

Achilles Elementary PTO bylaws

*(1st version to be amended by the 1st Achilles Elementary PTO Executive Board)
Pending results of the May 20, 2014 Special PTA Meeting)*

Article I, Name

The name of this organization is the Achilles Elementary Parent – Teacher Organization.

Article II, Objectives

The purpose of this organization shall be:

- A.** To support the education of children at Achilles Elementary through:
 - 1. Providing quality events and programs
 - 2. Purchasing technology and supplies
 - 3. Leading by positive, cooperative, team building examples
- B.** To raise the standards of the child's school and learning experience
- C.** To foster the relationship between the home and school, that parents and teachers may cooperate intelligently in the educating of the child.
- E.** To promote relationships and communication between educators, families and the general community so as to secure for every child the highest advantages in education.

Article III, Basic Policies

The following are basic policies of this organization.

- A.** The organization shall be, non-commercial, non-sectarian, and nonpartisan.
- B.** The name of the organization or the names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.
- C.** The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in the opposition to, any candidate for public office; or devote more than an insubstantial part of its business by propaganda or otherwise.
- D.** The organization shall work with the school to provide quality education for all children while recognizing that the legal responsibility to make final decisions has been delegated by the people to the Board of Education.
- E.** The organization may co-operate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- F.** In the event of dissolution of the organization, its assets shall be put back into the hands of the school.

Article IV, Membership and Dues

Section 1. Any individual who subscribes to the objectives of basic policies and is a parent, grandparent, guardian, relative, friend, etc., is employed by the school, may become a member of this organization, subject only to compliance with the provisions of the bylaws. Membership in this organization shall be available without regard to race, color, creed or national origin.

Section 2. The organization shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

Section 3. Each member of the organization shall pay annual dues as set by the current PTO executive committee. In special circumstances, the executive board may vote to waive the membership dues of a new member.

Section 4. The membership year of the Parent-Teacher Organization shall begin with the opening day of school and end the last day of the school year.

Article V, Officers and Their Elections

Section 1.

A. The executive officers of this organization shall consist of a president, one vice-president, secretary, treasurer, and the Principal of the School or her/his designee

B. Officers shall be elected from a floor vote at the last PTO meeting of the school year.

C. Officers shall assume their official duties following the close of the school year by meeting with the previous officers for an exchange of information. No persons shall be submitted as a candidate without his/her consent to serve.

D. A person should not serve more than two consecutive terms (a term consisting of 1 year) in the same office. However, an officer may continue to serve in their current position for more consecutive terms only if:

- a. No one else desires the office; and
- b. There are no objections from the current PTO Officers or PTO members; and
- c. They are voted to the position again in an election.

Section 2.

A. There shall be a nominating committee composed of three (3) members, the members being: Vice-President, principal of the school or designee, and another PTO Officer

B. The nominating committee shall nominate one eligible person for each office to be filled and report its nominees at the last meeting of the school year at which time additional nominations may be made from the floor.

C. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 3. A mid-year vacancy occurring in any office shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve until an election can take place. An election should take place within a week of the vacancy if at all possible. If a regularly scheduled monthly meeting is not scheduled within this time, the executive board may call a Special Meeting for this purpose.

Article VI, Duties of the Executive Board Members

Section 1. The duties of the executive board are to provide organized support and communication between school, parents and the community while maintaining a positive, team building environment for all involved.

Section 2. The executive board will create a proposed budget for the year before the beginning of the school year.

Section 3. The executive board will present the proposed budget to the PTO members at the first General Members meeting in September at which time a vote will be held to approve the proposed budget.

Section 4. Meetings of the executive board may be called by the President or by a majority of the members of the board.

Section 5. Quorum: half the number of board members plus one

Article VII, Duties of the Officers

Section 1. The *President* shall:

- A. Plan, facilitate and preside at all meetings of the organization and of the executive committee at which she/he may be present.
- B. Work with the Principal to coordinate timing of such meetings.
- C. Ensure committees have the tools they need to do their job
- D. Ensure there is a communication plan to inform parents, teachers and/or community of PTO business.
- E. Coordinate work of the officers and committees to ensure objectives are promoted

- F. Provide and maintain a positive, team working environment
- G. Act as an ex-officio member of the board, with voting privileges when a tie breaking vote is needed
- H. Monitor the PTO mailbox to facilitate communication in a timely matter
- I. Approve all fliers, communications, and event plans prior to presenting it to the Principal of the School for final school approval
- J. Approve all official PTO business that does not require a vote
- K. Review, and revise if necessary, the Achilles PTO Mission Statement

Section 2. The *vice-president* shall:

- A. Assist President in above stated tasks, as needed
- B. When President is unavailable, Vice President shall preside over meetings of the Organization
- C. Work as Volunteer Coordinator
- D. Ensure there is a communication plan to inform parents, teachers and/or community of PTO business
- E. Run board meetings in the event the President cannot attend
- F. Act as the third designee on the bank account
- G. Assist the President in maintaining a positive, team working environment

Section 3. The *treasurer*:

- A. Coordinate bank deposits and check disbursements in a timely manner
 - a. Check reimbursements should be signed by both the treasurer and president. If one is unavailable, the third designee (authorized on the account) may sign. The third designee shall be the Vice-President.
- B. Reconcile Bank Statements monthly and maintain official financial records.
- C. Maintain all receipts and checkbook documentation in a manner that can be audited annually by the executive board and any member requesting to be part of that committee, prior to filing tax forms.
- D. File required tax documents by IRS deadlines
- E. Work with executive committee at the beginning of the school year to provide a budget for activities and fundraising campaign for the school year.
- F. Maintain files containing seven (7) years of financials & tax filings; maintain a copy of the 501(c) certificate and make this available so that this may be used when needed to obtain certain monetary donations
- G. Suggested Best Practices include:
 - 1. Keeping all Bank information (statements, receipts, and checkbook) at school in a locked file cabinet
 - 2. All monies should be reimbursed and not paid directly to a store and or vendor except in special circumstances

Section 4. The *secretary* shall:

- A. Record minutes at all PTO meetings. A copy of the minutes will be reviewed by the President and then submitted to the official notebook. Minutes may be reviewed at the beginning of each meeting so these should be available.
- B. Work with school personnel to keep PTO site on the School website up-to-date. If PTO has a separate website, blog or social media page, the Secretary shall be responsible for content maintenance.
- E. Coordinate “Thank You’s” that need to be sent to special speakers, sponsors, and volunteers.

Article VIII, Meetings

Section 1. Regular meetings of the organization shall be each month with date and time being decided by school principal and PTO President before the beginning of the school year. Meetings can be rescheduled if needed.

Section 2. Special meetings may be called by the executive committee, two days notice having been given.

Section 3. Transaction of business can be passed by majority vote of the board, a quorum being present. (A quorum being half the number of the executive board plus one.)

Section 4. The organization shall hold at least two (2) General Membership meetings per calendar year, one (1) in the Fall to approved the proposed budget, and one (1) in the Spring to elect officers

Quorum: the General Membership meetings shall require a quorum to be 10 members of the organization.

Article IX, Standing and Special Committees

Section 1. The executive committee may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 2. The chairman of each standing committee shall present plan of work to the executive committee for approval. No committee work shall be undertaken without prior consent of the majority of the executive committee. The committee chairman will report to the PTO president concerning the progress and status of work.

Section 3. The president shall be a “member ex officio” of all committees except the nominating committee.

Article X, Amendments

Section 1. Amendments to these bylaws may be made by:

- a. the executive board discussing the reason for amendment, and
- b. the executive board voting to approve and present the amendment to the General Membership, and
- c. presenting the amendment for a General Membership vote at any meetings of the General Membership, a quorum (10 members) being present, after notifying each member at least one week before as to what the amendment will be and when and where voting is to take place.