

The Ashaway Elementary PTO Bylaws

Article I – Name

The name of the organization shall be the Ashaway Elementary Parent Teacher Organization (PTO).

Article II – Purpose

The purpose of the Ashaway Elementary PTO is to support the education of children at the Ashaway Elementary School by:

- Establishing and maintaining a working relationship among parents, guardians, school staff and community.
- Supporting school improvement teams and promoting the finest education possible for the students at Ashaway Elementary.
- Expanding technology and supplementing equipment and supplies.
- Increasing student safety and security.
- Developing programs and projects that will support and/or enrich the curriculum.
- Enhancing the quality of education by raising funds for school supplies and programs that fall outside the school budget.

Article III – Members

Section 1. Any parent or guardian of a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. 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 a president, vice president, secretary, and treasurer. In addition to the individual duties detailed below, the officers, as a group, are responsible for appointing the standing committee chairpersons, and the member at large annually to serve on the Executive Board.

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.

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.

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 minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

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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.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall 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.

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 one year and may serve no more than two (2) 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. Regular Meetings. The regular meeting of the organization shall be on the first Monday of each month during the school year at 6 pm., or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May 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 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.

Section 3. Quorum. The quorum shall be 1/3 of the members of the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, teacher liaison, standing committee chairs, and the member at large.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in

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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. Regular 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. Member at Large. A Member at Large can be appointed by the Officers to represent the general membership. The Member at Large listens to the membership and communicate their issues, needs, and interests to the Executive Board.

Section 6. Teacher Liaison. The Teacher Liaison will be appointed by the Principal to represent the teachers and staff at the school. The Teacher Liaison listens to the teachers and staff and communicates their issues, needs, and interests to the Executive Board.

Section 7. Standing Committee Chairpersons. The chairperson of each standing committee shall be appointed by the officers annually. The chairperson is responsible for all aspects of the committee he or she is appointed to. Each chairperson can create temporary sub-committees to serve the purpose of the standing committee, and appoint coordinators for each of the sub-committees he or she creates.

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 standing committees shall be held by the organization: Fundraising and Events. Each standing committee will have a chairperson. The executive board shall appoint the chairperson for each of these committees annually.

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.

Section 4. Two authorized approvals shall be required for each check written over the amount of \$1000. Any member of the Executive Board can provide authorized approval. This approval must be in writing. Email is an acceptable form of written approval.

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Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Executive Board.

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 flyer via students folders. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.