

Constitution and By-Laws

Braelinn Elementary School PTO

Amended 5/12/2015

Article I- Name

The name of this organization shall be Braelinn Elementary School Parent Teacher Organization (PTO) of Fayette County.

Article II- Objectives

The objectives shall be:

1. To promote the welfare of the children and youth in home, school, and community.
2. To bring into closer relation the home and school, so parents and teachers may cooperate in the training of the child.
3. To develop between educators and the general public such united efforts as will secure for every child the highest advantage in physical, mental, and social education.
4. To actively welcome new members into the organization and recruit volunteers for the Executive and General Boards.

Article III- Basic Policies

Section 1:

The objectives of this Organization shall be promoted through an educational program directed toward parents, teachers, and the general public; shall be developed through conferences, committees, and projects; and shall be governed and qualified by the basic policies set forth in this article.

Section 2:

This Organization shall seek neither to direct the administrative activities of the school nor to control its' policies.

Section 3:

This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its' representative makes no commitments that bind the group he or she represents without the official consent of the PTO Executive Board.

Section 4:

The purposes for which the Braelinn Elementary School PTO is organized are exclusively charitable, scientific, literary, and educational within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Law.

Section 5:

A file of job descriptions and standard operating procedures shall be maintained currently at all times and kept in the President's Notebook.

Article IV- Membership

Any parent or legal guardian of a student currently enrolled, or faculty at Braelinn Elementary who is willing to uphold the basic policies and objectives of the PTO is considered a member.

Article V- Officers and Their Election-

Section 1:

The officers of this Organization shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer, also known as the PTO Executive Board. Officers shall be elected annually for a term of one year, with a maximum of two terms per office. The outgoing President shall be retained to serve as an advisor to the incoming Executive Board.

Section 2:

A Nominating Committee of five members will review the candidates presented by the Vice President and prepare a slate of officers. The slate of officers shall be sent home one week prior to the April PTO General Meeting.

Section 3:

Elections shall be held during the April PTO General Meeting. The duties of office shall be assumed at the conclusion of the current school year.

Section 4:

Election shall be by secret ballot when there is more than one nominee for an office. The principal shall appoint two parent members, not on the ballot, and one faculty member to assist him or her in counting the votes. A candidate for office must receive a plurality of votes to win office. In the case of a tie, a second ballot will be taken within ten days.

Section 5:

Vacancies in office shall be appointed by the PTO Executive Board.

Article VI- Officers' Job Descriptions- All Board members will read the By-Laws and the Money Handling Procedure(Form 8) which is found in the Appendix. At the beginning of the year, each Board member will complete an Executive Board Sign-Off (Form 1).

-Board Members are required to attend a Board Meeting once a month as well as the monthly PTO meetings. Failure to attend scheduled Board and PTO Meetings may result in forfeiture of his or her position. Extenuating circumstances may be reviewed by the PTO Executive Board.

-Any Board Member not fulfilling his or her job description is subject to removal.

Section 1:

The President shall:

1. Preside at all meetings of the Organization.
2. Be a member ex-officio of all committees, except the Nominating Committee.
3. Appoint special committees.
4. Perform all duties usually pertaining to the office.
5. Prepare and distribute Welcome Packets for the beginning of the year.
6. Provide By-Laws and Money Handling Procedures to the Executive Board at the beginning of the year and collect the Executive Board Sign-Off(Form 1). This includes training on utilization of Money Handling Forms.
7. For all Committee Chairs provide a job description found in Committee Chair Responsibilities(Form 7) as well as a copy of Money Handling Procedures(Form 8).
Collect the Committee Chair Sign- Off(Form 2). This includes training on utilization of Money Handling Forms.

Section 2:

The Vice President shall:

1. Act as an aide to the President.
2. Perform the duties of the President in his or her absence.
3. Act as Chairperson for the By-Law Review Committee and the Nominating Committee.
4. Prepare a monthly report of clinic visits and medications dispensed from the Clinic to be presented at the monthly PTO meeting.
5. Keep an estimated record of the amount of logged volunteer hours on a monthly basis by the members at large for purpose of general information and mandatory SACS report that is prepared by the school every five years.
6. Help President with the preparation of the Welcome Packets for the beginning of the year.

Section 3:

The Recording Secretary shall:

1. Keep a record of all meetings of the Organization.
2. The Secretary is responsible for keeping standard operating procedures current.
3. The Secretary is responsible for distributing minutes of all Executive Board and PTO General Meetings to each of the officers on a monthly basis.

Section 4:

The Corresponding Secretary shall:

1. Act as an aide to the Recording Secretary.
2. Perform the duties of the Recording Secretary in his or her absence.
3. Handle all necessary PTO correspondence.
4. Acknowledge serious illness and bereavement of Braelinn staff and faculty members.
5. Provide appreciation for the following events listed:
 - Administrative Appreciation Day(April)
 - School Nurse Day(May)
 - B-Day Celebration for Principal and Vice Principal
 - New Teacher gifts- something small
 - EOY Gift for the Principal
6. Provide a Birthday Treat for Staff of Birthdays- We have created a Birthday Box. We fill it with small gifts and \$5 gift cards to Starbucks and Target. At the beginning of the Month all staff with a Birthday that month will be given a snack(cupcake, cookie,ect). A card will be placed on the snack that allows the person to get a prize from the Birthday Box. The box is kept in the Bookkeeper's Office. A note is sent to the teachers informing him or her that a prize is waiting.

Section 5:

The Treasure shall:

1. Read, follow, and all Money Handling Procedures(Form 8).
2. Receive all monies of the Organization.
3. Keep and accurate record of the receipts and expenditures.
4. Pay out funds only in such manner as authorized by the Organization.

5. Present a Statement of Account at every meeting of the Organization and at other times when requested by the PTO Executive Board.
6. Make a year-end report at the May PTO General Meeting.
7. Advise the general membership of the meeting to set next year's budget in April School newsletter.
8. Propose the budget for the upcoming school year with a committee that must include the current President, Treasurer, and six members of the general membership. The proposed budget is to be approved by the incoming Executive Board and Committee Chairpersons.
9. Submit yearly tax returns in a timely manner.

Section 6:

The Assistant Treasurer shall:

1. Read, follow, and understand all Money Handling Procedures(Form 8).
2. Act as an aide to the Treasurer.
3. Perform the duties of the Treasurer in his or her absence.
4. Conduct a monthly review of receipts and expenditures. Use Audit Report(Form 9) to document the audit.
5. Obtain the signature of the President, Vice President, Treasurer, and Assistant Treasurer on the bank signature cards on all PTO accounts.
6. Maintain and update the Trophy Case.

Section 7:

Expenditures:

1. The PTO Executive Board shall have the power to approve expenditures of up to \$3000 per item. Any expenditure over \$3000 must be approved by the membership at a PTO General Meeting.
2. Checks written up to \$1000 require only the signature of the Treasurer. All checks over \$1000 shall require two signatures: one must be of the Treasurer and the other signature shall be that of the President, Vice President, or the Assistant Treasurer.

Section 8:

Auditing:

1. The Treasurer's accounts shall be examined annually by an auditing committee of not less than three members, who upon satisfaction that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. Use Audit Report(Form 9) to document the audit.
2. The auditing committee shall be appointed by the Executive Board at least two weeks before the May PTO General Meeting. (A review of the Treasurer's accounts is for the protection of the Treasurer. It is

only a means of assuring everyone that the accounts are accurate, and it relieves the Treasurer of responsibility except in case of fraud.)

Article VII- PTO Meetings

Section 1:

The General Meetings of the organization shall be held during the months of September, October, November, January, February, March, April, and May. The meetings will be distributed appropriately between morning and evening meeting times. There will be no General Meeting held in the month of December. Executive Board Meetings will be held monthly.

Section 2:

Special meetings may be called by the PTO Executive Board with at least five day notice having been given.

Section 3:

The April PTO General Meeting shall be the meeting for the election of officers.

Section 4:

The May PTO General Meeting shall be the meeting for annual reports and the review of the proposed budget for the following school year (final budget to be voted on at the first meeting of the school year).

Section 5:

The privilege of holding office, making motions, and voting shall be limited to members of the Organization.

Section 6:

Eleven members shall constitute a quorum of the Organization. A quorum is necessary to vote on any motion made by a member of the PTO.

Section 7:

In order for a motion to pass there must be a majority.

Article VIII- Standing Committees

Section 1:

There shall be created by the PTO Executive Board the following Standing Committees and possible sub-committees:

All Committee Chairs should be given Committee Chair Responsibilities (Form 7) and Money Handling Procedure (Form 8). This should take place at the beginning of the year and a Committee Chair Sign-Off (Form 2) should be completed.

1. Fundraising

- Spring Fundraiser
- Commitment Cards/Corporate Programs
- Spirit Nights

2. Outdoor Facilities

- Landscaping
- Courtyard
- Playground

3. School Board Representative

4. Special Projects

- Cultural Arts
- School Directory
- Career Fair
- School Supplies
- Star Tree
- Spirit Committee
- Bingo Night
- Movie Night
- Newcomer's Coffee
- Original Works
- Santa Shoppe

6. Volunteers

- Lead Room Parent
- Staff Appreciation
- Workroom
- Cafe' Team
- Vision Screening
- Book Fair

Section 2:

Chairpersons of the Standing Committees shall be appointed by the Executive Officers of the Organization. Chairpersons of the Standing Committees shall present plans of work to the PTO Executive Board and no committee work shall be undertaken without the approval of the PTO Executive Board.

Section 3:

Each Committee Chairperson shall attend PTO Meetings as requested by the Executive Board and present a report on behalf of his or her committee (including all subcommittees). Failure of the

Committee Chairperson or his or her representative to attend requested PTO Meetings may result in forfeiture of his or her chairmanship. Extenuating circumstances may be reviewed by the PTO Executive Board.

Article IX- By-Laws

Section 1:

A copy of these By-Laws shall be available upon request in the school office to any member of the PTO and will be available at all PTO General Meetings.

Section 2:

By-Laws Review Committee will meet in January of each year and will be chaired by the Vice President. The committee will include a faculty member, PTO advisor, and a minimum of two parent members.

Section 3:

The By-Laws Review Committee will submit one set of proposed amendments arrived at by the majority consensus of the committee to the general membership in February.

Section 4:

These By-Laws may be amended by a two-thirds majority vote at the March PTO General meeting.

Article X- Parliamentary Authority

Robert's Rules of Order, Revised, shall govern this Organization in all cases in which the rules are applicable and exceptions have not been provided by herein.

Standing Rules:

Suggested Order of Business

1. Call to Order
2. Minutes
3. Statement of the Treasurer
4. Report of Officers
5. Principal's Report
6. Reports of Standing Committees
7. Old Business (unfinished)
8. New Business
9. Announcements Program
10. Adjournment

