

CALLAWAY HIGH SCHOOL

PTO

BYLAWS

ARTICLE I – NAME

The organization shall be named **Callaway High School Parent-Teacher Organization (PTO)**; herein referred to as the **PTO**.

ARTICLE II – MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. Providing an organization through which the parents, school, and teachers can work cooperatively.
2. Providing financial support for programs, activities, and supplies funded outside of the annual school budget.

ARTICLE III – POLICIES

Section 1: The PTO shall operate for supplemental and educational purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with any purpose not appropriately related to the Mission of the PTO.

ARTICLE IV – FISCAL YEAR

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

ARTICLE V – MEMBERSHIP & DUES

Section 1: Membership. Any parent or guardian of a student at the School, any faculty and staff currently employed at the School may become a PTO Member.

Section 2: Dues. Each member or each household shall pay annual membership dues (to be determined annually by the Executive Board) to the PTO. Only members in good standing (who have paid their annual dues by the first general/regular PTO meeting) are eligible to vote or serve on the Executive Board and/or as a committee chair. Dues paid shall be good through the current fiscal year of the PTO which shall end on June 30th.

Section 3: Vote. Each individual, paying member shall have one vote. Voting may take place by voice, show of hands, or upon request by written ballot (to be specified before the actual vote).

ARTICLE VI – OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, Assistant Secretary, and Treasurer.

Section 2: Eligibility. Only Members in good standing (who have paid the annual dues by the first general/regular PTO meeting) shall be eligible to serve in any officer position.

Section 3: Nominations & Elections. Nominations for officer positions shall be submitted to the Executive Board. A slate of nominees will then be compiled and presented at the first regular PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership. The Principal or designee will preside over the election.

Section 4: Term of Service. Voting shall take place by voice, show of hands, or written ballot at the regular PTO meeting at the end of the current school term or the first regular meeting at the beginning of the next school term. 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. A person may hold only one officer position at a time. An officer may also act as Chair of one Standing Committee or special committee (appointed on a need-basis by the President.)

Section 5: In the event the PTO fails to fill all officer positions at the regular 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.

Section 6: Compensation. No officer or committee chair shall be compensated by the PTO for their service.

Section 7: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the Executive board of which the general PTO membership must be aware at the next regular meeting. Any approved purchases must be made within the budgetary restrictions and/ or prior approval.

ARTICLE VII – OFFICER DUTIES

Section 1: President

The President(s) shall:

1. Preside over all meetings of the PTO and the annual election of the Executive Board.
2. Coordinate with the Secretary to prepare each meeting's agenda.
3. Attend all PTO-sponsored events and represent CHS PTO at all system-wide meetings when necessary or send a representative.
4. Assist in the total coordination of all committees and the PTO as a whole.
5. Spend no money on any one item(s) not included in the budget, without the consent of the Executive Board. If consent is granted, the item and amount shall be disclosed to the general membership at the next regular PTO meeting. Two signatures (President and Vice President) are required on purchases of \$200 or more.
6. Sign checks, notes, etc. in the absence of the Treasurer.
7. Appoint Special Committees as needed.
8. Present dates and times of all regular PTO meetings at the first regular meeting of the school year.

Section 2: Vice President

The Vice President shall:

1. Assist the President and perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Maintain a list of equipment acquired and owned by the PTO and a copy shall be provided to the Secretary to file.

Section 3: Secretary

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Coordinate with the President to prepare each meeting's agenda.
3. Record the minutes of the meetings of the Executive Board and regular PTO meetings and provide copies (via email or print) to each attending member of the applicable recorded meeting. Minutes can be accessed via the school's website under the PTO link.
4. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting.
5. Maintain organized records from the planning of any event hosted by the PTO. These records (some provided by each Committee Chairperson) 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 if warranted.
6. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.

7. 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.
8. Provide a printed copy of these Bylaws to each newly elected Executive Board member and committee chair. Bylaws can be accessed via the school's website under the PTO link.

Section 4: Assistant Secretary

The Assistant Secretary shall:

1. Assist the Secretary and perform all Secretarial duties upon his/her absence, resignation, or inability to serve.

Section 5: 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. All records shall be turned over to the next Treasurer to hold this position with the exception of those archived by the Secretary.
3. Receive all funds for the PTO including, but not limited to, donations, dues, fundraising sales, and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each Regular and Executive Board meeting and at other times upon request of the Executive Board. All inactive financial documents are to be archived at the school in a file designated for PTO.
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. Spend no money on any one item(s) not included in the budget, without the consent of the Executive Board. If consent is granted, the item and amount shall be disclosed to the general membership at the next regular PTO meeting. Two signatures (President and Vice President) are required on purchases of \$200 or more.
7. Complete all financial updates by the close of the Fiscal Year (June 30) and provide a full year-end report.
8. Provide and collect cash boxes/bags for all applicable events.
9. Be responsible for all deposits.

ARTICLE VIII – EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

Section 2: Principal & Teacher Representative. The Principal and the Teacher Representative 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 Teacher Representative acts as liaison between the School teachers and the PTO.

Section 3: Duties. The Executive Board shall conduct necessary business, prepare for the Regular PTO meetings, and prepare a proposed budget (via the Treasurer) to be voted upon by the PTO Membership at the regular meeting at the end of the current school term or the first regular PTO meeting of the fiscal year.

Section 4: All Executive Board members, with the exception of the Principal and the Teacher Representative, are ex officio members of the Fundraising Committee. These members shall participate in all fundraising efforts in some capacity (i.e. selling spirit wear, registration/membership drives, etc. at specified venues and events. Only Executive Board members (including special committee chairs) shall be granted free admission to applicable fundraising venues/events unless given special permission by the Executive Board or the President.

ARTICLE IX – MEETINGS

Section 1: Regular Meetings of the PTO – Shall be held at least twice a year per fiscal year, at the school, on a date and time pre-established by the Executive Board. Dates and times of these meetings shall be presented by the President at the regular meeting at the end of the current school term or the first regular PTO meeting of the fiscal year. Dates will be accessible via the school’s website.

Section 2: Executive Board Meetings – Shall be held a minimum of four times per fiscal year or when additional meetings are mutually agreed upon by the Officers or solely by the President. A 50% attendance shall constitute a quorum for voting purposes.

Section 3: The newly elected Executive Board shall meet at least once before the conclusion of the school term or between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal and establishing the meeting dates which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the regular meeting at the end of the current school term or the first regular PTO meeting of the fiscal year as to either accept or amend the Executive Board’s proposed budget and the slate of nominees for the election of the Executive Board and committee chairs.

ARTICLE X – FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items that directly benefit the students of the school; with the exceptions of the annual Teacher Appreciation activities, staff gifts, and needed PTO materials (those needed to properly and adequately function i.e. table, chairs, portable umbrella/gazebo, etc.)

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer. All funds received by the Treasurer must be deposited into to the PTO bank account with the exception of keeping no more than \$50 cash on hand for change and immediate purchasing purposes. The President or Vice President must be present with the Treasurer to verify and sign deposits.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been submitted to and approved by the PTO Treasurer. 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.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted at a PTO Executive Board meeting. A vote for approval or disapproval of the non-budgeted monetary disbursement shall be revealed to the general membership at the next scheduled regular meeting of the PTO if approved.

Section 5: Reporting. An updated financial report shall be made available via email or in printed form to each PTO member prior to or at each regular and executive board meeting.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

ARTICLE XI – COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Nominating, Membership, and Teacher Appreciation. Additional special committees may be formed at any time either at the request of the President or the executive board and revealed to the general PTO membership if and when necessary. All other special committees/chairs will follow similar guidelines as stated under *Committee Duties*. i.e. Teacher Appreciation Committee.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted to the Executive Board. Elections shall take place at the regular PTO meeting after a slate of nominees are presented by the Nominating Committee and all nominations from the floor are completed. Any officer may also act as chair of at least one standing or special committee (appointed on a need-basis by the President.)

Section 3: The Chairpersons 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.

Section 4: Committee Members. Chairpersons may solicit and appoint additional PTO members (via the Membership Chair) to serve on their respective committees. Exec. Board members (with the exception of the Principal and Teacher Rep.) are ex officio members of the fundraising committee.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the Executive Board. Any approved purchases must be made within the budgetary restrictions unless authorized by the Executive Board.

Section 6: Attendance. Committee Chairpersons shall attend Executive Board meetings and report on the activities of his/her committee.

ARTICLE XII – COMMITTEE DUTIES

Section 1: Fundraising Chair

The Fundraising Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the Executive Board.
3. Solicit volunteers (via the Membership Chair) to assist with each Fundraiser.
4. Report all Fundraising activities, expenses, and profits at each applicable PTO meeting.
5. Maintain confidential records of all contributions.
6. Be responsible for all funds being forwarded to the Treasurer after each fundraising event.
7. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
8. Prepare a sign-up sheet to coordinate a volunteer schedule to include the Executive Board members and general membership. Only Executive Board members (including special committee chairs) shall be granted free admission to applicable fundraising venues/events unless given special permission by the Executive Board or the President.

Section 2: Nominating Chair

The Nominating Chair shall:

1. Publicize PTO positions (via email, the school's PTO webpage, or some other form of media) and recruit volunteers to fill open Executive Board and committee chair positions for the upcoming school year.
2. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included for the annual election.
3. Compose and present a slate of nominees to be presented at the end of the school year or at the first regular PTO meeting for the election of the PTO Executive Board.

Section 3: Membership

The Membership Chair shall:

1. Prepare and execute membership projects as approved by the Executive Board.
2. Solicit volunteers from the PTO membership to assist with each PTO event/activity.
3. Report all membership drive activities, progress, and results when applicable at each Executive Board meeting.
4. Maintain confidential records of all PTO members and contact information.
5. Maintain all records of each membership drive/project and pass these along to the Secretary for permanent record keeping.

Section 4: Teacher Appreciation Committee

The Teacher Appreciation Chair shall:

1. Prepare and execute a Teacher Appreciation gesture, gift, venue, etc. as approved by the Executive Board.
2. Solicit volunteers via the Membership Chair to assist with Teacher Appreciation events/activities.
3. Work with the committee members to coordinate a successful event.
4. Report all Teacher Appreciation activities, progress, and results when applicable at each Executive Board meeting.
5. Maintain all records of the Teacher Appreciation events and pass these along to the Secretary for permanent record keeping.

ARTICLE XIII – BYLAWS AMENDMENT

These Bylaws may be amended under the following conditions:

- The Special Committee (Bylaws Committee: appointed by the President or Executive Board when needed) shall submit the revision request to the Executive Board.
- The revision request is approved by the Executive board vote and revealed to the general membership at the first regular meeting.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE IVX – DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled regular PTO meeting, and the request is approved by a majority vote of the present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. A vote shall be taken by the PTO Membership to spend remaining funds on a item or items that benefit the students; or
2. The remaining funds be held in escrow by the Principal for use by the future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.