

Woodrow Cummins Elementary

PTO BYLAWS

Article I- Name

The name of the organization shall be the Woodrow Cummins Elementary (WCE) Parent Teacher Organization (PTO).

Article II- Purpose

Section 1- Our mission as a Parent Teacher Organization at Woodrow Cummins Elementary School is to promote and encourage communication between parents, teachers, administration and the community.

Section 2- The PTO also sponsors and organizes fundraising and school events, which deepens our community spirit and enhances our children's educational experience at WCE.

Section 3- To provide a forum for parents to ask questions and voice their concerns in relations to issues impacting their child's educational experience.

Article III- Members

Section 1- Membership shall be open to parents, grandparents, legal guardians, and faculty of the students enrolled at WCE.

Section 2- Any member shall have the privilege of making a motions, serving on committees, and holding office.

Section 3- Voting privileges will be extended to all members present at the general PTO meetings, with one vote allowed per household.

Section 4- Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV-Officers and Elections

Section 1- Officers. The officers shall be president, 1st vice president, 2nd vice president, secretary, and treasurer, 2 teacher representatives (one of which is the PPC Representative), and School Administrator. The PPC (Personnel Policy Committee) is chosen by the teachers in August of each school year.

A. President

1. Preside at all meetings of the PTO and executive board.
2. Present any new business.
3. Serve as primary contact with the principal.
4. Be the official spokesperson for the PTO.

5. Coordinate the work of the officers and committees.
6. Present and agenda at each meeting.
7. Outgoing President will serve as President Emeritus – a non-voting position to advise the current president throughout the year.

B. 1st Vice President

1. Act as an aid to the president.
2. Perform the duties of the president in the event that he/she is absent.
3. Act as custodian of all records of the PTO.
4. Create and publish the annual PTO calendar as events present themselves throughout the year.
5. Head of the Fundraising Committee.
6. Delivers the successor of this office, all records in his/her possession by the fiscal year.

C. 2nd Vice President

1. Act as an aid to the president and 1st Vice President.
2. Attend all PTO meetings and preside in the absence of the president and 1st VP.
3. Recruit and manage committee chairs.
4. Act as liaison between committee chairs and executive board.
5. Act as secretary during meeting if the secretary is unable to attend.
6. Delivers the successor of this office, all records in his/her possession by the fiscal year.

D. Secretary

1. Keep accurate records at all meetings of the organization and the executive board.
2. Keep on file a copy of the current bylaws.
3. Write and distribute newsletter to email list and Media Specialist for posting to website.
4. Deliver the successor in the office, all records in his/her possession by the fiscal year.

E. Treasurer

1. Be custodian of all organization funds, and shall be authorized to disperse funds on behalf of the PTO.
2. Gives written monthly financial reports for approval at executive board meetings to be presented at general meeting.
3. Prepare a year-end financial report by fiscal year end.
4. Delivers the successor of this office, all records in his/her possession by the fiscal year.

F. Teacher Representatives

1. Teacher representatives will be the voice for the teachers.
2. Teacher Member at Large will serve as the liaison of information regarding PTO plans and activities.
3. Serve as head of Teacher Float Committee Day, coordinating teachers to contribute to the completion of the school float.

4. Will be nominated and voted on as stated in Section 2, Nominations and Elections of ByLaws.

Section 2- Nominations and Elections

1. Nominations will be taken from the floor for the following positions:
 - a. President
 - b. 1st Vice President
 - c. 2nd Vice President
 - d. Secretary
 - e. Treasurer

Beginning in the 2019-2020 election, a Presidential candidate must have served one term on the WCE PTO Board to be eligible for nomination. Prior to that year, the 1st Vice President will succeed the President. In a case where the 1st Vice President is unable to hold this office, nominations will be taken from the floor.

2. One of the At Large Teacher Member positions will be nominated by the teacher body and then elected by the PTO body during election.
3. . If more than one person is nominated for an office, each nominee will be asked to complete a short questionnaire, which will be presented to the voting body. This questionnaire will allow all members to better know the nominees and choose the best nominee for the board position.
4. Voting will 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.
5. If an officer is unable to hold their position during the year, the PTO Executive Board will replace the office at their discretion.

Section 3- Eligibility

1. Member are eligible for office if they are members in good standing at least 14 calendar days before the board presents its slate.
2. Member must have been involved in PTO to run for a board position. Candidates biographical sketch will serve as resource for qualification. Candidate will be expected to attend a mandatory candidate workshop in the spring.

Section 4- Terms of Office

1. Officers are elected for one year with the exception of treasurer which is elected for a 2 year term. Terms will begin in June and end in May. Officers may be nominated for re-election.
2. Each person elected will only hold one office at a time.

Section 5- Vacancies-

1. If there is a vacancy in the office of president, the 1st vice president will become the president. The 2nd vice president will become the 1st vice president. The executive board will select the 2nd vice president if not during a regular election time.

Section 6- Removal from Office.

1. Officers can be removed from the office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where the previous notice has been given at the prior meeting.

Article V- Meetings

Section 1- All meetings will be held at the discretion of the Executive Board and on an as needed basis, with two weeks advance notice given.

Section 2- The PTO Executive Board meetings will be announced and open to persons with special concerns they wish to discuss prior to the next open scheduled meeting with one week's notice to the president.

Section 3- The Executive Board will meet monthly prior to the scheduled PTO Meeting to set agenda, and prioritize concerns based on the WCE PTO mission statement.

Article VI- Executive Board

Section 1- Membership. The Executive Board shall consist of the officers (President, 1st Vice President, 2nd Vice President, Treasurer and Secretary), 2 teacher representatives (one of which is the PPC Representative), and School Administrator. The PPC (Personnel Policy Committee) is chosen by the teachers in August of each school year.

Section 2- Duties. The duties of the Executive Board shall be to transact business between meetings in the 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 will be held on an as needed basis. Special meetings may be called by any two board members, with 24 hour notice.

Article VII- Committees

Sections 1- The Executive Board will appoint committees as needed, to be filled by general PTO membership.

Article VIII- Finances

Section 1- A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the executive board members present.

Section 2- The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3- The executive board shall approve all expenses of the organization.

Section 4- The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the executive board.

Section 5- 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 7- Minimum of \$5000 shall remain in the treasury at end of the fiscal year.

Article IX- Parliamentary Authority

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

Articles X-

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

Articles XI- Dissolution

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

Articles XII- Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

WCE PTO Nominee Biographical Information

Name: _____

Position Nominated:

Background/Occupation: _____

Special Skills you will bring to the PTO Board:

What do you see as the role of the PTO?

What committees/roles have you participated in at WCE?

Child/Children at WCE (Name/Grade for upcoming school year):

