

Charlestown Elementary PTO Bylaws

MISSION STATEMENT

To promote the welfare of the Charlestown Elementary Students by:

1. providing means to enhance the educational experiences of the students, and
2. providing channels of communication and cooperation between faculty, parents, guardians, and administration.

MEMBERSHIP

Any parent or guardian of a child attending Charlestown Elementary School or member of the Charlestown School Staff is considered a member of the PTO. Members shall receive the school directory upon payment of a nominal fee. Members shall be eligible to vote in all elections and shall be eligible to serve upon the Executive Boards.

Committee Chairs shall be represented by volunteers from either the Membership or from the Executive Board.

EXECUTIVE BOARD OFFICERS

The officers of the Executive Board and their duties shall be as follows:

President--two year term

Manages all PTO business including Executive Board and General PTO meetings. Attends all District Council Meetings or appoints an alternative Executive Board officer to attend if unable.

First Vice President--two year term

Assists current President with duties. Attends administrative meetings with the President. Coordinates Back to School Night.

Second Vice President--two year term

Assists other Executive Board members with their duties.

Treasurer--two year term

Handles and accounts for all PTO funds. Responsible for filing of yearly tax returns, and working with accountants.

Assistant Treasurer--two year term

Assists Treasurer with duties and handles all special accounts. In the absence of the Treasurer at any school event, the Assistant Treasurer shall assume the role of Acting Treasurer.

Corresponding Secretary--two year term

Handles all correspondence related to the PTO business. Acts as parliamentarian at all PTO meetings to ensure adherence to Robert's Rules of Order.

Recording Secretary-- two year term

Records and distributes the minutes concerning all PTO meetings. Records the minutes during all Executive Board Meetings.

ELECTION OF EXECUTIVE BOARD OFFICERS

A Nominating Committee shall submit nomination for officers. There shall be eight members on the Nomination Committee. The Executive Board shall appoint individuals to the Nominating Committee during the month of February. This committee shall consist of six individuals from the membership, where each of the six members represents a different grade level. In addition, there shall be two Executive Board Officers on the Nominating Committee, with and additional Executive Board member approved as an alternate.

The consent of each candidate for Executive Board office must be obtained before his/her name is placed in the nomination. Any member of the Nominating Committee may be eligible for the office, but shall recuse him/herself from any discussion concerning his/her candidacy for office.

BALLOTS

The Nominating Committee shall report the name of the candidates for each eligible Executive Board position. The names shall be announced at the April PTO meeting. In addition, the candidates shall be announced in the form of a ballot included in the school newsletter distributed during the last two weeks of April. Ballots shall also be available in the PTO files.

Procedure for the submission of the absentee ballots:

- member completes ballot
- member places completed ballot in the sealed envelope with member's name printed clearly on the outside
- member returns sealed envelope to the PTO ballot box located in the school office.

Any ballot returned without identification shall be discarded. Absentee ballots shall remain sealed until counted at the end of the May PTO meeting.

ELECTION

Members shall vote at the May PTO meeting. Ballots shall be distributed at the beginning of the meeting. A designated member of the Nominating Committee shall be appointed teller to collect and count the ballots at the end of the meeting. The teller shall ensure that no member has previously submitted a vote or voted more than once. After the ballots are counted, the teller shall record the votes and the results entered in the minutes of the meeting.

TERM OF OFFICE

Officers' terms shall begin on Aug. 1 of the year elected and expire on July 31 of the year in which their term ends. Officers shall serve at least one year and no more than two consecutive years in the same office. If, at the end of the officer's two year term, there should be no successor to such office, the officer then serving will be permitted to extend the term for an additional one--year period. No individual shall serve on the Executive Board for more than four consecutive years. An individual can be re--elected to an office on the Executive Board after at least a one year absence.

MEETINGS

There will be four general PTO meetings held during the school year, and at other times when deemed necessary by the President. Board members will continue to meet monthly.

FUNDS

The Treasurer, with guidance from the Executive Board, shall maintain accounts for the purpose of funding the PTO's goals and objectives. Majority Executive Board approval is necessary for any expenditure that exceeds the amount in the line item budget by greater than \$100.00. Majority Executive Board approval is also necessary for any purchase greater than \$100.00 not already included in the budget. Any distribution greater than \$1,200.00 shall require membership approval. Any distribution greater than \$2,500.00 shall require School Board approval.

AMENDMENTS TO THE BYLAWS

Any proposed amendment to the bylaws shall be submitted in writing at the general meeting one month prior to a meeting at which a vote shall be held on the amendment. The bylaws shall be amended by a two--thirds vote of the membership present at that general meeting.