

PTO BY-LAWS

Alburnett Community School District Parent Teacher Organization By-Laws

NOTICE OF NONDISCRIMINATORY POLICY AS TO ORGANIZATION

ARTICLE I: Name

The organization shall be named the Alburnett Community School District Parent Teacher Organization (PTO); herein referred to as the PTO.

ARTICLE II: Mission Statement

The PTO supports education for all students of any sex, race, religion, disability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students in this district.

ARTICLE III: Purpose

It is the purpose of the PTO to serve as an intercommunication tool and support group among parents, teachers, administration and school board for the enhancement of all students in the Alburnett Community School District.

This organization may affiliate with any other organization with similar goals. These affiliations may be reviewed annually by the Executive Committee of the PTO.

ARTICLE IV: Membership and Voting Rights

The PTO admits all parents, guardians, teachers and interested persons of any sex, race, religion, disability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available through this organization.

No membership dues will be required.

All parents, guardians, teachers, administrators, and other interested persons in the Alburnett School District are considered PTO members. Each member may vote. All members must exercise their voting rights in person.

ARTICLE V: Officers and Organization

Section 1: Officers

- A. Active members of this organization are eligible to hold office. Upon election each PTO officer will be given a copy of the By-Laws by the out-going Vice President.**
- B. A President, Vice-President, Secretary, and Treasurer will be nominated and elected at the last general membership meeting of the school year and will take office June 1 of the same year.**
- C. The term of office shall be one year. Officers may be re-elected as long as they maintain an active membership.**
- D. If an officer's position becomes vacant, the general membership shall fill the unexpired term from the current membership by election.**
- E. Attendance by officers and chairpersons at executive meetings and general membership is required. If an absence is required the officer or chairperson shall notify the President before the meeting.**

Section 2: Executive Committee

- A. The Executive Committee shall consist of five members: President, Vice-President, Secretary, Treasurer, and Teacher Representative.**
- B. The Executive Committee shall not conduct business without a quorum, which shall consist of a majority of the Executive Committee.**
- C. Meetings of the Executive Committee will be held on an as-needed basis. All executive committee meetings will be announced at the general membership meetings, if possible.**
- D. Each officer and chairperson shall maintain permanent files and records for the PTO.**
- E. The Executive Committee may propose policy, review and update PTO By-Laws and procedures, and deal with formal grievances.**
- F. The Executive Committee (or someone designated by the Executive Committee) shall perform an annual internal audit as described in Article VIII, Section 2.**

Section 3: Duties of Officers shall include, but not limited to, the following:

A. President

- 1. Shall be the Executive Officer of the PTO.**

2. Shall preside over executive and general membership meetings.
3. Shall prepare meeting agendas and coordinate the work of the Executive Committee.

B. Vice-President

1. Shall assume the duties of the President, Secretary, and Treasurer in his/her absence.
2. Shall perform other duties as requested by the President.

C. Secretary

1. Shall maintain accurate and complete minutes of all meetings, which shall be made available for review by the general membership.
2. Shall coordinate the publication of meeting minutes and other event announcements in the Alburnett School Newsletter and website.
3. Shall maintain a copy of past meeting minutes, bylaws, rules, and other necessary supplies.
4. Shall perform other duties as requested by the President.

D. Treasurer

1. Shall keep all necessary documentation regarding PTO funds.
2. Shall report all account balances at each general meeting.
3. Shall be responsible for all disbursements, deposits, and account activities for PTO funds.
4. Shall perform other duties as requested by the President.

E. Volunteer Coordinator

1. Shall maintain an active volunteer list.
2. Shall work with teachers in coordinating volunteers as needed in classrooms, on field trips, and other activities.
3. Shall work with other organizations within the school.

F. Teacher Representative

1. Shall serve as a liason between the PTO and the school faculty.
2. Shall inform the faculty and staff of PTO activities.

ARTICLE VI: General Membership Meetings and Voting

Section 1: General Membership Meetings

- A. A minimum of five general membership meetings shall be held each year (September, November, January, March, and May).
- B. Additional general membership meetings may be called at the request of the Executive Committee or by a 60% majority vote of members present and voting at a general membership meeting.
- C. Members shall be given written notice of all general membership meetings through the monthly school newsletter and website.

Section 2: Voting

- A. Motions presented shall be passed by a 60% majority of those present and voting at the general membership meeting.

Section 3: Decorum

- A. All meetings are to be conducted under Robert's Rules of Order.
- B. Upon a motion for closure from the floor, discussion may be limited by a 60% majority vote of members present and voting.

ARTICLE VII: Amendment of By-Laws

Amendment of these By-Laws can be made by a 60% majority vote of those members present and voting at any of the general membership meetings.

ARTICLE VIII: Fiscal Year, Audit and Inspection

Section 1: The fiscal year of the organization shall end on May 31st of each year.

Section 2: Prior to the conclusion of each fiscal year, there shall be a review of the banking resolution document on file with the bank, and shall be amended as necessary.

Section 3: An internal audit of books and accounts of the PTO shall be conducted at the end of each fiscal year by the Executive Committee (or by someone designated by the Executive Committee) and at such other times as may be ordered by a 60% majority vote of the members.

Section 4: The general membership shall be permitted to inspect the books of the PTO Executive Committee at reasonable times and reasonable frequencies.