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**BYLAWS OF JOHN BOHACH ELEMENTARY SCHOOL PFO**

The John Bohach Elementary PFO as parent faculty Organization of the John Bohach Elementary School (JBES), was established in 2020 by a vote of the faculty. These bylaws were established in 2020 by a vote of the parents and faculty.

**ARTICLE I – NAME & PURPOSE**

**Section 1: NAME** – The name of the organization shall be the JBES (John Bohach Elementary School) PFO. The PFO is located at John Bohach Elementary School at 1100 Windmill Farms Pkwy.

**Section 2: PURPOSE** – The objective of this organization shall be:

* To promote the education, welfare, and safety of the students of JBES and our community;
* To develop between educators and the families such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education; and
* To develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at JBES through volunteer and financial support.

**ARTICLE II – POLICIES**

**Section 1:** This organization shall be noncommercial, nonsectarian and nonpartisan. No commercial enterprise and no candidate should be endorsed by it. The name of the organization, or the name of the officers in their official capacities shall not be used in any connection with any partisan interest or for any other purpose other than the regular work of the organization.

**Section 2:** This organization shall not seek to direct the administrative welfare of the school or to control its policies.

**ARTICLE III – MEMBERSHIP**

**Section 1:** Members will be those defined as those parents and/or legal guardians of a registered student, friends and/or families of JBES and the staff members of the school.

**Section 2:** The annual dues are $5.00 per family. Prospective members will be able to join the organization anytime during the school year.

**Section 3:** New members will be eligible to vote fifteen (15) days after their dues are paid.

**Section 4:** Partners in education shall be entitled to 1 representative vote. The school principal, or his/her designee, shall also be entitled to one vote.

**ARTICLE IV – OFFICERS AND THEIR ELECTION**

**Section 1: EXECUTIVE BOARD** – The officers of this organization shall consist of the President, Vice President, Secretary, and Treasurer which consist of the Executive Board. Officer positions can be shared. The JBES principal, or his/her designee, is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE**- A term of office is 1 year, beginning immediately upon election and ending upon officer election the following school year. Officers may run for 1 year, with the option to serve for 2 years if they choose to do so. Officer(s) may run for re-election after 2 years, if interested.

**Section 3: ELECTIONS** – Election of officers will be in June at the last scheduled General Membership Meeting of the year.

**Section 4: QUALIFICATIONS** – Any PFO member in good standing may become an officer of the PFO. Any member who represents and supports the goals of the PFO in a positive manner is eligible to hold office.

**Section 5: NOMINATIONS** – Nominations for officers shall be made by a nominating committee consisting of the Principal and four members selected by the Executive Board; the president shall appoint one of the five to serve as the chairperson. The slate of nominees shall be presented to the Executive Board at least one month prior to the election and shall be presented to the general membership in print at least one week prior to the election meeting.

**Section 6: NOMINATING COMMITTEE & VOTING** – The nominating committee shall report at the election meeting the name of at least one candidate for each office to be filled. The consent of each candidate must be obtained before the candidate’s name can be placed for nomination. Additional nominations may be made from the floor provided the consent of each candidate has been obtained before their name is placed in nominations. All nominations from the floor must be completed and nominations will be closed for each office before any voting for any office can take place. The vote shall be by ballot in the event that there are two or more contenders for any office. The nominee for each office receiving the majority of the votes case shall be declared elected.

**Section 6: VACANCIES** – Vacancies in office shall be appointed by the Executive Board.

**Section 7: ASSUMPTION OF DUTIES** – Officers shall assume their duties at the close of the last meeting of the school year, and shall serve for a term of 1 year (with the option to stay for a second year, if they choose to do so), and/or until their successors are either elected or appointed as defined in Article IV, Section 6 above.

**Section 8: REMOVAL OF AN OFFICER/MEMBER –** Should removal of an officer/member become an issue due to inappropriate conduct, the Executive Board shall hold a hearing to:

* Collect information surrounding the inappropriate conduct, at which hearing the affected member should have a right to attend;
* Provide the affected member the opportunity to provide information;
* Vote whether the affected member shall or shall not be removed as a member and;
* Any such hearing shall be conducted at least 1 week after notifying the affected member of the hearing.

**ARTICLE V – DUTIES OF OFFICERS**

**Section 1: EXECUTIVE BOARD** – Develop the PFO’s annual budget, establish and oversee committees to conduct the work of the PFO, establish fund raising programs, approve or disapprove unbudgeted expenditures, and handle any other business of the PFO.

**Section 2: PAST PRESIDENT** – The past president shall:

* Act as an advisor to the Executive Board

**Section 3: PRESIDENT** – The president shall:

* Preside at all general PFO meetings and Executive Board meetings with a prepared agenda;
* Be a member ex-officio of all committees; and
* Perform all other duties usually pertaining to the office.

**Section 4: VICE PRESIDENT** – The Vice President shall:

* Chair the membership committee; and
* Act as an aide to the President; and
* Perform the duties of the president in the absence of that officer.

**Section 5: RECORDING SECRETARY** – The Recording Secretary shall:

* Keep a correct record of all Executive Board meetings and all general PFO meetings;
* Prepare the minutes from each and every Executive Board meeting and/or general PFO meeting in a timely manner and distribute the same at least several days prior to the next scheduled meeting such that the meeting can be reviewed by the Executive Board and members of the PFO and can either be adopted and/or changed.
* Oversee PFO correspondence.
* Oversee the PFO meeting minutes (from previous meetings) and make sure that the same are placed in the school office no more than 10 days after the minutes are approved;
* Perform other such duties as may be delegated; and
* Hold historical records of the PFO.

**Section 6: TREASURER – The Treasurer shall:**

* Serve as custodian of the PFO’s finances;
* Keep an accurate record of receipts and expenditures;
* Receive all monies of the association which have previously been placed into a numbered envelope, sealed and initialed by the person placing said monies therein
* Open the sealed and initialed envelopes on JBES grounds and in the presence of at least 2 or more people and both whom shall count and verify the amount of said monies in the presence of each other, with a spreadsheet being prepared concurrently which delineates the amounts making up the deposit (i.e. coin, 1’s, 5’s, 10’s and checks), which shall be initialed by both of the people counting and verifying the deposit slip. The deposit slip shall be prepared and the monies then released to the Treasurer for timely deposit into the PFO’s account at the bank where the accounts are held.
* Pay out funds upon receiving a request for reimbursement, accompanied by an itemized receipt, assuming that said funds have previously been authorized by the PFO budget and/or by special vote of the Executive Committee, the treasurer and at least 1 member of the Executive Board, other than the person requesting the reimbursement, shall approve and initial the reimbursement request form, at which time the Treasurer shall prepare the reimbursement and secure the 2 signatures necessary on the check.
* Prepare and present a report outlining the financial activity of the PFO every month and at other times requested, which shall, at a minimum include, the checks and/or disbursements that have been written, and the monies that have been received, the balance of the checking account at the beginning and at the end of the month and an accounting of the receipts/disbursements and profitability of the various activities held and/or sponsored by the PFO during the preceding month;
* Hold all financial records; and
* Perform other duties that may be delegated.

**Section 7: REMOVAL** – An officer can be removed from an office for failure to fulfill his or her duties, after reasonable notice, and by a majority vote of the Executive Board.

**Section 8: VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a PFO member to fill the vacancy for the remainder of the officer’s term.

**ARTICLE VI – MEETINGS**

**Section 1: EXECUTIVE BOARD MEETINGS** – Meetings of the Board will be held monthly, or special meetings may be called by the president or majority of the Board. The Board should present regular Board minutes at general PFO meetings, for the information for the members at large.

**Section 2: GENERAL PFO MEETINGS** – General PFO meetings should be held on the dates established, by the Board to conduct the business of the PFO. Meetings should be held monthly at the discretion of the Executive Board. Seven (7) days’ notice should be given for a change in date or cancellation of the meeting. Annual reports should be provided, and officers shall be installed at the final meeting of the year. An agenda will be posted on the PFO web page five (5) school days prior to all meetings. There will be at least three (3) general membership meetings (one per semester) every school year. Additionally, there will be regularly scheduled monthly Board meetings.

**Section 3: VOTING**- Each member in good standing and attendance at a general PFO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed. The privilege or holding office, making motions, and voting shall be limited to members who represent and support the goals of the PFO in a positive manner.

**Section 4: QUORUM** – Two-thirds (2/3) vote of the five (5) Executive Board members present and voting constitutes a quorum for the purposes of voting at any Executive Board meetings. For the purpose of any general PFO meeting, a quorum is made up of eight (8) members, of the PFO present and voting. Absentee or proxy votes are not allowed without prior approval of the Executive Board.

**ARTICLE VII – COMMITTEES**

**Section 1: FISCAL YEAR** – The fiscal year of the PFO begins July 1 and ends June 30 of the following year.

**Section 2: BANKING** – All funds should be kept in a checking account held at a local institution in the name of John Bohach Elementary School PFO, and any expenditures shall require two signatures, of the Executive Board.

**Section 3: EXPENDITURES** – Any expense less than $75.00 can be disbursed without Board approval. All items exceeding this amount will require board approval. All expenditures must be accompanied by a receipt and reimbursement request form.

**Section 4: REPORTING** – All financial activity shall be recorded in a manual or computer-based accounting system. The treasurer shall reconcile the amount(s) monthly and report all financial activity monthly. An audit of the PFO’s financial records shall be done each year by a committee consisting of a school employee, the principal and a PFO committee member prior to the first annual or general meeting.

**Section 5: ENDING BALANCE** – The organization shall leave a minimum balance of $1000 in the treasury, at the end of each fiscal year.

**Section 6: CONTRACTS** – Contract signing authority is limited to the president or the president’s designee.

**ARTICLE IX – BYLAW ADMENDMENTS**

Amendments to these bylaws may be proposed at any time, by any PFO member. Amendments presented at a PFO meeting shall be considered as voted on at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the Bylaws. Absentee or proxy votes are not allowed for Amendments to the Bylaws.

**ARTICLE X – DISSOLUTION**

In the event of the dissolution of the PFO, all funds remaining shall be donated to John Bohach Elementary School.

**Article XI – PARLIMENTARY AUTHORITY**

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”