

# **Plano Elementary Parent Teacher Organization (PTO) By-Laws**

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## **Article I – Name**

The name of this organization shall be the Plano Elementary PTO, Inc.

## **Article II – Purpose**

The corporation is organized for the purpose of supporting the education of children at Plano Elementary by fostering relationships among the school, parents, and teachers.

## **Article III -- Members**

**Section 1.** Any parent, guardian, or other adult standing in loco parentis with a student at the school may be a member, have the privilege of making motions, serving on committees, and voting rights for elected officials. The principal and any teacher employed at the school may be a member, have the privilege of making motions, serving on committees, and voting rights for elected officials.

**Section 2.** Dues will be established by the executive board.

## **Article IV -- Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, secretary and treasurer.

- a. President.** The president shall preside over meetings of the organization and executive board, serve as the 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 position will be elected on even years.
- b. Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president position will be elected on odd years.

- c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary position will be elected on even years.
- d. Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer position will be elected on odd years.

**Section 2. Nominations and Elections.** Elections will be held in April of the school year. The nominating committee comprised of at least one executive board member, one licensed staff member, and member at large shall select a candidate for each office and present the slate at a meeting held one month prior to the election. A vote shall be taken by ballot.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**Section 4. Terms of Office.** Officers are elected for two years and may serve no more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V – Meetings**

**Section 1. Member-at-Large Meetings.** The organization shall have at least two meetings per year for the members-at-large. The time and place of each meeting will be determined by the executive board at least one month before the meeting. The

annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by flyer.

## **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal, at least two teacher representatives, and standing committee chairs.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the member-at-large 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.** Executive Board meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** Half the number of board members plus one constitutes a quorum.

**Section 5. Voting Rights.** Voting rights are held by the following officers: Vice President, Secretary, Treasurer, and Teacher Representatives.

## **Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Communications, Family events, Nominating, and Auditing.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

### **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 members present.

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

**Section 3.** The board shall approve all expenses of the organization. Any monetary votes over \$5,000 require all voting officers.

**Section 4.** Two authorized signatures shall be required on each check. Authorized signers shall be the treasurer and (president or vice-president).

**Section 5.** The treasurer shall prepare a financial statement at the end of the year including all federal and state required forms to be reviewed by an independent auditor of the board's choosing.

**Section 6.** 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.** The fiscal year shall coordinate with the school year.

### **Article IX – Parliamentary Authority**

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

### **Article X – Standing Rules**

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

### **Article XI – Dissolution**

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

### **Article 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.