

ROSSMAN PTO BYLAWS

ARTICLE I – Name

The name of the organization shall be the Rossman Elementary PTO.

PTO stands for Parent and Teacher Organization.

ARTICLE II – Purpose

The PTO is organized for the purpose of supporting the education of children at Rossman Elementary School by promoting open communication and by fostering on-going relationships among school, parents and teachers.

ARTICLE III – Objectives

- To encourage parent and community involvement in school activities.
- To establish a means of communication among parents, teachers, administration, school board members and students.
- To act as a resource group of volunteers and funds.

ARTICLE IV – Members

SECTION 1. Any parent or guardian for a student at the school may be a member and shall have voting rights. The principal, any teacher, and staff member employed at the school may be a member and have voting rights, as well as, the district administrator and all school board members.

SECTION 2. Membership is automatic. There will be no annual dues.

ARTICLE V – Officers and Elections

SECTION 1. Officers. The PTO shall be guided by the following elected officers: 3 chairperson(s), secretary, and treasurer.

a. Chairperson(s).

- The chairperson(s) shall preside over regular monthly meetings of the organization.
- Prepare the agenda for monthly meetings.
- Act as a spokesperson for the Rossman PTO.
- Serve as the primary contact for the principal.
- Coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Secretary.

- The secretary shall take and record minutes at the monthly meetings.
- Handle correspondence.
- Send notices of meetings to the membership.
- The secretary also maintains files as necessary.

c. Treasurer.

- The treasurer shall receive all funds of the organization.
- Keep an accurate record of receipts and expenditures.
- Pay out funds in accordance with the approval of the Executive Board.
- Present a financial statement at every monthly meeting
- Make a full report annually.

SECTION 2. Nominations and Elections. Elections will be held at the May meeting of the school year. At that meeting, nominations will be taken from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

SECTION 3. Eligibility. All members are eligible for office.

SECTION 4. Terms of Office. Officers are elected for two (2) years and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

SECTION 5. Vacancies. In the case of a vacancy, the executive board will appoint a replacement.

SECTION 6. Removal From Office. Any officer who is absent from 2 consecutive meetings without prior notification to any other officer, either in writing or by phone, shall be considered inactive resulting in a removal from office for the good of the organization.

ARTICLE VI – Meetings

SECTION 1. Regular Meetings. The regular meeting of the organization shall be on the third Tuesday of each month during the school year at 6:30 p.m., or at a time and place determined by the Executive Board at least one month before the meeting. The secretary will notify the members of the meetings at least one week prior to the meeting.

ARTICLE VII – Finances

SECTION 1. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

SECTION 2. Expenditures must be voted on and approved by a majority of the members present at monthly meetings.

SECTION 3. Requests for funds must be received by the PTO board on the Friday prior to the meeting, in order to be presented at the meeting.

SECTION 4. The individual or a representative member of the group requesting funds must be present at the meeting during which the request is made. If no representative member is present, the request will be tabled until someone is present to answer any questions that may arise.

SECTION 5. Officers may approve, by majority vote, expenditures up to \$100.00 requiring immediate payment.

SECTION 6. In the event that an expenditure over \$100 requiring immediate payment needs to be approved, an attempt will be made to contact all members present at the previous meeting to cast a vote. A majority vote will consent to pass.

SECTION 7. Fundraising events may be sponsored by the Rossman PTO after administrative and executive team approval. All new fundraisers must be approved by the school board.

SECTION 8. The treasurer shall prepare a financial statement annually, to be reviewed by the PTO Board.

SECTION 9. A tentative yearly expenditure shall be presented in the fall for each school year.

SECTION 10. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

SECTION 11. The fiscal year shall coordinate with the school year.

ARTICLE VIII – Voting

A majority vote of the members present at any meeting shall be required for all action to be taken by the Rossman PTO.

ARTICLE IX – Executive Board

SECTION 1. Membership. The Executive Board shall consist of the officers, principal and standing committee chairs.

SECTION 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

SECTION 3. Meetings. Meetings shall be held as needed on a monthly basis determined by the Executive Board. Special meetings may be called by any two board members, with 24 hours notice.

ARTICLE X – Committees

SECTION 1. Membership. Committees may consist of members and board members, with one of the chairpersons acting as a point of contact of all committees.

SECTION 2. Committees. The board may appoint committees as needed.

ARTICLE XI – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

ARTICLE XII – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

ARTICLE XIII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

ARTICLE XIV – Amendments

These bylaws shall be reviewed at the first meeting of the year, and may be amended at any regular or special meeting. Amendments will be approved by a two-thirds vote of those present.