

Wayland Alexander PTO By-Laws

Implemented: July 2011

Article 1: Name:

The name of this organization is the Wayland Alexander Parent Teacher Organization of Wayland Alexander (Wayland Alexander P.T.O.)

Article 2: Objective: (Mission Statement)

Our mission as a Parent Teacher Organization (PTO) at Wayland Alexander is to promote and encourage communication among parents, teachers, administration and the community and to promote and support all children's educational experiences and development at Wayland Alexander.

Article 3: Affiliations:

The PTO is an independent organization and is in no way connected with the National Parent Teacher Association.

This organization shall be non-profit, non-sectarian and shall abstain from any political office.

Article 4: Membership Qualifications

Membership in the PTO is open to all parents, guardians, faculty and staff of Wayland Alexander.

Article 5: Dues

The PTO shall authorize and collect membership dues to be used for the operation of the organization. Due amounts shall be determined and may be changed by vote.

Article 6: Officers

The elected officers shall be the President, 1st Vice President, 2nd Vice President (staff member), treasurer (staff member) and secretary. All parent officers will have a criminal background check and be a registered school volunteer.

The term of office is from the last calendar school day from one year to last calendar school day of the following year.

Article 7: Duties of the Officers:

The president shall organize and preside over all Wayland PTO meetings. He/she shall also be the PTO's head and have general supervision over all affairs of the

organization. He/she, in collaboration with the other officers, may appoint committees and/or committee chairpersons and others as deemed necessary.

The 1st vice president shall assume the responsibilities of the President in his/her absence.

The 2nd Vice President (staff member) shall assume the responsibilities of the President if he/she and the 1st Vice President are absent and will provide the communication between the PTO and faculty.

The Secretary shall prepare and maintain the minutes and attendance records of all PTO meetings, have a current copy of the by-laws, maintain a membership list as required by Kentucky PTO law, handle correspondence as designated by the board and perform delegated duties as assigned.

The Treasurer (staff member) shall have custody of all the funds of the organization, keep a full and accurate account of receipts and expenditures, make disbursements as authorized by the PTO bylaws (see finances, Article 9). The treasurer shall present a written financial statement at every meeting of the organization, make a full report at the meeting at which new officers officially assume their duties (which would be the first month following the last calendar day of school), and prepare the annual audit with the president for presentation to the constituents and approval by the officers. All written financial reports, including the annual report will be submitted to the school secretary for audit purposes.

Article 7: Standing and Special Committees

The PTO Officers may create such standing and special committees and appoint committee chairs as may be required to promote the objectives and interests of the PTO. Length of service by these committees will be determined by the officers. Examples of such committees may include the following:

Hospitality: responsible for ensuring refreshments/foods are provided for fund raising events and stocking the concession stand when needed.

Scholarship: responsible for reviewing applicants and selection of recipients.

Newsletter: publish an informative newsletter at least monthly.

Special Events: responsible for organizing and running the special events planned throughout the school year.

Membership: responsible for running membership drives and issuing membership cards and communicating such information to the secretary.

Article 8: Elections

Nominations will be opened every year during the final month of the school calendar year. A member must be present or have been formally asked and agreed

to be an officer in order to be nominated. Officers will set an appointed election date for incoming Officers. Those elected will take over their duties as of the last calendar day of school.

All elections will consist of a majority vote by paper ballot. A member must be present to vote, there will be no proxy voting. The President will select two neutral members to count the ballots at the meeting.

A resignation must be submitted in writing and presented to all other officers. A resignation is effective immediately upon receipt.

In the event of a vacancy in any elected office through death, resignation, removal or any other cause, the officers by majority vote, may fill such vacancy for the remaining portion of the term. Officers may be removed from office for failure to perform their duties, or lack of participation at the majority of officer and constituent meetings. The officers must approve request for resignation and or removal.

Section 9: Finances

It is the hopes of the PTO to provide financial assistance to teachers either at the beginning or mid school year for student related classroom supplies. The amount will be determined each year depending on the financial status of the PTO and what has been budgeted and provided by the school. The use of this money must be student related.

Additional purchases must receive prior approval by the PTO officers. Once approved, the teacher may then make the purchase and submit a receipt for reimbursement. No disbursements will be made without a receipt.

All reimbursement checks must be co-signed by two officers of the organization. One of which must include a signature of a non-staff member. Checks will be disbursed once weekly on Fridays.

The Wayland PTO will conclude each fiscal year with a reserve of \$1000.00

Operating funds are raised through contributions and various fund-raising events throughout the year.

Section 10: Meetings

Regular meetings shall be held during the year; meeting dates and times are to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Officers. Adequate notice of all meetings shall be given to all members. When possible, notice of meeting should be announced to all regular members of the organization. Additional officer meetings will be held as needed.

Attendance will be taken at all meetings of the PTO, to include meetings of the officers. A book or sign-in sheet is acceptable as a record of attendance. The attendance record will be kept with the meeting minutes by the secretary.

The agenda for the general membership meeting is as follows:

- Meeting is called to order
- Reading/approval of minutes of previous meeting
- Treasurer's Report (expenditures, balances, etc)
- Secretary's Report (correspondence, etc)
- President's Report
 - Old Business
 - New Business
- Adjournment

A majority of officers and at least two additional voting members shall constitute a quorum for each meeting.

Article 11: Amendments to the By-Laws

The by-laws may be amended as conditions arise by a majority of affirmative votes of the organization members present at the general membership meeting. Suggested changes may be submitted at the prior meeting before being acted upon. The secretary shall notify and make available to all members a copy of the proposed changes.