

# **A. C. Moore Elementary School Parent Teacher Organization Bylaws**

## **Article I**            *Name*

The name of this organization shall be the A. C. Moore Elementary Parent Teacher Organization (PTO).

## **Article II**            *Mission*

The mission of this organization is to:

- a) Provide a direct line of communication between the parents/guardians and staff of the school.
- b) Enhance the relationship between home and school so that parents/guardians and teachers can cooperate together in the education of the students.
- c) Support the welcoming environment within A.C. Moore by volunteering and hosting activities within the school whenever needed.
- d) Enhance the educational facilities and opportunities for the students at A. C. Moore that are not otherwise provided for within the school budget.

## **Article III**            *Policies*

- a) This organization shall NOT seek to direct the administrative activities or the policies of A.C. Moore Elementary.
- b) This organization may make suggestions to the administration concerning the activities in the school.
- c) This organization may receive suggestions from the administration concerning ways it may be of use to the school.
- d) The PTO calendar will be set and approved of by the principal no later than May of the preceding school year.

## **Article IV**            *Financial Policies*

- a) The finance committee is comprised of the president, treasurer, and one other board member determined by the board at the beginning of each year. The finance committee is responsible for collection, counting and handling of all monies associated with the PTO. This committee shall have authorization to sign checks. Their names will be listed with the bank or financial institution as being authorized to sign checks. The organization shall require two signatures by authorized board members on each check.
- b) Requests for funding shall be made and approved by the board before purchases are made. The purchasing party shall produce a receipt or other document that verifies the amount of money spent before a reimbursement check will be issued. A receipt must be produced after purchase to verify purchase.
- c) Two people must be present to receive and count cash. Receipts shall be written for funds received. Checks or cash shall be kept in a locked cash box inside the PTO box unless in transit to the bank. The finance committee shall be responsible for access to the PTO box and locked cash box.
- d) Deposits of funds received shall be made no later than a week after receipt.

- e) The budget for the school year shall be approved no later than May of the preceding school year.
- f) The finance committee shall review bank statements and all transactions quarterly or more often if needed.
- g) An annual audit may be conducted to improve financial control and reporting as needed. The financial committee will appoint a parent volunteer to complete this.

## **Article V**                    **Membership**

- a) **MEMBERS** - The board shall consist of the officers, the chairpersons of each committee, and the school/staff representatives.
- b) **Selection of the Board**-The board shall be in place by May of each year. Selection to the board shall be accomplished by a slate of nominees. The process for acquiring this slate is as follows:
  - I) Nomination forms shall be sent to the PTO membership.
  - II) The nominating committee then contacts the nominees to verify interest in each position.
  - III) The nominating committee shall create a slate to be submitted to the board for approval.
  - IV) The slate is then brought before the PTO membership for approval.

## **Article VI**                    **Officers & Duties**

- a) **PRESIDENT** - Duties of the president include but are not limited to presiding over all general and board meetings and overseeing the activities of PTO committees. The president shall also serve as or appoint a PTO liaison to the School Improvement Council and the Strategic Arts Planning Committee. The president shall report PTO information in a timely manner to the Bobcat Newsletter coordinator, publish PTO updates to be included in the Tuesday packets, and publicize PTO events to ACM area neighborhood e-mail lists. The president shall serve a term of one year. In the event that there are co-presidents, one of the two will continue as co-president for the following year with the president-elect.
- b) **PRESIDENT-ELECT** - The president-elect recruits volunteers to chair each PTO sponsored special event to include but not limited to Bobcats are Back! Ice-cream Social, Open House, Fall Festival, Book Fair, New Parent Coffee, St. Patrick's Day Parade, Bobcat Bash, Yard Sale, and 5<sup>th</sup> Grade Promotion (4<sup>th</sup> grade homeroom parents organize). President-elect shall serve as the chairperson of the nominating committee which shall include the members of the current PTO board. The president-elect is expected to complete a term as president during the following school year.
- c) **TREASURER** - The treasurer is responsible for receiving all monies associated with the PTO activities, keeping accurate and organized records of all receipts and expenditures, maintaining the budget approved by the board, and reconciling the monthly bank statements. The treasurer must provide a financial report at each monthly board meeting and at each general meeting. The treasurer shall serve a term of no more than two years on the board and the finance committee.
- d) **SECRETARY** - The secretary is responsible for keeping minutes at each board meeting, sending minutes to all board members via e-mail within one week of the meeting, provide one copy of the minutes to be kept in the secretary's notebook, and one copy for

**PTO President.** The secretary is also responsible for collecting membership and volunteer information, and board correspondence as needed. The secretary shall serve a term of no more than two years.

### **Article VIII Committee Chairpersons & Duties**

- a) **BEAUTIFICATION** - The beautification chairperson is responsible for recruiting and organizing the beautification committee. The beautification committee is responsible for the maintenance of all beautification efforts outside the responsibilities of the school district including maintenance of the planters and flower beds, preparations for PTO functions, and upkeep of the Secret Garden and Koi pond. This committee sponsors parent work days to maintain the school grounds and coordinates beautification projects with classroom teachers, such as Earth Day.
- b) **BUSINESS PARTNERS** - This committee shall have co-chairpersons responsible for recruiting businesses that are willing to form a partnership with the PTO that will include financial and volunteer support. This committee is responsible for a brochure to promote AC Moore to local businesses and provide business advertising at PTO functions.
- c) **PARENT COMMUNICATION** - The parent communication/public relations chairperson is responsible for recruiting and organizing the communications committee. This committee is responsible for collecting parent e-mail addresses to send PTO updates via e-mail, PTO website updates, and organizing and collecting data for the PTO directory.
- d) **FUNDRAISING** - The fundraising chairperson is responsible for recruiting and organizing the fundraising committee. The fundraising committee is in charge of the planning and execution of all PTO sponsored fundraising efforts and ensuring that all board policies are followed.
- e) **SPECIAL EVENTS**– see duties for President-Elect.
- f) **TEACHER APPRECIATION/HOSPITALITY** – The Teacher Appreciation/Homeroom Parent committee is responsible for special treats and meals for the staff, Teacher of the Year and Classified Employee of the Year gifts, and recruitment of homeroom parents for each class.

### **Article IX School Staff Representatives**

School staff representatives shall include the principal, one staff member selected by the principal, and at least one teacher.

### **Article X Meetings**

- a) The PTO board meetings will be held monthly to be determined by the current board members. Board members are expected to attend, but anyone is welcome. The PTO Presidents will hold no less than three General PTO meetings annually for the purpose of informing the school community about PTO events.
- b) Minutes and attendance shall be recorded at every PTO board meeting by the secretary.
- c) A quorum is 50% of the board members plus one. In the event a quorum is not present, an electronic vote can be cast.
- d) An agenda created by the President will be used to guide the meetings.

