

By-Laws of George F. Roberts Elementary Parent-Teacher Organization (Revised February 4 2026)

Article I – Name

The name of the organization shall be George F. Roberts Elementary Parent Teacher Organization ("PTO"), Utica Community Schools.

Article II – Goals & Objectives

The sole purpose of the George F. Roberts Elementary PTO is to strengthen, enhance, and encourage the educational and social environment of Roberts Elementary students by:

- a. Working together as a team provides a positive learning environment for our Roberts students.
- b. Raising funds to purchase items directly for our school and/or classrooms that enhance the students' learning experiences.
- c. Supporting family and student social interaction by planning family-friendly events.
- d. Giving opportunities for us to come together as a community to help support other groups in need.
- e. All PTO funds are raised by fundraisers that encourage community involvement and are solely used to benefit our Roberts students. Whether they are used for direct classroom funding or school-wide events, the best interests of our Roberts students and families are always first and foremost.

Article III – Basic Policies

Section 1

This organization shall be non-commercial, non-sectarian, and non-partisan.

Section 2

The name of this organization or the names of any members in their official capacities shall not be used in any connection with any partisan interest or for any purpose not appropriately related to the goals and objectives of this organization.

Section 3

This organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4

This organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of schools and shall not seek to control school policies.

Article IV – Members

Any parent, legal guardian, and/or staff member of a student at the school may be a member and shall have voting rights without regard to race, color, creed, or national origin.

Article V – Officers and Elections

Section 1 ~ Officers.

The officers shall be a President, Vice President, Secretary, Treasurer, Bookkeeper, and Teacher Representative(s).

a. President

1. Presides over all PTO and Executive Board meetings (both general meetings and board meetings). Serve as the primary contact for the principal.
2. Serve as an ex officio member of all committees except the nominating committee.
3. Coordinate the work of all officers and committees to ensure the purpose of the organization is served.
4. Provide resources, support, and communication to all officers and committees. Act as a secondary signature on checks, along with the Treasurer. Prepare and distribute meeting agendas in advance.
5. Ensure all PTO operations comply with bylaws, policies, and district guidelines.
6. Conduct annual officer onboarding and ensure smooth transitions at the end of each term.
7. Collaborate with the Vice President and Secretary to seek and secure donations or sponsorships from local companies and community partners to support PTO programs and events.
8. Oversee the operational planning and coordination of PTO activities throughout the school year, including:
 - a) Scheduling an annual planning meeting with the principal to review and approve all proposed PTO events.
 - b) Obtaining updated forms (events & facility use), student lists, and school schedules (lunch & specials).
 - c) Organize and support General PTO and Executive Board meetings in accordance with the bylaws.
 - d) Ensuring all PTO records, accounts, materials, passwords, access credentials, and official PTO information are properly maintained and securely transferred during board transitions and at the conclusion of officer terms.
9. Officer vacancies shall be filled in accordance with Article V, Section 4 (Vacancies).

b. Vice President

1. Assist the President and assume their duties in the President's absence or inability to serve.

2. Oversee public relations and community engagement, including management of the Roberts PTO Facebook page and other communication platforms.
3. Maintain and update the outdoor display case with current PTO information, upcoming events, and recognition highlights.
4. Serve as a liaison between event committees and the President, providing guidance and support as needed.
5. Assist with volunteer coordination, recruitment, and appreciation efforts.
6. Ensure event forms, building usage requests, and volunteer background checks are completed.
7. Officer vacancies shall be filled in accordance with Article V, Section 4 (Vacancies).

c. Secretary

1. Record, prepare, and maintain accurate minutes of all Executive Board and General PTO meetings. Minutes shall clearly summarize topics discussed, key announcements and timelines, decisions made, and any action items or reminders. They should be written so that members who were not present at the meeting can understand them. Draft minutes shall be provided to the President within two weeks of each meeting.
2. Maintain and safeguard official PTO records, including minutes from all General PTO and Executive Board meetings, the bylaws, policies, and other essential organizational documents, ensuring they are organized and accessible for future reference.
3. Collaborate with the Vice President to support consistent communication across the PTO's Facebook page, outdoor display case, and monthly calendar.
4. Maintain a current list of officers and committee chair contact information.
5. Track annual PTO events and deadlines to assist in planning and continuity.
6. Create and distribute the monthly PTO calendar of events and deadlines to families and staff.
7. Prepare and distribute meeting notices, reminders, and volunteer communications as needed.
8. Partner with the President and Vice President to assist with donation requests and maintain organized records of sponsor outreach and acknowledgments.
9. Officer vacancies shall be filled in accordance with Article V, Section 4 (Vacancies).

d. Treasurer

1. Receives and manages all funds of the PTO.

2. Works with the Bookkeeper to accurately record receipts and expenditures.
3. Disburse funds in accordance with the approved budget.
4. Issue reimbursement checks from submitted check-request forms on the 1st and 15th of each month unless otherwise agreed upon.
5. The presence of either the Treasurer or Bookkeeper is required at each general meeting, but neither is required to attend every meeting.
6. Support the Bookkeeper during budget preparation and year-end financial reporting.
7. Officer vacancies shall be filled in accordance with Article V, Section 4 (Vacancies).

e. Bookkeeper

1. Works with the Treasurer to maintain accurate financial records.
2. Act as a secondary verifier for all PTO expenditures.
3. Complete a monthly reconciliation and share it with all board members.
4. Present quarterly budget updates at Executive Board meetings.
5. Prepare and submit annual tax and financial filings as required.
6. Maintain digital records of all deposits, receipts, and invoices for transparency.
7. Provide financial statements to the Executive Board and, upon request, make financial records available for review and present a comprehensive year-end financial report at the annual budget meeting.
8. Support the Treasurer during budget preparation and year-end financial reporting.
9. Officer vacancies shall be filled in accordance with Article V, Section 4 (Vacancies).

f. Teacher Representative(s)

1. Serve as a voice between Roberts' staff and PTO members.
2. Be selected by the PTO Board or Principal to ensure staff input and collaboration in PTO initiatives.
3. Share PTO updates during staff meetings and encourage teacher participation in PTO activities

Section 2 ~ Nominations and Elections.

- a. Elections will be held during the annual meeting that is designated for each school year.
- b. A nomination form will be sent out for candidates to fill out and submit back.
 1. Only those members who have signified their consent to serve, shall be eligible for nomination.
- c. Nominations are to be made in writing and given one month prior to the meeting elections taking place.
- d. Voting shall be by voice vote if a slate is presented. A ballot vote shall be taken if more than one person is running for office.
- e. Candidate proposal nominations will not be considered if the proposed candidate has an outstanding balance and is not in good standing.

- f. Voters must be present to vote for nominations in person or via Zoom.

Section 3 ~ Terms of Office.

- a. All PTO officer positions shall be elected annually for one-year terms, and elections shall be held each year for all offices. No officer may serve more than two (2) consecutive one-year terms in the same office, unless the position cannot be filled. An officer who has reached the maximum consecutive term limit may be eligible to serve in a different office.
- b. Officers shall remain in office until their successors assume office.
- c. An official term of office will run from July 1st through June 30th of the following year.

Section 4 ~ Vacancies.

- a. If there is a vacancy in the office of the President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected.
- b. If one position is not filled, its responsibilities may be temporarily assumed or shared by another board member.
- c. If the Bookkeeper role is not filled, it must be taken by either the Vice President or the Secretary.

Section 5 -Officer Responsibilities Upon Transition.

- a. All officers shall ensure that any PTO-related passwords, access credentials, and official contact information associated with their position are updated, transferred, or relinquished at the conclusion of their term or upon leaving office, in accordance with PTO policies and procedures.

Section 6 ~ Removal from Office.

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting, provided that previous notice has been given.

Article VI – Meetings

Section 1 ~ Regular Meetings.

- a. Regular meetings of the organization shall be held on a schedule established annually by the organization and are typically held every other month.
- b. The annual meeting will be held at the last general meeting.
 - 1. One general meeting shall serve as the annual election meeting and shall be held with sufficient time to allow for officer training and transition before the start of the next school year.
 - 2. The final meeting of the school year shall serve as the annual meeting for receiving reports, conducting other business, and approving the budget for the

upcoming school year.

- c. A flyer will be sent home with the students and/or by electronic posting at least one week before the meeting.
- d. Five days' notice shall be given of a change of date. Members will be notified by flyer and/or by electronic posting.
- e. Prior minutes will be available on the PTO website.
- f. Meeting minutes should be posted on the website no longer than 2 weeks after the general meeting date.
- g. Agenda for the general meeting must be posted on the website 1 week before the meeting date.
- h. A copy of the agenda must be handed out at the general meeting.

Section 2 ~ Special Meetings.

- a. Special meetings may be called by the President or any two members of the Executive Board.
- b. Notice of the special meeting shall be sent to the members at least 5 days before the meeting.

Article VII – Executive Board

Section 1 ~ Membership

- a. The Executive Board shall consist of the officers of this organization and the principal of the school, or a representative appointed by him/her.
- b. The members of this Board shall serve for a term of one year and shall remain in office until their successors assume office.
- c.

Section 2 ~ Duties

- a. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting.
- b. Create standing rules and policies.
- c. Create standing and temporary committees.
- d. Prepare and submit a budget to the membership.
- e. Approve routine bills.
- f. Approve expenditures outside of budgeted items, not to exceed \$1000 in a fiscal year:
 - a. Any additional expenditure, outside of budgeted items, that exceeds the \$1000 cap must be approved at a regular or special meeting by majority vote.
 - b. Five members of the organization must be present to constitute a quorum for the transaction of business or expenditure of funds over \$500 at any meeting.
- g. Prepare reports and recommendations for the membership.
- h. Deliver to their successors all organization documents and property, intact, no later than two weeks following the expiration of their term in office.
- i. No officer shall miss more than four meetings in any fiscal year, or he/she will be asked to resign, except the Treasurer and Bookkeeper.
- j. All emails directly about Robert's PTO business are not to be deleted or altered in any way.
- k. When sending emails for the PTO, all Roberts PTO board members should be included or cc'd

in the emails.

- l. At least two board members must be present at all events. No board member shall miss more than three events that are run by the PTO or he/she will be asked to resign.

Section 3 ~ Meetings

- a. Meetings should take place regularly, which will be determined by the Board.
- b. Special meetings may be called by any two Board members, with 24 hours' notice.
- c. Meetings can be attended in person or by conference call/Zoom.

Section 4 ~ Quorum

Half the number of Board members and/or the principal of the school and/or a representative appointed by him/her, constitutes a quorum.

Article VIII – Committees

Section 1 ~ Membership

Committees may consist of members and Board members, with the President acting as an ex-officio member of all committees.

Section 2- Flyers for Events

- All flyers printed and distributed for events provided by a PTO committee have to be approved and signed by the president or vice president, as well as the principal.
- Flyers must state the following, "A guardian or an adult 18 years or older must stay with a student at all times, during PTO events".
- Flyers must have the following listed on, each flyer that is distributed, "Charges for returned checks and bank fees will be the responsibility of the parent/guardian issuing the check, Convenience Charge for online payment, No Change will be given, the exact amount required.

Section 3 - Event Materials

When a PTO event is complete and there are leftover materials, food, supplies, etc., they are to be put in the PTO closet/cupboard. In the event of leftover food, if there is an upcoming event in a timely manner, all food must be given to this event. If there is no upcoming event(s) the food can be distributed between the event committee.

Section 4 - Inventory

All supplies should be purchased by the committee, in the event of a shortage supplies can be used from the PTO closet/cupboard. The PTO board must be notified if supplies are limited/absent and need to be purchased for any upcoming event(s).

Section 5 – Funds from Events

- a. The PTO board must be notified if the event price changes and has to be approved by the board.
- b. When funds are being collected for events, they will be locked in a cabinet provided by the front office. These funds will be put in the cabinet by the front office staff and be removed from an approved PTO board member or committee head daily. The PTO

board has the right to collect and record all money for any events that they feel deemed necessary.

- c. All activities/event income all goes back to the PTO and will not be given out to any other committees or organizations unless otherwise voted on by the PTO board.
- d. Funds must be managed by the committee chair or PTO board member; no money can be given to student(s) to be brought home or back to school.
- e. After receiving funds from an event, the funds must be deposited within 3 business days.

Section 6 Electronic Communication

All emails, Sign-Up Genius, and/or electronic communication between the president and vice president must be distributed.

Section 7-Raffle Prizes/Donations

When volunteers or committee heads are obtaining raffle prizes and/or donations for the PTO, they are to be mailed directly to the school. If picking up items, those items must be delivered to the school within two business days. All prizes and/or donations will be logged and kept by the PTO board in a safe and secure location. When collecting raffle prizes/donations for the PTO, a given PTO email must be used in order to communicate with companies that are being asked for raffle prizes or donations.

Section 8-PTO Logo

All PTO communication is required to have the PTO watermark logo, to help clearly identify PTO fundraising events and activities (website flyers, flyers, emails, etc.).

Article IX – Finances

Section 1

With the combined efforts of the current PTO Board and the newly elected PTO board, a budget for the following school year will be drafted and presented at a special Budget Meeting taking place at the end of May.

Section 2

The treasurer and bookkeeper shall keep accurate records of any disbursements, income, and bank account information.

Section 3

The Board shall approve all expenses of the organization.

Section 4

Two authorized signatures shall be required on all checks.

- a. Authorized signers shall be the President and Treasurer.

Section 5

PTO reimbursements from budgeted funds will be reimbursed for cash, check, or charge receipt payments only. Any receipts submitted must be itemized for school supplies.

- f. Receipts must be dated in the current school calendar year (August-June) in order for reimbursement to occur. Receipts may be dated 3 weeks prior to the school start date.
- g. Teacher funds for the school year will be used by the allocated teacher. Allocated teachers are able to provide funds to another teacher's budget. This must be submitted in writing and signed by both teachers in agreement before funds are distributed.
- h. If a staff member requests reimbursement to be issued directly to a specific vendor or individual, an invoice along with the check request form must be submitted to the PTO no later than one week prior to the event or the date the funds are needed. Last-minute check requests, including those made on the day of the event, will not be accommodated.
- i. Reimbursement Deadlines: Reimbursement Deadlines: All teachers and staff reimbursements must be submitted no later than noon on the last day of school to be considered for reimbursement. Any receipts submitted past this date will not be considered for reimbursement.

i.

Section 6

Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7

The financial fiscal year runs from July 1st through June 30th of the following year.

Section 8

The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

- a. Any surplus of funds over the current year's budget must be documented in the budget and labeled as "unallocated funds". These funds may be used towards school-sponsored groups, clubs, scholarships and/or to purchase in-house technology or supplies for the betterment of Roberts students.
- b. Any distribution of said funds must be presented at a regular meeting and be approved by majority vote.

Section 09

The PTO will be set aside in the budget every year to obtain PTO insurance.

- a. The insurance will be renewed at the appropriate time, so no time lapse will occur.

Section 10

NSF Fees

- a. Charges for returned checks and bank fees will be the responsibility of the parent/guardian issuing the check and/or submitting on behalf of family/friends for

fundraising materials.

- b. If the PTO does not receive payment, they forfeit to receive purchased items.
- c. If payment is not received, no checks will be accepted in future PTO events/fundraisers.
- d. After two NSF occurrences, checks will not be accepted from the issuer.

Article X – Dissolution

Any proposal for dissolution shall be submitted to the membership for vote as a special meeting called for this purpose. A 2/3 vote shall be required for passage of a resolution to dissolve.

Article XI- Amendments

- a) These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting.
- b) Amendments will be approved by a majority vote of those present during a regular or special meeting, assuming a quorum.

Article XII-Community Improvements

- a) The display case outside will be maintained and updated monthly by the PTO.
- b) Free library outside front of school, was provided by the PTO and will be maintained and operated by the PTO.