

# **PTO By-Laws**

**Blairsville Elementary School  
Parent/Teacher Organization ByLaws  
Amended September 17, 2009  
Approved October 7, 2009**

## **ARTICLE 1: NAME**

Section A: This organization shall be known as the Blairsville Elementary School Parent/Teacher Organization (BES PTO).

## **ARTICLE II: MISSION STATEMENT**

Section A: The objective of the BES PTO is to promote a quality education and a safe environment for the children, staff, and educators, to implement activities that will encourage participation by children, parents, teachers, and staff, and to promote open communication between the administration, teachers, and parents.

## **ARTICLE III: BASIC POLICIES**

Section A: The PTO shall be noncommercial, nonsectarian, and nonpartisan. The PTO shall cooperate with the school to support the improvement of education in ways that will not interfere with school policies. In event of dissolution of the PTO, its assets shall be left to the Blairsville Elementary Student Activity Account.

## **ARTICLE IV: MEMBERSHIP AND DUES**

Section A: Membership in this PTO shall be made available without regard to race, color, creed or national origin.

Section B: Whereas the organization exists as an unincorporated organization of its members, members may be a parent, grandparent, aunt, uncle, or caregiver/guardian of a child attending Blairsville Elementary School or be an employed staff member. Only paid members are entitled to have voting rights. Concerned community members may also be members of the organization but without voting privileges.

Section C: This PTO shall conduct an annual enrollment of members but admit members at any time.

Section D: The membership year shall be the current school year. Persons who join during the membership year shall pay dues for that year.

Section E: The annual dues shall be set by the organization yearly.

## **ARTICLE V: OFFICERS**

Section A: The elected executive officers of this organization shall be the President, Vice President, Treasurer and Secretary. The executive board shall include the principal and a teacher liaison.

Section B: The term of office for the elected executive board shall be one year beginning on June 15 and ending on June 14 of each year.

Section C: No elected officer shall serve in the same position for more than two (2) consecutive terms, unless, there is no member willing to assume the position being vacated. A special vote will be needed to retain the officer in the position for a period of two (2) additional years or a four (4) year term.

Section D: There shall be no election for the office of President, as the Vice President shall automatically assume the position of President at the completion of his/her term. If he/she declines, then the nominating committee shall be responsible to make a motion to elect another President from the list of nominees to succeed the President.

## **ARTICLE VI: DUTIES OF OFFICERS**

Section A: The President shall organize and preside over all BES PTO and Executive Board meetings. He/she shall also be the PTO's head and have general supervision over all affairs of the organization. The President shall oversee all the committees of the BES PTO and coordinate the work of the officers and committees. He/she shall also appoint the Nominating Committee, Committee Chairpersons and others as deemed necessary. The President will oversee the Membership Drive and maintain Membership records.

Section B: The Vice President shall assume the responsibilities of the President in his/her absence. He/she will provide oversight of the major fundraising events.

Section C: The Secretary shall prepare the minutes of all Executive Board and general PTO meetings, notify board members of meetings, provide all necessary correspondence, retain a current copy of the bylaws, and maintain a record of past meetings and file records from past years in a secure storage area. The Secretary will also assist the President and Vice President with projects as deemed necessary.

Section D: The Treasurer of the PTO shall be custodian of all monies of the organization, and shall keep ledgers correct and up to date and available for audits and /or public viewing. He/she shall disburse funds in accordance with the bylaws of this organization. The Treasurer shall keep funds in a financial institution in the name of the BES PTO and subject to withdrawal by check in such a manner as is outlined in these bylaws. The Treasurer shall deposit all funds of the organization to the credit of the organization. All deposits shall be made within ten (10) business days and disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

## **ARTICLE VII: ELECTIONS**

Section A: A nominating committee shall make nominations for officers. The nominating committee shall be made up of three members, which shall consist of two parent members appointed by the president and one staff member appointed by the principal.

Section B: At the final general membership meeting in April or May, the nominating committee shall submit a slate of candidates for the positions as officers. At this meeting nominations may also be submitted from the floor. A vote shall be taken and recorded.

Section C: Inductions to the BES PTO Board shall take place at this meeting with terms beginning as stated in Article V Section B.

## **ARTICLE VIII: VACANCIES**

Section A: If for any reason the President is unable to continue with his/her duties of this office, the Vice President will assume the duties of President. If he/she declines, then the nominating committee shall be responsible to make a motion to elect another President from list of nominees to succeed the President.

Section B: In the event of a vacancy in any other office, the Executive Board shall appoint a member to fill the unfinished term.

## **ARTICLE IX: EXECUTIVE BOARD**

Section A: The Executive Board shall consist of four elected officers, the Principal, and one staff person appointed by the principal. A majority of the Executive Board members constitutes a quorum.

Section B: The Executive Board shall approve all business policies, be responsible for all the business affairs of the organization and approve and /or submit funds for approval for all organizational activities.

## **ARTICLE X: COMMITTEES**

Section A: The executive board may create such committees as it may deem necessary.

Section B: Each committee will have an appointed chairperson who will give a committee report at each scheduled PTO meeting. The term of each chairperson shall be one year or until the task is complete.

Section C: If the chairperson is unable to fulfill their commitment in a timely manner, the Executive board has the right to replace that chairperson.

Section D: Since a special committee is created and appointed for a special purpose, it automatically goes out of existence when its work is done.

## **ARTICLE XI: APPROVAL OF FUNDS**

Section A: All checks which are written for disbursement to pay expenses must be co-signed by the Treasurer and another elected Executive Board member (President or Vice President). In the case of the Treasurer's absence, the President and another Executive Board member may co-sign the checks.

Section B: All reimbursement requests must be submitted with completed reimbursement form and attached receipt within 30 days from purchase date, and are subject to approval.

Section C: Any unbudgeted purchases over the amount of \$200.00 (Two Hundred Dollars) must come up for a vote and be passed with a majority vote at a PTO meeting before the purchase can be made.

## **ARTICLE XII: BUDGET**

Section A: Budget balance shall not drop below \$6,000 by May 31 of each budget year. This will enable the continuation of established and existing PTO programs.

Section B: The budget for the school year shall be devised by the executive board prior to the September meeting and voted on at the September meeting of the year.

#### **ARTICLE XIII: AUDITS**

Section A: The Executive Board shall appoint an auditing committee to perform an audit on the ledgers and accounts of the organization. The audit of the organization shall be completed twice a year, during February and presented at the March general meeting, and during June and presented at the September general meeting.

Section B: The Treasurer shall file taxes if required by the IRS, and any other required tax forms, for the term of office held.

#### **ARTICLE XIV: MEETINGS**

Section A: The General Membership meetings shall be held as deemed necessary by the Executive Board. These meetings shall be held from September through and including May.

Section B: Members of the organization may petition for a meeting by submitting a written request to the Executive Board. The request should be signed by a minimum of 10 members at least five days prior to the proposed meeting date.

#### **ARTICLE XV: AMENDMENTS TO THE BY-LAWS**

Section A: The bylaws of the BES PTO may be amended as conditions arise by a majority of affirmative votes of the organization members present at the general membership meeting. Suggested changes may be submitted at the prior meeting before being acted upon.

#### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the PTO may adopt.

