

Central Elementary School PTO Bylaws

(Amended August 22, 2013)

ARTICLE I—Name

The name of this organization shall be “Central Elementary School Parent Teacher Organization”, also known as Central Elementary PTO, Central PTO, or PTO.

ARTICLE II—Objectives

The objectives of Central Elementary PTO is to assist in the promotion of excellence in education and provide a safe environment for the students and staff at Central Elementary School. The PTO will also implement activities that will encourage the participation of parents , children, teachers, and staff to build relationships that will cause the students to grow in knowledge and friendships to carry them forward in their educational futures.

ARTICLE III—Membership

To become a member of Central Elementary PTO one of the following conditions must be met;

1. Any parent or legal guardian of a child enrolled at Central Elementary School.
2. Any school faculty and/or staff member of Central Elementary School.
3. Any community resident who is willing to help or assist in the PTO’s objectives.

ARTICLE IV—Dues

All members of the Central Elementary PTO are required to pay a \$2.00 membership due in order to have voting rights in the general meetings and in order to receive reimbursements from PTO funds. Those who do not pay will not be considered a member of the PTO.

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ARTICLE V—PTO Officers

The following offices will be considered the PTO Board Members, also known as the Board, and list of responsibilities and duties for each office;

1. The office of President—The President shall preside over the other Board members and lead the organization in accordance of the objectives of the PTO. He/ she shall also organize and preside over all PTO meetings and provide general supervision over all the activities of the organization.
2. The office of Vice-President—The Vice-President shall support the President and fulfill the roll of President in his/ her absence. He/ she will also oversee any committees that are created in the organization in furtherance of the objectives.
3. The office of Secretary—The Secretary shall record any and all meetings (Board and General) and provide detailed minutes to the Board and members of the organization upon request. He/ she will also maintain the records, distribute any notice(s) to the members, and keep all correspondences relating to the PTO.
4. The office of Treasury—The Treasurer shall receive and disperse all funds according to ARTICLE X and XI of these bylaws. He/ she will also maintain all financial records of the organization and provide copies to the Board upon request and at Board meetings, and have them available for review at the General meetings for members. He/ she will also keep up with all regulations in accordance of Federal and State laws and Accounting Procedures for Kentucky School Activity Funds, also known as “Redbook”.
5. The office of Teacher Representative—The Teacher Representative shall be a liaison between the school staff and the Board.

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ARTICLE VI—Elections

1. All officers will serve a one year term, with the option to serve additional terms, except the office of President which will be limited to serving two consecutive terms.
2. The Board will begin in January, seeking two parent volunteers to serve on a nominating committee along with one Board member. This committee will be set at the February General meeting and then will begin seeking nominations for the various offices listed in ARTICLE V.
3. Those interested in an office position will have until two weeks prior to the April General meeting to make known their interest in serving and being nominated for an office.
4. The committee will present a final voting ballot at the April General meeting. At this meeting, voting for the various offices will take place via a written ballot. Absentee ballots will be available once the ballots have been finalized by the committee. Absentee ballots must be returned prior to or available at the April General meeting to be accounted for in the voting process.

ARTICLE VII—Tax Years

Central Elementary PTO has elected to use a fiscal year, from July 1 to June 30. This is in line with governmental accounting and mimics Central Elementary School tax year.

ARTICLE VIII—Meetings

1. General meeting are established to meet four times annually, once each quarter. They are set for 6:00 pm the last Monday evening of August, November, February, and April.
2. General meetings are open to the public to attend, but only members have the right to vote on issues and ideas. No minimum requirement of general members are need to constitute a quorum.

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ARTICLE VIII—Meetings (continued)

3. Any member has the right to petition for a Special meeting by submitting a written request, supported by at least 15 (fifteen) members signatures, to the Board.
4. Notice of any Special meeting will be publicized at least a week in advance to give proper notification to all the members and public.
5. Board meeting can be scheduled as needed and required. A simple majority of the Board members shall constitute a quorum to conduct a Board meeting.

ARTICLE IX—Addendums and Deletions

1. The Board may amend or appeal, any documentation the organization has in whole or in part at a Board meeting with a majority rule in regards to the changes. Once the Board has decided upon a modification to a document, it must be ratified at a General or Special meeting with a majority vote accepting the modification. If the general membership does not ratify the change, the change does not take affect.
2. The Board may then redraft their recommendation for a revote at that time or may revisit the issue at a later date and time.

ARTICLE X—Budgets and Expenditures

1. A budget will be presented at the General meeting in April. The budget must be approved by the membership and the Board. Absentee voting is allowed as long as it is returned by the April meeting date. The absentee voting ballot must be signed by the member. This budget will constitute the expenditures planned for the following year.
2. All funds received by either donation or fundraiser, must be used as planned in accordance with the budget and was written for the fundraiser.

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ARTICLE X—Budgets and Expenditures (continued)

3. The PTO shall not be liable for any expenditures that was not budgeted for unless written submission of expenditure was presented and approved by the Board.
4. The Board has an obligation to be conservative with the use of the PTO funds in order with the objectives of the organization.
5. All expenditures of the PTO funds must have the correct written documentation in order for the reimbursement or payment to an outside organization. The supporting documentation must also accompany the written request.
6. All request for reimbursement must be provided to the Board before June 1, so all allocated funds may be disbursed prior to year end.
7. Budgeted or allocated funds will return back to the general fund at year end unless Board approved to carry forward due to circumstances beyond our control.
8. All checks written for any expenditures must be signed by two PTO Board members.

ARTICLE XI—Fundraisers and Revenues

1. Fundraisers are a source of income to the PTO to further the objectives of the organization. All fundraiser moneys must be designated for a specific purpose and be used for that purpose.
2. All money received shall be recorded and deposited prior to any expenditures.

ARTICLE XII—Other Items

All items in these bylaws are in accordance to Redbook and Federal, State and local Laws. Redbook and other laws trump any item written in these bylaws in case of controversy. All activities must be done in accordance with these regulations. All documents must be filed in accordance with these laws.