwarding to the Administration Department, where it will be presented to the School Board for final approval. (The School Board meets the 2nd Monday of the month-all items to be included on the monthly agenda must be received by the Administration Office by Tuesday, the week prior)

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1: The officers of this organization shall be President, Vice President-Publicity, Secretary, Treasurer; School Supplies Coordinator; Homeroom Parent Coordinator; Membership Coordinator; Hospitality Coordinator; Helping Hands Coordinator; Fall Fundraiser Coordinator; Carnival Coordinator, Teacher Basket Coordinator; Christmas Store Coordinator; Campbell Soup Label Coordinator; Box Top Coordinator; Popcorn Coordinator; Bare Foot Bookworm Coordinator; Tickets for Time Coordinator; School Directory Coordinator, Talent Show Coordinator, Cinnamon Roll Coordinator, El Chico Night Coordinator; Super Kid's Day/Field Day Coordinator; Piedmont Poet Coordinator; and Bulletin Board Coordinator.

A: It shall be the responsibility of chairpersons to oversee all sub-committee members and assure that duties and responsibilities are fulfilled.

Section 2: All officers shall be elected at the annual meeting for the term of one (1) year and shall continue in office until their successors are installed. Officers shall be nominated in April and elected in May.

Section 3: In the event that a vacancy should occur mid-year the Executive Board shall assume responsibility for the position until it is filled.

A. The Executive Board shall be made up of the President; Vice President; Secretary; and Treasurer.

Section 4: Open positions shall be posted by the President.

A: Open positions shall be posted by way of bulletin board and web site.

B: Election of officers/committee chairs shall be voted on and approved by PTO membership at the April meeting, or as needed if mid term vacancies occur. The consent of the nominees must be previously secured.

Section 5: More than one individual may hold any office. They will be considered co-chair.

Section 6: A list of duties and responsibilities along with an electronic document such as disks, CD etc... shall be provided by all officers and be passed on to their successor.

ARTICLE VII: DUTIES OF OFFICERS-EXECUTIVE BOARD

Section 1: The President shall preside over all meetings of the organization; and all meetings of the Executive Board; shall be a member ex-officio of all committees; shall see that all Board members are familiar with their duties; shall call upon each chairman to present his plan of work for the school year; shall attend all School Board meetings when necessary; shall be alternate signatory on activity fund purchase orders; and shall perform such other duties as may be prescribed in the By-Laws or assigned to him/her by the organization or the Executive Board; schedule programs for meeting including a written agenda for each monthly meeting; shall meet with Principal in May to schedule PTO events for following school year; to review PTO positions and programs.

Section 2: The Vice President shall act as an aide to the President and perform the duties of the President in the absence or temporary inability of that officer to serve; shall schedule all Executive Board and General meeting; activities and fund-raisers on the school calendar; shall prepare and submit information for the monthly school newsletter; and shall prepare a monthly PTO Newsletter for the entire student body, as needed with a minimum of four yearly.

Section 3: The Secretary shall keep accurate records of all meetings of the organization and the Executive Board and submit these minutes for approval at each succeeding meeting; shall keep correspondence of the Organization and Executive Board: and shall pick up and distribute mail from the PTO mailboxes; shall arrange babysitting for all PTO meetings and organized activities; shall provide classroom sign-up sheets for each meeting; shall provide a prize for the class with most parents in attendance; and shall be responsible for requesting a PO for incentives and babysitters.

Section 4: The Treasurer shall keep an accurate record of the receipts and expenditures to meet the requirements of the activity fund; shall pay out funds only authorized by the Organization's Board and shall present a statement of account at every meeting of the organization and at other times requested by the Executive Board. (These items shall be verified with the Administrative Secretary at the Board of Education.)

Section 5: The Homeroom Parent Coordinator(s) shall be responsible for scheduling a date and time for the Homeroom Parent Meeting at the beginning of the school year; this will need to be coordinated with the Teacher Basket and Fall Carnival Meeting; shall work directly with all teachers to determine candidate(s) for Homeroom Parents and Assistant Homeroom Parents in each class; shall try to ensure that all those requesting to be homeroom parents get an equal chance, those that have requested to be a homeroom parent for multiple classes are not given all classes unless there is no other candidate available; shall inform

homeroom parents of their responsibilities; shall organize activities for student involvement during Teacher Appreciation Week; shall organize all appreciation dinners, including Parent Teacher Conferences and end of the year appreciation dinners and shall be responsible for requesting any necessary PO's to cover expenses. MUST retain all extra Tickets for Time for future use.

Section 6: The Membership Coordinator shall recruit and keep an accurate list of members; shall provide the Directory Coordinator and school office with a current and accurate copy of this list; shall conduct a membership campaign; shall provide forms for anyone wishing to advertise in the school directory; and shall provide a Welcome Packet for each new family in the district to be distributed through the office and this packet shall include the following information: a newsletter explaining PTO activities and projects for the school year, a Ticket for Time Volunteer Booklet and a directory information form.

Section 7: The Helping Hands Coordinator shall coordinate and organize the volunteers to provide service for the teachers; shall communicate with both the teachers and volunteer each nine weeks to verify that needs are being met; shall find additional assistants when necessary; shall review the current supplies on hand; and shall request a PO and shall purchase these necessary items.

Section 8: The Fall Fundraising Coordinator(s) shall be responsible for selecting and proposing fundraising ideas, and important dates to the Organization for approval; shall confirm dates with principals; shall sign contract with the fundraising company; shall be in contact with fundraising company prior to kick-off to verify all dates, times and location; shall remain in contact with fundraising company until entire fundraiser is closed out and completed; shall attend kick-off; shall assure that all necessary notes are sent home with students; shall organize volunteers to help with orders on due date and, at delivery; shall assure that all funds are deposited and that all deposits are accurate; shall be responsible for getting deposits to administration within 24 hours of receipt; shall keep a copy of all deposit tickets for PTO records; and shall be responsible for all communication and problem solving pertaining to the fundraiser until fundraiser is complete.

Section 9: The Carnival Coordinator(s) shall be responsible for selecting a date and time for the Fall Carnival, submitting it to the organization for approval; shall organize all games and booth assignments for each class and distribute this information at the Homeroom Parent Meeting in August; shall organize all games, prizes, and necessary supplies needed for this event; shall be responsible for requesting any PO's to purchase needed items for carnival: shall coordinate with fundraising company to combine Big Blast Party with the carnival; shall arrange for any special guest (Chester the Clown etc.): shall solicit any needed donations (all correspondence to parents and merchants MUST first be approved by a principal); shall be responsible for promoting this event to both parents and community; shall organize student poster contest and display posters throughout the community; shall communicate with Homeroom Parents to assure that all booths have parent volunteers; shall organize groups of parent volunteers to help sell armbands, setup, cleanup etc.; shall organize sale of advance purchase armbands; shall be available the entire day of the carnival;

shall assure that all monies are accurately deposited to the PTO account, keeping a copy of all deposit tickets and delivering all deposits to administration department; shall be responsible for getting the Lock Box Key from administration, securing all deposits made the night of the carnival at the bank; shall be responsible for any necessary thank you notes; and shall communicate directly with all chairpersons when needed. Many of the above-mentioned duties will be the responsibility of the Carnival Sub-committee Chairperson(s); it shall be the responsibility of the Carnival Coordinator to communicate the areas of division.

Section 10: The Teacher Basket Coordinator(s) shall be responsible for coordinating with Homeroom Parent and Carnival Coordinator(s) to schedule parent meeting; shall promote and organize this project, finding parent volunteers to represent each teacher including classroom and all Specials Teachers; shall oversee and work with all committee persons, shall keep record of all themes selected for baskets; shall assist or find help for anyone needing help; shall organize auction location and times for each grade level; shall organize all needed signs, supplies, parent volunteers to work setup, shifts and close of auction: shall prepare an auction bill for parents to preview prior to carnival; shall be responsible for finding an auctioneer; shall organize close of auction assuring that all monies are accurately deposited, keeping copies of all records and deposit tickets for PTO use; shall coordinate with Carnival Coordinator that all night deposits are secured at the bank; shall contact winners of all unclaimed items; and shall be responsible for any needed thank you notes. Many of the above-mentioned duties will be the responsibility of the Teacher Basket Sub-committee Chairperson(s), it shall be the responsibility of the Teacher Basket Coordinator(s) to communicate the areas of division.

Section 11: The Christmas Store Coordinator(s) shall be responsible for organizing location, dates and times for each class to shop; shall be responsible for requesting all needed PO's to purchase gift items, cash box etc.; shall purchase all gift items to be sold in store (Most items should be purchased at 75% or greater discount for the following year) shall organize parent volunteers to make homemade craft items, setup store, work while children shop, clean and close shop; shall be responsible for promoting this project, shall be responsible for assuring that all deposits are accurately made, keeping copies of all deposit tickets for PTO use and delivering all deposits to the Administration Department within 24 hours of receipt; and shall be responsible for turning in all receipts for reimbursement understanding that Piedmont Public Schools will not refund any taxes paid, only the actual purchase price is reimbursed. . Many of the above-mentioned duties will be the responsibility of the Christmas Store Sub-committee Chairperson(s), it shall be the responsibility of the Christmas Store Coordinator to communicate the areas of division.

Section 12: The Campbell's Soup Label Coordinator shall publicize this program; shall collect, store and mail in labels; shall request appropriate PO for postage; and shall notify parents of free merchandise received from this program.

Section 13: The General Mills Box Top Coordinator shall publicize and promote this program; shall organize any incentive programs for students; shall organize any needed volunteers to assist; shall collect, store and mail in box tops; shall be responsible for requesting PO for needed postage prior to mailing labels and shall publicize all proceeds.

Section 14: The Popcorn Coordinator shall make arrangement for corn to be popped on special dates assigned by the principal, shall be responsible for obtaining appropriate PO for supplies and purchasing needed supplies; and shall be responsible for finding parent volunteers to pop corn.

Section 15: The Bare Foot Book Worm Coordinator(s) shall communicate with the Piedmont Public Library to determine the theme for the given year; shall be assigned the task of preparing forms for the children's summer reading program, and informing the children of the program; shall be responsible for coordinating the bookmark contest for the following school year; and shall be responsible for requesting a PO for any needed prizes or rewards. These tasks are to be completed in May before school adjourns. The month that school convenes, the coordinator will celebrate the children's' success with a party to treat those children who participated in this summer reading program.

Section 16: The Tickets for Time Coordinator(s) shall be responsible for reviewing the most recent booklet with the principal and appropriate officer(s), making any necessary changes or additions for the following school year; shall prepare the Ticket for Time booklet; the organization shall determine if copies will be contracted out or made at the school: a PO to cover expenses must be requested; Tickets for Time Booklets shall be distributed at enrollment and tickets should be returned shortly after school begins. Collecting, sorting and distributing the tickets to the appropriate parties shall be the **sole** responsibility of the Ticket for Time Coordinator, until the job is completed, approximately every day for 2 weeks. **Homeroom Parent, Teacher Basket, and Helping Hand volunteer tickets are needed immediately.**

Section 17: The School Directory Coordinator(s) shall receive directory forms at the beginning of school; shall update all student information and add new students; shall advertise and sell the advertisement section of the directory; shall take bids on the directory printing and binding; shall request Purchase Orders and handle the payment of directories; and shall coordinate with Membership Coordinator(s) to insure all paid PTO members receive a directory; shall verify directories needed by Middle School, High School and the Administration office; and shall invoice the Middle School for any directories purchased. The School Directory Coordinator will seek volunteers to assist with advertising if desired.

Section 18: The Talent Show Coordinator(s) shall be responsible for selecting a date and time for the Stone Ridge Talent Show, submitting it to the organization for approval; shall be responsible for organizing all necessary dates and times related to the event such as try outs, rehearsal etc... shall enforce closed try-outs (children of volunteers may NOT be present during tryouts); shall be positive and encouraging to all students, shall arrange for any special guest;

shall arrange for additional adult volunteers to assist with this project; shall communicate with staff, parents and students all important information, date and times (all correspondence to parents and staff MUST first be approved by a principal); shall be responsible for requesting all necessary PO's to cover any expenses; shall organize a student poster contest and display posters throughout the school and community; shall be responsible for promoting the event to parents and the community; shall determine the theme for the event; shall prepare and print programs; shall arrange for decorations, set-up and clean-up; shall organize sale of advance purchase tickets; shall be available the entire day of the talent show; shall keep a copy of all deposit tickets and deliver all deposits to the administration department; shall be responsible for securing all deposits made the night of the talent show in the school safe and promptly get them to the administration department on the following day of business; and shall be responsible for any necessary thank you notes. Profits (profits = revenue-expenditure) will be transferred from the general PTO account into the Stone Ridge music activity account.

Section 19: The Cinnamon Roll Coordinator shall be responsible for selecting a date and time for the event, submitting it to the organization for approval; shall be responsible for organizing event with help of the kitchen staff; shall organize volunteers to assist; shall be responsible for requesting any PO's to purchase needed items; shall solicit any needed donations; shall be responsible for all communications with parents, PTO news letter, and local newspaper; shall be responsible for organizing order form; shall organize sale of cinnamon rolls; shall be available the entire day of the baking and pick-up; shall keep a copy of all deposit tickets and deliver all deposits to administration department; shall be responsible for securing all deposits made the day of pick up in the school safe and promptly get them to the administration department on the following day of business; and shall be responsible for any necessary thank you notes. Profits (profits = revenue-expenditure) will be transferred from the general PTO account into the Stone Ridge activity account to be used annually to purchase needed reading materials to be determined by the library staff.

Section 20: El Chico Coordinator shall be responsible for working directly with the school principal and manager of El Chico to organize each monthly evening; shall organize chippers for each month; shall promote El Chico night each month to the students at Wild Cat Wake Up and to parents by notes, e-mail, marquee, signs, and shirt labels for younger children; shall make necessary arrangements for winning class to enjoy lunch at El Chico. Money from El-Chico's shall be deposited directly to the **Stone Ridge Activity account**. A special project shall be selected each month to receive funding, and notification of this project shall be promoted.

Section 21: The Super Kids Day/Field Day Coordinator(s) shall be responsible for communicating directly with the Physical Education Teacher to organize parent volunteers; shall provide a healthy snack and drink for participants involved in Super Kids Day; shall arrange lunch for Field Day participants; shall organize and provide needed supplies; shall be responsible for requesting any necessary Po's to cover expenses; and shall solicit any needed

donations; (all correspondence to parents and merchants MUST first be approved by the principal).

Section 22: The Piedmont Poet Coordinator shall be responsible for working directly with the school librarian; shall be responsible for organizing parent volunteers to assist; shall be responsible for have copies of poems available for children; shall listen to children as they recite their poems and shall be responsible for displaying the names of participating children; their teacher and the number of poems said.

Section 23: The Bulletin Board Coordinator(s) shall be responsible for keeping the Stone Ridge PTO bulletin board decorated; shall post any important information about the organization; and shall post any photos of PTO of projects, keeping it as current as possible.

Section 24: The Buy For Less Coordinator shall publicize and promote this program; shall organize any needed volunteers to assist; shall collect and store the buy for less receipts throughout the collection time frame; shall be responsible for requesting any PO's needed for postage for mailing or labels; shall publicize all proceeds received from this program.

Section 25: The Birthday Book Club Coordinator shall work directly with the Stone Ridge school librarian to organize and promote this program; shall be responsible for distributing the forms to the parents; shall work with the principal to present the books at Wildcat Wakeup; shall be responsible for requesting any PO's needed to fund this program.

ARTICLE VIII: REMOVAL OF AN OFFICER

(This section is pending School Board and School Attorney)

ARTICLE IX: PTO ALLOCATIONS OF FUNDS

These funds consist of the monies raised by the PTO through fundraisers, Fall Carnival, and Christmas Store and shall be allocated in the following manner.

Section 1: Percentages to be shared

_____ % to PTO for Large "Pet Project"
_____ % to PTO for operating expenses
_____ % to Classroom Projects (Pre K-5)
_____ % to Principal

Percentages will be determined yearly based on available funds by the allocation committee, subject to approval by a simple majority of the organization.

Section 2: PTO Large "Pet Projects"

The PTO will select and approve a "Pet Project(s)" for the year. (This should be done in May for the following school year.) A "Pet Project" would include playground equipment, Wildcat Pride, or school library that would not normally be covered by general school funds. Once a project is selected and approved by

the organization it will be an advertised goal for all fundraising efforts. Some projects may require more than one year to raise the needed funds to cover the cost of the specified project.

Section 3: PTO Operation Expenses

A _____% of monies will be set aside each year to cover teacher meals, Fall Carnival, Helping Hands, Christmas Store, reward parties and other misc. expenses that may occur.

Section 4: Allocations for Classroom Projects

A _____% of monies will be designated for our principals and teachers. These funds will be allocated in three phases:

Phase 1: Classroom Supplies

At the beginning of each school year an allocation of \$100.00 will be made available to each teacher to purchase classroom supplies and materials. Also, \$200.00 will be used each semester to purchase colored copy paper for PTO and office use throughout the school year.

Phase 2: Artist-In-Residence Program

Money will be set aside each year to cover an Artist-in-Residence for each grade level. The participating teacher will be responsible for making all necessary arrangements and completing a Purchase Order from the organization to cover the expense of each guest.

Phase 3: Teacher Requests

The balance of the teacher allocated funds shall be made available for special projects that enhance the learning experience. The following process shall be followed to determine which projects will receive funding by the organization.

- A. Certified staff members are eligible to request funding by completing a "Request for PTO Funds" form, a copy of which is attached.
- B. Completed Requests are to be submitted to the PTO Allocation committee twice a year, in August and again in January. Specific dates will be determined each year and posted on the school calendar.
- C. Approved Requests will then be presented to the organization for final approval at the September and February PTO meetings.

- D. Each staff member receiving funding will be responsible for completing Purchase Orders from the PTO Treasurer and ordering materials.
- E. PTO will keep documentation of those requesting and receiving funds from the organization so that all certified staff might have an opportunity to benefit from this program.
- F. All non-consumable items purchased with PTO funds must be labeled with PTO and the year of purchase. These items will remain the property of the teacher as long as employed by this school district at the elementary level. When a teacher is no longer on staff with Stone Ridge or Piedmont Elementary these items shall remain the property of Stone Ridge Elementary School and may be used by other staff members.

Section 5: Allocation to Principals

A _____% of monies will be allocated to our Principal.

These monies may be used by the Principal at his/her own discretion and do not require prior approval of the organization before spending. However, it is requested that a report of purchases be shared in the monthly Principal's Report at the PTO meeting.

All profits made by the sale of cinnamon rolls will go directly to the Stone Ridge activity account and shall be used to purchase needed reading materials each year.

All proceeds from each El Chico Night shall be deposited directly to the Stone Ridge activity account and earmarked for a specified project each month.

ARTICLE X: TEACHER BASKET ALLOCATION

Teacher basket money shall be available from the auction held at the Fall Carnival. The monies shall be allocated at the November PTO meeting to the teacher. All purchase orders shall be completed and receipts turned in by December 16th. After this date any funds not used will automatically be rolled over into the PTO general fund to specifically earmarked to be used as classroom projects allocations (teacher allocations) in addition to the percentage described in Article IX Section I.

These funds are made available by the students and parents of each class to help enhance their child's education that year. Teachers are requested to consider this when purchases are made. Teachers are also requested to complete a "brag" form and turn it in by December 16th. This form shall allow the PTO to brag on the success of the Auction and promote continued support for this fundraiser.

All non-consumable items purchased with PTO funds must be labeled with PTO and the year of purchase. These items will remain the property of the teacher as long as employed by the Piedmont Public School District at the elementary level.

When a teacher is no longer on staff these items will remain the property of Stone Ridge Elementary School and may be used by other staff members. Section 1: An Allocation Committee shall be formed each year in May to serve the following school year. The Allocation Committee will consist of the following: Building Principal, four (4) current PTO officers—President, Vice-President, Secretary, and Treasurer; two (2) PTO members-at-large and two (2) teacher representatives.

Section 2: The committee shall review PTO income from fundraising events and request proposed percentages to be earmarked to specified areas: the committee shall be tasked to review the expenditure of allocated funds by teachers and principals: shall submit request to the organization for approval. (This does not include the percentage given directly to the principal.)

Section 3: The monies shall be a designated part of the existing PTO Activity fund.

Section 4: All non-consumable items purchased with PTO funds must be labeled with PTO and the year of purchase. These items will remain the property of the teacher as long as employed by the Piedmont Public School District at the elementary level. When a teacher is no longer on staff these items will remain the property of Stone Ridge Elementary School and may be used by other staff members.

ARTICLE XI: ALLOCATION COMMITTEE

Section 1: An Allocation Committee shall be formed each year in May to serve the following school year. The Allocation Committee will consist of the following: Building Principal, four (4) current PTO officers—President, Vice-President, Secretary, and Treasurer; two (2) PTO members-at-large and two (2) teacher representatives.

Section 2: The committee shall review PTO income from fundraising events and request proposed percentages to be earmarked to specified areas: the committee shall be tasked to review the expenditure of allocated funds by teachers and principals: shall submit request to the organization for approval. (This does not include the percentage given directly to the principal.)

Section 3: The monies shall be a designated part of the existing PTO Activity fund.

Section 4: All non-consumable items purchased with PTO funds must be labeled with PTO and the year of purchase. These items will remain the property of the teacher as long as employed by the Piedmont Public School District at the elementary level. When a teacher is no longer on staff these items will remain the property of Stone Ridge Elementary School and may be used by other staff members.