

Bylaws of the Mary Williams Elementary School Parent Teacher Organization

Article I Name

The name of this organization shall be Mary Williams Elementary School Parent Teacher Organization (PTO).

Article II Objectives

- a. To promote the welfare of children and youth in the school, home and community.
- b. To bring closer the relationship of home and school so that parents and teachers may cooperate in the education of the child.
- c. To enhance the educational facilities and opportunities for the students of Mary Williams Elementary School that are not otherwise provided for in the school budgets.

Article III Membership

- a. All parents and/or legal guardians of students who currently attend Mary Williams Elementary School, and all current faculty and staff shall be eligible for membership in the organization.
- b. All members who are current in the payment of annual dues shall have the right to vote on all issues before the membership, to elect officers, to hold office, and receive other benefits as deemed appropriate by the Board.
- c. The Principal shall also be considered as a sitting advisor and/or consultant.

Article IV Meetings

- a. Planning Meeting. The annual planning meeting of the Board shall be held in June each year, the exact date to be decided upon by the Board.
- b. Board Meeting. Monthly Board meetings shall be held on the first Wednesday of the month. Should a meeting date(s) occur when school is not in session, the alternative date(s) will be decided upon by the Board.
- c. General Meeting. The general monthly meetings of the organization shall be on the third Wednesday of the month. Should a meeting date(s) occur when school is not in session, the alternative date(s) will be decided upon by the Board.
- d. Quorum. Those persons present at a properly called General Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
- e. Voting. A majority vote of the Members present at any meeting shall be required for all action to be taken by the organization.

Article V Policies

- a. This organization shall neither seek to direct the administrative activities of the school nor to counsel its policies.
- b. This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned (i.e. students, teachers, administrators, and parents).

Article VI Officers

- a. President. The President shall be a member of the Executive Board. The President shall preside over all meetings. The President shall coordinate the work of the officers and committees of the organization, and order that the objectives be promoted. The President shall vote only in the case of a tie in the vote of the Executive Board or the membership. The President shall appoint replacements in case of unfulfilled or resigned positions. In case of absence or incapacity, his/her duties shall be performed by the Vice President or other officers in their order. The President shall have authority, along with the Treasurer, to sign on PTO checks. The President shall have authority to sign on PTO contracts.
- b. Vice President. The Vice President shall be a member of the Executive Board. The Vice President shall act as aid to the President and in his/her designated order to perform the duties of the President in the absence or inability to serve.
- c. Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board. The Secretary shall receive from the Treasurer the official list of members. The Secretary shall see that all notices are duly given in accordance with these Bylaws, and in general, perform all duties incident to the office of Secretary, and such other duties as may be assigned by the President or the Executive Board.
- d. Treasurer. The Treasurer shall be a member of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the organization; receive and give receipts for monies due and payable to the organization from all sources; and shall deposit such funds in such banks or other organizations as are selected by the Executive Board or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization. The Treasurer shall present a written financial report at each General Membership Meeting and at other times requested by the Executive Board. The Treasurer shall make a full report at the end of the current school year. The Treasurer shall file any necessary forms with the IRS pursuant to the non-profit status of the organization. Other duties may be assigned by the President or other members of the Executive Board as needed. The Treasurer shall have authority to sign on PTO checks.