

BYLAWS OF THE ALDO LEOPOLD ELEMENTARY SCHOOL PARENT FACULTY ORGANIZATION

ARTICLE I - NAME

The organization shall be named Aldo Leopold Elementary School Parent-Faculty Organization (PFO); herein referred to as the PFO. The Board will be made up of a President, Vice President, Treasurer, Secretary, Principal and Faculty Representative (hereafter called "the Board"). Any parent or guardian of a student at the School, the Principal, or any teacher or staff member currently employed at the School is considered a PFO "Member."

ARTICLE II - MISSION STATEMENT

The PFO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. providing an organization through which the parents, school, and teachers can work cooperatively; and
2. providing financial support for programs funded outside of the annual school budget.

ARTICLE III - POLICIES

Section 1: The PFO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PFO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: The name of the PFO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PFO.

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Section 4: The PFO shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE IV - FISCAL YEAR

The fiscal year of the PFO shall begin on August 1st and end on the following July 30th.

ARTICLE V - MEMBERSHIP & DUES

Section 1: Membership. Any parent or guardian of a student at the School, the Principal, or any teacher or staff member currently employed at the School is considered a PFO "Member." No dues are required for membership.

ARTICLE VI - OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The positions of President or Vice President may be a shared position between two individuals, thus acting equally as Co-Presidents or Co-Vice Presidents.

Section 2: Nominations & Elections. Nominations for Officers' positions shall be submitted to the PFO. If more than one person is nominated for a position, voting shall take place by written ballot at a PFO meeting, as designated and announced by the PFO.

Section 3: Term of Service. Officers shall be elected for a term of two calendar years (beginning July 1st and ending on the following June 30th) by the general PFO Membership. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees. The PFO recommends that President and Secretary serve a two-year term beginning in even-numbered years, and Vice President and Treasurer serve a two-year term beginning in odd-numbered years. This arrangement serves to provide some continuity to the Board. In the event the PFO fails to fill all Officer positions at the end of another term, the incumbent of the expiring term may remain in office for one additional school year, or until an election of a new officer.

Section 4: Interest. All Officers shall act in the best interest of the PFO.

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Section 5: Compensation. No Officer shall be compensated by the PFO for their service.

Section 6: Attendance. Each Officer shall attend the BoardBoard and monthly PFO meetings.

Section 7: Contracts & Purchases. No Officer shall secure any contract in the name of the PFO without the approval to do so by vote of the PFO members. Any approved purchases must be made within the budgetary restrictions.

Section 9: Removal from Office. Any Officer can be removed from office, with or without cause, by a majority vote at a regular PFO meeting. Advance notice of the vote shall be given to the PFO Membership at least one week prior to the meeting.

Section 10: Chairs. Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

ARTICLE VII - OFFICER DUTIES

Section 1: President

The President(s) shall:

1. Preside over all meetings of the PFO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the BoardBoard.
4. Represent the PFO at city-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PFO as a whole.
6. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the Board.
7. Sign checks, notes, etc., in the absence of the Treasurer.
8. Appoint special committees as needed.
9. Announce PFO meetings to the School population at least one week in advance of that meeting.
10. Provide information and communication to parents and school staff on behalf of the Board.

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Section 2: Vice President

The Vice President(s) shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Recruit and fill open volunteer and chair positions as possible. Oversee and coordinate activities and resources of those committees.
3. Work with the secretary to maintain current online documentation of PFO events for the benefit of the BoardBoard and committee chairs.

Section 3: Secretary

The Secretary shall:

1. Maintain all records of the PFO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the BoardBoard and PFO and email copies to each Board member within two weeks of the recorded meeting.
3. Share PFO general meeting minutes with membership by posting them on the PFO website.
4. Maintain organized records from the planning of any event hosted by the PFO. These records should be kept in a secure electronic location and should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to the official correspondence of the PFO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PFO.
6. Maintain a copy of the PFO Bylaws and any other procedural documentation, make each available upon request to any PFO member.
7. Provide an electronic copy of these Bylaws to each newly elected BoardBoard member prior to the first regular PFO meeting.

Section 4: Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PFO.

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2. Maintain up-to-date, accurate financial records of the PFO including accounts of its assets, liabilities, receipts and disbursements.
3. Exhibit for inspection the relevant financial books and records of the Board to an audit committee or auditor, or to any member for any proper purpose at any reasonable time.
4. Receive all funds of the PFO; including, but not limited to, donations, dues, and fundraising sales and contributions.
5. Provide a written and oral financial report of the receipts and expenditures at each PFO and Board meeting and at other times upon request of the Board.
6. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PFO policies. Pay all bills and disburse funds as authorized by the Board.
7. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PFO's 501(c)3 status, as applicable; and maintain accurate records of such.
8. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
9. Oversee budgets set for committees and events
10. Maintain special purpose funds on behalf of particular staff or departments at the School.

Section 5: Faculty Representative

The Faculty Representative shall act as advisor and liaison between school staff and the Board. This position is voluntary and/or may be assigned by the school principal; this is not an elected position.

Section 6: The Principal

The Principal shall retain final approval or veto power of any function, if said function will interfere with procedures, policy and / or the best interest of Leopold School.

ARTICLE VIII - MEETINGS

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Section 1: Regular Meetings of the PFO. Shall be held bi-monthly, except during June, July and August, at the School, on a date and time pre-established by the Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Board Meetings. Shall be held monthly, or at the special request of any Board member or the PrincipalBoard.

Section 3: Special Meetings of the PFO. May be called at any time during the school year by the President or upon the written request to the Secretary. The objective(s) of such Special meeting must be set forth and presented to the PFO membership at least 10 days prior to the meeting.

Section 4: Budget Preparation. The newly elected BoardBoard shall meet at least once between July 1st and the first PFO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PFO meeting of the school year.

ARTICLE IX - FUNDS

Section 1: Use. PFO funds shall be used to serve the stated mission of the PFO.

Section 2: Income. All funds raised for the PFO must be documented and submitted to the PFO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PFO bank account within 10 business days of receipt by the Treasurer.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PFO Treasurer. Reimbursement requests should be submitted to the PFO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PFO Treasurer within 14 days of the purchase. Any reimbursement submitted more than 90 days late must be approved by the Board.

Section 4: Reporting. An updated financial report shall be made available by the PFO upon request.

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Section 5: Carry-Over. The PFO is authorized to carry over funds for the following fiscal year as recommended by the Board. The annual carry-over amount shall not exceed \$10,000.

ARTICLE X - BANK ACCOUNTS: CHECKS AND DRAFTS; LOANS

Section 1: Execution of Instruments. The Board may authorize any officer or officers to enter into any contract or execute and deliver any instrument in the name of and on behalf of the PFO, and such authorization may be general or confined to specific instances. Except as so authorized, no officer shall have any power or authority to bind the PFO by any contract or engagement or to pledge its credit or to render it liable for any purpose in any amount.

Section 2: Bank Accounts. The Board from time to time may authorize the opening and keeping of general and / or special bank accounts with such banks, trust companies or other depositaries as may be selected by the Board or by any officer or officers, agent or agents of the PFO to whom such power may be delegated from time to time by the Board. The Board may make such rules and regulations with respect to such bank accounts, not inconsistent with the provisions of these Bylaws, as the Board may deem expedient.

Section 3: Checks and Drafts. All checks, drafts or other orders for the payment of money, and notes or other evidence of indebtedness issued in the name of the PFO, may be signed only by such officer or officers of the PFO as shall be authorized from time to time by resolution of the Board.

Section 4: Loans. No loans shall be contracted on behalf of the PFO and no evidence of indebtedness shall be issued in its name unless specifically authorized by a resolution of the Board. No loans may be made to any officer or member of the PFO, directly or indirectly, except that reasonable advances of reimbursable expenses may be made in the discretion of the President(s) or, in the case of such advances to the President(s), as determined by the Board.

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ARTICLE XI - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in **Robert's Rules of Order** may be invoked at any meeting the the request of any BoardBoard member. In such case, these rules shall govern the PFO meeting in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary.

Section 2: Bylaws Committee. A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PFO meeting.

Section 3: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- At least five PFO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PFO Membership that a vote will be taken at the next scheduled Regular PFO meeting; and
- The revision request is approved by a majority vote of those present at the scheduled meeting.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE XII - DISSOLUTION

Section 1: Dissolution. The PFO may be dissolved provided prior notice is given to the PFO Membership, a vote is taken at the next scheduled Regular PFO meeting, and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PFO, the remaining PFO funds shall first be used to pay any outstanding PFO debt and then either:

1. a vote shall be taken by the PFO Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds be held in escrow by the Principal for use by a future School PFO. If a PFO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.

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