

PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE I: NAME

Sec. 1 The name of this organization is Minden Elementary School (MES) Parent Teacher Organization (PTO).

ARTICLE II: PURPOSE

Sec. 1 The purpose of this organization is to provide ongoing communication and meaningful involvement between parents, administration, faculty, staff and students in the operations of the school and in its interactions with the community. The PTO shall be involved with:

- a. Serving as an advisory body for potential programs and procedures within the school.
- b. Serving as a communication conduit between MES parents and administration.
- c. Forming advisory positions as input for school administration, District Superintendent, and Board of Trustees in making decisions that might affect MES.
- d. Enlisting opportunities for parental participation and involvement in school functions.
- e. Keeping parents informed of school and PTO activities through regular meetings and newsletters.
- f. Assisting, establishing and financing specific programs and equipment for MES.
- g. Raising money to purchase additional educational programs, tools and school site enhancements and to fund assemblies and field trips.
- h. Presenting informational topics on pertinent subjects at the monthly general meetings for review and discussion.

ARTICLE III: MEMBERSHIP

Sec. 1 Membership shall consist of all parents or guardians of children registered at MES, teachers, administrators, students and staff.

ARTICLE IV: OFFICES

Sec. 1 Offices of the MES PTO board shall be:

- a. President
- b. Vice-President
- c. Communications/Volunteer Coordinator-
- d. Secretary
- e. Treasurer

Sec. 2 Election of Officers

- a. Officers shall be elected annually at the May PTO meeting. A flyer preceding elections shall give notice of the elections.

- b. Candidacy may be voluntary or by nomination by a member from the floor.
- c. Election will be by majority vote of members present.

Sec. 3 Term of Office

- a. All officers shall serve a one-year term to begin July 1 following their election.
- b. Officers may be re-elected to the same position.
- c. Offices may be held by more than one person.
- d. Any mid-term vacancies may be filled by a simple majority vote of those attending the next regularly scheduled general meeting.

Sec. 4 Duties of Officers

a. President

- i. Preside at all meetings of the PTO.
- ii. Be responsible for preparing agendas.
- iii. Be spokesperson for the PTO.
- iv. Appoint committee members as needed.
- v. Prepare a budget for the year's expenditures by the September General Meeting.
- vi. Delegate duties to various members as needed.

b. Vice-President

- i. Assume all the President's duties in the absence of the President.
- ii. Arrange speakers and presentations for the general meetings.
- iii. Accept other responsibilities as requested by the President.

c. Communications/Volunteer Coordinator

- i. Be responsible for maintaining the PTO Bulletin Board, located in the main hallway.
- ii. Place flyers announcing meetings in PeeChees two weeks prior to meeting.
- iii. Maintain PTO media channels such as website and social media networks, advertise meetings and events.
- iv. Set up table for recruiting volunteers and Back-to-School Night.
- v. Maintain a list of volunteers that may be called upon to help with various events.

d. Secretary

- i. Prepare complete and accurate minutes of all PTO meetings and have copies available for those attending the next meeting. Submit the minutes of meetings to the President prior to the next meeting.
- ii. Send thank you notes to speakers, donors, and any other correspondence for the MES PTO.
- iii. Coordinate purchase of appreciation or retirement gifts.
- iv. Assist the President in preparing agendas and have copies of agendas available for those attending meetings.

- v. Have available at each meeting a copy of the Bylaws and "Robert's Rules of Order".
- vi. Furnish the exact wording of a motion, which is pending before the meeting.

e. Treasurer

- i. Assist the President in preparing an annual budget to present at the September Board meeting.
- ii. Keep an accurate accounting of all funds in conjunction with the school's secretary in charge of the school's activity account.
- iii. Report on the financial condition of the MES TO at meetings.
- iv. Keep all books current and pass them on to the next year's Treasurer by July 1.
- v. Follow the instructions in the District School Activity Fund Procedures Manual.
- vi. Instruct all those handling PTO funds on the proper procedures. Oversee the handling of funds.

Sec. 5 Committee Heads - Volunteer/by appointment to head each committee, as outlined.

- a. Family Nights - welcome back event, Fall and Spring bingo events, winter dance/fitness event
- b. Walk a Thon
- c. Teacher Appreciation - welcome back breakfast, teach appreciation lunch and gifts during teacher appreciation week
- d. Yearbook - gathering of photos, designing, ordering, and distribution of yearbooks
- e. Book Fair
- f. Spring Carnival

ARTICLE V: PTO MEETINGS

Sec. 1 Meetings

- a. Meetings shall be held monthly.

Sec. 2 Voting

- a. All members in attendance at general meetings shall be eligible to vote.
- b. Any action taken by the PTO, except changes in the bylaws, shall require a majority of the members present.
- c. All voting shall be cast by hand or voice unless a motion is passed requiring a secret ballot.

Sec. 3 Minutes will be maintained for each meeting. Copies will be made available at the next regularly scheduled meeting.

Sec. 4 In all matters not covered by these Bylaws, the PTO shall be governed by "Robert's Rules of Order".

ARTICLE VI: APPROVAL OF EXPENDITURES

Sec. 1 Only expenditures, which support the mission of the MES PTO, are allowable.

Sec. 2 Proper documentation (receipts, etc.) is required for all expenditures.

ARTICLE VII: FUNDING PROCEDURES

Sec. 1 All persons requesting funding from the PTO shall submit a completed Funding Request Form and present their request at a regularly scheduled general meeting. Funding requests shall be voted on at the next general meeting. This section does not include expenditures for budgeted line items.

ARTICLE VIII: REVIEW AND METHOD OF AMENDING BYLAWS

Sec. 1 The Bylaws shall be reviewed annually by the Board.

Sec. 2 A motion to amend the Bylaws may be made at any general meeting. Any such motion shall include the precise change proposed and may be passed at the regularly scheduled general meeting by a majority of the members present.

ARTICLE IX: FUNDRAISING

Sec. 1 There shall be no more than three (3) major fundraisers each school year (July-June). Ongoing fundraising activities shall not be considered major fundraisers.

ARTICLE X: DISSOLUTION

Sec. 1 In the event the PTO dissolves, its assets will be dispersed to the Minden Elementary School discretionary account.