

HARELSON PARENT-TEACHER ORGANIZATION (PTO) BY-LAWS

NAME

The name of this organization shall be the Harelson Parent-Teacher Organization (PTO). It consists of parents, guardians, and the staff of Harelson School. The PTO shall use 826 W Chapala Drive (the school's address) for all correspondence and banking.

PURPOSE

The purpose of this organization will be to support the positive communication in the Harelson community, raise the funds needed for educational excellence and support the Harelson School Improvement Plan.

BASIC POLICIES

The organization shall be non-commercial, non-sectarian, non-partisan, and committed to equal opportunity and dignity of all persons. The name of the PTO or any of its members shall not be used in connection with any commercial concern or partisan interest, or any other purpose not appropriately related to the stated purpose of the PTO. PTO members are covered under the Amphitheater districts liability insurance.

MEMBERSHIP

Membership in the Harelson PTO is open to all families and staff members connected with our school.

OFFICERS AND DUTIES

The Executive Board Officers of the PTO will be as follows:

- President
- Vice-President
- Secretary
- Treasurer

The PTO Executive Committee may also seek the nomination and election of a second Vice-President.

TERM LIMITS

No member may serve as an officer for more than three (3) consecutive years in the same capacity. Exceptions to the term limits are wherein an officer cannot complete their duties or leave the district and another is elected to complete the school year. This will not be counted as part of the three consecutive years named as term limits.

The duties of the elected officers will be as follows:

PRESIDENT: Is the chief executive officer of the PTO and will preside over all meetings at the PTO, will chair the executive board, and will have the general supervision over PTO affairs. The President or another officer of the PTO is a member of all committees. The President will compile a volunteer list at the beginning of each school year and match those people with the different activities requiring volunteer help/chairs during the year. The President, with the approval of the Executive Committee, shall appoint a successor to fulfill the unexpired term of any office which has been vacated.

VICE-PRESIDENT: Will, in the absence of the President, have the same powers and duties and responsibilities of the President. If a Senior Vice President is elected, the Vice President shall, in the absence of the President and Senior Vice President, have the same powers, duties and responsibilities of the President. The Vice-President writes monthly newsletters about activities and announcements at Harelson. The Vice-President will also serve as nominating committee chair. The Vice-President will open nominations for executive officer positions in March. Names will be published in the Heartbeat in April. Voting will occur in April with the publication period being waived for write-in candidates. If the Heartbeat is scheduled to go out after the April PTO meeting, a separate notice will be sent home to ensure nomination of officers in April. New executive officers take office July 1st of each year.

If an additional Vice-President is appointed:

SENIOR VICE-PRESIDENT: Shall, in the absence of the President, have the same powers as, and shall assume all the powers, duties and responsibilities of the President. The Senior Vice-President will assist the President.

SECRETARY: The Secretary will attend all PTO and executive board meetings and record the minutes of all meetings. The Secretary will send out all council correspondence, including cards of thanks and donation letters. The Secretary will prepare and publish an agenda for every PTO meeting.

TREASURER: The Treasurer records and pays all expenditures approved by the council. The Treasurer maintains the council's financial records, manages the councils' bank accounts, submits a financial report at all meetings and oversees the money collection aspect of all council activities.

- Exactly three Executive Board members shall be signatures on the PTO bank accounts. Checks over \$500 require two signatures.
- Books are to be audited annually
- Taxes for IRS/State are to be completed by the outgoing Treasurer.

EXECUTIVE BOARD

The Executive Board consists of the President, Vice-President(s), Secretary, and Treasurer. No PTO meeting is official unless a majority of the Executive Board is present. The overall functions of the Board are to provide direction, implement policies, and secure the financial integrity of the PTO.

The Executive Board shall have the right to remove for cause any Executive Board member at any regular or special meeting called for that purpose. A majority vote, in person or by written proxy, shall effect the removal of a member.

COMMITTEE CHAIRPERSONS

The following positions represent, but are not limited to, openings for committee chairpersons for the Harelson PTO.

- Barnes and Noble Book fair and Art Show
- Bobcat Wear
- Boy's Event (e.g. BUG)
- Calendar
- Direct Giving Campaign
- Directory
- Girl's Event (e.g. Red and White Dance)
- Ice Cream Social
- Rewards Programs (Box Tops, Store programs, etc.)
- Silent Auction
- Teacher Appreciation

The PTO Executive Board approves all committee chairpersons.

MEETINGS AND ELECTIONS

Harelson PTO meetings are official when the majority of the Executive Board is present. This includes President, Vice-President(s), Secretary, and Treasurer. Meetings of the Harelson PTO are open to the community members. All PTO members may bring out questions requiring Council decision.

MEETINGS

The schedule of general meetings will be published in the Harelson Heartbeat for our school. In the event a special meeting is required, written notification will be provided via email, or other regular modes of communication. All PTO members (executive or general) may request that an item related to the stated purpose of the PTO be placed on the agenda by notifying the President.

CRITERIA for Funding

The following are the specific criteria that PTO will use when allocating funding for school projects:

- The funding allocation must support the School Improvement Plan of the Amphitheater School District and Harelson Elementary School.
- The funding must, at some point, fund the academic, social, emotional or physical development of all Harelson children.
- Budget meetings are held with the Principal and Executive Board to determine dollars allocated to activities to be funded by the PTO. Meetings will be held prior to each PTO meeting
- Dollars are allocated to the teachers by the PTO
- PTO must accept funding proposals with a majority vote of the Executive Board members.
- For approved items, original receipts are given to the Treasurer and issued a reimbursement through a check
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- Expenditures unrelated to the approved annual budget, in an amount over \$50.00 must be approved by a majority of the PTO Executive Board.

AMENDMENTS

The majority of Executive Board may amend the Bylaws. A proposed amendment must be read at two (2) regular meetings and a vote shall be taken at the second reading. Discussion is in order prior to the vote.

REVIEW

The by-laws are to be reviewed annually.

Amended November 15, 2010.

Revised April 11, 2011

Revised November 14, 2016