

Southampton Road School

PTO By-Laws

Revised: August 2016

Article I: Name

Section A: This organization shall be known as Southampton Road School Parent Teacher Organization, and referred to in this document as SRS PTO.

Article II: Objective (Mission Statement)

The primary objective of the SRS PTO will be to bring about a closer relationship between the home and school by developing united effort between teachers and parents that will secure the highest advantages of education for each child.

Section A: We will make every effort during the school year to supply volunteers as requested for school activities. PTO's main focus will be to support financially and otherwise the students of Southampton Road School by providing enrichment programs, field trips, transportation and other essentials that may not be generally afforded by the school or school department.

Section B: We (SRS PTO) are not responsible for school improvements or needs that are considered the responsibility of the building principal, School Department or Superintendent. It will be the discretion of the Officers and committee members should a specific need arise.

Article III: Membership Qualifications

Section A: All parents, guardians, teachers, and administrators of the students of Southampton Road School shall be granted membership of this organization. **All members have the right to vote and serve on committees with the exception of administrators. Active**

members, those that attend meetings and activities regularly, have the right to hold office with the exception of administrators.

Article IV: Dues

Section A: There shall be no dues paid by members.

Article V: Officers

Section A: The elected officers of this organization shall be President, Vice President, or Co-Presidents, Treasurer(s), Recording Secretary, and Corresponding Secretary. Officers shall serve for a term of two years. No officer shall be eligible for the same office for more than two consecutive terms, unless there is no one interested in the office. Outgoing officers, in good standing, will serve as mentors to the new officers on an as needed basis.

Article VI: Duties of the Officers

All officers shall attend general meetings, Executive Council meetings, participate in school activities, and represent themselves in an appropriate manner at all times.

Section A: The President, Vice President, or Co-Presidents shall organize, set agendas, and preside over all SRS PTO general and Executive Council meetings. They shall serve as leaders and key contacts for the organization. They shall serve as ex-officio of sub-committees and appoint chairpersons for special committees. They shall coordinate the work of the officers and committees so that the PTO's objectives can be met. They shall also be responsible for co-signing checks for the organization.

Section B: The Recording Secretary take notes at all general meetings and prepare the minutes for disbursement within one week of the meeting. The minutes shall be sent to the Principal for final review and arrangements made for distribution.

Section C: The Corresponding Secretary shall prepare notes/certificates of thanks, sympathy, inquiry, etc. as needed on behalf of the PTO and with approval of the Executive Council.

Section D: The Treasurer(s) shall collect all monies received by the PTO and school activities and deposit into the PTO bank account in a timely manner. All deposits need to be separated into individual PTO sub-accounts. The Treasurer(s) shall receive and pay bills weekly and co-sign checks for those payments. The Treasurer(s) shall keep accurate records of income and expenses, reconciling the account each month. Paperwork shall be prepared with account breakdown for the monthly general meeting. The Treasurer(s) shall work with the bank to follow up on bounced checks and make calls as necessary. Financial records will be maintained for seven fiscal years. The Treasurer(s) shall assist chairpersons of PTO events in setting up a cash box for activities.

Article VII: Meetings

Section A: General meetings of the PTO shall be monthly September through June.

Article VIII: Executive Council

Section A: The Executive Council shall consist of the officers, principals, and other committee members that may be invited.

Section B: The duties of the Executive Council shall be to transact business between meetings in preparation for the general meeting.

Section C: The Executive Council may meet monthly during the school year or as deemed necessary.

Article IX: Elections

Section A: The officers of SRS PTO shall be elected by a simple majority vote at the annual meeting in May. Nominations for office

may be made by any member, teacher, or principal of the Southampton Road School.

Section B: If two or more members are nominated for one office, a vote will be taken by ballot. The person with the most votes will be officially appointed, if they accept the office. In case of a tie, a vote will be taken of the Executive Council and the person with the most votes shall be appointed.

Section C: If for any reason a vacancy should come about in any office (except a President), the Executive Council shall appoint someone to fill the post until the next election.

Article X: Approval of Funds

Section A: Expenditures will be submitted to and approved by a two-thirds (2/3) vote of the SRS PTO members present at any general meeting.

Section B: All checks, which are written for disbursement to pay expenses, must be co-signed by two authorized Officers of the organization.

Section C: All receipts submitted to the PTO for reimbursement by the PTO must be pre-approved by the Executive Council and have recipients name and total amount due clearly marked at the top of the receipt.

Article XI: Amendments to the By-Laws

Section A: The by-laws of the SRS PTO may be amended as conditions arise by the majority of affirmative votes of the organization members present at a general meeting. A copy of the proposed changes will be made available to all members at the general meeting.