

Merle Beattie PTO Bylaws

Adopted on 04/03/2023

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME – The name of this organization shall be Merle Beattie Parent Teacher Organization . The Beattie PTO is located at Merle Beattie Elementary School, 1901 Calvert Street, Lincoln, Nebraska.

Section 2: DESCRIPTION – The Beattie PTO is a nonprofit organization that exists for charitable, education, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the Beattie PTO shall be to enrich and enhance the education of the students; to strengthen communication between parents and staff; to promote school spirit; and to host activities of Merle Beattie Elementary School. In addition to these Bylaws, Beattie PTO shall be governed by the Nebraska Nonprofit Corporation Act as amended.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Merle Beattie Elementary School students, plus all staff at Merle Beattie Elementary School. There are no membership dues. All members have voting privileges and are eligible to vote at meetings after attending two (2) of the previous six (6) consecutive general PTO meetings held monthly during the school year. One (1) vote per household.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared.

Section 2: TERM OF OFFICE – The term of office for all officers is one (1) year. The Vice President, Secretary, and Treasurer shall be eligible to serve no more than four (4) consecutive one-year terms. The President shall be eligible to serve no more than two (2) consecutive one-year terms.

Section 3: QUALIFICATIONS – Any PTO member willing to retain their eligibility to vote may become an officer of the PTO.

Section 4: NOMINATIONS – The Nominating Committee shall be composed of the President, Vice-President, and the Beattie Principal. It shall be the duty of this committee to present at the April meeting a single slate of nominees, listing one

member per office. Only those members who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 5: 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 majority vote of the Board unbudgeted expenditures of no more than \$500.

President: Preside at all meetings of the organization, serve as the official representative of the PTO, retain all official records of the PTO, consult and advise with the committees, make committee appointments as are needed in order to engage in the goals and objects of the Beattie PTO, and generally oversee the business of the Beattie PTO.

Vice-President: Assist the President in the general supervision of the organization and perform the duties assigned by the President. Assume the duties in the absence of the President.

Secretary: Record and distribute minutes of all PTO meetings, keep a copy of the Bylaws available at all times, and perform such other duties as they may commonly pertain to the office including overseeing the Communications Committee including the Social Media pages.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, maintain all fiscal records of the organization; complete the annual taxes; and present a financial statement at every regular meeting. At the regular April meeting, the Treasurer shall prepare and present a draft budget for the new fiscal year. At the Annual Meeting in May, the Treasurer shall present a full financial report and propose a budget for the upcoming fiscal year to be approved by the PTO membership.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Section 8: INSURANCE – The Beattie PTO is responsible for carrying yearly Directors and Officers and Liability insurance; this is included within the operating budget.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO Meetings shall be held to conduct the business of the PTO. Meetings shall be held once in each month from August to April. The time and date of these monthly meetings will be communicated to Merle Beattie School's students, e.g. Website, Social Media pages, and Beattie Elementary School website calendar.

Section 2: VOTING – All members have voting privileges and are eligible to vote after attending two of the previous six consecutive general PTO meetings. One vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM – Five (5) members of the PTO present and voting constitute quorum for the purpose of voting.

Section 4: SPECIAL MEETINGS – Special meetings may be called by the Executive Committee or upon the written request of three members of the organization. The purpose of the meeting shall be stated in the notice, which shall be delivered through any written communication regularly sent home with Merle Beattie School’s students, e.g. school “Beattie Buzz” emails, the Beattie PTO Website and Social Media. The notice shall be given no less than two weeks prior to the scheduled meeting.

Section 5: EXECUTIVE BOARD ELECTIONS – At the April meeting, the nominating committee shall present a single slate of nominees, listing one member per office. Additional nominations will be accepted from the members in attendance. If there are no further nominations, the slate of officers will be elected by acclamation. If additional nominations are made for any office, then a vote shall be taken by written secret ballot for any office in which there is more than one nominee. A majority of members present and voting shall elect. Should the ballot fail to produce a vote in which any nominee receives a majority, then the nominee’s name with the fewest number of votes shall be removed, and the vote repeated until a nominee receives a majority. Officers shall begin their duties at the annual meeting in May, the last of the school year.

Section 6: ANNUAL MEETING – The annual meeting shall be held in May for the purpose of approving the next fiscal year’s budget, presentation of new officers, receiving reports of officers and committees, transferring committee notebooks and for any other business that may arise.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year shall be July 1 through June 30.

Section 2: BANKING – All funds shall be kept in a checking account in the name of Merle Beattie Parent Teacher Organization, requiring two signatures of the Executive Board and held at Security First Bank.

Section 3: REPORTING – All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall utilize a Certified Public Accountant to file annual taxes each year.

Section 4: ENDING BALANCE – The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS – Authority to sign contracts is limited to the President or the President’s designee.

Section 6: REQUESTS FOR EXPENDITURES – Requests for expenditures, not appearing in the budget or in excess of the budget shall be made to the President and the Treasurer. If the expenditure must be made prior to the next scheduled meeting and it is necessary to facilitate the goals or projects of the Beattie PTO the President and Treasurer must agree and it shall not exceed \$500 in any given month. All other non-budgeted expenditures must receive the approval of the PTO at a regular or special meeting of the organization. Budgeted expenditures may be made by the Treasurer without further action on the part of the officers or members of the Beattie PTO.

Section 7: BUDGET DEFICIT – In the event funds available do not meet budgeted funds, the executive board retains the right to adjust the budget as necessary, in a manner that best supports the mission of the Merle Beattie PTO. Committee chairs will be notified of any budget line changes immediately.

ARTICLE VI: COMMITTEES

Section 1: RECORDS – All committee chairs shall keep records and reports of all pertinent information, which shall be transferred to their successors.

Section 2: REPORTS – Committee chairs shall keep the PTO informed of committee work either by personal reports presented at the meetings or committee minutes sent to the President.

Section 3: COMMITTEE BUDGET INFORMATION – Committee chairpersons and officers shall submit to the Treasurer’s budget requests by March 1 for any expenditure to be included in the following fiscal year’s budget.

Section 4: NEW COMMITTEE FORMATION – New committees shall be formed through resolutions adopted by the membership attending a meeting of the Beattie PTO or by appointments made by the President. The creation of new committees is for the purpose of carrying out the activities and projects deemed by the Beattie PTO to further its objectives and the goals of the organization. The Beattie PTO, by resolution, may delegate to these activity/project committees such authority as is reasonably necessary to successfully achieve its goals. The President may dissolve any such committee, as deemed appropriate as the needs and projects of the Beattie PTO change and evolve.

Section 5: COMMUNICATION COMMITTEE – The Communication Committee shall be overseen by the Secretary. This committee provides support to Beattie PTO by keeping all families, students, and faculty informed of PTO activities, including but not limited to, text messages, social media banners and updates; and the monthly newsletter, flyers, emails, and website.

ARTICLE VII: AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting or an annual meeting of the organization by a majority vote, provided that the amendments have been made available to all members no less than two weeks prior to the meeting.

ARTICLE VIII: DISSOLUTION

Section 1: VOTING – This organization may be dissolved by a two-thirds vote of members present and voting, provided all members on record have been notified of the proposed dissolution at least forty-five days prior to the meeting at which the vote will be taken.

Section 2: REMAINING PTO FUNDS – In the event of the dissolution of this organization, after paying all authorized debts, all remaining assets of the Beattie PTO shall be distributed to an organization which qualifies for tax exemption under 501(c)(3) of the Internal Revenue Code of the United State of America. None of the assets shall be distributed to, nor inure to the benefit of, any individual member.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

These bylaws were adopted on 04/03/2023