

Daarul Uloom PTO Bylaws

NAME

The organization shall be named Daarul Uloom Parent-Teacher Organization (PTO); herein referred to as the PTO.

MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the Islamic 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.

PURPOSE

The purpose of this organization shall be to further the Islamic education and well-being of students of the Daarul Uloom School by encouraging and coordinating Parent involvement and support for Daarul Uloom School students, families, teachers, staff and programs.

FISCAL YEAR

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

MEMBERSHIP & DUES

Membership: Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School may become a PTO Member. Membership dues are \$25 per family per year, payable at registration.

Vote: Each individual member shall have one vote. Voting may take place by voice or,

upon request, by written ballot.

OFFICERS

Officers: The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer.

Nominations & Elections: Nominations for Officers' positions shall be submitted at the April PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

Term of Service: Voting shall take place by written ballot at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. An individual may serve more than two consecutive years as an Officer. A person may hold more than one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

In the event the PTO fails to fill all Officer Positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years, unless the position is unfilled. All Officers shall act in the best interest of the PTO.

Attendance: Each Officer shall attend the Executive Board and monthly PTO meetings.

Committee Service: Each Officer is expected to serve on a minimum of one committee.

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

Removal from Office: Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting. Each Officer shall assist

in the nomination of incoming Chairpersons of the Standing Committees.

OFFICER DUTIES

President

The President shall:

1. Establish and maintain a working relationship among parents, school and community. Overseeing and coordinating the activities of all Board members in order that the objectives may be promoted Facilitating the monthly board meetings and manages communication to the school
2. Preside over all meetings of the PTO.
3. Prepare each meeting's agenda.
4. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
5. To facilitate communication between Parents, Teachers, and the PTO as it relates to events and activities with the assistance of the corresponding secretary
6. To set annual goals for the PTO in terms of fundraising and projects
7. Represent the PTO at meetings or other meetings outside of the organization.
8. Assist in the total coordination of all committees and the PTO as a whole.
9. Act in the absence of the Treasurer.
10. Appoint Special Committees as needed.
11. Announce PTO meetings to the School population at least one week in advance of that meeting.
12. To perform such duties as the office may require, such as designating special assignments or establishing subcommittees
13. Shall meet with the Principal at year-end to set the calendar of events for the upcoming school year.
14. To enforce the due observance of the bylaws

Vice President

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Act as Co-Chairperson of the Fundraising Committee

3. Shall secure committee chairpersons for special activities and participate in committee meetings when they can be of assistance.
4. The vice-president shall act as the chairperson for the nominating committee.

Secretary

The Secretary shall:

1. To facilitate communication between Parents, Teachers, and the PTO as it relates to events and activities with the support of the President and Vice President
2. To maintain a contact list of email and phone numbers to notify general PTO members of regular meetings and important information
3. To produce flyers to publicize events and activities throughout the school year
4. Maintain all records of the PTO, including transactions, attendance, contracts, correspondence, and related documents.
5. Distribute the agenda for each monthly Board meeting
6. Record detailed minutes of the meetings of the Executive Board and PTO and provide a copy of the minutes to the President for review then forward copies to each Executive Board member within two weeks of the recorded meeting.
7. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
8. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, 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.
9. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
10. Hold a copy of the PTO Bylaws and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
11. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.

Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
7. To oversee the preparation of an annual budget for the PTO and work with the Board to establish spending priorities
8. To monitor and provide monthly reports of the finances to the PTO Executive Board
9. To keep an accurate record of receipts and expenditures by the PTO
10. Post all activities as they occur throughout the month
11. Create monthly PTO Treasurer reports
12. Record and report all transactions on a monthly basis
13. Present the budget for approval at the September PTO meeting
14. Training and Resources: PTO Today Treasurer's Toolkit www.ptotoday.com

COMMITTEES

Standing Committees: The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: **Fundraising Chair, Collection Programs Coordinator(s), Book Fair Chair, Volunteer Coordinating Chair, Members-at Large Chair** (act as teacher liaison), **Picture Person, Special Events Chair, Slideshows Coordinator, and Room Parent Chair**. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

Chairpersons: Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the April PTO meeting. Elections shall take place at the May PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

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 should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Committee Members: Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Contracts & Purchases: No Committee Chair shall secure any contract in the name of the PTO without the approval of the Principal and PTO President to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Term of Service: A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years, unless the position is unfilled.

Attendance: Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

COMMITTEE DUTIES

Fundraising Chair(s)

The Fundraising Chair(s) shall:

1. Research options, plans, make recommendations to the board, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Appoint all subcommittees to carry out these projects and, shall act as ex-officio member to all subcommittees.
3. Prepare and execute fundraising projects as approved by the Executive Board.
4. Recruit volunteers to assist with each Fundraiser.
5. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
6. Shall promptly deposit all funds received with the treasurer along with itemized receipts.
7. Maintain confidential records of all contributions.
8. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
9. Oversee and execute the Savings Programs (i.e. Box Tops, cartridges, etc.).
10. Managing all, including parent communication, sales/tally sheets and funds collection, and product distribution;
11. Working with the Treasurer in receiving all monies of the organization;
12. Working with the Treasurer in developing an annual budget, which shall define the year's expenses and fund-raising expenditures.
13. Oversees all fundraising functions: fliers, scheduling, sales/money collection, etc.
14. Oversees all fundraising activities: Barnes & Noble, box tops, etc.

Collection Programs Coordinator(s) (A sub-committee of the Fundraising Committee)

The Collection Programs Coordinator(s) shall:

The Collection Program Coordinator(s) manages the school's participation in various collection programs (Box Tops for Education, Campbell's Labels for Education, etc.).

The Collection Program Coordinator(s) collects, organizes, and submits the school's entries for each program. The Collection Program Coordinator(s) provides information on bonus programs to school families and the PTO.

Book Fair Chair

The Book Fair Chair(s) shall:

1. The duties of the Book Fair Chairperson shall be to coordinate an annual Book Fair.
2. Interfaces with Scholastic Book Fair personnel re. fair dates, fair contents, fair delivery
3. Sets up and packs up fall and spring book fairs
4. Locates volunteers to man the fairs
5. Responsible for information flow to families and staff
6. Responsible for completing financial paperwork

Volunteer Coordinating Chair

The Volunteer Coordinating Chair(s) shall:

1. Recruit volunteers and coordinate volunteer efforts to staff PTO functions and assist with school programs.
2. To recruit and support Parent volunteers for PTO committees, events and activities.
3. To maintain a database of volunteers and their contact information and publish lists of these volunteers' faculty and PTO members as needed.
4. To maintain a list of annual events that requires Parent volunteers.
5. To facilitate school events, programs and activities by providing advance notice to the Board, assigning and communicating with chairs and supporting event committees.

Members-at Large Chair (act as teacher liaison)

The Members-at Large Chair(s) shall:

1. Act as teacher liaison to identify classroom needs and contacts parents when volunteer or supply needs arise from teacher or PTO activities.
2. Work with Volunteer Coordinator to keep a master list of contact information for families in grade level.
3. Members-at Large are a liaison for Picture Person and keeps the Yearbook Chair informed of class events (field trips, etc.). They ensure grade level events are photographed.
4. It is the duty of the Chair to attend all PTO meetings and speak on behalf of the teachers on PTO matters.

Picture Person Chair

The Picture Person Chair(s) shall:

1. Coordinate and be the contact throughout the school year.

2. Register/complete the training required.
3. Organize all aspects of the Lakeview Museum Picture Person Program.

Special Events Chair

The Special Events Chair shall:

1. Recruit and maintain a list of volunteers for each event throughout the year.
2. Coordinate with the Principal to design, implement, and organize school special events, including Eid Programs.
3. Design, implement and maintain a recognition program for teachers, staff and students.
4. Coordinate and oversee special events with committee members.
5. To serve as a liaison between the Executive Board, Parents, Teachers, and Staff to help coordinate events.
6. To report all receipts and expenditures to the Treasurer

Slideshows Coordinator

The Slideshows Coordinator shall:

1. Recruit and assign volunteers to each grade level for year long picture taking duties.
2. Coordinate and review with the teachers; including requesting parental consent forms for student photos, be present along with assigned volunteers at school events, field trips, and other specified times to take pictures of students.
3. Organize, design, and create a school slideshow with the computer software provided.
4. Coordinate with Fundraising Chair to distribute slideshow CD's as a fundraiser at the end of the school year.
5. To report all receipts and expenditures to the Treasurer.

Room Parent Chair

The Room Parent Chair shall:

1. Recruit volunteers for a minimum of one Room Parent per classroom and maintain records (i.e. name, phone, email) to contact these individuals.

2. Coordinate and review with the Room Parents their responsibilities; including requesting parental consent forms for student photos and the PTO Directory/Yearbook, supporting the teacher with class parties, recruiting and coordinating with drivers for field trips, and recruiting parent volunteers to assist at various PTO events.
3. To serve as a supportive resource to classroom Teachers
4. To serve as a liaison between Teachers and Parents to facilitate classroom event.
5. To work on special projects to engage Parents in PTO and School-sponsored events.

Bylaws Amendment: These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.
- Any situation not specifically defined in the aforementioned Articles shall be resolved by a majority vote of the members present at a meeting of the PTO Executive Board, provided the PTO Board has been informed of the vote at the previous meeting.

EXECUTIVE BOARD

Executive Board: The Executive Board shall consist of the Officers, the School Principal, Members at Large, and the Chairpersons of any Standing Committees.

Principal & Members at Large: The Principal and Members at Large shall each have one vote. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The

Members at Large acts as liaison between the School teachers and the PTO.

Duties: The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

MEETINGS

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

Executive Board Meetings: Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

Special Meetings of the PTO: May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

The final PTO meeting shall take place in June, prior to the close of school.

FUNDS

Use: PTO funds shall be used for programs, events, and items that directly benefit the students of the School.

Income: All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be

recorded into the PTO account within 4 days of receipt by the Treasurer. Separate receipts should be maintained for funds received from each unique fundraising event.

Expenses: Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer and President. Reimbursement requests should be submitted to the PTO 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 PTO Treasurer immediately following the purchase.

Non-Budgeted Requests: Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

Reporting: An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

Carry-Over: The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.