

**BYLAWS OF ELKHORN-SKYLINE PARENT TEACHER ORGANIZATION
REVISED & APPROVED OCTOBER 6, 2015**

ARTICLE I: NAME

The name of this Organization shall be the Elkhorn Skyline Parent Teacher Organization.

ARTICLE II: OBJECTIVES

1. To promote the welfare of the children and youth in home, school, and community.
2. To promote a closer relationship between home and school so that parents and teachers may cooperate in the physical, mental, and social education of the children.
3. This Organization shall not be limited to school activities, but shall concern itself with matters relative to the common interest of the people, and may sponsor such activities as would benefit the needs of the children in the community.
4. To raise funds as supplemental support of general school activities and programs

ARTICLE III: MEMBERSHIP

All parents/guardians of current Skyline students, Skyline teachers, and Skyline administrators are automatic members of the Elkhorn Skyline Parent Teacher Organization. No dues are required.

ARTICLE IV: OFFICERS AND THEIR DUTIES

The Officers of this Organization shall be: President, Vice President, Community Liaison, Secretary, and Treasurer also known as the Executive Committee. The Officers shall meet at least one time during the summer and as needed during the school year.

1. The President shall preside at all meetings of the Organization and of the Executive Committee, shall be ex-officio of all Committees, and shall perform all other duties pursuant to the office.
2. The Vice President shall act as an aide to the President and shall perform the duties of President in the event of his/her absence or resignation. The Vice President conducts any publicity needed for the PTO. The Vice President is responsible for setting up a babysitter for the official PTO meetings once a month. This Officer is also in a training position to prepare for the Presidency the following term.
3. The Community Liaison shall include assisting current Chairperson/Executive Board members in finding replacements, nominations of these Officers and Committee Chairs to the PTO Board. These nominations are presented to the current Chairperson of each Committee and the Executive Committee for consideration. Duties to include any evaluations deemed necessary of Committees and/or PTO Board. This Chair will be a 2-year term. Each Committee shall be made up of not less than two members, to be appointed by the Chairperson.
 - 3A. The Community Liaison is also responsible for contacting Business Partners and arranging activities with the Partners.
 - 3B. The Community Liaison notifies Membership, Principal, and Newsletter Committee of dates of activities.
4. The Secretary shall keep an accurate record of all meetings of the Organization and the Executive Committee, and shall perform such other duties as may be delegated to him/her. He/She is also responsible for submitting a copy of each month's minutes to the PTO website, www.skylinestallionspto.com, prior to the next month's meeting. This Chair will be a 2-year term.

5. The Treasurer will receive all monies of the Organization, keep an accurate record of receipts and expenditures, present a financial report at the monthly PTO meeting, prepare any government tax requirements, and disburse funds as authorized by vote of the Organization or the Executive Committee. This Chair will be a 2-year term.
 - 5A. The Auditing Committee shall be appointed by the Executive Committee. The Treasurer's books shall be examined prior to the end of his/her term of office by an audit committee of not less than three members, who shall verify that the Treasurer's annual report is correct and shall sign a statement to that fact at the end of the report. Sufficient operating funds may be carried forward from one term of office to the next. Funds raised for a specific project may be carried over from one term to the next, and may be re-allocated only by a two-thirds vote of the members present.
 - 5B. The Budget Committee shall include: Outgoing and incoming Presidents, outgoing and incoming Treasurers, and the Skyline Principal. The Budget shall be submitted to the Membership at the April meeting of the Organization as well as submitted to the April Newsletter. A two-thirds vote of the membership present is needed to accept the proposed budget.
 - 5C. All officers of the Skyline PTO who sign a bank account signature card shall be bonded and the cost will be absorbed by the Skyline PTO.
6. No officer shall serve at any one position for a period longer than 2 years unless finishing the term of a former officer.
7. No officer shall serve on the Executive Committee for more than 3 years in a 5 year period.

ARTICLE V: ELECTION OF OFFICERS

Each current Officer/Committee Chair is responsible for finding a nominee for the following term. Volunteers or nominations from the floor will also be taken at the March meeting of the organization, at which time a vote of the membership will be held to elect/appoint a new Executive Committee. A two-thirds vote of the membership in attendance at the April meeting is sufficient.

ARTICLE VI: COMMITTEES

The following Committees report to the Executive Committee:

1. **Apparel**: This Committee sells Skyline apparel if the membership decides to sell apparel. They collect all monies and remit proceeds to the Treasurer.
2. **Assemblies**: This Committee works closely with the Principal to plan and execute any school assemblies and programs, specifically the Winter Assembly and classroom party for all grades held in December.
3. **Box Tops**: This Committee assists with the Box Tops for Education program by collecting, counting and submitting Box Tops for reimbursement to the school as outlined in the Box Tops for Education guidelines.
4. **Bingo**: This Committee is responsible for planning and making arrangements for the annual school bingo night, including refreshments, prizes, and organizing volunteers.
5. **Boo Hoo/Woo Hoo Breakfast**: This Committee is responsible for planing and arranging the breakfast for Kindergarten parents held on the first day of school.

6. **Business Sponsorships:** This Committee solicits area businesses, offering advertising and marketing opportunities in exchange for PTO donation.
7. **Carnival:** This Committee is responsible for planning and making arrangements for the annual school carnival, including contracting service providers and suppliers, for all of the games, rides, and food, as well organizing volunteers
8. **Classroom Volunteers/Room Parent Coordinator:** This Committee assists with room parents with organizing and leading 2 seasonal parties (Halloween and Valentine's Day) and also plans and distributes classroom volunteer schedules.
9. **Directory:** This Committee coordinates the school directory annually, gathering information to be included from families and school staff.
10. **Fall Fundraising:** This Committee is responsible for all facets of the Fall Fundraiser.
11. **Food Committee:** This Committee plans meals and coordinates donations for Parent/Teacher conference dinners, Wednesday Staff Treats and other food events as needed.
12. **Health Screenings Committee:** This Committee is responsible for working with the school nurse to facilitate health screenings, including alerting parents of volunteer opportunities available.
13. **Holiday Gift Drive:** This Committee conducts a seasonal activity to benefit the needy.
14. **Hospitality Committee:** This Committee coordinates gifts, cards, and flowers for staff or families within the school community on special occasions (such as Secretary's Day, wedding, sickness or funerals). This Committee is also in charge of welcoming new Skyline families, providing a welcome packet and serving as a point of contact.
15. **Cash for Education:** This Committee oversees the implementation of cash back programs offered by various retailers (HyVee Receipts or Target REDCard, for example)
16. **Landscaping:** This Committee oversees the care and weeding of landscaped areas and notifies the Principal and custodian of any maintenance necessary, as well as organizes Fall and Spring grounds clean-up (with Boy Scouts, Girl Scouts, for example).
17. **BTS 101/Open House/Curriculum Night:** This Committee works with the Executive Board to prepare materials for BTS 101 and also arranges for refreshments (if any), set up, and clean up for BTS 101, Open House and Curriculum Night.
18. **Playground:** This Committee assists with the planning and execution of any additions/changes to the playground facilities.
19. **Scholarships:** This Committee reviews scholarship applications and selects award recipients.
20. **Spring Book Fair Committee:** This Committee oversees all areas of planning and implementing the book fair held in the Spring during Conference Week.
21. **Staff Appreciation:** This Committee arranges all aspects of Staff Appreciation Week, including various daily activities Monday through Friday of that week involving different groups, such as Student Council, the Principal, PTO, parents, and children.
22. **Traffic and Safety:** This Committee is tasked with ensuring safety standards are met with regard to school traffic.

23. **Yearbook Committee**: This Committee is responsible for the Skyline Yearbook from creation to completion, including marketing and sales.

24. **5th Grade Committee**: This Committee organizes special events for the 5th grade class.

THE ABOVE COMMITTEES MAY ASSUME OTHER RESPONSIBILITIES PERTAINING TO THEIR AREAS. OTHER COMMITTEES MAY BE APPOINTED AT THE DISCRETION OF THE EXECUTIVE COMMITTEE AND MAY CHANGE FROM TIME TO TIME.

ARTICLE VII: MEMBERSHIP MEETINGS

The Elkhorn Skyline Parent Teacher Organization meetings are held at Skyline Elementary School, 400 S 210th Street, Elkhorn, Nebraska, on the first Tuesday of every month school is in session except January unless otherwise specified. All parents/guardians of Skyline students are welcome.

ARTICLE VIII: AMENDMENTS OF THE BYLAWS

These bylaws may be amended at any meeting by a majority vote of the PTO officers and a two-thirds vote of those members present, provided members have been notified of the proposed changes in writing.

ARTICLE IX: QUORUMS

Those members present at a duly called meeting shall constitute a quorum. A simple majority of that quorum is necessary to enact business.

ARTICLE X: PARLIMENTARY AUTHORITY

All matters of the parliamentary procedure not specifically provided for herein shall be conducted in accordance with Robert's Rule of Order, Revised.

ARTICLE XI: ALLOCATION OF DISCRETIONARY FUNDS

All monies not specifically allocated through the budget must be requested in writing on a Fund Request Form provided by the PTO. All requests for discretionary funds will require approval from the Principal or other appropriate District administrator in accordance with the Elkhorn Public Schools Recommended Practices for Outside Groups or Organizations. After the appropriate approval is obtained, the Fund Request Form shall be submitted to the PTO President. Fund requests up to \$1,000 submitted to the PTO at least 10 days prior to the next scheduled membership meeting may be presented for approval at that meeting. Fund requests exceeding \$1,000 submitted to the PTO at least 10 days prior to the next scheduled membership meeting may be proposed at that meeting and then presented for approval at the following month's scheduled membership meeting. At the membership meeting, the requested discretionary funds must be approved for spending by a majority vote of membership and PTO officers present. If circumstances require a spending decision to be made between scheduled meetings, funds up to \$500 can be approved by the majority vote of the PTO officers.

