

**Walnut Grove Elementary School Parent Teacher Organization
PARENT-TEACHER ORGANIZATION (PTO) BYLAWS**

Article 1: Name

Section I The name of the organization shall be the Walnut Grove Elementary School Parent Teacher Organization (WGES PTO).

Article 2: Objectives of the Organization

Section I To promote an enriched educational environment by fostering a cooperative and beneficial relationship among WGES students, parents, faculty, staff, and community members.

Section II To provide those resources to the school that are not provided or not provided sufficiently for in the school budget and are deemed necessary or desirable by the staff for the support and education of the students at the school.

Article 3: General Provisions

Section I This organization will conduct itself in a manner that is free of discrimination and will provide equal opportunity and treatment for all members.

Section II

- a. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the PTO or the names of any members with their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the principles of the PTO.
- c. The PTO may cooperate with other organizations and agencies concerned with child welfare, but shall not enter into membership with other organizations. A PTO representative shall make no commitments that bind the group he/she represents.
- d. No part of the net earnings of the PTO shall be used to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except when the PTO shall be authorized and empowered to pay reasonable compensation for service rendered.
- e. The PTO shall seek neither to direct the administrative activities of the school nor control its policies. The organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision-making processes establishing school policy, recognizing the legal responsibility to make education policy is delegated by the people to the board of education.

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Article 4: Membership and Dues

Section I Active members shall consist of parents or guardians of students in at Walnut Grove Elementary School, any member of the student body who are properly enrolled and in regular attendance at said school, or any other person connected to the school.

Section II The privileges of holding office, making motions, debating and voting shall be limited to Executive Board members.

Article 5: Officers and Governing Body

Section I The Executive Board

The PTO Executive Board shall consist of the appointed officers: President, Vice-President(s), Treasurer, and Secretary, Principal (non voting).

Section II Duties of the Executive Board Members

- a.** The **President** shall attend all meetings of the Executive Board and General Membership and shall prepare agendas for Executive Board and General Membership meetings. The President shall remain unbiased on all issues. The President shall appoint all committees, shall see that all books, reports and certificates, as needed, are properly kept or filed, and shall have such powers as may be reasonably construed as belonging to the chief executive of any organization. The President shall have signatory rights for all financial accounts with the Treasurer. The President shall notify the principal and all Executive Board members of all scheduled meetings.
- b.** The **Vice President** shall act as an aide(s) to the President and shall, in designated order, perform the duties of the President in the absence or inability of that officer to serve, and will also edit the minutes sent to the membership. This position can only be filled by a PTO board member who is currently holding one of the PTO Executive Board Positions - President, Secretary, Treasurer, Co Secretary, Co Treasurer.
- c.** The **Secretary** is a voting member of the PTO. The secretary shall keep and edit accurate minutes and records of the organization in appropriate books. He/she shall be the official custodian of the records, and shall exercise all duties incident to the office. The secretary shall perform other duties as may be delegated to the office. The PTO Executive Board may appoint a Co Secretary as needed.
- d.** The **Treasurer** is a voting member of the PTO. The treasurer shall prepare an annual budget, shall receive all monies of the organization, shall keep an accurate record of the receipts and expenditures and shall pay out funds only as authorized by the Board. The Treasurer shall have signatory rights for all financial accounts. The Treasurer shall provide a Profit/Loss Statement at all PTO Executive

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meetings and make this available online through the school's web page.

The PTO Executive Board may appoint a Co Treasurer as needed.

e. The Principal is a non-voting member of the PTO. He/she shall be there to assist, give direction, and offer staff input to the PTO. The Principal may appoint and/or remove PTO Executive Board Members at his/her discretion.

Section III Committee Members

Board Members shall consist of members needed to run an efficient PTO. Some ideas for committee members are: Reporter, Room Parent Coordinator, Volunteer Coordinator, Teacher Representative, Membership Coordinator, Grant Coordinator, Hospitality Coordinator, and Fundraising Coordinator. This list is not all-inclusive, and the President may appoint any other committee for the term of the current administration if required to promote the objectives and interests of the PTO. These positions listed are non-voting members.

Section IV Duties of the Committee Members

Committee Members are put in position to assist the PTO and Principal to make the school year run more efficiently. The principal will select the Teacher Representative to work with the PTO, if needed.

Article 6: Officers and Their Election

Section I An Executive Board Meeting will be held to determine if the current PTO Executive Board position holders will remain in their current position for the upcoming year. This meeting will be held between March 1st and 10th. This will determine the open position(s) to be listed on the application form.

Application forms will be sent home between March 15-April 15. The qualifications for each open Executive Board member position will be outlined on the application form. A one week turnaround time to receive completed forms will be given. Application forms will only list open positions. Interviews of qualified candidates will be held starting the following week after forms are received.

The current year's PTO Board shall be responsible for receiving all applications for persons to serve as PTO Executive Board members. The President/Vice President shall contact all applicants meeting the qualifications for the open position(s) to schedule interviews.

The Interview of potential new Executive Board position holders will be conducted by the current Executive Board members.

In the event all Executive Board member positions are vacated, the current President and Principal will conduct the interview process.

Section II A slate of officers will be announced by the end of the school year to serve on the upcoming school years PTO.

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Section III In the case of a vacancy in the office of President during the school year, the Vice President shall serve as President for the remainder of the school year. If there is more than one Vice President that serves currently on the PTO, a private vote will be held by remaining voting Executive Officers and Principal to select the President. Any other vacancies occurring during the year will be filled by recruitment of volunteers and voted on by the remaining officers to finish the unexpired term.

Section IV After interviews, the Executive Board will create a slate of approved candidates. Following interviews, the new PTO Executive Board members will be selected by the PTO Executive Board. In the event two or more candidates are selected after interviews for the same position, a school wide vote will take place to determine who will hold the position. WGES Staff/ WGES Parents/Guardians will cast their votes using a paper ballot that is created and sent home by the current Executive Board.

Article 7: Replacement/Dismissal of a PTO Officer

Section I Misappropriation of PTO property and/or money will be handled with immediate dismissal through a quorum vote by remaining PTO Executive Officers and Principal.

Section II The replacement or dismissal of officer(s) may be deemed necessary due to circumstances including but not limited to the following: Personal differences with other PTO officers or school staff members, repeated unexcused absence from duties, and/or mismanagement.

Section III Dismissal requires the Principal's approval.

Article 8: General Meetings

Section I All Executive Officer meetings follow Robert's Rules of Order.

Section II Executive Officers should meet each month throughout the year to be prepared for current and upcoming events.

Section III The President, in conjunction with the principal, will designate the dates and times of all events and meetings before the upcoming school year.

Section IV After Executive Officer Meetings, Meeting Agendas, Minutes, and Profit/Loss Statements will be added to the School's Website for the parents/guardians to view for transparency.

Section V Executive Board meetings are open to voting Executive Board Members and the Principal.

Article 9: Budgetary Matters

Section I The officers shall present at the first regular officers/board meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the officers during the year.

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Section II The Executive Board (on approval) may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Walnut Grove Elementary School or the Walton County School District, nor should they hold themselves out as having such authority. Any purchases or contracts over \$1,000 must be approved by the school Principal.

Section III No loans shall be made by the organization to its officers or members.

Section IV All checks, drafts or other orders for the payment of money on behalf of the organization shall be signed by the President or Treasurer. WGES PTO is not permitted to pay sales tax on purchases. Sales tax paid on any WGES PTO purchases must be reimbursed to the WGES PTO by the purchaser.

Section V The Treasurer shall deposit all funds of the organization to the credit of the organization in the bank, trust company or other depository as selected by the PTO. All deposits and/or disbursements shall be made within a maximum of ten days from receipt of the funds and/or orders of payment.

Section VI The officers have the authority to appoint an auditor or an auditing committee at least four weeks before the end of the school year to audit the Treasurer's accounts, if needed.

Section VII Basic guidelines for auditing purposes shall be followed.

Section VIII Upon dissolution of this organization all remaining assets must be used exclusively for exempt purposes at WGES.

Section IX Commingling of personal and WGES PTO funds and accounts is prohibited.

Section X All WGES PTO purchases are required to have an itemized receipt/purchase order including date of purchase, description of items purchased, and specific form of payment used.

Article 10: By-Laws

Section I These By-Laws shall be made available to individuals upon request.

Section II These By-Laws may be altered, amended or repealed by majority vote by PTO Executive Officers and the Principal (voting at this time).

Article 11: Rules of Order

Section I The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

These By-Laws were adopted by the membership by a majority vote during a PTO Executive Board Meeting properly called on April 15, 2026, and shall take effect immediately.

Principal, Dr. Kenneth Cline

PTO President, Sheri Andre

PTO Vice President, Vacant

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PTO Treasurer, Lauren Ford

PTO Co Treasurer, Ashley Buice

PTO Secretary, Christy Clotfelter

PTO Co Secretary, Leigh Parmer