

PRUSSING ELEMENTARY PTO BYLAWS

Article I - Name

The name of the organization shall be Prussing Elementary PTO.

Article II - Purpose

The purpose of our organization is to support and enrich Prussing Elementary school by creating an active community of families, teachers and staff through fundraising, projects, and programs. The PTO will strive to be aware of the needs of the students and school and to be of assistance wherever possible.

Article III - Members

Section 1. Membership shall be automatically granted to all parents and guardians of Prussing Elementary students. Membership is also automatically granted to all staff and employees at Prussing Elementary. There are no membership dues.

Article IV - Officers/Executive Board

Section 1. Executive Board. The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Members-at-Large.

Section 2. Duties.

- a. Executive Board. Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and create events and activities that support and encourage the school community.
- b. President. Preside over meetings of the organization and the Executive Board, serve as primary contact for the Principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the Nominating Committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The president will be the liaison to the LSC and make a report at all LSC meetings.
- c. Vice President. Assist the President and carry out the President's duties in the President's absence or inability to serve.
- d. Secretary. Keep all records of the organization, take and record minutes, prepare the agenda, and send notices to the members about meetings. The secretary shall keep a copy of the minutes and any other necessary supplies and bring them to the meetings.
- e. Treasurer. Receive all funds of the organization. Keep an accurate record of receipts and expenditures and pay authorized expenses with the approval of the Executive Board. The treasurer will present a financial statement at every meeting and at other

times of the year as requested by the Executive Board.

- f. Members-at-Large. Lead/Chair at least one event per year. Actively contribute by helping at the majority of events and fundraisers throughout the year.

Section 3. Eligibility. Members are eligible for office if they are in good standing. They must have attended five (5) consecutive meetings and be available for future meetings. Missing more than two (2) meetings in any school year will make a member eligible for removal from office.

Section 4. Nominations and Elections. Elections will be held at the May meeting of the school year. The Nominating Committee shall select a candidate for each office and present a slate at a meeting held one month prior to the election. At that meeting, nominations may also be made 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 5. Terms of Office. Officers are elected for one (1) year and may serve no more than three (3) consecutive terms in the same office unless there is no other person to take up that office. Each person elected shall hold only one office at a time.

Section 6. Vacancies. If there is a vacancy in the office of President, the Vice President will become President. At the next meeting, a new Vice President shall be elected. The same also stands for vacancies in any other office.

Section 7. Removal from Office. Officers can be removed from office, without cause, by a two-thirds (2/3) vote of the Executive Board.

Article V - Meetings and Quorum

Section 1. Meetings. General meetings shall be held once a month, throughout the school year, as determined by the Executive Board. The annual meeting shall be held at the May regular meeting. Special meetings can be called by any Executive Board member, giving 24 hours' notice, via email.

Section 2. Quorum. Quorum is needed for the Executive Board to vote. Quorum is half the number of Board members, plus one (1). If the number results in a half number, this number is rounded down.

Article VI - Committees

Committees may consist of general members and Executive Board members with one or both, President or Vice President, acting as an ex officio member on all committees. The Executive Board may appoint additional committees as needed.

Article VII - Finances

A tentative budget shall be drafted in the fall of each school year and approved by a majority vote of Executive Board members present. The treasurer shall keep accurate records of any transactions and prepare a financial statement at the end of the school year. The Executive

Board must approve all expenses. The fiscal year shall coordinate with the school year.

Article VIII – Parliamentary Authority

Roberts Rules of Order shall govern meetings when they are not in conflict with the organizations bylaws.

Article IX - Dissolution

The organization may be dissolved with previous notice (14 calendar days) and two-thirds (2/3) vote of those present at the meeting. Upon dissolution, any remaining funds should be used to pay any outstanding bills and remaining monies donated to the school.

Article X - Amendments

These bylaws may be amended at any meeting, provided previous notice was given in writing to the secretary at the prior meeting. Notice to amend may be also be given by email. Amendments will be approved by a majority vote of the Executive Board.

ADOPTED ON: _____ DATE

_____ **PTO PRESIDENT**

_____ **VICE PRESIDENT**

_____ **SECRETARY**