BYLAWS

Of Grand Mountain Parent-Teacher Organization

# ARTICLE I – NAME AND PURPOSE

## Section 1 – Name: The name of the organization is Grand Mountain Parent-Teacher Organization (herein “PTO”).

## Section 2 – Purpose: The PTO is a “Not for Profit” organization formed for the purpose of supporting and enhancing the educational experiences of Grand Mountain School (herein “School”), students and the community by:

1. Providing an organization through which the parents, school, and teachers can work cooperatively
2. Providing financial support, within constraints, for student participation activities, which would not otherwise be available through normal and customary funding
3. Providing financial support, within constraints, for equipment and materials for students, teachers and staff of the school which would not be available through normal customary resources
4. Providing direct fundraising projects that will allow the PTO to provide financial support as deemed appropriate by the membership of the PTO
5. Providing programs and activities to recognize the contributions of groups or individuals who have supported the goals of the PTO and the school

# ARTICLE II – MEMBERSHIP & DUES

## Section 1 – Membership: Any parent, legal guardian, or member of our community, is qualified to be a member of the PTO, provide they agree to a background check and to abide by the school policies and those bylaws. In addition, any faculty and/or staff member shall be qualified to be a member of the PTO. Any member should support the PTO and its activities in any way possible, either by the giving of their own time and energies or by donating resources or funds.

## Section 2 – Dues: There shall be no mandatory dues charged to the membership of the PTO; however, members may voluntarily donate $5 per family.

## Section 3 – Voting Privileges: Any member in attendance at a PTO Meeting shall be allowed to vote.

## Section 4- Termination of Membership: The General Membership, by a majority vote at any regularly constituted meeting, may terminate the membership of any member, who becomes ineligible for membership or by their activities, conduct or situations related to the PTO which are disruptive or detrimental to the PTO.

# ARTICLE III – EXECUTIVE BOARD

## Section 1 – The Executive Board: The Executive Board is responsible for the overall policy and direction of the association, and delegate’s responsibility of the day-to-day operations to the staff and committees. It is an expectation of the Executive Board that each member participates in at least one function/event (i.e. Santa shop, back to school night, parade, etc.) run by the PTO per semester. The Executive Board shall consist of a President, two (2) Vice-Presidents (one for elementary grades, one for middle grades), a Secretary and a Treasurer and six (6) Members at Large. No Executive Board member hay hold more than one position at a time.

## Section 2 – Appointment of Executive Board: The Executive Board members hall be elected by the General Membership at the April General Membership Meetings. In the event of a tie, a revote will occur from the General Membership. If a tie vote still exists, the newly elected Executive Board members will choose the succeeding Executive Board member.

## Section 3 – Term: Each Executive Board member is elected for a term of one (1) year, beginning with the conclusion of the April General Membership Meetings. The Executive Board members may not hold the same position for more than two (2) consecutive terms.

## Section 4 – Resignation: Any executive Board member may resign by filing a written resignation with the Secretary or President, in case when the resignation is from the Secretary.

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## Section 5 – Termination: An Executive Board member shall be terminated from the Executive Board due to the unjustifiable absences or for conduct or situation related to the PTO, which are disruptive or detrimental to the PTO. An affirmative vote of at least six (6) of the remaining Executive Board members is necessary to remove and Executive Board member.

## Section 6 – Vacancies: Vacancies existing by reason of resignation, death, incapacity or removal before the expiration of his/her term shall be filled by a majority vote of the General Membership per normal appointments procedures (Articles III, Section 2). An Executive Board member elected to fill a vacancy shall be elected for the unexpired term of that Executive Board member’s predecessor in office.

## Section 7 – Review of Bylaws: The bylaws shall be reviewed by all members of the Executive Board annually at the first Executive Board Meeting of the academic school year (to be completed no later than 30 September).

## Section 8 – President: The President shall be primarily responsible for:

1. Presiding over all Executive Board and General Membership Meetings and preparing an agenda with the Executive Board input for discussion on pertinent issues
2. Being the primary contact and spokesperson for the organization in an official capacity
3. Coordinating activities among the membership forward a common goal
4. Consigning the organizations’ account in conjunction with the Treasurer
5. Delegating and assisting committee chairpersons
6. Working with the Principal in planning the school calendar each spring for the upcoming school year

## Section 9 – Vice-Presidents: The Vice-Presidents shall be primarily responsible for:

1. Promoting parent and staff involvement in the organization through membership drives and encourage participation at all levels in the organization’s activities
2. Assuming the duties of the President in his/her absence
3. Working with the Treasurer in maintaining a record of the Membership

## Section 10 – Secretary: The Secretary shall be primarily responsible for:

1. Recording all proceedings of the Executive Board and General Membership Meetings and retain all PTO minutes and correspondence for historical purposes
	1. Have PTO minutes typed and properly filed within seven (7) days
2. Updating and distributing the organization’s calendar to inform member of the group’s activities and other school-related items as needed
3. Updating and retaining By-Laws with the approval of the General Membership

## Section 11 – Treasurer: The Treasurer shall be primarily responsible for:

1. Compiling a record of all financial transactions of the organization
2. Compiling a membership list so the participation in the organization can be monitored
3. Maintaining and making available PTO financial records for annual audit

## Section 12 – Executive Board Meetings: The executive Bard shall hold at least one (1) monthly meeting, which shall be prior to each regularly scheduled General Membership Meeting. The meetings shall be at such date, time and location, as to allow as many Executive Board Members as possible to attend. The Principal and Vice Principals of the School shall be invited to attend these meetings.

## Section 13 – Committees: The Executive Board may establish standing and/or special committees composed of at least three (3) PTO members. These committees shall include at least one (1) Executive Board member. The Executive Board may make such provisions for appointment of the chair of such committees, establish such procedures to govern their activities, and delegate thereto such authority as may be necessary or desirable for the efficient management of the property, affairs, business, or activities of the PTO.

## Section 14 – Correspondence: The Executive Board shall approve official correspondence on behalf of the organization and shall coordinate with the Principal when appropriate.

## Section 15 – Compensation/Reimbursement: Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the PTO’s business shall be reimbursed with documentation and prior approval.

# ARTICLE IV – MEETINGS

## Section 1 – General Membership Meetings: One regular monthly meeting shall be held throughout the school year. The PTO shall make arrangements so that childcare is available during such meetings. Executive Board members must notify the President or Vice-Presidents if he or she is unable to attend any General Membership meetings.

## Section 2 – Special Meetings: Special meetings of the PTO General Membership may be called by the President, or by two or more members of the Executive Board.

## Section 3 – Notice of Meetings: No written notice is required for regular General Membership Meetings. A written notice of each special meeting shall be delivered not less than two (2) days before the date of the meeting.

## Section 4 – Quorum: Those members present at a General Membership Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

## Section 5 – Voting: Votes will be counted as a group consensus from the following three groups: Executive Board, Teachers and Staff, Parents in Attendance. On the occasion that only one parent shows, individual votes will take place with the President abstaining, except in cases as to break a tie.

# ARTICLE V – FINANCES

## Section 1 – No additional funding of school activities will be supplemented by the PTO in the inaugural year of the School.