

INTER-LAKES (K-12) PARENT TEACHER ORGANIZATION BY-LAWS

ARTICLE I – PURPOSE

Section 1. Enrich the children's academic and social experiences through programs not offered through the school's curriculum.

Section 2. Involve parents in their child's education and encourage participation in the school.

Section 3. Raise funds for the Inter-Lakes Elementary, Junior High and High School.

ARTICLE II – MEETINGS

The regular meetings of the PTO shall be held once a month, September through May, excluding December at the discretion of the Board of Directors. Location will be either the Inter-Lakes Elementary School or Inter-Lakes High School, at 7:00PM, unless otherwise announced by the PTO Board of Directors.

ARTICLE III – DISSOLUTION

In the event of dissolution of this organization, the assets shall be distributed equally to the Inter-Lakes Elementary School, Middle School, and the Jr./Sr. High School.

ARTICLE IV – ELIGIBILITY

Any person with a child in the Inter-Lakes School District, or anyone interested in the purpose of the Inter-Lakes PTO is eligible to become a member of this organization.

ARTICLE V – OFFICERS (BOARD OF DIRECTORS)

Section 1. The members shall elect annually from their number a Board of Directors, consisting of at least seven (7) individuals, with at least one from each school: Elementary, Junior High and Senior High School, if possible.

Section 2. The officers of the organization shall be: Two co-leaders (or a president and vice President); secretary, treasurer; public relations; fund raising; and PTO/teacher liaison.

Section 3. The officers will be elected to serve a term of one year or until their successors are elected. Their term of office shall begin upon adjournment of the May meeting. Officers may be reelected for additional terms if desired.

Section 4. It shall be their responsibility to plan the activities, formulate the policies of the organization and recommend expenditures of money, subject to a majority vote at any given PTO meeting.

Section 5. The members of the Board of Directors shall have the authority to make necessary expenditures between meetings not to exceed \$50.00 for any given period between regular PTO meetings.

Section 6. Duties of the Board of Directors include allocations of monies; fund raising; publicity; finances and secretarial duties.

Section 7. Each board member would have specific duties and responsibilities relative to the duties described above.

Section 8. The schools Principals are invited to serve on the board of Directors as ex-officio members.

ARTICLE VI – DUTIES OF OFFICERS (shall include, but not be limited to)

Section 1. President – The President shall supervise the affairs and activities of this organization and preside at all meetings. S/he shall prepare agendas for Board meetings and monthly PTO meetings. It shall be the duty of the president of run all meetings efficiently and in a timely fashion.

Section 2. Vice-President – The Vice-President shall be responsible for performing all the duties of the President in the absence of the President.

NOTE: In the case of Co-Leaders, both shall share duties of the President.

Section 3. Treasurer – the treasurer shall receive, hold and disburse all PTO funds and shall be responsible for keeping an accurate account of all transactions. S/He shall render a monthly report at regular meetings and prepare an end of year report for the State of New Hampshire as required for non-profit organizations.

Section 4. Secretary – The Secretary shall be responsible for keeping accurate minutes of all meetings and presenting them at the following monthly meeting. Copies of these minutes shall be given to the Co-leaders within 10 to 14 days of the meeting. S/He is responsible for notifying the treasurer of any disbursements voted on in the absence of the treasurer.

Section 5. Public Relations – the Public Relations person shall be responsible for submitting a monthly notice on the activities of the PTO to the Meredith News. She will be responsible for sending thank you notes as required and publishing articles as requested.

Section 6. Fund Raising – the Fund Raising person shall be responsible for submitting ideas to the PYO for approval/disapproval. S/He will be the contact person for companies working with the PTO.

Section 7. Teacher Liaison – Shall attend all monthly meetings and act as liaison between the PTO and the faculty of Inter-Lakes.

Section 8. Volunteer Coordinator – shall compile and maintain a listing of volunteers for any Inter-Lakes fundraiser or other activity as needed. S/He will distribute list of volunteers as required. It shall be the responsibility of the Volunteer Coordinator to promote the volunteer program and promote parent interest and participation in the Inter-Lakes PTO.

ARTICLE VII – CONFLICT OF INTEREST

If any board member or family member of any board member is contracting with the Inter-Lakes PTO to provide goods and/or services, or if the stand to profit personally by employment of other means,

it shall be deemed a conflict of interest. Any member, who has a conflict of interest, should disclose that conflict to the board members and abstain from any further involvement in said matter.

ARTICLE VIII - AMENDMENTS

These by-laws may be amended at any regular meeting of the PTO by a two-thirds majority vote of those present at such meeting.

At a regular meeting of the PTO held on June 21, 2005, the PTO passed by a silent, unanimous vote to eliminate the Teacher Liaison positions, since there were no candidates. The PTO also agreed that the regular attendance of the school principals provided satisfactory representation of the teachers and staff.

ARTICLE IX – TIER FUNDING DISTRIBUTION CRITERIA AND RULES (Revised 10/26/06)

This document is intended to be the criteria for distribution of Inter-Lakes Parent Teacher Organization funds. Only school sponsored activities and events will be eligible for consideration of PTO Funding. All PTO funds are dispersed into three tiers as described below. All those who request funds from any of the tiers must use the *Form For Request of I-L PTO Funds*. The form can be obtained from the ILES or ILMT Office Managers or from the I-L PTO Website. Please refer to the explanations of the funds for details to assist in making requests.

Tier One and Tier Two items do not require a PTO vote. Responsible parties will use the request form to notify PTO of the planned expenditure and to request payment. Funds in these two tiers will be dispersed after administrative review and after the form is presented at a PTO meeting.

Tier One: It is intended that funds within this tier be sponsored annually. These programs benefit most, if not all students in a school. Tier One items will be funded first in any given year.

1. Arts Enrichment Program Fund (Musical/Drama Performances)	\$2000.00
2. Author Illustrator (K-6)	\$1750.00
3. Author Illustrator (7-12)	\$1250.00
4. Fourth Grade Play	\$ 500.00
5. Family Connection Fund (Spring Dance)	\$ 500.00
6. Student Directory	\$ 950.00

Tier One Total: **\$6950.00**

Tier Two: It is intended that funds within this tier be sponsored annually. These programs benefit a more specific range of students (i.e.: multiple grade levels, a whole grade level). Tier Two items will be funded after Tier One items and before Tier Three items in any given year.

1. Artist in Residence (Grades K-4)	\$1000.00
2. Artist in Residence (Grades 5-8)	\$1000.00
3. Merrowvista (Grade 6)	\$1500.00
4. Squam Lakes Science Center Trip (Grade 5)	\$ 500.00
5. Field Trip (Grade 1)	\$ 500.00
6. Ellison Machine Fund (Grades K-6)	\$ 500.00
7. New Hampshire Studies Trip (Grade 4)	\$ 500.00

Tier Two Total: **\$5500.00**

Tier Three: This tier is for requests that are not contained in Tier One or Tier Two. The amount of funds available in Tier Three will vary from year to year depending on available PTO funds. This tier will include field trip funding requests that are above and beyond what is budgeted in the Inter-Lakes School District Annual Budget. Staff members must place the completed *Form For Request of I-L PTO Funds* in the PTO mailbox no later than 10:00 a.m. on the Friday prior to the meeting date of the next I-L PTO meeting for it to be considered at that meeting. This request, after review by administration, will be put to a silent vote at that meeting. If a representative is not present at the PTO meeting to provide information and/or answer questions pertaining to the request, the request will not be considered at that meeting.

General Guidelines and Historical Information for Tier Funding:

- In the fall of each year a Tier Funding Committee shall meet and recommend any changes /deletions/ additions to the Article IX Tier Funding Document. The committee shall consist of the current I-L PTO Treasurer (who will chair the meeting), at least one member of school administration and any other interested members of the I-L PTO. The recommendation will be made to the PTO membership at the next PTO Meeting for membership approval.
- In order for an item to be considered for inclusion in Tier One or Two, it must have been funded from Tier Three for at least three consecutive years. If an item is to be deleted, it will have been left untouched for at least three consecutive years.
- It is the responsibility of the I-L PTO Treasurer to maintain a historical record of funding from all tiers.
- When the Tier Funding Committee discusses changes /deletions/ additions to Tier One or Tier Two funds, vested parties should be invited to the meeting by school administration.
- Inter-Lakes School District Staff will be advised of changes made to the Article IX Tier Funding Document.
- When PTO funds are not sufficient to fully fund Tier One and Two items, Tier One items will receive priority. The remaining funds will be applied to Tier Two items on an equal percentage basis. If PTO funds are not sufficient to fully fund Tier One items, funds will be applied to Tier One items on an equal percentage basis.
- Requests for funds may not be accepted until the proceeds from the Fall Fundraiser are determined.
- Voting on fund requests will take place immediately after discussion of the request by silent ballot.
- Funding Requests will be placed on the agenda in the order they are received. If funding requests lack administrative approval, are incomplete or lack necessary signatures, placement on the agenda may be delayed.
- I-L PTO will not honor requests for individual students.
- Requests for funding from the PTO, which are intended to subsidize field trips, will be limited to those trips that are available to entire classes, courses or grade levels. These field trips will be consistent with School Board Policy #6153 that specifies that the trip is open to every child whether they can afford it or not.
- I-L PTO will only consider field trip transportation cost requests equal to cost of regular school bus transportation.

- Those who secure funding from the I-L PTO may be requested to share their experiences in some way with the PTO, possibly in the form of a presentation.
- Please note, there is usually not a December meeting of the I-L PTO. Please plan accordingly when requesting funds.
- If funds are not expended for Tier One and Two items in a given year, a request can be made to roll the fund over to the following year. Requests to roll over funds need to be approved by a majority vote. All left over funds not requested to be rolled over will be returned to the Tier Three of the I-L PTO.