

METCALF PARENT TEACHER ORGANIZATION BYLAWS

Article 1 – Name

The name of this organization shall be the Metcalf School Parent Teacher Organization.

Article II – Purpose

The purpose of the Metcalf PTO is to work toward the betterment of Metcalf School through the following means and any other means deemed appropriate by the Metcalf PTO and the Executive Board.

- A. Act as liaison and promote a better understanding between the school, community, parents and faculty.
- B. Coordinate special activities sanctioned by PTO.
- C. Suggest and support enrichment programs.
- D. Organize volunteers and provide a means by which they may be identified.

Article III – Membership & Dues

All parents/guardians of Metcalf School students, the administrators and faculty of Metcalf are considered members of the PTO. All members shall be eligible to vote.

A suggested contribution for members shall be determined by the Executive Board.

The fiscal year shall be July 1 – June 30.

Article IV- Finances

PTO shall approve an annual budget and budget revisions as prepared by the treasurer.

The Organization shall be funded by contributions and fundraising activities approved by the Executive Board, Committee Chairs, and school Administrators.

Article V – Governance

The PTO shall be governed by an Executive Board consisting of the President, Vice President, Secretary, Treasurer, Principal and Faculty Representative.

Additional representatives may be appointed by the President as warranted.

Article VI – Officers & Duties

The officers of the Organization shall consist of a President, Vice, President, Secretary and Treasurer.

- A. Officers shall serve a one year term. The President may serve consecutive terms if there is no Vice-President to assume the position or if no President is elected by an open vote at the final meeting of the school year.
- B. The Vice President will serve a term of two years. The first as Vice President and the second as President.
- C. The slate of officers as prepared by the Nominating Committee will be announced at the meeting prior to the final meeting of the school year. Nominations may also be made from the floor. The Vice President shall serve as the Chair of the Nominating Committee.

- D. The Vice President, Secretary and Treasurer will be elected by open vote at the final meeting of the school year.

The duties of each officer shall be as follows:

- A. President
 - 1. Preside at all meetings
 - 2. Serve as official spokesperson for the organization
 - 3. Coordinate Organization activities
 - 4. Prepare an agenda for each meeting
 - 5. Appoint committee chairs and ad hoc committees
 - 6. Serve as liaison between parents, staff, administrators and committees
- B. Vice-President
 - 1. Fulfill the president's duties in his/her absence
 - 2. Assume the position of President, if that officer resigns and/or is temporarily unable to fulfill their duties
 - 3. Serve as Chair of the Nominating Committee
 - 4. Assume the duties of President the following year
- C. Secretary
 - 1. Record and distribute minutes of all meetings to the Executive Board, Committee Chairs and others upon request
 - 2. Post a copy of the monthly minutes on the PTO bulletin board
 - 3. Maintain a file of the PTO monthly minutes and other PTO documents
 - 4. Write and send Metcalf PTO correspondence as directed and approved by the President
 - 5. Keep attendance records for PTO meetings
 - 6. Maintain the Bylaws and function as parliamentarian
- D. Treasurer
 - 1. Bank all Metcalf PTO funds
 - 2. Pay bills incurred by the Organization
 - 3. Prepare an operating budget annually
 - 4. Present a written report of the Organization's financial standing at each meeting
 - 5. Arrange for an annual audit of the books

Article VII – Committees

Committee Chairs will be appointed by the President. Each chairperson is responsible for coordinating their own committee. Committee agendum shall be planned during the summer for the following school year. Committees will submit an end of the year summary to provide information and continuity from year to year.

Article VIII – Metcalf PTO Funding Policy

Approved policy will be made known to Metcalf parents, teachers and administrators.

Requests for PTO funds must be submitted by November 1.

Individuals (parents, staff, etc.) may submit their opinions regarding the requests for PTO funds, in writing, to any PTO Board Officer or it may be placed in the PTO mailbox in the teachers' commons prior to November 1.

The Funding Committee will consist of a minimum of two parents, the PTO President and Treasurer, two teachers, one administrator, and the financial clerk. The administrator, PTO Treasurer and the financial clerk will be there only in an advisory capacity. The PTO President will act as chairperson of the committee. This committee will evaluate each request, and submit their recommendation to the PTO Board. The PTO Board will make a final decision.

The job of the Funding Committee is to establish the funding priorities for the year based upon the input received from individuals in the Metcalf community. The Committee then ranks the requests according to these funding priorities. The Committee will then present the rankings and a funding recommendation to the PTO Board.

The PTO Board will vote to accept or reject the Committee's full recommendations. A simple majority vote will prevail. Awards will be posted on the PTO bulletin board. If the proposal is rejected the Committee will reconvene and submit a new proposal at the next PTO meeting.

PTO funds will be awarded no later than May 1 to enable recipients to make purchases for the following school year. Funds do not carry over to the next fiscal year.

Article IX – Meetings

PTO shall meet once a month except during the month of July. The Executive Board shall meet as called for by the President. All official business shall be conducted during PTO meetings. PTO meetings shall be publicized as open meetings. Any parent and/or staff are welcome to attend.

Any PTO member may request that the meeting be conducted by Robert's Rules of Order.

PTO meetings will be held on a day determined by the President.

Motions on the floor will be accepted or rejected by a simple majority vote.

A quorum shall consist of an least eight members.

Article X – Amendments

Amendments to the Organization's Bylaws require a two-thirds vote of those members present at any regularly scheduled meeting.

Written notice of the proposed amendments must be posted on the PTO bulletin board and mailed or emailed to current board members 10 days prior to the meeting at which the proposed amendments will be voted upon.

First Draft: May 1984
Revised: March 1988
Revised: March 1998
Revised: September 2004
Revised: September 2010