

# Pearl Sample PTO Bylaws

[Back to PSES PTO Website](#)

## 1. INTRODUCTION

The Parent Teacher Organization (PTO) was founded to form a partnership between families and faculty in order to build a stronger school community

## 2. PHILOSOPHY

The Parent Teacher Organization should work to improve the learning opportunities for children. It is a partnership between families and faculty that requires the commitment of both sides to accomplish its goals

## 3. MISSION

Parents and Teachers working together to promote the education and well being of all students at home, in school and in the community

## 4. GOAL

Our goal is active participation between parents and teachers to provide opportunities for all students to achieve their educational objectives

## 5. THEME

“Together Everyone Achieves More”

## 6. MOTTO

“Participating Together creating Opportunities”

## 7. OBJECTIVES

The following objectives will be carried out and supported through conferences, committees, projects and programs, as appropriate:  
To raise money to benefit the children of Pearl Sample Elementary School  
To abide by the laws/rules for the care and protection of children and youth  
To enhance home/school relationships so the families and faculty cooperate in the education of children

# **Pearl Sample PTO Bylaws**

## **8. BASIC POLICIES**

The following are basic policies of this organization. Questions arising from the interpretations should be referred to the Executive Committee as outlined in section 8.0. The basic policies of this organization are:

The organization shall be noncommercial, nonsectarian, and nonpartisan

The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives in section 7

This organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision making process as appropriate

The organization may cooperate with other organizations and agencies concerned with child welfare, but no individual representing this organization in such manner shall make commitments that bind the organization

## **9. MEMBERSHIP**

Membership to the Pearl Sample PTO shall be open to all who subscribe to the objective and basic policies as set forth in sections 7 and 8 of these by laws without regard to race, color, creed, or national origin

## **10. OFFICERS AND THEIR ELECTION**

The officers of the organization shall be a President, Vice President, Secretary, Treasurer, and Reporter

Officers shall be elected by ballot annually at the last general meeting of the PTO. However, if there is but one nominee for any office, election for that office may be by a voice vote

Officers shall assume their official duties following the close of the final Executive Committee meeting of the PTO. This meeting will include both the new and old PTO Officers

Nominations consisting of at least one person for each office will be reported at the last general meeting of the PTO. Additional nominations may be made from the floor at this time

## **Pearl Sample PTO Bylaws**

Only these persons who have signified their consent to serve if elected shall be nominated for or elected to such office

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee, notice of such election having been given to all members of the Executive Committee. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election

In the event of misconduct of any member of the Executive Committee, the remaining members of the Executive Committee reserve the right to remove that member from office. The Executive Committee may decide to offer the opportunity to resign

### **11.DUTIES OF OFFICERS**

#### **PRESIDENT**

Shall preside at all general meetings and all Executive Committee meetings

Shall coordinate the work of the offices and committees of the organization in order that the objectives be carried out

Shall maintain the PTO bulletin board located in the main lobby of the school

Shall update the PTO By-Laws as needed

Shall perform other such duties as prescribed in the by-laws or assigned by the organization

#### **VICE PRESIDENT**

Shall act as aide to the President

Shall coordinate the volunteer program, to include keeping an online record of all volunteer information, contacting all volunteers prior to PTO events, scheduling volunteers as needed for PTO sponsored events and send "Thank You" notes to all volunteers who have helped

Shall perform other such duties of the President in his/her absence

Shall perform other such duties as prescribed in the by-laws or assigned by the organization

# **Pearl Sample PTO Bylaws**

## **SECRETARY**

Shall record and report the minutes of all general meetings as well as meetings of the Executive Committee

Shall provide a copy (Preferably an electronic copy) of the above stated meeting minutes to all officers of the board within three days of the meeting held

Shall coordinate with the reporter to update the Pearl Sample Elementary School PTO website with all PTO meeting minutes

Shall take notes at all Executive Board meetings held, create the PTO meeting agenda and provide a copy of this agenda to the President no later than the Wednesday before the next general PTO meeting

Shall perform other such duties as prescribed in the by-laws or assigned by the organization

## **TREASURER**

Shall keep a full and accurate account of receipts and expenditures, and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the Executive Committee. (Four PTO Officers shall sign the bank's signature authorization card allowing any of the officers to sign checks necessary for disbursement. Each check will require only one PTO officer's signature)

Shall submit a financial report at each general meeting and as requested by the Executive Committee

Shall request a review upon election of officers

Shall provide a full financial report to the new Executive Board, no later than August 1

Shall perform other such duties as prescribed in the by-laws or assigned by the organization

Two people will count all money before deposited

An Executive Board member will deposit all money

## **Pearl Sample PTO Bylaws**

Two cash boxes will be set up with an amount of money agreed upon by committee chair and treasurer for petty cash throughout the year.

### **REPORTER**

Shall act as a public relations representative for the PTO by:

Providing the newspapers and other media with public announcements concerning Pearl Sample Elementary School PTO sponsored events

Maintaining the Pearl Sample Elementary School PTO website, including the coordination of the PTO meeting minutes with the Secretary

Supplying the office staff PTO information to be published in the monthly school newsletter

Shall perform other such duties as prescribed in the by-laws or assigned by the organization

### **12.EXECUTIVE COMMITTEE**

The Executive Committee shall consist of all the officers of the PTO; the President, the Vice President, the Secretary, the Treasurer and the Reporter

The duties of the Executive Committee shall be to establish a budget and calendar of events

To transact necessary business in the intervals between organization meetings and as referred to them by the organization

To create committees as deemed necessary to carry out the objectives of the organization

To approve the plans and coordinate the efforts of committees

To approve routine bills within the limits of existing funds during the current term of office

In the case of conflict on any of the duties of the Executive Committee all members present carry the power of one vote, except the president. In the event of a tie, the President will be the deciding vote. This will be the only time the president will be allowed to vote twice.

## **Pearl Sample PTO Bylaws**

Regular meetings of the Executive Committee shall be held during the year, the time to be scheduled by the committee at the first meeting of the year

A majority of the Executive Committee members shall constitute a quorum

Special meetings of the Executive Committee may be called by any member of the Executive Board

### **13. STANDING AND SPECIAL COMMITTEES**

The Executive Committee may create such standing committees, as it deems necessary to promote the objectives and carry on the work of the organization. These committees will be updated annually by incoming officers and provided as Appendix A

The chairman of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee

The power to form special committees and appointment of its members rests with the organization and the Executive Committee

The President or his designated representative shall be a member ex-officio of all committees

### **14. MEETINGS**

Meetings will be set by the Principal and the Executive Committee prior to the beginning of the school year

A schedule and agenda will be used to conduct the meeting by the president or his/her designee

Topics for the PTO meeting should be submitted one week prior to the meeting with the President

### **15. VOTING**

Voting on all matters may be by voice; however, ballot vote may be called for at the discretion of the Executive Committee

# **Pearl Sample PTO Bylaws**

## **16.AMMENDMENTS**

These by-laws are intended and should be reviewed every year

Any member of the organization may propose an amendment

Once an amendment has been proposed it must be voted on described in section 14

Once an amendment has been adopted, the Executive Committee will incorporate it into the by-laws

## **17.DISSOLUTION**

The Executive Committee shall adopt a resolution recommending that this PTO be dissolved and directing that the question of dissolution be submitted for vote

Dissolution will be voted on as provided in section 14

In the event dissolution is being recommended due to lack of officers, any concerned parent of the Nominating Committee may carry through the dissolution process

In the event of dissolution, all records and assets will be turned over to the Pearl Sample administration staff to dispose of as they see fit

**[Back to PSES PTO Website](#)**