

Austin Road
Elementary School
1009 Austin Road
Winder, Georgia 30680
Barrow County



PTO BY-LAWS

FINAL COPY
AS AMENDED BY VOTE OF THE
MEMBERSHIP _____
(DATE)

ARTICLE I: NAME

The name of this Association is the Austin Road Elementary School (ARES) Parent Teacher Organization (PTO). It is a local and non-national affiliated unit.

ARTICLE II: PURPOSE

The objectives of this organization are:

- A. To promote the welfare of children in home, school and community.
- B. To promote and maintain communication, and to foster a closer relationship, between parents, teachers, students, and the school.
- C. To develop between educators, administrators, parents, and the public a cooperative effort to provide all children with the greatest opportunity for academic, social and emotional growth.
- D. To raise funds for the purpose of enhancing the educational experience of students at ARES.

ARTICLE III: BASIC POLICIES

The following are basic policies of this organization:

- A. The organization will be noncommercial, nonsectarian and nonpartisan.
- B. The organization will work with the school to provide quality education for all children, recognizing that the legal responsibility to make decisions is delegated by the people to the Board of Education.
- C. No organization funds shall be distributed to its members and/or officers. Proposed services by any members and/or officers must be set in confidential bid and approved by a majority vote by the Executive Committee.
- D. Organization funds will be deposited in the ARES checking account, in the G/L account designated for PTO. The Bookkeeper for ARES will partner with the PTO Treasurer to provide information to the Executive Committee and PTO members as requested.
- E. The fiscal year will be from July 1st through June 30th of the following year.

ARTICLE IV: MEMBERSHIP AND DUES

- A. The organization shall conduct an annual enrollment of members. Annual dues are set by the Executive Committee in partnership with the school Principal.
- B. Members of the organization shall be eligible to serve in any of its elective or appointed positions.
- C. Membership is open to any parent, grandparent, guardian, or faculty member. Membership shall not be denied on the basis of race, color, religion, creed, sex, age, national origin, sexual orientation, gender identity, or marital status.
- D. Non-members may attend monthly meetings but are ineligible to serve in any elective or appointed positions unless they become a dues-paying member.

ARTICLE V: OFFICERS AND ELECTIONS

- A. Each officer of this PTO shall be a dues-paying member of this organization.
- B. The officers of this organization shall be a President, Vice-President, Secretary, and Treasurer. Terms may be for one year or two, as determined by the Principal or Executive Committee.
- C. Any person holding a position is eligible to run for the same office again, providing they have a child enrolled in ARES for the duration of the term they are seeking.
- D. Nominations shall be made by any PTO member by anonymous ballot provided to all parents prior to the PTO meeting at which officer installation is held. Nominations from the floor will be accepted. Voting by a show of hands will take place if there is only one nominee for any office. Voting by ballot will take place and be counted by an election committee appointed by the President if there is more than one candidate for any office.
- E. The election of officers will take place during the April PTO meeting. Elected officials will be installed at the last meeting of the year by the school Principal.
- F. In order to have time to fill the position, any officer not renewing their term must make it known to the membership no later than the March PTO meeting.
- G. Incoming officers will take office and assume the duties of their office at the close of the school year.

ARTICLE VI: DUTIES OF OFFICERS

A. President

1. The President shall preside at all meetings of the organization and the executive committee, and shall appoint special committees and their chairperson.
2. Shall act as an ex-officio member of all committees.
3. Delegates to the vice-president any necessary administrative duties.
4. Consults with officers and chairpersons before each meeting to see that all details of the meeting are ready as planned.
5. Attends all meetings or ensures that the elected alternate attends.

B. Vice-President

1. The Vice-President shall act as aid to the President and shall perform the duties of the President in the absence of that officer, including presiding at meetings.
2. Represents the President upon request. Assumes the duties of the President in case of resignation until the position is filled in accordance with the bylaws.
3. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

C. Secretary

1. The Secretary shall keep a record of all meetings of the organization and the executive committee and perform such duties as may be delegated.
2. Shall have a thorough knowledge of PTO policies and methods.
3. Shall present the minutes of each meeting of the organization and the executive board for approval at the next meeting.
4. Counts a rising vote when requested by the presiding officer.

5. Reads minutes of any previous meeting when asked to do so.
6. Calls the meeting to order and presides in the absence of the President or Vice-President.
7. Acts as custodian of all records, except those specifically assigned to others, and promptly delivers all records to successor.
8. Prepares a copy of the minutes of the meeting at which officers were installed to be presented to the bank in order to facilitate the transfer of the past officers to the newly-elected ones, if applicable.
9. Sends out notices of PTO meetings and executive committee meetings unless otherwise designated to another officer/chair. Prepares the agenda for each PTO meeting.

D. Treasurer

1. The Treasurer shall receive all monies of the organization and shall keep an accurate record of all receipts and expenditures.
2. Shall present a financial report at all PTO meetings or executive committee meetings. Financial disclosures will be available for review by any member of the PTO.
3. Shall deliver to his/her successor all books, papers and correspondence which pertains to the office of Treasurer, including any audited books, approved and paid bills, canceled checks, plans and procedures.
4. Shall prepare a financial statement at the end of each school year, to be reviewed by the Executive Committee.
5. Shall request a purchase order from the school Bookkeeper before all purchases, following the school guidelines for such requests.
6. Shall present an invoice or receipt to the Bookkeeper for all disbursements.
7. Shall prepare a tentative budget (in partnership with the Executive Committee) at the beginning of the school year, to be approved by a quorum (majority vote) of the members present at the first PTO meeting of the school year.

E. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the end of the term of office or in case of resignation, each officer will turn over to the president without delay all records, books and other materials pertaining to the office.

F. The work of the Parent Teachers Organization includes a variety of activities. In selecting a member for a position of leadership, the organization expresses its confidence in them. The person who accepts sum responsibility signifies a desire to work toward Parent-Teacher goals, to serve the group, and to gain a better understanding of the PTO movement as a whole.

ARTICLE VII: EXECUTIVE COMMITTEE

A. The executive committee shall consist of the officers of the organization, chairmen of standing committees, and school principal or appointed representative by the school

Principal.

- B. Its duties shall be to transact necessary business between meetings of the organization and such other business as may be referred to it by the organization; to approve all plans of work by committee chairman; fill all vacancies; present reports at regular meetings of the organization for information and any necessary action. Executive committee minutes shall be made available for public review to all organization members.
- C. Regular meetings of the executive committee shall be held preceding each regular meeting of the organization, and majority shall constitute the committee.
- D. It is recommended but not required that a Teacher Liaison be included in the Executive Committee. The Teacher Liaison shall represent the staff, and will communicate all information between the staff and PTO Board.

ARTICLE VIII: MEETINGS

- A. PTO meetings will be held at the discretion of the Executive Committee and the Principal, with four to six meetings planned yearly.
- B. Two days notice must be given of a change in date or time of a PTO meeting.
- C. Special meetings may be called by the PTO President, and two members of the executive committee, or five general members submitting a written request to the secretary. Notice of the special meeting must be posted (via Facebook and school website at least five days prior to the meeting.
- D. The privilege of holding office and voting shall be limited to members of the organization whose dues have been paid.
- E. Ten percent (10%) of the members shall constitute a majority in the organization of the executive and/or special committee meetings.
- F. Order of Business
 - 1. Call to Order
 - 2. Pledge of Allegiance
 - 3. Reading of Minutes by Secretary
 - 4. Financial Statement by Treasurer
 - 5. Report of Executive Committee
 - 6. Report of Standing Committees
 - 7. Report of Special Committees (if any appointed)
 - 8. Unfinished Business
 - 9. New Business
 - 10. Announcements
 - 11. Program
 - 12. Adjournment

ARTICLE IX: STANDING COMMITTEES

- A. There shall be created by the executive committee these standing committees, including but not limited to:
 - 1. Membership - keep a permanent record of membership growth. Membership

cards are provided free and to be used as receipt for dues. Keep a list of each member and their information. Provide that information to any other chair or officer as necessary. Organize rewards as for membership drives.

2. Program - Plan year's program before first fall meeting; develop monthly topics along chosen theme and be responsible for participants.
 3. Hospitality – plan appreciation events/recognition, including but not limited to Teacher Appreciation.
 4. Fall Festival – organize the yearly Fall Festival in partnership with the Principal. Coordinate volunteers, including parents and staff members.
 5. School Dances – organize any school dances that will be scheduled throughout the year, in partnership with the Principal.
 6. Fund-Raising - Plan and seek approval by the school Principal and Board of Education for all fund-raising events for the year. Projections of monies earned from proposed fund-raising must be announced to the Finance and Budget committee, the school Principal and Board of Education and any funds must be made public by the PTO Treasurer.
 7. Publicity - inform the membership and community of activities of the organization. Utilize all means of media (social, newspapers, school paper, newsletters, television) or announcements at meetings, to publicize work or activities. The chairperson shall keep informed about all activities of the organization committees. Some publicity, including posters and printed materials, may be handled by the person who is handling the publicity for a specific event. Any others may be required for development to promote objects and interests in the organization. If there isn't a Publicity Committee Chair, these duties may be assigned to an officer (President, Vice-President, Secretary or Treasurer) upon their acceptance of said duties.
- B. Chairman of the standing committee shall be appointed by the President of the organization and approved by the Principal of the school (or appointed school representative) for the term of the current administration. Chairman of committees shall present all Plans of Action to the executive committee and must meet approval of the Executive Committee.
- C. The President shall be a participating member of all committees except by-the-floor-nominated and elected-ballot committees.

ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XI: AMENDMENTS TO THE BYLAWS

- A. These bylaws may be amended at any regular meeting of the organization by a majority vote (by show of hands) by the members present, and provided a notice of proposed amendments has been made public for review at the previous meeting or during the school month. Proposed amendments shall be written in laymen's terms

and an explanation of its meaning shall be given accordingly.

- B. Amendments shall be made to adjust and abide by state and federal laws.
- C. Revisions may be requested by the Executive Committee or Principal at their discretion.

ARTICLE XII: AUTHORITY

- A. The principal shall ultimately be the final governor of this organization and, as such, may dissolve it without any prior notice at his/her discretion.
- B. If any part of these Bylaws shall conflict with the decision, policies or procedures adopted by the School or the Board of Education, they shall be deemed null and void and the decision of the School or BOE shall, in all cases, control.

ARTICLE XIII: ADOPTION

- A. These Bylaws were adopted by the membership by a majority vote during the general membership meeting properly called on _____ and shall take effect immediately.