

***Madison School
Parent Teacher Organization***

***Constitution
And
Bylaws***

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Constitution and Bylaws

I. NAME

This Organization SHALL be known as the Madison School Parent Teacher Organization, also referred to as Madison School PTO. Madison School PTO is a Private Foundation under Section 509(a) of the United States Internal Revenue Code. Madison School PTO is a recognized tax-exempt organization under 501(c)(3).

II. MISSION STATEMENT

The Madison School PTO is organized for the purpose of supporting and enhancing the social, emotional, and educational experiences of Madison Elementary School students by,

1. Providing an organization through which the parents, school administrators, teachers, and other faculty members can work cooperatively.
2. Providing financial support by sponsoring both social and effective fundraising for programs funded outside of the annual school fiscal budget.

III. POLICIES

The policies of the Madison School PTO are established to maintain a tax-exempt status as defined by 501 (c) (3) of the United States Internal Revenue Code.

1. The Madison School PTO SHALL operate for charitable, educational, NON-Partisan, NON-Sectarian, and NON-Commercial purposes and SHALL not discriminate based on age, sex, creed, or national origin.
2. The Name of Madison School PTO and the names of any of its members, in their official capacity 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 Madison School PTO.
3. The Madison School PTO may cooperate with other School PTO's within the same school district that have similar goals and interests, but SHALL not interfere with the administration of these schools or seek to control its policies.

IV. FISCAL YEAR

Madison School PTO Fiscal year SHALL begin on July 1st and end on the following year on June 30th.

V. LOCATION OF MADISON SCHOOL PTO

The principal offices of the Madison School PTO shall be: 944 Madison Avenue, Rahway, NJ 07065.

VI. MEMBERSHIP

1. Membership SHALL consist of any parent, guardian and/or direct family member of a current student at Madison Elementary School. The principal of the school and any current faculty employed at the school may become a member.
2. Dues SHALL be paid each fiscal year by each member. Current Dues that SHALL be paid are TEN DOLLARS (\$10.00) per member. Dues should be evaluated bi-annually by membership in good standing at the September meeting.
3. If additional direct family members chose to become a member of the Madison School PTO, their fee will be TEN DOLLARS (\$10.00) per family member.
4. Membership in good standing SHALL be a paid member fourteen (14) days prior to monthly Madison School PTO or any special meeting.
5. Membership in good standing will have one (1) vote during any meeting.
6. Members will be asked to volunteer to attend the monthly Rahway Board of Education meetings to represent the Madison School PTO along with an Executive Board Officer.

VII. GOVERNING AUTHORITY

The Madison School PTO SHALL be governed by the membership and Executive Board of Officers. The organization may, from time to time, appoint advisory boards or other committees to help advance and facilitate the mission of the organization.

VIII. EXECUTIVE BOARD

1. The Elected Executive Board SHALL be composed of:

1-President

2-Vice Presidents

2-Treasurers

2-Secretary

- In the case that only one nominee is running for each position, the second position is considered vacant until filled.

INCLUSIVE OF:

1-School Principal

1-Teacher Representative

2. The Executive Board duties SHALL consist of:

- a) General oversight of the organization and administration of its business functions;
- b) Managing of monthly Madison School PTO meetings;
- c) Preparing and delivering of the organization's communications and outreach efforts;
- d) The formulations of organizational committees, with membership approval;
- e) The appointment of committee chairs;
- f) Serving as a liaison in the interests and mission of the organization;
- g) Overseeing and supporting all Madison School PTO committees;
- h) Facilitating issues arising from Madison School PTO operations;
- i) Review all serious issues and report them to membership;
- j) No officer SHALL for reason of his/her office be entitled to receive any salary or compensation. Officers may be reimbursed for expenses used for Madison School PTO business. A Madison School PTO Reimbursement Form must be completed and given to the Treasurer(s); and
- k) One (1) board member of the Madison School PTO SHALL attend the Rahway Board of Education regular monthly meeting to represent the school.

IX. EXECUTIVE BOARD OFFICERS' DUTIES

1- President

The President SHALL:

- a) Preside over all monthly Madison School PTO meetings;
- b) Prepare each monthly Madison School PTO meeting's agenda and distribute to members one (1) week before meeting via various media outlets of school's choice;
- c) Represent the Madison School PTO at city-wide meetings or other meetings outside the organization;
- d) Sign checks, notes, etc., only in the absence of the Treasurer(s);
- e) Appoint special committees as needed with membership approval;
- f) Announce Madison School PTO meetings to school population at least one week in advance of that meeting;
- g) Assign a board officer to advise a committee, except for the election committee;
- h) Does not have a vote in a monthly Madison School PTO meeting and can only advise of policies and procedures;
- i) Does not have a vote in an Executive Board meeting, however, will only have a vote in the case of a tie at this meeting;
- j) Oversee all other officers and ensure duties are being completed;
- k) It is ultimately the President's responsibility to ensure that all officers are performing their duties; and
- l) SHALL read and interpret the Constitution and Bylaws for the Madison School PTO and be a liaison to the members.

2- Vice President(s)

The Vice President(s) SHALL:

- a) Perform the duties of the president in his/her absence, removal, dismissal, resignation, or inability to serve;
- b) SHALL also oversee and act as a liaison between the committees of this organization;
- c) Assist in the total coordination of all committees and the Madison School PTO;
- d) Oversee the Fundraising Committee, Budget Committee and Audit Committee; and
- e) SHALL read and interpret the Constitution and Bylaws for the Madison School PTO and be a liaison to the members.

3- Secretary(s)

The Secretary(s) SHALL:

- a) Maintain ALL records of the Madison School PTO, INCLUDING but not limited to transactions, contracts, correspondence, and ALL related documents;
- b) Record the minutes of the meetings of both the Executive Board and the Madison School PTO. Forward copies to each Executive Board member within two (2) weeks of the said meeting;
- c) Circulate the minutes from the preceding Madison School PTO meeting at each monthly meeting for approval by members;
- d) Maintain organized records from the planning of any event hosted by the Madison School PTO. These records SHALL be kept in a secure location at the school and SHALL be made available, upon request, to any committee chair planning a similar event. ALL records SHALL be turned over to the next incoming secretary within one (1) week of the incoming secretary's(s) position start date;
- e) Attend to the official correspondence of the Madison School PTO;
- f) Hold a copy of the current and approved Madison School PTO Constitution and Bylaws and a list of current membership. Make each available upon request;
- g) Oversee the Publicity and Web Communication Chair;
- h) Maintain Madison School PTO Executive Board Operations Manual. Any amendments must be approved by the Executive Board and members in good standing; and
- i) Secretary may record audio of meetings to facilitate transcribing for minutes.

4- Treasurer(s)

The Treasurer(s) SHALL:

- a) Act as custodian of funds and perform all banking activities of the Madison School PTO;
- b) Maintain up-to-date and accurate financial records of the Madison School PTO;
- c) Receive and record all funds of the Madison School PTO, including, but not limited to, donations, dues, and fundraising sales and contributions;
- d) Provide a written and oral up-to-date financial report of the receipts and expenditures at each monthly Madison School PTO and Executive

Board meetings. Also, at any other times, upon request, from the Madison School PTO membership and the Executive Board;

- e) Audit all invoices and receipts submitted for payment or reimbursement to ensure each request follows Madison School PTO policies;
- f) Pay all bills and disburse funds as approved by Madison School PTO membership and authorized by the Executive Board;
- g) Perform the complete and timely filing of all federal and state tax returns, as well as other financial reports needed, pertaining to the Madison School PTO's 501(c)(3) status, as applicable, and maintain accurate records of such;
- h) Complete all financial updates by the close of the fiscal year and provide a full year end report;
- i) Submit all requested/required financial data relating to Madison School PTO operations to the Finance Committee Chair within two (2) weeks prior to the close of the fiscal year. This is for the purpose of the Treasurer's accounts being audited by the committee; and
- j) The treasurer may not oversee the audit committee.

INCLUSIVE OF:

5- Principal

The Principal SHALL:

- a) Act as a liaison between the School and the Madison School PTO and ensure that all Madison School PTO activities are in accordance with school policies and procedures;
- b) Not be required to pay annual dues; and
- c) Have one (1) vote at Executive Board and Madison School PTO meetings

6- Teacher Representative

The Teacher Representative SHALL:

- a) Act as a liaison between the school teachers and the Madison School PTO;
- b) Not be required to pay annual dues; and
- c) Have one vote at Executive Board and Madison School PTO meetings

- 7- All officer positions having two (2) officers, each officer SHALL divide the duties according to the Madison School PTO Executive Board Operations Manual. Officers SHALL hold only one (1) position at a time.

8- PROCEDURE BOOKS

A procedure book must be kept by each officer and/or chairperson, to hold pertinent materials of that particular office or committee. In June, the Executive Board will ensure that procedure books, operational manual, and any other pertinent documents of the Madison School PTO SHALL be handed down to the succeeding officers and committee chairs.

The following is a list of suggested titles for the procedure books:

- a) Name of School
- b) Title of Officer/Chairperson
- c) Required Procedures for committee Operation
- d) Copies of important correspondence
- e) Copies of reports
- f) Copies of plans of work and their outcome
- g) Calendar of events for the committee
- h) Suggestions

X. EXECUTIVE BOARD TERM LIMITS

- 1- President SHALL have a maximum term of two (2) consecutive years, however, must be voted into position every year. May continue as President if no other member in good standing is nominated. May run for another position after he/she has left the President's position.
- 2- Vice-President SHALL have a maximum term of two (2) consecutive years, however, must be voted into position every year. May continue as Vice-President if no other member in good standing is nominated. May run for another position after he/she has left the Vice-President's position.
- 3- Secretary SHALL have a maximum term of two (2) consecutive years, however, must be voted into position every year. May continue as Secretary if no other member in good standing is nominated. May run for another position after he/she has left the Secretary position.
- 4- Treasurer SHALL have a maximum term of two (2) consecutive years, however, must be voted into position every year. May continue as Treasurer if no other member in good standing is nominated. May run for another position after he/she has left the Treasurer position.

XI. ELECTIONS

The election of officers SHALL take place at the May Madison School PTO meeting. Elections are to be overseen and run by the Election Committee.

1- Nominations

- a) SHALL occur at the March meeting;
- b) Any member in good standing can be nominated for a position on the Executive Board;
- c) A member in good standing may nominate him or herself for a position on the Executive Board;
- d) After a member is nominated it must be accepted by that member;
- e) Nomination must be seconded after acceptance of nomination;
- f) A list of approved nominated members SHALL be distributed to the membership at the April meeting. Once a list of approved nominations has been distributed, no new nominations may be added; and
- g) At the April meeting, a person who is nominated must inform the members of how their qualities will benefit the position that they are nominated for.

2- Elections Voting

- a) SHALL be done by closed written ballot, voters are not required to put their name on the ballot;
- b) SHALL be counted and tallied by the end of the meeting by the Election Committee;
- c) Absentee ballots can be done with the approval of membership in the preceding meeting and absentee ballots must be sealed and present at the election meeting. The absentee ballots are to remain sealed until counting of all ballots occur. All absentee ballots that are not sealed SHALL not be valid; and
- d) Only members in good standing may have one vote. All eligible members may vote once per office.

3- Transition of New Officers

Newly elected officers SHALL shadow the current board to become familiar with the positions they are transitioning into from the date of the election until July 1st. The current officer SHALL educate newly elected officers on policies and procedures including the Constitution and Bylaws of the Madison School PTO.

4- Qualifications of Elected Officers

a. President SHALL:

- i. Have a desire to serve the Madison School PTO, the school, and ultimately the students;
- ii. Understand the organization's mission;
- iii. Have willingness to delegate tasks;
- iv. Have good listening skills; and
- v. Have effective communication skills.

b. Vice-President SHALL

- i. Have a desire to serve the Madison School PTO, the school, and ultimately the students;
- ii. Understand the organization's mission;
- iii. Have good listening skills; and
- iv. Have effective communication skills.

c. Secretary SHALL

- i. Have a desire to serve the Madison School PTO, the school, and ultimately the students;
- ii. Understand the organization's mission;
- iii. Have good listening skills;
- iv. Have effective communication skills;
- v. Have good computer skills or willingness to learn; and
- vi. Have strong organizational skills.

d. Treasurer SHALL:

- i. Have a desire to serve the Madison School PTO, the school, and ultimately the students;
- ii. Be computer literate—must know how to use Excel and/or Google Sheets or be willing to learn;
- iii. Appreciate the value and power of a balanced budget;
- iv. Appreciate the value of a paper trail; willing to follow through on tight financial controls;
- v. Be honest, organized, and tenacious; not put off by paperwork, forms, documents, numbers;
- vi. Have strong organizational skills;
- vii. "In touch" with school activities and PTO business, or wants to become in touch; and

viii. Understand that this role is the custodian of other peoples' money.

- 5- Election meetings may be held virtually only if in person elections cannot occur.
- a) Electronic voting SHALL take place on an online platform, such as, but not limited to survey monkey, that will ensure anonymity only during virtual elections.
 - b) A majority vote of members in good standing present at the virtual meeting, provided a quorum is present, will determine the outcome of the elections.

XII. VACANCY IN EXECUTIVE BOARD

- 1- In the event that an Executive Board position becomes vacant, the secretary must notify membership within seven (7) days of vacancies.
- 2- If an Executive Board position becomes vacant, nominees will be accepted at the next regular monthly meeting and voting SHALL occur thirty (30) days after nominations are accepted. Except for the office of president. See XII Section 3.
- 3- If the vacant office is the President, the Vice-President as determined in the Madison School PTO Executive Board Manual SHALL assume the President's office.
- 4- Membership may elect to leave an Executive Office position open until the next yearly election.

XIII. REMOVAL OF OFFICERS

Membership, pursuant to the following procedures, may remove any officer in the event of:

- 1) Any officer who fails or ceases to meet the requirements of his/her office may be removed summarily.
- 2) Any officer who fails or ceases to complete and perform their duties according to the Constitution and Bylaws, will be in breach of their fiduciary duties, and may be removed.

- 3) Any officer who fails to abide by and enforce the mission of our Madison School PTO, may be removed from office.
- 4) In the case of removal, the officer proposed to be removed and all members of the Executive Board and Madison School PTO membership SHALL be notified, in writing/email, no later than ten (10) calendar days before the next REGULARLY scheduled meeting, that a recommendation in the form of a motion SHALL be presented seeking to have that officer removed.
- 5) Upon the motion being duly made and seconded, the officer SHALL be afforded the opportunity to appear and present evidence and/or information (including a statement) before the Madison School PTO Membership and the Executive Board at the following regular scheduled meeting.
- 6) Upon completion of statement, a vote will be held, and would need an affirmative majority vote of voting membership in good standing, present in meeting in order to pass. Members can abstain from voting, but the abstain vote will not count towards the majority vote of attendance.
- 7) An officer voted out for Breach of Fiduciary duties SHALL not hold any board office again.
- 8) Absences from two (2) consecutive quarterly board meetings, without a valid reason, as determined by the Executive Board Officers, may result in a proposed termination of such Executive Board Officers (excluding the Principal and the Teacher Liaison). Board officers shall give notice to another officer prior to a meeting if they are unable to attend and every attempt should be made for the absent board officer to forward information and updates for the meeting to another officer.

XIV. RESIGNATION OF OFFICERS

Any officer of the Executive Board may resign at any time by giving notice to the president and/or the secretary in writing/email. The resignation SHALL be effective upon receipt by the president and/or the secretary or at such

subsequent time as may be specified in the notice of resignation. The resignation acceptance SHALL not be necessary to make it effective.

XV. MEETINGS

All meetings SHALL be in accordance with the Constitution and Bylaws of the Madison School PTO.

1- Executive Board Meetings:

- a) Executive Board SHALL meet quarterly;
- b) Executive Board Officers and Committee Chairs SHALL attend all quarterly meetings;
- c) All reports SHALL be given to secretary at this time;
- d) Yearly budget report should be finalized and ready for the September Monthly Madison School PTO meeting; and
- e) Committee Chairpersons SHALL attend Executive Board meetings and monthly Madison School PTO meetings to report on activities of his/her committees.

2- Monthly and Special Madison School PTO Meetings

- a) A monthly Madison School PTO meeting SHALL have at least three (3) of the elected board officers present;
- b) A monthly Madison School PTO meeting SHALL occur the third week of every month throughout the fiscal year on the agreed upon date which was preselected in advance. (Except for July and August);
- c) The final fiscal Madison School PTO meeting SHALL take place in June, prior to the close of the school year;
- d) Times and locations are to be pre-determined by the Executive Board.
- e) Times and locations SHALL be presented by the President at the first regular meeting of the school year;
- f) September's meeting SHALL include a fiscal budget report for approval. Membership SHALL vote to either accept or amend the proposed budget and SHALL need two-thirds (2/3) vote, providing a quorum is present, from members in good standing, in order to pass;
- g) Special Madison School PTO meetings may be called at any time during the school year by the president or upon the written/email request to the secretary, by at least five (5) Madison School PTO members in good standing. The objectives of such meeting SHALL be set forth and presented to the Madison School PTO membership at least ten (10) calendar days prior to the meeting via the written/email request; and
- h) Voting in general meetings SHALL need a majority vote, providing a quorum is present, from members in good standing, in order to pass. Executive Board members do not have a vote at such a meeting.

Members can abstain from voting, but the abstain vote will not count towards the majority vote.

3- Special Meetings

- a) If a non-election special meeting is held it is to follow section XV, subtitles 1 and 2 are to be followed; and
- b) If an election special meeting is held, it is to follow section XI, subtitles 1 and 2 are to be followed.

4- Quorum

Ten(10) voting members (not including Executive Board Officers) in good standing present and voting, constitutes a quorum for the purpose of voting.

5- Motions

- a) A motion may be made at any meeting, at the appropriate time in the meeting;
- b) A motion must be seconded for it to be a valid motion;
- c) After a valid motion has been made, a call for a vote, providing a quorum is present, can be done. This is done by asking for all those in favor and those opposed;
- d) A majority approval from members in good standing, providing a quorum is present, is needed for a motion to pass; and
- e) In the case of a motion, being of an election of a board officer, follow Elections Section XII sub 2 and 3.

6- Agenda

The agenda for the monthly Madison School PTO meeting must be distributed to all membership seven (7) calendar days prior to the meeting.

7- Order of Business

- a) Call to Order (President to call time);
- b) Opening of Meeting (Pledge of Allegiance);
- c) Approval of prior meeting's minutes. Membership must approve minutes by stating acceptance or objections, providing a quorum is present. If minutes are not accepted reason needs to be explained for revisions to be made;
- d) Unfinished Business from prior meeting(s);
- e) Treasurer's Statement (Treasurer);

- f) Reports of officers and standing committees;
 - 1) Reports of special committees
 - 2) Principal's Comments
 - 3) President comments
 - 4) New Business from the board
 - 5) New Business from the floor
 - 6) Closing of meeting
 - 7) Adjourn meeting (President to call time)

- 8- In the event a meeting is unruly, a motion can be made to table the topic until the next monthly meeting.
 - a) If the meeting continues to be unruly, the meeting may be adjourned by a vote of three (3) Executive board members; and
 - b) If a meeting is adjourned, at the next monthly PTO meeting the meeting shall start with the approval of the prior meeting's minutes. After minutes are approved, the adjourned meeting will resume.

XVI. COMMITTEES

Committees SHALL be formed to ensure and facilitate the mission of the Madison School PTO. Special committees SHALL be requested by the board members and the members of the Madison School PTO membership. Each committee SHALL have a chairperson.

- 1- Chairperson's
 - a) SHALL be elected by the Madison School PTO membership;
 - b) Nominations SHALL be submitted at the September Madison School PTO meeting. Elections SHALL take place if more than one Madison School PTO member is running for a committee. An officer may also act as a Chair of up to two (2) Standing Committees; and
 - c) The Chairperson of each committee SHALL keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future chairs. These records SHALL be turned over to the secretary at the quarterly Executive Board meetings.

- 2- Standing Committees

The following Standing Committees SHALL exist for the purpose of carrying out a specific set of relative duties.

 - a) Community Outreach
 - b) Constitution and Bylaw

- c) Publicity/Web Communication
 - d) Sixth Grade
 - e) Audit
 - f) Election
 - g) Finance/Budget
 - h) Teacher Appreciation
- 3- Committee Members
Chairpersons may solicit additional members to serve on their respective committees, as necessary.

XVII. COMMITTEE DUTIES

- 1- Section 1-Fundraising
As there is no longer Section 1 SHALL add the following (**See ARTICLE XXIII**)
- 2- Community Outreach Committee
The Community Outreach Committee SHALL:
 - a) Plan and implement all not-for-profit social activities for Madison Elementary School students and their families, including but not limited to, the Ice Cream Social, Spirit Days, and Student Workshops; and
 - b) Show a presence in the community by attending social community events.

3- Constitution and Bylaws Committee

The Constitution and Bylaws committee SHALL:

- a) Review and recommend any changes to the Constitution and Bylaws to the Madison School PTO;
- b) Recommendations SHALL be made by the September monthly Madison School PTO meeting; and
- c) Any amendments SHALL be voted by a two-thirds ($\frac{2}{3}$) vote of members in good standing in attendance providing a quorum is present, in order to pass. The secretary must send out notification to the members of the proposed change to the bylaws no later than five (5) days of when the motion was called. The Secretary must then also notify all members of a special meeting to change the bylaws no later than thirty (30) days prior to the meeting.

4- Publicity/Web Communication Committee

The Publicity/Web Communication Committee SHALL:

- a) Attend school functions and events to take photos and write articles for submission to the local newspaper, school newsletter, and school website;

5- Sixth Grade Committee

The Sixth Grade Committee SHALL:

- a) SHALL be formed in the May Monthly Madison School PTO meeting for the upcoming school year. In continuing the tradition of hosting the outgoing Sixth grade students, the Fifth grade students may donate a minimum amount of \$5.00 towards the graduation brunch and the yearbook signing;
- b) Coordinate end-of-year activities, 6th grade yearbook, and 6th grade promotion;
- c) Report all activities of the Sixth Grade Committee to the Executive Board and Madison School PTO membership to ensure there are no conflicting programs;
- d) Be responsible for running and collecting donations for bake sales, chocolate bar sales and/or dues, car washes and a park clean up with the help of the general membership that will help fund their send off

trip. The send off trip SHALL not exceed seventy-five dollars (\$75) per student;

- e) Maintain and track accurate records of chocolate bar sales and dues according to the procedure manual; and
- f) The Madison School PTO will gift the Sixth Grade their yearbooks, T-Shirts, and the send off trip.

6- Audit Committee

The Audit Committee SHALL:

- a) Verify that all checks written during the year are accounted for, approved, signed, substantiated, and not defaced, and that they have been posted to the proper budget category;
- b) Verify that all deposits made during the fiscal year have been logged accurately and assigned to the proper budget category;
- c) Review the bank statements for any unusual fees or withdrawals (check printing fees, for example). Verify proper recordkeeping for these items. Ensure the account was reconciled each month;
- d) Verify that IRS Form 990 and any state forms (incorporation renewal or state tax forms, for example) have been filed as necessary;
- e) Verify that the treasurer reports are reconciled from month to month;
- f) Verify the final budget that summarizes the year's financial activity, including beginning cash balance, total receipts during the audit period, disbursements, and ending cash balance, among others. This is often called the financial review worksheet;
- g) Suggest improvements to internal controls such as record-keeping and cash-handling, if needed; and
- h) Assess the group's performance against its budget, if requested.

7- Election Committee

The Election Committee SHALL:

- a) Be responsible for the solicitation of candidates. The parent/guardian representatives will solicit parents/guardians, direct family members, and faculty in good standing who are interested in volunteering to serve on the Madison School PTO;
- b) The solicitation will be translated into the major languages spoken by members of the Madison Elementary School community;
- c) Include only members in good standing who are willing and able to serve on the Madison School PTO Executive Board, and who are willing to provide a short written statement that includes a description of their interest in and qualifications for the position they are running for;
- d) Be responsible to coordinate and run any and all election days; and

e) Count and tally all votes by the end of the meeting.

8- Remove Membership Committee

9- Finance Committee

The Finance Committee SHALL:

- a) Be formed in the May monthly meeting for the upcoming school year;
- b) Provide financial oversight for the organization, budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls, and accountability policies;
- c) Develop an annual operating budget;
- d) Monitor and adhere to the budget;
- e) Set long-range financial goals; and
- f) Present all financial goals and proposals to the board and members for approval.

10- Teacher Appreciation Committee

- a) Coordinates teacher treats at the middle of every month September - June.
- b) Coordinates daily recognition for Teach Appreciation Week the first week in May.

XVIII. FINANCES

The Madison School PTO funds SHALL be used for programs, events, and items that directly benefit the students of Madison Elementary School, with the exceptions of annual Teacher Appreciation Luncheon, staff monthly motivational gifts, sympathy gifts, and School Alumni Scholarship Award with the approval of members.

1. Expenditures in excess of allotted/approved budget will need to be approved by Madison School PTO membership.
2. A reserve for the following year may be carried over for operating expenses incurred prior to fundraisers. Suggested amount for the reserve may not exceed \$9,999.99. Suggested amount for the reserve may not be less than \$1,000.00.

3. Any carryover in excess of the reserve fund must be disclosed at the first Madison School PTO general meeting of the new school year during the presentation of the budget for that school year.
4. The Madison School PTO members in good standing may raise money to donate to a person of choice by a majority vote of the membership in attendance, providing a quorum is present, in order to pass.
 - a) Expense Approval: The executive board shall enforce all expenses of the organization as stated in the approved budget;
 - b) Any items not included in the approved budget, will be submitted to the general membership with a majority vote in members in good standing in attendance, providing a quorum is present, in order to pass; and
 - c) If a ballot is requested, it will be issued by the secretary, who will be responsible for collecting and tallying ballots with a general member and a Madison School PTO executive board member present.
5. Income

All funds raised for the Madison School PTO must be documented and submitted to the Madison School PTO Treasurer within ten (10) days of receipt. All funds received by the Treasurer must be deposited into the Madison School PTO bank account within four (4) days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.
6. Expenses

Reimbursements for all expenses shall be made only after receipts for expenditures have been audited, documented, and approved by the Madison School PTO Treasurer. Reimbursement requests should be submitted to the Madison School PTO Treasurer within thirty (30) days of the incurred expense or by three (3) weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by both a receipt and the "Madison School PTO Reimbursement Form". Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the Madison School PTO Treasurer immediately following the purchase.
7. Reporting

An updated financial report shall be made available in printed form to each Madison School PTO member in good standing at each PTO meeting.

XIX. AMENDMENTS TO THE CONSTITUTION AND BYLAWS

The Constitution and Bylaws may be amended at the September meeting, or at a Special meeting, provided that previous notice was given in writing at the prior meeting, and then sent to all members of the organization by the secretary no less than ten (10) days prior to the meeting. Notice may be given by email and/or hard copy. Amendments SHALL only be approved with a majority vote from members in good standing, providing a quorum is present, in order to pass.

XX. PARLIMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern meetings when they are not in conflict with the organization's Constitution and Bylaws or any other special/ standing rules. A copy of Madison School PTO Constitution and Bylaws AND Robert's Rule of Order Newly Revised SHALL be held by the secretary and be made available at each meeting. A copy of the Constitution and Bylaws will also be posted on the Madison School PTO website.

XXI. DISSOLUTION

The organization may be dissolved with previous notice, no less than fourteen (14) calendar days, and a two-thirds vote of the total membership. Upon termination or dissolution of Madison School PTO, any assets lawfully available for distribution shall be distributed to one or more qualifying organizations described in section 501(c)(3) of the Internal Revenue Code (or as described in any corresponding provision of any successor statute) where the organization(s) has a charitable purpose which, at least generally, includes the same purpose similar to Madison School PTO. This dissolution SHALL occur in a special meeting with full membership in good standing, and a two-thirds ($\frac{2}{3}$) of a vote of approval for dissolution of membership to pass. In this event, a quorum SHALL not apply.

XXII. IGNORANCE OF CONSTITUTION AND BYLAWS

Ignorance of this constitution and bylaws and failure to abide by the Constitution and Bylaws by any persons(s) SHALL expect appropriate action to be taken by the governing bodies of the Madison School PTO.

ARTICLE XXIII. Fundraising

Allow any member in good standing to submit new fundraising ideas to the Vice President via the official PTO email. A fundraising submission form must be submitted at least 3 weeks prior to the next scheduled PTO meeting so that it can be included on the agenda for discussion. Members in good standing SHALL be able to sign as chairpeople for all current fundraisers. The Board Vice President(s) SHALL be the contact for these committees and can be reached via the official PTO email.

Proposed Constitution and Bylaws created by:

ByLaws Committee:

No current committee to date

Approved Constitution and ByLaws

Executive Board Officers:

Eliana Mejia, President

Date

Shanna Raysick, Treasurer

Date

Laura Saccai, Secretary

Date

Vanessa Rei, Secretary Date

Date

Rosalia Ferrera, Treasurer

Date