

## **Warner Parent-Teacher Organization Bylaws**

### **1) Name**

The name of this organization shall be Warner Parent-Teacher Organization or Warner PTO (the "PTO").

### **2) Mission Statement, Objectives, and Purpose**

- A. The PTO shall work with the Simonds Elementary School (the "school") to enhance the educational process by offering both volunteer and financial support. With respect to financial support, PTO monies shall be used exclusively for programs targeted to Simonds students for furthering their educational experience or strengthening the fellowship and community within Simonds School. No PTO funds shall be expended to support a single student or family unless approved by a three-quarters majority of membership present at the vote.
- B. The objective of the PTO is for parents/guardians and teachers to promote the welfare of students in home, school, and community.
- C. The purpose of the PTO is to create a welcoming environment for parents and community members to become involved in the school through a wide variety of volunteer opportunities, working in partnership with teachers and staff to contribute to the academic, social, emotional, and physical education of students.
- D. The PTO shall be noncommercial, nonsectarian, nonpartisan, and nonprofit. No commercial enterprise and no candidate shall be endorsed by it. The name of this organization or the names of the officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose other than the regular work of this organization.
- E. The PTO shall not seek to direct the administrative activities of the school or control its policies.

### **3) Membership**

Any staff member of the school or any parent/guardian whose child attends the school and is willing to uphold the PTO's policies and subscribe to its bylaws is a member. No membership fees are required.

### **4) Executive Board**

- A. The responsibility of the affairs, business, and assets of the PTO shall be vested in the Executive Board (the "Board").

- B. The Board is made of the following elected officers: President, Vice-President, Secretary, Treasurer, and Volunteer Coordinator. These offices will have a two-year term and will be filled by a simple majority vote of all members present at the May Annual Meeting. If someone would like to hold an office for only one year they may be included as candidates at the May vote given that that person disclose their preference for a one-year term prior to the vote.
- C. The Board shall meet as necessary at a time selected by the Board.
- D. The official duties of elected officers will begin at the end of the May Annual Meeting. Outgoing officers should be present at the June meeting for orientation of the new officers as needed.
- E. In the event that an office become vacant at any time during its elected term, a vote may be called at any general meeting to fill the position for the remainder of the term.

## **5) Duties of the Officers**

- A. President: The President shall be responsible for the overall functioning of the PTO and shall preside over all Executive Board and Warner PTO meetings. The President determines the agenda for all meetings.
- B. Vice-President: The Vice-President shall assist the President and shall perform the duties of the President in the absence of that officer. In the event the President leaves office mid-term, the Vice-President shall assume those duties until a new President is elected.
- C. Treasurer: The Treasurer shall receive and promptly deposit all monies of the PTO, shall keep an accurate record of receipts and expenditures using a generally accepted bookkeeping method, and shall disperse funds only as authorized by the Board. The Treasurer shall present a statement of accounts to the PTO monthly, and shall submit a written report of all expenditures and receipts to the Board at the May Annual Meeting. The Treasurer's accounts shall be examined as needed by an independent auditor appointed by the Board.
- D. Secretary: The Secretary shall attend meetings of the PTO and the Board and take minutes of those meetings. Minutes shall be transcribed after each meeting, made available to all members, and maintained as a permanent record of the PTO. The Secretary shall be responsible for all PTO correspondence and announcements and shall seek approval by the Principal of the school before any notice is sent home with students.
- E. Volunteer Coordinator: The Volunteer Coordinator shall recruit volunteers for PTO activities and shall act as liaison between the PTO and the parent volunteers. They shall be responsible for coordination and communication with the Parent-to-Parent Volunteers for each classroom to fill volunteer positions for activities sponsored or organized by the PTO.

- F. Teacher Representative: The Teacher Representative is a non-elected position and shall act as a liaison between the school staff and the PTO, keeping the staff informed of PTO activities and vice versa.

## **6) Meetings**

- A. Meetings shall be held monthly during the school year.
- B. The Annual Meeting shall be in May for the purpose of holding elections for any vacant office. The PTO budget for the school year shall be approved at the September meeting.
- C. Anyone in the community is invited and welcome to attend the meetings. However, the privilege of holding office, introducing motions, and voting shall be limited to members of the PTO.

## **7) Committees**

Membership on all committees shall be open to all members. The committee chair shall be selected from within the individual committee. The chair is responsible for reporting activity of the committee to the Board. The Board shall have the responsibility of establishing or disbanding committees as necessary.

## **8) Parliamentary Authority**

Robert's Rules of Order Revised shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **9) Amending the Bylaws**

These bylaws may be amended as necessary by a two-thirds majority vote of the members present.

## **10) Dissolution**

In the event of dissolution of the organization, the assets shall be distributed to pay all liabilities of the PTO. Any excess monies will then be given to the school for educational purposes.