

Parent – Teacher Organization Bylaws

Article 1

Name: The name of the organization shall be Brownstown Elementary School Parent-Teacher Organization (PTO)

Article 2

Goals:

Section 1: To unite parents, teachers, and administrators in working together for the welfare and enrichment of children by providing stimulating programming activities which promote the education of those children, teachers and parents.

Section 2: To encourage interaction and communication between parents and teachers in order to facilitate more loyalty and commitment to the school.

Section 3: To raise money as needed in order to support the organization's planned programs.

Article 3

Membership:

Every parent or guardian having children in the Brownstown Elementary School and every teacher, administrator, and staff member of this school shall be a member of this group and eligible to hold office.

Article 4

Executive Board, Elections and Officer Positions:

Section 1:

- a. There will be a PTO Executive Board with no less than 4 members, but no more than 8 members with public notice.
- b. The PTO Executive Board official terms run from July 1st to June 30th for each school year.

Section 2:

- a. If necessary there should be an election for the PTO Board members held annually. However, if there are no more than 8 nominees/ interested persons for the PTO Executive Board then no public vote is necessary.
- b. The PTO Executive Board shall solicit candidates by personal contacts and by announcements in the School Newsletter and/or in the PTO Newsletter when necessary.
- c. The consent of each candidate must be obtained before the name is placed in the nomination.

Section 3: The PTO Officer positions shall be determined by the PTO Executive Board Members. There shall always at least be a designated Treasurer position.

Section 4: In case of vacancy occurring for any PTO Executive Board Member mid-term (i.e. After July 1 of the new school year), if necessary (such as that there would be less than 4 members with that vacancy), then the remaining PTO Board Members shall solicit interested persons and then vote on those persons with a majority vote within the Executive Board.

Article 5

Duties of Officers

Section 1: The President shall preside at all meetings of the PTO Executive Board; shall be a member ex officio of all committees, and shall perform all other duties usually pertaining to the office.

Section 2: The Vice President shall act as aide to the President and shall perform the duties of the President in the absence of that officer.

Section 3: The Secretary shall record the minutes of all meetings of the organization and of the Executive Board meetings and shall perform such other duties, as may be delegated to him/her.

Section 4:

- a. The Treasurer shall receive all monies of the organization and shall keep an accurate record of receipts and expenditures as authorized by the organization.
- b. The Treasurer shall present a statement of accounts at every meeting and at other times when requested by the PTO Executive Board.
- c. The Treasurer's accounts shall be examined annually by an auditing committee who, satisfied that the Treasurer's annual report is correct, should sign a statement of that fact at the end of the report. The PTO Executive Board shall appoint the auditing committee at least two weeks before the final meeting of that particular school year.

Section 5: At least one teacher or the school principal shall be encouraged to be active members of the PTO board. The Teacher's Representative or school principal shall act as a liaison between the teachers and the PTO.

Article 6

Meetings

Section 1: PTO Executive Board meetings shall be held monthly during the school year.

Section 2: There will be three PTO open meetings throughout the entire school year. The dates and times of these meeting shall be determined and notice given by the Executive Board with all parents and teachers invited to attend.

Article 7

Executive Board

Section 1: The Executive Board shall consist of the elected/appointed members/officers and the chairpersons of standing committees.

Article 8

Standing Committees

Section 1: Such standing committees shall be created by the Executive Board as may be required to promote the objectives and interests of the organization.

Section 2: The chairpersons of the standing committees shall be selected and approved by the PTO Executive Board. Their term should be one school year with the option to extend.

Section 3: The chairpersons of each standing committee shall submit a tentative plan or work for approval to the Executive Board, and no committee work shall be undertaken without the consent of the Executive Board.

Section 4: Permanent standing Committees with independent bank accounts shall provide monthly statements to the Executive Board.

Article 9

Parliamentary Authority

Section 1: Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they do not conflict with these bylaws.

Article 10

Amendments

These bylaws may be amended at any PTO Executive Board meeting provided notice of the proposed amendment has been distributed to the Board members, and the proposed amendment is approved by a vote of a majority of members in a general meeting.

Addendum

Disbursements from the PTO Treasury of amounts greater than \$100.00 require a vote.