

# HOPEWELL LOUDON ELEMENTARY

## PTO-BY-LAWS

### **Article 1 – Name**

The name of the organization shall be the Hopewell Loudon Elementary Parent Teacher Organization. It shall hereafter be known as PTO.

### **Article II – Purpose**

The purpose of the PTO is to enhance and support the educational experiences at Hopewell Loudon School , to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Hopewell Loudon through volunteer and financial support.

### **Article III – Membership**

All staff and parents or guardians of Hopewell Loudon students are members of the PTO. There are no membership dues or fees. Any member shall have the privilege of voting, making motions, and serving on committees.

### **Article IV – Boards, Officers and Chairpersons**

#### **Section 1. Executive Board**

The Executive Board shall consist of the elected officers of President, Vice-President, Treasurer, Secretary, and elementary Principal.

**Duties:** The duties of the Executive Board shall be to transact necessary business between regular PTO meetings. This includes, but is not limited to: setting the PTO calendar, creating standing rules and policies, creating standing and temporary committees, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

#### **Section 2. Officers**

**President** – The President shall preside over all meetings of the organization and Executive board, create the agenda for monthly PTO meetings, serve as primary contact for the principal, and serve as the official representative of the PTO. The President shall serve a term of three years.

**Vice-President** – The Vice-President shall assist the president and carry out the president’s duties in his or her absence or inability to serve. In the event the president resigns, the Vice-President shall assume the office of President. The Vice-President shall serve a term of three years.

**Secretary** – The Secretary shall keep all records of the organization, take and record minutes, and handle correspondences. The secretary will submit information to the elementary and district newsletter and will update the on-line PTO web link. The Secretary shall serve a term of three years.

**Treasurer** – The Treasurer shall receive all monies of the PTO; keep an accurate record of receipts and expenditures, payout funds in accordance with approval from Executive Board. He or she shall present a financial statement at every general PTO meeting and at other times of

the year when requested by the Executive Board. At any time PTO finances may be subject to an audit. PTO financial records are to be turned in for review by the District Treasurer at the end of each school year. The Treasurer shall serve a term of three years.

#### **Article V – Nominations and Elections**

Elections – Nominations for Executive Board positions will be taken at the March general PTO meeting. Nominations shall consist of President, Vice-President, Secretary, and Treasurer, if their respective terms are up. Terms are three years. Officers shall be elected by the PTO general membership at the last meeting of the school year.

A person shall not be eligible to serve more than one term in the same office, unless there are no other candidates for that position. Newly elected officers will assume their responsibilities at the completion of the school year. All officers shall deliver to their successor's any and all materials at the close of their service of office.

Voting shall be by voice if there is only one candidate for office. If more than one person is running for an office, a ballot vote shall be taken. All officers shall be elected by a majority vote of those members present and voting.

#### **Article IV – Meetings**

The regular PTO meetings shall be held the first Monday of each month unless it falls on a holiday. Then they will be held on the following day.

Each PTO meeting must have a Hopewell Loudon facilitator. This may be the elementary Principal or a current teacher at Hopewell Loudon School.

#### **Article VII – Finances**

The authorized signers of PTO checks shall include the Treasurer and one other executive board Officer or Principal of Hopewell Loudon School. The signature on the check cannot be the payee. To be reimbursed for a PTO expense, a receipt or invoice must be submitted to the Treasurer. Any checks written for greater than \$500.00 need to be approved by the Executive Board.

The Treasurer shall keep accurate records of all disbursements, income, and bank account information.