

**Butler Parent Teacher Organization Bylaws**  
***FINAL – 2024.2025***

**Article 1: Office**

**Principal Office.** The name of the organization is the Butler Parent Teacher Organization (hereinafter referred to as           The principal office of the PTO

3. **Funds and Fundraising.**

- (a) Fundraising earnings shall be deposited directly into the general PTO account unless a specific purpose has been designated by the PTO in advance as the recipient ( Earmarked is defined as setting aside funds in either 1). A separate bank account or 2). As a separate line item on the treasurer s report/budget to segregate the funds (1) or (2) (a) 16 TTT 0.00000 operating funds.
- (b) During the school term, the PTO may designate by majority vote the specific purpose for the proceeds from any specific fundraising event and all of the



**Duties of the Butler PTO Officers.** All officers of the PTO are required to:

(a) Maintain pass down information and records to ensure adequate continuation of future PTO functionality and, (b) Make every attempt to attend both Executive Board and General PTO meetings.

3.8.1 **Duties of the President (Co-Presidents).** The President (or Co-Presidents) shall have the responsibility and authority, with the right of delegation, for overseeing the operation of the PTO, including:

(a) Being the official liaison and spokesperson between the PTO and any other body including district and school officials and shall have the right to delegate authority

(j) The Treasurer shall assist the next year s Treasurer in completing the PTO taxes due in

4.1 **General Committees and Chairpersons.**

- (a) All current and any new committee requires its own Chairperson. The Chairperson shall be nominated as outlined in 3.7.
- (b) The term of office for Chairpersons will be one year. No Chairperson may serve more than two (2) successive terms in the same position unless no candidate has accepted nomination for that positias

- 4.3 **Committee Meetings.** Committee meetings shall be held at such times and places as deemed necessary by the Chairperson to fulfill the committee s responsibilities.

#### **Article 5: General**

- 5.1 **Meetings.** The PTO general meeting times, dates and schedule shall be proposed and approved by the Executive Board prior to the fiscal year to ensure maximum membership participation. All meetings will be held at Simon Butler Elementary School unless otherwise notified and open to all interested parties.

- 5.2 **Quorum.** The attendance of a majority of the Executive Board plus five other members of the PTO will constitute a quorum at general meetings.

- 5.3 **Conduct.** All motions must be made, seconded, and voted upon by the members. Simple majority will decide the voting.

- 5.4 **Expenditures.** All requests for non-budgeted expenditures must be discussed and voted upon as follows:

- (a) The Executive Board can approve the expenditure of funds for student and school-related needs up to \$500.00 with a reporting at the next General PTO meeting.
- (b) Expenditures exceeding \$501.00, but less than \$2,000.00, shall be discussed and voted upon at a General PTO meeting with a majority vote winning.
- (c) Expenditures exceeding \$2,001.00 shall be forwarded to the Executive Board for consideration and vote. If app EMC /Span 4MCID 24/Lang (en-US)BDC q0.00000912 0 612 792 r92p3 3822