

Charles C. Bell Elementary

PTO Bylaws

ARTICLE I

Name

Section 1 The name of this organization is Charles C. Bell Parent Teacher Organization. The organization will be referred to as the PTO in these bylaws.

ARTICLE II

Purpose

Section 1 The PTO exists for the purpose of enriching the educational opportunities for the students by:

- (1) Providing a closer relationship between the parents and the staff;
- (2) Providing a pathway for parents to be actively involved in the school experience;
- (3) Representing Charles C. Bell in the school community; and
- (4) Managing Fundraising events to sustain the programs supported by PTO.

Section 2 The fiscal year of the PTO shall be from July 1 to June 30.

ARTICLE III

Membership

Section 1 The parents and /or legal guardians of each child enrolled in the school, faculty and staff members, and principal of Charles C. Bell shall be automatically included in the membership of the PTO at the beginning of each school year.

Section 2 A majority vote of the members present shall be necessary for any voting decision.

ARTICLE IV

PTO Annual Meeting

Section 1 The annual meeting of the members of the PTO shall be held at the school every spring (May or June). The President and the Treasurer will present reports. New officers will be elected.

Section 2 A majority vote of the members present shall be necessary for any voting decision. Absentee voting is allowed in advance via e-mail sent to the Secretary.

Section 3 Notice of the time, place, and purpose(s) of the annual meeting shall be sent to all member(s) not less than ten (10) days or more than forty (40) days before the meeting by the Secretary.

ARTICLE V

Officers

- Section 1** In addition to the Principal, there will be seven (7) PTO officers comprising the Executive Board. They shall be titled President, Vice-President, Secretary, Treasurer, Teacher Representative, Volunteer Coordinator, and Hospitality Coordinator.
- Section 2** All officers shall be members of the PTO. Officers must assume their duties until the close of the fiscal year and cannot serve in the same position for more than three (3) consecutive terms.
- Section 3** Elections and Nominations
- a) The Nominating Committee shall be chaired by the Vice-President, or in the absence of such, a member appointed by the President.
 - b) The Nominating Committee shall solicit members interested in serving on the Executive Board in advance of determining its slate of officers.
 - c) The Nominating Committee shall prepare a slate of officers to be voted on at the annual meeting.
 - d) Election of officers will take place at the annual PTO meeting following written notice. The proposed slate will be published prior to the meeting.

ARTICLE VI

Duties of the Officers

- Section 1** **The President shall:**
- a) Preside at all Executive Board and PTO meetings;
 - b) Serve in an advisory capacity on all committees;
 - c) Appoint any special committee that is needed with the approval of the Executive Board;
 - d) Serve on appropriate committees;
 - e) Distribute a job description to each officer and committee chair;
 - f) Schedule the dates of the meetings, including the annual meeting.
 - g) Prepare a preliminary calendar for the upcoming year with the Principal prior to the end of the term (June 30). Any changes or amendments to the calendar can be made at the first regular meeting after the annual meeting and the change of officers. The final calendar must be approved prior to the first day of school.
 - h) Serve as secondary check signer on the checking account in the event that the treasurer is unavailable for an unexpected or extended period.
- Section 2** **The Vice-President shall:**
- a) Preside in the absence of the President;
 - b) Assist the President as needed;

- c) Create agendas for regularly scheduled meetings;
- d) Serve on appropriate committees;
- e) Serve as Chairperson of the Nominating Committee;
- f) Serve as Chairperson of the Courtyard Committee;
- g) Carry out any special assignments that may arise.

Section 3 The Secretary shall:

- a) Keep an accurate record of all Executive Board and PTO meetings;
- b) Provide copies of minutes to the Executive Board;
- c) Maintain a file of the current PTO meeting minutes in the school office;
- d) Chair the Bylaws Committee and ensure that each officer has a copy of the current bylaws;
- e) Maintain attendance records of meetings;
- f) Ensure that the following records are kept at the school in a designated PTO file: current Bylaws, minutes of all meetings, list of the Executive Board, copies of the newsletters and copies of annual meeting notices for the past three (3) years.
- g) Notify all members of dates, time, place, purposes;
- h) Maintain a list of all officers and committee chairpersons.

Section 4 The Treasurer shall:

- a) Maintain an accurate record of the receipts and expenditures;
- b) Assure that all committees follow fundraising rules and regulations as established by law;
- c) Prepare books for review, submit a report annually, and see that all governmental filings are completed;
- d) Maintain a complete record of the financial transactions of the PTO in the school office, including records of the tax exemption information;
- e) Maintain checking account;
- f) Prepare a budget;
- g) Sign checks;
- h) Report on the financial condition of the PTO to the Executive Board, at the annual meeting of members, and at each general meeting;
- i) Ensure that the financial records for the past three (3) years are kept at the school in a designated PTO file;
- j) Receive all monies of the PTO;

- l) Review the financial records every month.

Section 5 The Teacher Representative shall:

- a) Present PTO information to staff as needed and serve as communications liaison;

Section 6 The Volunteer Coordinator shall:

- a) Manage volunteer contact information;
- b) Schedule volunteers for PTO supported events;

Section 7 The Hospitality Coordinator shall:

- a) Handle all logistics for food and beverage arrangements at PTO events
- b) Schedule and supervise volunteers for set-up and clean-up at PTO events

ARTICLE VII

Executive Board

Section 1 The Executive Board shall consist of the seven (7) elected officers of the PTO and the Principal of Charles C. Bell Elementary.

Section 2 Meetings will be scheduled as needed by the President, and are **not** limited in attendance to members of the Executive Board and the Principal. A majority vote is necessary for decisions. At Large members are welcome to attend and new business will be called for at the end of each Executive Board meeting.

Section 3 The Executive Board shall:

- a) Transact all necessary business between the PTO meetings and report these transactions at the next PTO meeting;
- b) Attend the PTO meetings;
- c) Fill vacancies in the elected offices and appointed positions as deemed necessary and present at the next PTO meeting for a vote;
- d) Participate in the budgetary process;

Section 4 The PTO shall indemnify an individual who is made party to a proceeding because the individual is or was a director of the PTO, against liability and reasonable expenses incurred in the proceeding if the individual's conduct was in good faith and the individual reasonably believed their conduct was in the PTO's best interest; and in the case of any criminal proceeding, the individual had reasonable cause to believe the individual's conduct was lawful, or had no reason to believe the conduct was unlawful.

This indemnification shall be limited to the net assets of the fiscal year in which the claim is made for indemnification. Its payment shall have priority over any gifts or grants to the School for the fiscal year.

ARTICLE VIII

Standing Committees

Section 1 The Standing Committees may consist of but are not limited to:

- Carnival Committee
- Pennies for Playground Committee
- Courtyard Improvement Committee
- School Grant Committee
- Nominating Committee

Section 2 The Executive Board will collaborate, upon request, to explore the role and define the necessary supportive persons to be involved with school committees.

ARTICLE IX

Bylaws

Section 1 The Bylaws Committee will be chaired by the Secretary.

Section 2 The bylaws may be amended at any general meeting of the PTO membership, provided there is written notice that there will be a vote of the proposed amendments. A majority vote of the members present shall be necessary for any voting decisions. Absentee voting will be allowed if received by the Secretary via e-mail in advance.

ARTICLE X

Records

Section 1 The Secretary is responsible for ensuring that the following records are kept at the school in a designated PTO file:

- a) Current bylaws;
- b) Minutes of all meetings for the past three (3) years.
- c) The list of the Board of Directors for the past three (3) years;
- d) Copies of the newsletters for the past three (3) years;

Section 2 The Treasurer is responsible for ensuring that the financial records for the past three (3) years are kept at the school in a designated PTO file and all governmental filings are completed annually.