PTO By-Laws

*The following topics will be discussed within the PTO By-Laws section of the Gray’s Woods Elementary Parent Teacher Organization (PTO) binder.*

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PTO BY-LAWS

OF GRAY’S WOODS ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION (PTO)

 ARTICLE I                NAME

The name of this organization is Gray’s Woods Elementary School Parent Teacher Organization (PTO).

ARTICLE II               PURPOSE

The purpose of the organization is to aid the students of Gray’s Woods Elementary in achieving their fullest potential by providing educational and personal enrichment, and by encouraging the cooperative interaction of parents, teachers, and the community.

ARTICLE III             SCOPE

In providing educational and personal enrichment to the students of Gray’s Woods Elementary School, this organization shall support the students by engaging in fundraising projects, supporting the various student enrichment activities, providing a forum for parent, teacher, and student interaction through community events, and promoting open communication between parents, teachers, Gray’s Woods Elementary School, and the community.

ARTICLE IV             MEMBERSHIP AND VOTING ELIGIBILITY

Section 1.                    All parents or guardians of children enrolled at Gray’s Woods Elementary School and all current professional staff shall be voting members of the PTO.

Section 2.                    A quorum of the membership shall consist of those members present at any regular or special membership meeting of this organization.

Section 3.                    Members shall be notified of all upcoming meetings through either the Gray’s Woods Elementary School Newsletter, which is distributed by computer emails or through paper copies to all families, or through written notice distributed to all families.

Section 4. Executive Board Voting rules

1. In the event that two or more people volunteer for the same PTO executive board position, a deciding vote will be held at a monthly PTO meeting.
2. Everyone in attendance at the meeting, including the board, will get one vote.
3. Votes will be taken by handwritten ballot and collected by the PTO President or designee.
4. Votes will be counted at the end of the meeting by the Principal and current PTO President. The results will be announced after the counting, and the meeting adjourned.
5. In the event of a tie, another vote will be taken at the next PTO meeting.

ARTICLE V               OFFICERS AND EXECUTIVE BOARD

Section 1.                  The Gray’s Woods PTO Executive Board shall consist of, at minimum, (1) President, (1) Secretary and (1) Treasurer.

When possible, the Executive board will consist of (1) President, (1) Event Coordinator, (1) Communications chair, (1) Secretary and (1) Treasurer, who together shall comprise the Executive Board.

Section 2.                    The voting members of the organization (Per Article IV sect 1) shall elect the above-named board positions with each term lasting 2 years. No more than 3 positions will be changed out each year to allow for staggered positions to promote consistency within the PTO leadership. Any position which will need to be replaced at the end of the school year, will be allowed to vote in a (Position-Elect) during the 2nd half of the school year to allow for shadowing and transition. The timing will be determined by volunteer availability and interest. The final PTO meeting of the year will hold the vote to instate the entire board members for the following year, including officers who will continue in their term and the (position-elect), excusing those leaving their term.

A majority of the votes cast by the voting members shall be necessary for election.  No officer shall be eligible to serve in the same office for more than one consecutive term.   Any vacancy occurring during the year shall be filled by the majority vote of the members of the PTO at a regular or a special meeting.

In the future, to maintain the staggered positions, it may be necessary for some to remain 1 additional year which will be allowed by a majority vote of the members of the PTO.

Section 3.                    The Executive Board shall manage the affairs of the Gray’s Wood PTO between regularly scheduled PTO meetings.

Section 4.                     Duties of the Co-Presidents:

a.                   Fulfills leadership role for PTO activities.

b.                  Develops agendas for Executive Board and membership meetings.

c.                   Presides over Executive Board and Membership meetings.

d.                  Keeps parents, teachers, principal, and community apprised of PTO activities and acts as liaison between them.

e.                   Shall cast the deciding vote in case of a tie at any meeting.

f. Shall review bank statements with the Treasurer at least bi-monthly or at their discretion.

g. Shall be responsible for communication to the members.

Section 5.                     Duties of Secretary

a.                   Keeps written record and presents minutes of all meetings of the PTO and the Executive Board.

b.                   Keeps an updated copy of the PTO Bylaws.

c.                   Shall ensure that all notices are given in accordance with these Bylaws.

Section 6.                     Duties of Treasurer

a.                   Keeps records of all receipts and disbursements of monies.

b.                  Coordinates with all Committees and Board Members to make deposits, and pays bills and reimbursements as needed.

c.                   Maintains all financial records, prepares financial reports on a monthly basis with a final financial report at the close of the school year, and makes financial reports available to PTO.

d.                  Assists Committees with budget reports as needed.

e.                   Shall comply with all applicable regulations, laws, and procedures to adhere to guidelines set forth by the SCASD PTO/PTA Council.

f.                   Shall be responsible for coordination with any outside accountant, auditor, or governmental entity for any audit or review.

g. Shall provide copies of monthly bank statements to the Co-Presidents and review bank statement with Co-Presidents at their discretion.

h. Shall maintain a lock box at home for safely holding any PTO monies until they can be deposited.

i. Shall ensure that deposits of monies are made in a timely fashion.

 ARTICLE VI            COMMITTEES

Section 1.                     Committee Chairs shall keep a procedure book detailing activities, responsibilities, and expenses. Each Chair should receive this book prior to start of planning for their event from one of the Co-Presidents. Committee Chairs shall return procedure book to one of the Co-Presidents no later than the end of the school year.

Section 2.                     Members shall chair only one committee per school year except in the event of inadequate volunteers to cover all committees.

Section 3.                     Committee meetings shall be called by the Committee Chair and shall meet as often as is necessary to carry out their functions.  The committee chair shall provide the PTO Co-Presidents with periodic status reports.

Section 4.                     All publicity and communications, both internal and external shall be cleared by the PTO Co-Presidents and Gray’s Woods School Principal.

Section 5. All funds must be kept on school grounds until turned over to the PTO Treasurer for depositing in the PTO account.

Section 6.                     A financial report shall be made to the Treasurer after each fundraising event.

ARTICLE VIII          MEETINGS

Section 1.                     All general and committee meetings shall be open to interested parties.

Section 2.                     The Executive Board shall meet at the discretion of the Co-Presidents.

Section 3.                     A quorum necessary for the transaction of business of the Executive or other committee shall consist of a majority of the members of the Executive Board, or other committee in office present at the meeting.

Section 4.                     A majority vote of the voting members present at any PTO meeting shall be required for action to be taken by the organization.

Section 5.                     Members shall be notified of all upcoming general or special meetings through either the Gray’s Woods Elementary School Newsletter, which is distributed by computer emails or through paper copies to all families, or through written notice distributed to all families.

Section 6. Topics at General Membership meetings shall be limited to PTO activities and upcoming school events or functions. Should it be determined that there is a non-PTO issue that needs to be discussed, such as those issues related to School Board decisions or the like, a special meeting will be called and adequate notice given to all families in the school.

 ARTICLE IX             FINANCES AND CONTRACTS

Section 1.                     The Executive Board shall present to the membership at the first regular meeting of the school year a budget of anticipated revenue and expenses for the year.  The budget shall be used to guide the activities of the PTO during the year.  Any substantial deviation from the budget must be approved in advance by the membership.

Section 2.                     The Executive Board is authorized to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.  The Executive Board may authorize any officer or officers to enter into said contracts or agreements.

Section 3.                     Non-administrative expenditures over $150 shall be authorized by a majority vote of the voting members present at a general or special PTO meeting.  Expenditures under $150, emergency expenditures, or expenditures involving legal or attorney matters concerning the organization shall be at the discretion of the Executive Board.  Administrative expenditures shall also be at the discretion of the Executive Board.

Section 4.                     All PTO checks over $1,000 must be signed by the Treasurer and one other Executive Board member.  Any check written to someone authorized to sign on PTO’s account must have a second signature regardless of amount.

Section 5.                     The Executive Board shall conduct an external review and shall have the final Treasurer’s report and the accounts examined annually by a non-member accounting specialist who, if satisfied that the Treasurer’s annual report is correct, shall sign a statement of that fact at the end of the report.

Section 6. All reimbursements will be made only with proper documentation and completed reimbursement forms within the school year in which the expenditure is made extending to the completion of the month in which school ends unless prior authorization is obtained from the treasurer.

ARTICLE X               REQUESTS FOR FUNDS

Section 1. All requests for PTO funds shall be made on official GW PTO forms. There is a form for Teacher/ Staff requests and one for committee/parent reimbursement requests.

Section 2. Teacher/Staff requests for funds must be received no later than the end of the second school day before a regularly scheduled GW PTO meeting in order to be considered at that PTO meeting. Teachers/Staff do not need to be present at the meeting for the funding to be considered. Formal notification of approval or denial will be made on the school day following the GW PTO meeting.

Section 3. At the beginning of each school year, the PTO shall vote on a specific dollar amount to be ear marked for non-school related (community service) requests. This fund shall then be used for all such requests which will be based on the criteria outlined in the community service projects guidelines.

ARTICLE XI               CONFLICTS OF INTEREST

Section 1.                     If an Officer, Committee Chair, or member of the organization has a financial interest conflicting with the interest of the organization, the individual must bring the potential conflict to the attention of the other Officers, Committee, or Membership and refrain from deliberating or voting on any decision with respect to the matter.

Section 2.                     No parent, Board member, or Committee members shall make a personal profit from any fundraiser for Gray’s Woods PTO.  Board members or Committee Chairs should notify the Board if they are receiving any non-standard terms or treatment from Gray’s Woods Elementary School.

 ARTICLE XII             MISCELLANEAOUS

Section 1. All PTO physical assets, including, but not limited to, carnival games, storage containers, water jugs and coffee makers are the property of the PTO. As such, they may only be used for official PTO and Gray’s Woods School events and functions. These assets may not be leant or leased to any other individuals, groups or entities and must be stored, at all times when not in use, on either school or district property.

Section 2. In an effort to better serve our community, the GW PTO will participate in and/or sponsor at least one community service event per school year. Event selection shall occur at a regularly scheduled general membership meeting and will be based on the community service projects guidelines.

ARTICLE XII             BYLAWS AMENDMENTS

These Bylaws may be amended by a majority vote of the voting members present at a general or special meeting.

*These Bylaws were adopted by the membership by a majority vote during a meeting properly called on December 03, 2008, and are effective immediately.*

CHANGE CONTROL LOG

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| --- | --- |
| Change | Date |
| Article V Section 1* *Included Event Chair as part of the Executive Board*
 | 4/11/12 |
| Article V Section 2* *Included Event Chair as part of the Executive Board*
 | 4/11/12 |
| Article V Section 1* *Clarification on membership of Executive board, allowing for minimum members or more as needed.*
 | 4/4/2018 |
| Article V Section 2* *Restructuring of PTO board voting procedure to allow for staggered terms*

\*\*Addendum\*\* The end 2017/2018 school year is the initiation of the staggered positions. As such, some members will remain 1 additional year in their position. (Treasurer, Communications & Events) | 4/4/2018 |
| Article IV Section 4* *Addition of voting procedure protocol*
 | 4/4/2018 |