

Clifford M. Granger Parent Teacher Organization  
By-Laws  
09/07/2010

**Article I      Name of Organization**

The name of the organization shall be *Clifford M. Granger Parent Teacher Organization*, hereinafter called PTO.

**Article II      Meetings**

Monthly PTO Meetings shall take place throughout the school year (September through June). Meetings will be held in a space designated by the PTO Board, as approved by the Principal. A regular meeting day and time will be established in advance.

Formal motions will be made to accept reports or members recommendations. If a motion is seconded, a vote of members is taken. Motions are carried or rejected by a quorum consisting of at least seven PTO members, three of whom may be Officers.

**Article III      Mission Statement**

Our purpose is to strengthen the relationship between the home and school; encourage cooperation among students, parents/guardians, school personnel, and the community; and to enhance the school curriculum through enrichment programs and family events.

**Article IV      Objectives**

1. Enhance the school curriculum through enrichment programs and volunteer services from parents and the community.
2. Provide an open forum to promote communications between parents/guardians, teachers, the community, and school officials.
3. Assist the faculty of the school.
4. Raise funds to support the Mission Statement of the PTO.
5. Assist the Granger School Council in implementation of the Granger School Improvement Plan.

**Article V      Membership**

1. Membership shall be all persons having children in attendance at Granger School and all Granger School Personnel.
2. Members shall be eligible to vote during PTO meetings, to serve on any of its committees, or to hold elected or appointed positions.

**Article VI      Officers and the Executive Board**

1. The PTO shall be governed by a President, Vice President, Secretary and Treasurer. The election of Co-Officers will be determined by the PTO membership.
2. An Executive Board may be established consisting of the above Officers, a maximum of two teachers, two parents and the school principal.
3. Formal written notification of resignation is required of all Officers, including Executive Board members.

**Article VII      Duties of Officers and the Executive Board**

1. The Executive Board may meet as needed to transact necessary business, with the exclusion of appropriating funds, in the intervals between regular PTO meetings. A verbal summary of Executive Board meetings will be presented at

the regular PTO meetings. A majority of the full Executive Board shall constitute a quorum. The Executive Board may request the attendance of Committee Chairpersons as required.

2. The Executive Board is responsible to appoint new officers in the event of resignations.
3. PTO officers will appoint an auditor to perform the annual review of the organization's financial records.
4. The President, Vice President, Secretary and Treasurer shall adhere to the organization's financial guidelines.
5. An orientation meeting between outgoing Officers and newly appointed Officers will take place to transfer records and information to the incoming Officers. All non-financial books and records will be provided to the incoming Officers prior to the end of the school year.
6. All financial accounts shall be given to the incoming Officers after the receipt of the closing June statement, but prior to the September meeting.
7. The President shall:
  - a. Attend and preside at all meetings of the PTO and Executive Board.
  - b. Coordinate the work of the Officers and committees of the PTO to promote the objectives of the PTO.
  - c. Prepare and distribute an agenda for PTO meetings and provide a copy to the Secretary for file.
  - d. Be authorized to sign PTO checks.
  - e. Receive and distribute PTO correspondence, or appoint a designee to do so, if necessary.
  - f. Organize the orientation meeting between incoming and outgoing Officers following elections.
8. The Vice-President shall:
  - a. Attend monthly PTO Meetings.
  - b. Act as an aide to the President.
  - c. Perform the duties of the President in the absence of that officer.
  - d. Call for the formation of the Nominating Committee.
  - e. Recruit committee chair people for committees as required (if committees are unable to elect a chairperson, the Vice-President will act as chair until position filled).
  - f. Collect and distribute Committee Chair Binders.
  - g. Maintain PTO Closet or designated PTO storage space.
9. The Treasurer shall:
  - a. Attend monthly PTO meetings.
  - b. Ensure financial guidelines contained in the by-laws are adhered to by the Officers, Committee Chairpersons and others.
  - c. Receive all monies of the organization.
  - d. Keep an accurate record of receipts and expenditures using a ledger and checkbook.
  - e. Make disbursements as authorized by the PTO.
  - f. Be authorized to sign PTO checks.
  - g. Present a written financial statement to each Officer and Executive Board member in attendance at Executive Board meetings, present a verbal financial report to all members in attendance at each PTO meeting, and provide a written preliminary financial report to PTO members in attendance at PTO meetings.
  - h. Provide a copy of all financial statements to the Secretary for file.

- i. At the conclusion of event/fundraiser, Committee Chair(s) and treasurer will meet to reconcile funds. Committee chair and/or Treasurer will provide written financial report of event/fundraiser at monthly PTO meeting(s).
  - j. Maintain financial records for a period of 2 years.
10. The Secretary shall:
- a. Attend monthly PTO meetings.
  - b. Record and post the minutes of all meetings of the PTO and Executive Board. The Secretary shall appoint an alternate from the Executive Board to take the minutes, if absent.
  - c. Provide copies of the minutes to all Officers.
  - d. Maintain a permanent file of PTO meeting minutes, committee meeting reports, committee financial reports, Treasurer's financial reports, and any other records pertaining to the work of the PTO.
  - e. Keep a copy and distribute a copy of the by-laws to incoming Officers.
  - f. Ensure that all meeting minutes are maintained for a minimum of 2 years.

**Article VIII Nominations and Elections of Officers**

- 1. Any PTO member is eligible to hold PTO office. In February, the Vice President will call for the formation of a Nominating Committee. The committee will operate under the following guidelines:
  - a. Officers shall be elected by a majority of ballot by PTO members' casting votes. Those elected shall assume office at the conclusion of the June meeting.
  - b. Nomination papers will be sent home with students during the third week of March.
  - c. Nominations shall be solicited from the floor at the beginning of the April PTO meeting and shall be closed at the conclusion of that meeting. All nominees will be notified prior to the May PTO meetings and only those who accept the nomination will be included on the ballot. No candidate for office may serve on the nomination committee.
  - d. Ballot voting shall take place in May. Ballots will be counted during the May PTO meeting and the new Officers will be announced at the conclusion of the meeting.
- 2. In the formation of the Executive Board, notification of election will be announced in September's PTO Newsletter. Interested parents and teachers will submit a letter of interest to PTO President prior to Back-to-School Night. Ballot elections will be held on Back-to-School Night, as run by the PTO Board.

**Article IX Committees**

- 1. Committee Chairpersons or Co-Chairpersons shall volunteer each school year. If a Committee Chairperson position is not filled, the PTO Vice-President will recruit for a Chairperson.
- 2. The Chairperson is accountable for the actions of the committees and is responsible to the Officers and PTO membership. Committee Chairpersons must adhere to the by-law's financial guidelines.
- 3. Committee members are responsible to the Committee Chairperson.
- 4. The Chairperson shall receive advance approval from the PTO Board and/or principal before sending written communications home with students. Plans for any in-school projects must also have the Principal's advance approval.

5. The Chairperson, or designee, is strongly encouraged to attend PTO meetings to present their plans and recommendations for sponsored activities. If not able to be present, will send a written update to the Vice-President at least 24 hours prior to the PTO meeting. The PTO membership shall vote to accept or reject committee plans and recommendations.
6. The Chairperson shall keep accurate financial records and notation in Committee binder. Binder will be given to Chairperson upon assuming the position.

#### **Article X Financial Guidelines**

1. All funds received for the PTO by any of its members should be forwarded to the Treasurer within 72 hours. The Treasurer will deposit all income into the PTO checking account within 48 hours of receipt.
2. Requests for funds must be brought before the PTO during a regular monthly meeting by a Committee Chairperson or Committee Member. A request for funds may also be made to any PTO Officer who will bring the issue before the next PTO meeting.
3. All allocations of funds must be approved by a majority vote during a regular monthly PTO meeting. Requests for expenditures are subject to the availability of funds.
4. Expenditures will be handled in one of two ways:
  - a. A check for the approved amount will be issued to the Committee Chairperson by the Treasurer. Within 1 week of the expenditure or 1 week following the PTO event, the Chairperson must provide detailed receipts for all purchases and return funds not spent.
  - b. Following approval by the PTO, purchases can be made prior to a check being issued by the Treasurer. Receipts must be provided to the Treasurer before reimbursement of funds will be made.
5. A committee budget, administered by the Treasurer, can be established as required and as approved by the PTO membership. Budget guidelines will be set by the PTO. Any carry-over funds from year to year shall be decided upon by PTO membership.
6. Within 1 month following the approved event or expenditure, committee Chairpersons are responsible to provide a detailed breakdown explaining the expenses for use by future Committee Chairpersons and will return the Committee Binder to Vice-President.
7. The Treasurer's accounts shall be examined annually, at some time between the end of the June meetings and the beginning of the September meeting, by an auditor or an auditing committee as appointed by the PTO Officers. An audit shall also be accomplished any time a change in Treasurer takes place.
8. See Article VII for information regarding the Treasurer's duties.

#### **Article XI Amendments**

1. The PTO by-laws shall be reviewed, updated as appropriate, and presented to the PTO membership every two years by a By-Law Committee Chair. The revised by-laws, as proposed by the Committee, will be distributed at a regular PTO meeting. A vote to accept or reject the revised by-laws will be taken at the second meeting. A majority of PTO membership attending a regular monthly meeting must vote to accept the revised by-laws.
2. These by-laws may be amended by a two-thirds majority vote of the membership present at any PTO meeting.