



Robert L. Craig School

Parent–Teacher Organization (PTO) Bylaws

2026 Proposed Consolidated & Revised Version

ARTICLE I — NAME

The name of this organization shall be the Robert L. Craig School Parent–Teacher Organization (PTO), hereafter referred to as the “Organization.”

ARTICLE II — PURPOSE & MISSION

The purpose of the PTO is to support the educational environment of Robert L. Craig School by fostering cooperation among parents, staff, and administration. The Organization shall:

1. Encourage open and respectful communication between parents, teachers, and school staff.
2. Support school programs and activities through volunteer and financial assistance.
3. Promote a positive, inclusive, and collaborative school community.

The PTO shall operate with professionalism, transparency, and a spirit of partnership.

ARTICLE III — MEMBERSHIP

1. Membership is open to all parents/guardians of students enrolled at Robert L. Craig School and all school staff. The membership year is from July 1 to June 30 of the following calendar year.
2. **GOOD STANDING.** Members must submit their membership dues within thirty (30) days of the first calendar day of the school year or within thirty (30) days of their mid-year enrollment or hiring date to be considered in good standing.
3. **PARENT/GUARDIAN MEMBERSHIP.** Enrollment shall be per family unit, and dues shall be collected per family. Membership for parents/guardians is defined as one family unit per student(s). Each family membership in good standing is entitled to one vote.
4. **TEACHER/STAFF MEMBERSHIP.** Enrollment shall be per teacher/staff member, and dues shall be collected on an individual basis. Each teacher/staff membership in good standing is entitled to one vote. Teachers/staff members with children currently enrolled as students shall not be entitled to two votes.
5. **DUES.** The PTO Executive Board shall establish the amount of annual dues each year through a majority vote. PTO Leadership reserves the right to confidentially waive dues for individuals or families in instances of demonstrated hardship.
6. Volunteering at individual events or occasional participation does not constitute PTO leadership, trustee status, or authority to act on behalf of the PTO.
7. Financial contributions or payment of PTO dues support the Organization but do not automatically confer PTO leadership status, voting rights, or authority to represent the PTO.
8. All members, volunteers, and supporters must uphold the PTO Code of Conduct (see Article IX).

ARTICLE IV — PTO OFFICERS & LEADERSHIP

Section 1: Executive Board

1. **EXECUTIVE BOARD.** The Executive Board shall consist of the elected officers. At minimum, the Executive Board must have a President, a Treasurer, and a Secretary. The Executive Board shall meet monthly or as needed to plan activities and address organizational matters. Executive Board decisions include, but are not limited to, Trustee appointment, Committee formation, and Committee Chair appointment.
2. **OFFICERS.** The officers of the PTO shall include: President, Vice President, Treasurer, and two (2) Co-Secretaries. At minimum, the Executive Board must have a President, a Treasurer, and one (1) Secretary. Officers vote on Executive Board and PTO Leadership decisions.
3. **OFFICER ELIGIBILITY.** Only paid members in good standing are eligible to serve as officers. No more than one individual from any member household shall hold an Executive Board position at any given time. Nor shall more than one Executive Board position be held concurrently by any individual.

In order to be eligible to be President or Treasurer, the candidate must be

- (a) a current member of the PTO Leadership in good standing, and
- (b) have no less than one (1) year experience as a member of the PTO Leadership.

If no qualified and willing candidates exist, the Executive Board may confirm the nomination or appointment of a lesser-qualified candidate for these positions through a majority vote.

Officer positions are intended to be held by parent/guardian members of the school community whenever possible, in order to ensure strong parent representation and engagement.

Teachers and staff members may be eligible to serve as officers when there are insufficient or parent/guardian candidates willing or able to serve in a given role. In such cases, teacher/staff participation shall be permitted, subject to election by membership or appointment by a majority vote of the Executive Board.

4. **TERM OF OFFICE.** Each officer shall hold office for two (2) years, commencing at the close of the membership year in which the individual was elected, and until his/her successor is elected, unless he or she dies, resigns, or is removed, prior to such time. No officer may serve more than two (2) consecutive terms in a given position, provided that in the event a qualified and eligible replacement cannot be found *and* the person currently serving is willing to serve, such person may serve an additional term of one (1) year and can reevaluate for one (1) additional year (total two (2) years). An individual may serve unlimited terms in any officer position, so long as they are not served consecutively in a single position as stated above.
5. **REMOVAL.** Removal from office may occur by a majority vote of the Executive Board, excluding the officer in question, for failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the Executive Board has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the Executive Board. In the event of a tie vote, the matter shall be tabled for further review and discussion, and a subsequent vote shall be held at a later meeting. No Executive Board member has a right to change any decision made by the Executive Board and any member who intentionally does not follow through with decisions of the Executive Committee will be removed from the Executive Board. If removed from office for cause, the Executive Board member will be ineligible to run for another term of office for the remainder of their original term, plus one additional year. Removal decisions shall remain confidential and handled internally by PTO Leadership.
6. **VACANCY.** In the event of a vacancy of an Executive Board position other than President, the Executive Board may appoint a qualified candidate to fill the role. Candidates may be recruited by PTO Leadership or may apply directly by submitting a signed letter confirming their willingness and ability to perform the duties of the position they seek. The Executive Board must announce that an appointment will be made at least fourteen (14) days in advance. Appointed Executive Board Officers will serve a term of at least one (1) year before being eligible for re-election.

In the event of a vacancy of the office of President, the position shall be filled in the following order of succession:

- Vice President
- Treasurer
- Secretary (most senior)
- Secretary

Section 2: Duties of Officers

1. **PRESIDENT.** The President's general responsibilities include but are not limited to; presiding over general public membership meetings as well as Executive Board Meetings; serving as the liaison to school administration, representing the organization at meetings outside the organization, serving as an ex officio member of all committees except the Nominating Committee, providing final approval for PTO-wide communication, and coordinating the work of all the officers and committees so that the purpose of the organization is served. The President casts the deciding vote in the event of a tie.
2. **VICE PRESIDENT:** The Vice President assists the President, carries out the President's duties in his or her absence or inability, and serves as the primary contact for class parents and committee chairs.
3. **TREASURER:** The Treasurer receives all funds of the organization, oversees and manages PTO financial accounts, keeps an accurate record of receipts and expenditures, and pays out funds in accordance with the approval of the Executive Board. The Treasurer will present a financial statement at every meeting and at other times of the year when requested by the Executive Board. The Treasurer creates a monthly financial statement and compiles a full report at the end of the current school year.
4. **CO-SECRETARIES.** The Secretaries shall be responsible for keeping all records of the organization, taking notes and recording minutes, preparing the agenda, handling correspondence, and sending notices of meetings to the membership. The Secretary also keeps a copy of the by-laws, rules, membership list, and any other necessary supplies, and brings them to meetings. The Secretaries shall oversee all PTO email communications, and are responsible for forwarding matters appropriately. Responsibilities of the secretaries shall be divided and assigned to them by the President at the beginning of the term. Secretaries are required to maintain close communication with one another to ensure seamless operation and to cover the duties of the other if necessary.

Section 3: PTO Leadership

1. **PTO LEADERSHIP.** PTO Leadership roles are limited to Officers and Trustees and require formal election, appointment, or approval in accordance with these bylaws.
2. **TRUSTEES.** Trustees shall be appointed annually by a majority vote of the Executive Board at the beginning of each PTO term. Trustees may be reappointed year to year based on interest, availability, and the needs of the Organization. Trustee appointments are non-elected, year-to-year roles intended to support the work of the PTO and its officers. Trustees may be appointed or removed at the discretion of the Executive Board by majority vote.

Trustees are individuals who demonstrate ongoing, active participation in PTO operations, committees, and events and are formally recognized or appointed by the Executive Board. Trustees do not have authority to independently direct communication, represent the PTO publicly, or make decisions on behalf of the Organization unless assigned by an officer or committee chair. Trustee status is not automatically granted through event volunteering or financial contribution alone.

Trustees vote on PTO Leadership decisions. PTO Leadership decisions include event, fund-raising, donation, and other decisions designated as PTO Leadership decisions by the Executive Board.

3. **ADVISORS.** The school Principal and Director of Curriculum serve as non-voting advisors to PTO Leadership and are permitted to be privy to internal or confidential discussions.

ARTICLE V — MEETINGS

1. **GENERAL MEETINGS.** Meeting of the general membership shall be held at least three (3) times during the school year. Meetings are open to parents/guardians of all students and all school staff members. Providing virtual attendance options are permitted to encourage and enable greater community involvement.
2. **QUORUM.** A “quorum” shall consist of a majority of voting PTO Leadership members, including at least two (2) officers.
3. **SPECIAL MEETINGS.** The President or a majority of the Executive Board may call special meetings of the general membership, with five (5) days’ notice having been given.
4. **DECORUM.** Meetings of the Robert L. Craig School PTO shall be conducted in a respectful and orderly manner. The presiding officer shall have the authority to recognize speakers, limit discussion to the topic at hand, set reasonable time limits, and take appropriate action to prevent disruptive or disrespectful behavior.

Personal attacks, attacks on groups, interruptions, or conduct that interferes with the orderly progress of a meeting shall not be permitted.

ARTICLE VI — COMMITTEES

1. **COMMITTEE STRUCTURE.** Each committee shall have one designated Chair. The Chair shall be appointed and confirmed by the Executive Board. The Chair is responsible for reporting committee activities to the PTO Leadership. All committee communication must flow through the chair and follow PTO communication and approval policies.
2. **STANDING COMMITTEES.** Standing committees shall be created by the
 - o *Nominating Committee* - A Nominating Committee shall be formed annually and led by the Vice President. The committee shall consist of officers, excluding the current President, and may include trustees as appropriate.
 - o *Communications Committee* - Manages oversight of PTO social media platforms to ensure content is accurate, appropriate, and aligned with PTO policies and approvals.
3. **SPECIAL COMMITTEES.** Special committees may be formed to serve a specific function for the PTO, and are formed by Executive Board decision. Special committees may be formed for events, fundraising, communications, budgeting, compliance, or needs as determined by the Executive Board.

ARTICLE VII — COMMUNICATION POLICY

All PTO-wide communication, including emails, flyers, social media posts, and public messaging, must be reviewed and approved by the President or Acting President prior to distribution. Independent or unauthorized messaging on behalf of the PTO is not permitted.

ARTICLE VIII — NOMINATING & ELECTIONS

1. **NOMINATING COMMITTEE.** The Nominating Committee shall begin its work in January to identify and confirm willing and eligible candidates for Officer positions and shall present its slate of nominees to the membership. Nominations from the committee must be submitted by April 15th.
2. **ADDITIONAL NOMINATIONS.** Additional nominations may be submitted by petition, accompanied by a written statement of interest from the candidate and signatures from members in good standing (minimum number to be determined annually by the Executive Board based upon enrollment). Petitions must be completed and submitted to the PTO by April 15th.
3. **ELECTIONS.** Elections shall be held annually at the May meeting. Elections will be announced at least fourteen (14) days in advance.
4. **VOTING.** Voting may be conducted via closed ballot, show of hands, or electronic polling form, as determined appropriate by the Executive Board. An effort must be made by the Executive Board to allow voting options for members in good standing unable to physically attend the meeting, such as a monitored ballot drop box.

ARTICLE IX — CODE OF CONDUCT

All PTO members, volunteers, trustees, and officers are expected to:

- Act respectfully and professionally
- Follow established communication and approval channels
- Avoid undermining PTO leadership, decisions, or initiatives
- Collaborate constructively with fellow members and school administration

Violations of this Code of Conduct may result in removal from PTO roles or trustee status at the discretion of the Executive Board.

ARTICLE X — FINANCES

1. The fiscal year shall run from July 1 to June 30.
2. All expenditures will be determined upon an evaluation of the funds available and the benefit of the expense. Expenditures will be approved by a majority vote of PTO Leadership.

3. The Treasurer shall advise PTO Leadership on event budgets, shall prepare monthly financial reports, and present a summary of the recent financial reports to the PTO membership at each PTO Meeting.
4. A PTO Accounting sheet must be completed for any PTO event in which there is cash to be accounted for. The sheet must be signed by at least two (2) members present at the event who have independently counted the money at the events completion. Funds should be provided to the Treasurer with twenty-four (24) hours of the event and deposited into the PTO account by the Treasurer within forty-eight (48) hours of the event. If these timeframes cannot be met, the President and Vice President must be immediately advised.
5. Bank accounts shall be held in a Federal or State chartered bank or credit union under the Robert L Craig PTO name for the following purposes: General PTO Account, 7th/8th Grade Fundraising Account, and Special Separate Account to be used for specific instances in which it is required that funds not be intermingled. Accounts may be opened, closed, or modified to serve the needs of the Organization as determined by the Executive Board.

ARTICLE XI — AMENDMENTS

These bylaws may be amended with thirty (30) days' written notice and approval by a majority vote of the officers.

ARTICLE XII — NOTICE

All notice shall be disseminated via email or text alert. Additionally, it may be shared through official PTO social media accounts or by flyer.

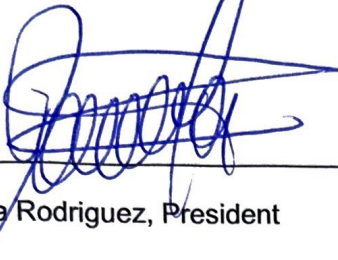
ARTICLE XIII — DISSOLUTION

Upon dissolution of the Organization, any remaining funds shall be donated to Robert L. Craig School for the benefit of students, subject to Executive Board approval.

ADOPTION OF BYLAWS

We, the undersigned, are the Officers and Trustees of the Robert L.Craig PTO Board, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of seven (7) preceding pages, as the Bylaws of this Organization.

ADOPTED AND APPROVED by the Robert L.Craig PTO Leadership on this 29th day of January, 2026.



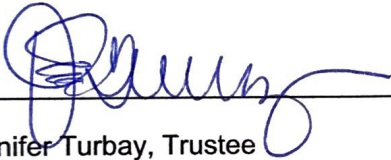
Laura Rodriguez, President



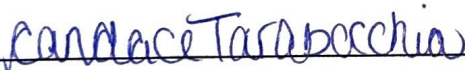
Christina Haberlin, Treasurer



Amanda Turro, Secretary



Jennifer Turbay, Trustee



Candace Tarabocchia, Trustee



Kristen Shephard, Trustee