

HIGHLAND PARENT-TEACHER ORGANIZATION BY-LAWS

January, 1995

Revised September, 1999

Revised March, 2001

Revised July, 2005

Revised March, 2009

Revised September, 2011

Article 1 - Name of Organization

The name of the organization shall be the Highland Parent-Teacher Organization, hereinafter referred to as Highland PTO, or PTO.

Article 2 - Mission Statement

The mission of the PTO is to enhance educational opportunities and contribute to the improvement of students' emotional and physical well-being in conjunction with faculty and administration.

Article 3 – Goals

Section 1. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.

Section 2. To raise funds for special projects and materials in keeping with the PTO mission statement.

Section 3. To occasionally sponsor activities for students over and beyond the normal school day.

Section 4. To respond to and support Highland School District teachers/staff concerns and needs.

Section 5. To encourage volunteerism and family participation within the school and in school related activities.

Article 4 – Policies

Section 1. The PTO shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization. This includes but is

limited to any political campaign, candidate for public office, district personnel agreements or contracts.

Section 2. This organization shall not seek to direct the administrative activities of the school or to control its policies or interfere with the professional performance of the school staff.

Section 3. The PTO shall not infringe on the legal rights of individual students, groups of students, teachers, parents or community.

Section 4. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no commitment which bind their member groups.

Article 5 – Membership

Section 1. Voting members of the PTO include adult family members of students currently enrolled in the Highland School District, teachers and staff of Highland School District, and Highland PTO executive board members.

Section 2. Each voting member has the right to one vote.

Section 3. Each voting member has the right to propose motions.

Section 4. Motions are passed by a simple majority vote.

Section 5. Amendments to approved by-laws shall be presented to/at a PTO general monthly meeting. Proposed amendments will be voted on/adopted, with a simple majority vote of those members present.

Section 6. Proposed budget shall be presented to/at the first PTO general monthly meeting. Proposed budget will be voted on/adopted, with a simple majority vote of those members present.

Section 7. Dues, if any, will be established by the PTO executive board and charged per family per school year.

Article 6 - General Meetings

Section 1. General meetings shall be held on a regular basis with a minimum of four per year. The dates will be determined by the PTO executive board.

Section 2. All meetings will be posted on the school calendar, in PTO newsletters and/or flyers, and on the PTO website. Additional methods of notification may include mass email, local newspaper, and school marques.

Section 3. The President or the executive board, as necessary, may call special general meetings.

Article 7 – PTO Executive Board/Officers and their Election

Section 1. The PTO executive board shall consist of current year officers. The officers of this organization shall be a President, Vice President, Secretary, and Treasurer. Corresponding Secretary is optional.

Section 2. All of the above positions can be co-chaired.

Section 3. All officers must have a child currently enrolled in the Highland School District.

Section 4. Nominations will be accepted for all board positions prior to the last PTO general meeting of the current school year. No person shall be elected to an office without his or her consent.

Section 5. Newly elected officers shall assume the responsibilities of their offices beginning the day after the last day of school.

Section 6. Each officer shall serve a term of at least one year. The term shall begin the day after the last day of school.

Section 7. An officer or teacher representative may not serve for more than three consecutive years, unless, there is no one else interested in holding this position.

Section 8. A vacancy occurring in any office, with exception to President, can be filled by the PTO officers and/or teacher representatives. The Vice-President shall fill the President's position until the next school year and position appointment.

Article 8 – Duties/Responsibilities of Officers

Section 1. Attend scheduled executive board and general monthly meetings.

Section 2. Have the power to act in an emergency without the consent of the PTO general members.

Section 3. May vote to allocate funds of \$500.00 or less without bringing the request to the general monthly meetings for approval.

Section 4. Review and approve the proposed budget before presentation at the first PTO general meeting of the school year.

Section 5. Review and amend, if needed, the by-laws at the beginning of each executive board term.

Section 6. Turn over all relevant documents and information to incoming board members upon completion of term.

PTO EXECUTIVE BOARD

President

The President will dedicate 2-4 hours per month for meetings, including executive and general monthly meetings.

Responsibilities:

- a. Shall serve as principal executive officer of the organization.
- b. Shall supervise and direct all activities of the organization.
- c. Shall delegate duties to officers and volunteers, as well as, teacher representatives.
- d. Shall conduct all PTO executive and general monthly meetings.
- e. Shall work with teachers and staff to assess their needs.
- f. Shall coordinate the general meeting schedule with the administrative office and calendar before the start of the school year.
- g. Shall provide the general meeting schedule to the principals for each school calendar.
- h. Shall organize child care for the general monthly meetings.
- i. Shall organize guest speakers or performances for each general meeting.
- j. Any duties listed above may be reassigned to a different officer per mutual agreement.

Vice-President

The Vice-President will dedicate 2-4 hours per month for meetings, including executive and general monthly meetings.

Responsibilities:

- a. Shall be an aid to the President and shall perform the duties of the President in the absence of the President.
- b. Shall take and distribute minutes when the Recording Secretary is absent.
- c. Shall assist the Primary and Elementary Schools with the Pillars program.
- d. Any duties listed above may be reassigned to a different officer per mutual agreement.

Recording Secretary

The Recording Secretary will dedicate 2-4 hours per month for meetings, including executive and general monthly meetings.

Responsibilities:

- a. Shall record minutes at the executive board meetings and distribute to board members in a timely manner.
- b. Shall record minutes at the general monthly meetings and distribute to board members in a timely manner.
- c. Shall make meeting minutes available for the PTO website.
- d. Shall provide the executive board agenda with the assistance of the President.
- e. Shall provide the general monthly meeting agenda with the assistance of the President.
- f. Any duties listed above may be reassigned to a different officer per mutual agreement.

Corresponding Secretary

The Corresponding Secretary will dedicate 2-4 hours per month for meetings, including executive and general monthly meetings.

Responsibilities:

- a. Shall assist in PTO flyers to be sent with students to parents. Any and all PTO related flyers and information to be sent home with students must be approved with the Corresponding Secretary who will in turn submit to the administrative office for copying.
- b. Shall coordinate and type the PTO newsletter for distribution.
- c. Shall contact the local newspaper with any PTO sponsored event information and monthly meeting date reminders, when needed.
- d. Shall provide information to webmaster or individual responsible for maintaining and updating the PTO website.
- e. Any duties listed above may be reassigned to a different officer per mutual agreement.

Treasurer

The Treasurer will dedicate 2-4 hours per month for meetings, including executive and general monthly meetings.

Responsibilities:

- a. Shall receive all monies of the organization.
- b. Shall be responsible for the PTO checking account and any other accounts held by the PTO.
- c. Shall keep an accurate record of receipts and expenditures.
- d. Shall prepare with the executive board the budget for the new school year.
- e. Shall pay out funds in accordance with the approved budget or as authorized by the executive board to include the allocation of the grant committee fund on an annual basis.
- f. Shall present a financial report to the executive board and for handouts at general monthly meetings.
- g. Shall prepare a year end financial statement for audit.
- h. Shall have the books audited each year by the close of the fiscal year (June 30).

Article 9 – Teacher Representatives

Section 1. Teacher representatives will facilitate communication between their building and the PTO executive board. They will serve as the contact for their building.

Section 2. Teacher representatives will attend a minimum of two PTO general meetings per school year.

Section 3. Each teacher representative shall serve a term of at least one year. The term shall begin the day after the last day of school.

Article 10 – Standing Committees

Section 1. The standing committees shall consist of Appropriations and Grant Committee.

Section 2. Committees shall be created by the PTO executive board as necessary and shall give reports as requested by the officers of the PTO executive board.

Section 3. Committee chairpersons shall be approved and appointed by the PTO executive board.

Section 4. A minimum of one executive board member must be on each standing committee.

Article 11 – Duties of the Standing Committees

Section 1. The Appropriations Committee shall consist of all PTO officers for the current school year and shall make any and all final decisions on how monies are appropriated.

Article 12 – Special Committees

Section 1. The PTO executive board may form standing committees, as necessary, to carry on the work of the PTO organization.

Section 2. These committees will include, but are not limited to fundraising committees, special events committees, and special project committees.

Section 3. A minimum of one executive board member must be on each special committee.

Article 13 – Removal from Executive Office

Section 1. Removal from office may occur by a majority vote of the PTO executive board (including the President).

Section 2. An executive board member could be subject for removal at any such time that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.

Section 3. Removal shall take place only after the board has met in an effort to assess and discuss the problem and all attempts have been made to resolve the problem.

Article 14 – Dissolution of PTO

Section 1. The PTO may be dissolved by its members at any regular meeting of the PTO provided written notice of the proposal to dissolve shall be given to the members two (2) weeks prior to this meeting.

Section 2. Upon dissolution of the PTO, all funds and property, real personal, in excess of liabilities and debt, shall be disposed of at the discretion of the PTO Executive Board and the Superintendent of Schools.