

BYLAWS
Garth Elementary School
Parent-Teacher Organization

ARTICLE I

Name

The name of this organization shall be Garth Elementary Parent-Teacher Organization, hereafter referred to as the Garth PTO.

ARTICLE II

Mission Statement

The purpose of this organization shall be:

- To promote the welfare and development of children and youth in school, home, church and community.
- To encourage an active interest in and support for education at Garth.
- To encourage active parental involvement by every parent so that home and school may cooperate in the education of students.
- To promote positive social interaction within the school community.
- This shall be accomplished by providing moral, logistical, and financial support to the school community and by providing educational opportunities for the parents.

ARTICLE III

Membership

- Sec. 1 Membership shall be open to all parents, guardians and staff of students enrolled at Garth.
- Sec. 2 Membership enrollment will be held at the beginning of the school year.
- Sec. 3 Membership dues will be assessed annually by the PTO Board.

ARTICLE IV

Meetings

- Sec. 1 The PTO will hold regular, bi-monthly meetings during the school year. If possible, these meetings may be combined with another school function or activity.
- Sec. 2 The last meeting of the school year is considered the Annual Meeting. At this time, the PTO Board members shall present their annual report and new officers will be installed.
- Sec. 3 Special meetings of the PTO may be called by the President or by consensus of the PTO Executive Committee.

ARTICLE V

Policies

- Sec. 1 All policies developed and defined by the PTO, and these bylaws as established or amended, shall be consistent with those of the Garth Student-Parent Handbook.
- Sec. 2 In the event of the dissolution of the PTO, the assets of the PTO shall be distributed

to and for the benefit of Garth Elementary.

- Sec. 3 All checks shall be signed by any two members of the Executive Committee.
- Sec. 4 The names of the new officers shall be substituted as the authorized signatories on all bank accounts within 30 days of installation.
- Sec. 5 All requests or suggestions for funds shall be made in writing to a member of the Executive Committee.
- Sec. 6 Expenditures less than \$500.00 shall be subject to approval by the PTO Board.
- Sec. 7 Expenditures exceeding \$500.00 shall be subject to approval by the General Membership.
- Sec. 8 Any money approved for a school year must be used and/or reimbursed (with receipts / proof of purchase) in that year and must be re-requested the following year.
- Sec. 9 The organization is organized exclusively for charitable and/or educational purposes within the meaning of section 50 1 (c)(3) of the Internal Revenue Code.
- Sec. 10 A balance of \$1500 in liquid assets will be maintained at all times.
- Sec. 11 The Garth Places Committee shall conduct an audit of the PTO financial account(s) at least two weeks prior to the annual meeting each year.

ARTICLE VI

PTO Executive Committee and Board

- Sec. 1 The Executive Committee shall consist of Officers: The President, The Vice-President, The Secretary, The Treasurer, The Principal and The Faculty Representatives. No more than 3 members of the Executive Committee, excluding the principal, may be an employee of Garth Elementary, classified or certified, at any time.
- Sec. 2 The PTO Board shall consist of the Executive Committee and the Classroom Adult Representatives (CARS).
- Sec. 3 The Faculty Representatives shall be selected by the faculty. The selection will take place before the annual meeting at the close of the school year and shall be presented along with the new officers for the next school year. Should a vacancy occur, the selection process will be repeated.
- Sec. 4 The duties of the PTO Board shall be:
 - a. To transact necessary business.
 - b. To approve plans of work with standing committees.
 - c. To present a report at the General Meetings.
 - d. To create or dissolve committees as necessary.
 - e. To request an annual review of the PTO accounts.
- Sec. 5 Meetings of the PTO Board will normally be held monthly during the school year, and as deemed necessary by the President and members of the Executive Committee.

ARTICLE VII
Officers and Their Duties

- Sec. 1 The officers of the PTO shall be the President, the Vice-President, Secretary, Treasurer, Principal and Faculty Representatives.
- Sec. 2 The President shall:
- a. Preside at all meetings.
 - b. Appoint chairpersons for Standing and Special Committees upon approval of the PTO Board.
 - c. Serve as an ex-officio member of all committees except the Nominating Committee.
 - d. Provide a list of Standing and Special Committees and a description of their functions.
 - e. Create or dissolve committees as necessary.
 - f. Set the agenda for the General Meetings with the advice and consent of the members of the Board.
- Sec. 3 The Vice-President shall:
- a. In the absence of the President, perform all of the duties of the President.
 - b. Be responsible for initiating an annual review of these Bylaws, within the first three (3) meetings of the school year.
- Sec. 4 The Secretary shall:
- a. Keep the minutes of the General Membership meetings and the Board meetings.
 - b. Handle all correspondence for the Organization, except as directed by the President.
 - c. Maintain a written record of all acts of the Organization, which shall be preserved for five (5) years.
 - d. Create and distribute PTO monthly newsletter.
 - f. Have available for review at each general meeting, the minutes of the Board meetings held since the previous general membership meetings.
 - g. Have a current copy of the Bylaws.
- Sec. 5 The Treasurer shall:
- a. Receive and deposit all money of the organization.
 - b. Keep an accurate record of receipts and expenditures.
 - c. Payout funds only as authorized by the PTO Board.
 - d. Present a statement of account at every meeting of the PTO.
 - e. Make a full report at the Annual Meeting.
 - f. Monitor investments, checking accounts, and savings account.
 - g. Provide a monthly financial report for the PTO Board.
- Sec. 7 The Teacher Representatives shall:
- a. Serve as a liaison between the PTO Board and the faculty.
 - b. Keep the faculty and staff informed of PTO information and upcoming events.
 - c. Assist with programming of general meeting.
- Sec. 8 All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Attendance at all meetings shall be considered essential. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other material pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to that office. If at any time the Executive Committee feels that a fellow officer is not

appropriately carrying out his/her duties, then the highest ranking officer may call an executive meeting to discuss and handle the situation. If dismissal is necessary, there must be a % majority vote at the next PTO General meeting. Two sets of records need to be maintained at all times: one in the school office and one by the Board President.

ARTICLE VIII

Nominations and Elections

- Sec. 1 Each officer shall be a current member of this PTO.
- Sec. 2 Nominating Committee:
- a. There shall be a Nominating Committee composed of three (3) PTO members who shall be appointed by the PTO Board at least one month prior to the election of officers.
 - b. The nominating committee shall elect its own chairperson.
 - c. The nominating committee shall send out a questionnaire listing job duties and name of officer positions and gather responses.
 - d. The committee will nominate an eligible person for each office to be filled. They will report their results at the next general meeting and will accept additional nominations from the floor.
 - e. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
 - f. The committee will be responsible for preparing the ballot and administering the election process.
- Sec. 3 The order of election of officers shall be by electing the Vice-President, after which the Secretary and Treasurer shall be elected in order. Any person nominated for an office and not elected may be nominated from the floor for any other office on which voting has not taken place. In the case of a tie vote a second ballot shall be taken, then a flip of a coin administered by the Principal shall determine the new officer.
- Sec. 4 All officers will serve a one (1) year elected term in the same office, except the Vice-President, who may be asked to serve a two year term (the first year as Vice-President and the second one as President). Other officers may be elected to serve an additional term.

ARTICLE IX

Vacancies

- Sec. 1 In case a vacancy occurs either voluntarily or involuntarily in the office of President then, the Vice-President shall assume the office. The Vice-President shall also serve his/her elected term as President.
- Sec. 2 In case a vacancy occurs in the office of Vice-President, EXCEPT for filling the unexpired term of President, a special called election shall be held.
- Sec. 3 Vacancies in other offices shall be filled by consensus of the remaining members of the PTO Board and a special called election shall not be held.

ARTICLE X

Rules of Order and Decision Making

- Sec. 1 The rules contained in Robert's Rules of Order, Newly Revised shall govern the PTO in any cases in which they are applicable and consistent with these Bylaws.
- Sec. 2 A quorum is defined as 51% of the Executive Committee plus as least one CAR.
- Sec. 2 A ~~majority of the members~~ quorum of the PTO Board must be present or polled in order to transact official business at any Board or General Membership Meeting.
- Sec. 3 The decisions of the PTO General Assembly shall be made by a simple majority of the members present, except for amendments to these Bylaws.
- Sec. 4 Voting by the Executive Committee may be done by methods listed in Robert's Rules of Order Newly Revised or by electronic polling.

ARTICLE XI

Amendment of Bylaws

These Bylaws may be amended by a two-thirds vote of those members present at the meeting at which the vote is taken, provided that the proposed amendment has been presented in writing to the Membership at least one month prior to the meeting at which the vote is to be taken.

Adopted by PTO General Assembly on May 8, 2007.