Frank Elementary School PTO

Bylaws

Article I – The name of the organization shall be the Frank Elementary School PTO.

Article II – Purpose: The corporation is organized for the purpose of supporting the education of children at Frank Elementary School by fostering relationships among the school, parents, and teachers.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Member(s) must be present to vote.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. At this time we have established dues to be $5.00 per family. (September 2019).

Article IV – Officers and Elections

Section 1. Officers.

The officers shall be a president, vice president, secretary, and treasurer.

President- The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

Vice President- The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

Secretary- The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

Treasurer- The treasurer shall receive all funds of the organization, keep an accurate

record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Nominations and Elections.

Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility.

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies.

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected

Section 6. Removal From Office.

Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given. If an officer chooses to vacate or is unable to fulfil duties in their position, they must provide written notice within in two weeks of the next official meeting.

Article V – Meetings Section

1. Regular Meetings. The regular meeting of the organization shall be scheduled once a month starting at 4:30 p.m. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

2. Special Meetings. Special meetings may be called by the president, any two

members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and/or phone calls.

Article VI – Executive Board Section

Section1. Membership.

The Executive Board shall consist of the officers, vice principal, and standing committee chairs.

Section 2. Duties.

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings.

Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Article VII – Committees Section

1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.
2. Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Communications, Arts and Enrichment, Family Events, Nominating, and Auditing.
3. Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances Section

1. Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.
2. Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

3. Section 3. The board shall approve all expenses of the organization.

4. Section 4. Two authorized signatures shall be required on each check over the amount of $200. Authorized signers shall be the president, vice-president, and treasurer.

5. Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

6. Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

7. Section 7. The fiscal year shall coordinate with the school year.

Article X –– Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present.