

SOARING HEIGHTS ELEMENTARY SCHOOL

Parent Teacher Organization By-Laws

I. NAME OF ORGANIZATION

The name of this organization shall be Soaring Heights Elementary Parent Teacher Organization, hereafter referred to as Soaring Heights PTO.

II. GENERAL PURPOSE

The purpose of the Soaring Heights PTO is to provide support to, and communication with, parents, teachers, students, administrators, and the surrounding community.

III. GOALS OF Soaring Heights PTO

- a. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.
- b. To encourage family participation within the school.
- c. To encourage families to volunteer in school and /or on district committees.
- d. To plan and carry out special events, of which all monies raised, will be used to directly benefit the school and students.
- e. To keep informed about the school's educational programs and district strategic goals.
- f. To respond to family concerns.
- g. To respond to Soaring Heights teacher/staff concerns.
- h. To communicate with the Principal and Secretary.
- i. To encourage community awareness.
- j. To encourage communication between the school and the citizens of the community.

IV. LIMITATIONS

In order to protect the rights of individuals and ongoing educational programs, the Soaring Heights PTO agrees to abide by the following limitations:

- a. It shall not violate the district's personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.
- b. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or community.
- c. It shall not become involved in, or interfere with, special curriculum decisions unless the district or school requests input.
- d. It shall not directly, or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

V. GENERAL MEETINGS

- a. General Meetings shall be held on a regular basis with a minimum of five per year. The dates will be determined by the PTO Executive Board and posted in the school calendar.
- b. All meetings will be posted in the school newsletter, when possible.
- c. The President of the PTO will conduct the meetings. If the President is unable to attend a meeting, the Vice President shall conduct the meetings.
- d. The President, as necessary, may call special general meetings.

VI. GENERAL MEMBERSHIP POLICIES

- a. Voting members of the PTO include the following:
 - i. Adult family members of students currently enrolled in Soaring Heights Elementary.
 - ii. Teachers and staff of Soaring Heights Elementary School
 - iii. Soaring Heights PTO Executive Board members, excluding the PTO President and Principal.
- b. Each voting member has the right to one vote.
- c. Each voting member has the right to propose motions.
- d. Motions are passed by a simple majority vote.
- e. Amendments to approved by-laws shall be presented to/at the PTO General Membership monthly meeting. Proposed amendments will be voted on/adopted, with a simple majority vote of those members present at the following PTO General Membership monthly meeting.

VII. RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS

- a. To attend meetings.
- b. To elect PTO officers in April or May of each year.
- c. To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.
- d. To provide input and vote on expenditures of funds earned by the PTO.
- e. To share ideas and concerns relating to PTO sponsored events.
- f. To review and approve the by-laws at the first meeting of each year.

VIII. ELECTIONS AND TERMS OF OFFICE

- a. The elected offices of the Soaring Heights PTO Executive Board shall consist of /rank as follows:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Committee Chairperson
- b. Non-elected positions include the following:
 - i. Principal serves as Advisor to PTO/Board
- c. All elected officers must have a child currently enrolled in Soaring Heights Elementary School.
- d. Nominations will be accepted for all of the above listed positions prior to the election of office at the April PTO General Meeting. No person shall be elected to an office without his or her consent.
- e. Elections of officers shall be conducted by written ballot or voice vote at a Special PTO Meeting held at the end of April or beginning of May by a simple majority vote.
- f. Newly elected officers of the Soaring Heights PTO shall assume the responsibilities of their offices following the adjournment of the May PTO General meeting.
- g. In the event any current elected officer no longer has a child enrolled at Soaring Heights Elementary School, for any reason, said officer will be considered to have resigned, and that Executive Position will be considered vacant. The vacant position can be filled according to the provisions listed below.
- h. Any vacancy occurring in an office shall be filled, for the remainder of the term, by a person(s) elected by a simple majority vote of the PTO Executive Board.
- i. Officers elected for no more than two consecutive years at a time. Unless there is no other candidate nominated for a position, then that officer shall run for election one more year.

IX. RESPONSIBILITIES/DUTIES OF THE EXECUTIVE BOARD

- a. All officers are expected to attend scheduled Executive Board and General Membership meetings.
- b. The Executive Board has the power to act in an emergency without the consent of the PTO General members.
- c. The Board may vote to allocate funds of \$100.00 or less upon approval of 2 Executive Board Members and without bringing the request to the General Membership meeting for approval, not to exceed \$500.00 per fiscal year.
- d. All Executive members have the right to propose motions.
- e. All officers, with the exceptions of the President and Principal, have the right to one vote.
- f. To review and approve the budget and by-laws at the first meeting of each PTO term.
- g. To collaborate with active councils and committees working within the school.
- h. The Executive Board shall identify a minimum of 2 and maximum of 5 people to perform a yearly examination (audit) of PTO financial records and said person shall prepare written, signed results to the PTO Board.
- i. No Board member shall be allowed to perform said examination (audit or review) of PTO financial records; it must be independently prepared.
- j. Upon completion of term, turn over all relevant documents and information to incoming Board members.

The PTO Executive Board

PRESIDENT

The President should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities:

- a. Conduct all PTO Executive and General Board meetings.
- b. Confer with the Principal prior to all meetings.
- c. Prepare agenda prior to meetings.
- d. Work with teachers to assess their needs.
- e. Create upcoming school year calendar with Principal and Board members.
- f. Coordinate elections of Board members.
- g. Coordinate summer budget meeting.
- h. Vote only to break any ties on motions.

VICE PRESIDENT

The Vice President should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership meetings.

Responsibilities:

- a. Conduct PTO Executive and General Board Meetings in the absence of the PTO President.
- b. Assist the President with duties as needed.
- c. Take and distribute meeting minutes when the Secretary is absent.
- d. Responsible for overseeing and assisting Treasurer with financial reports.

SECRETARY

The Secretary should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership Meetings.

Responsibilities:

- a. Record minutes of the Executive Board meeting and distribute to Board members.
- b. Record minutes of the General Membership meeting and distribute to Board members.
- c. Send Thank You Notes to Volunteers and facilitators.

TREASURER

The Treasurer should be willing to dedicate 4-6 hours per month for meetings, including the Executive and General Membership Meetings.

Responsibilities

- a. Responsible for checking/savings account
- b. Receive and deposit all money the day of the event.
- c. Pay out funds in accordance with the approved budget or as authorized by the Executive Board.
- d. Prepare, along with the Executive Board, the yearly budget for the new school year.
- e. Present budget and financial report to the Executive Board and General Membership meeting for approval.
- f. Keep an accurate record of receipts and expenditures.
- g. Prepare year-end financial statements for audit.

COMMITTEE CHAIRPERSON

The Committee Chairperson should be willing to dedicate 2-4 hours per month for meetings, including the Executive and General Membership Meetings.

Responsibilities:

- a. Coordinate media coverage of PTO sponsored events.
- b. Prepare and distribute PTO promotional flyers.
- c. Coordinate information for monthly school newsletter.
- d. Find volunteers to coordinate PTO Sponsored events.
- e. Attend committee meetings as needed.
- f. Track Volunteer hours.

X. SPECIAL COMMITTEES

The Executive Board of the PTO may form standing committees, as necessary, to carry on the work of the PTO organization.

- a. These committees will include, but are not limited to:
 - i. Fundraising groups, working to raise money for PTO expenditures/accounts.
 - ii. Round up Committee working to coordinate decorations, volunteers and games.

- b. The committees shall:
 - i. Coordinate special events.
 - ii. Report progress at PTO Executive and General Membership meetings, as requested by the Executive Board.

XI. REMOVAL FROM EXECUTIVE OFFICE

- a. Removal from office may occur by a majority vote of the Executive Board (including the President and School Principal).
- b. A Board member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purpose and /or goals of this organization. Removal shall take place only after the board has met in an effort to assess and discuss the problem and all attempts have been made to resolve the problem.

By-Laws Amended _____, 2013

From Original By-laws

Voted and Accepted on _____