

# **Stantonsburg Elementary School**

**Parent Teacher Organization  
(PTO)**



## **Bylaws**

# Table of Contents

- Mission Statement
- General Policies
- General Membership PTO
  - ◆ Election of Officers
  - ◆ PTO Officers
- Executive Committee

## MISSION STATEMENT

- To support and enhance a cooperative community spirit among the teachers, staff, students and families
- To promote volunteerism among families, teachers, staff, and other community members in an effort to support the academic growth of our school
- Provide available funds to assist with the needs of the school as recommended by the PTO, teachers and/or staff
- To inspire, as well as enhance the academic, cultural, physical and social development of the students and their families



## **GENERAL POLICIES**

The name of this organization shall be Stantonsburg Elementary Parent Teacher Organization (PTO).

The location of this organization shall be:

Stantonsburg Elementary School  
409 South Main Street  
Stantonsburg, NC 27883

This is a non-profit, charitable organization.

Our TIN is 56-1519620.

This organization shall:

- Be noncommercial and non-partisan
- Support the school's teachers and staff in order to promote a positive academic environment for all students
- Shall maintain permanent records, such as meeting minutes and financial reports, to serve as guidelines for preparing the annual PTO budget and the planning of activities
- Executive Committee Meetings and General PTO meetings may be recorded for minute taking accuracy. At no other time will someone be recorded without their knowledge and permission
- The fiscal year of our school PTO shall be from July 1st through June 30th of the following year.
- The rules contained in the Robert's Rules of Order shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these bylaws.

Changes to these policies can be modified by a majority vote of General PTO members in attendance at the time of the voting.



## **GENERAL PTO MEMBERSHIP and Duties**

Membership in the Parent Teacher Organization (PTO) shall be made available regardless of race, color, creed, national origin or religion. Membership shall be automatically granted to all parents/guardians of students enrolled at SES, plus all SES staff members. There are no Membership dues. Members have voting privileges. Each member in attendance is eligible to vote.

The General Membership PTO will meet monthly throughout the school year.

### **Responsibilities/Duties of General Members/General PTO Meetings**

- To attend meetings and review and approve previous PTO meeting minutes, financial reports, and any other special committee/activity reports
- To elect PTO officers in May of each year.
- To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.
- To finalize proposed budget with a majority vote
- To share ideas and concerns relating to PTO sponsored events including updates on fundraising activities
- To review and approve the bylaws at the first meeting of each year.
- Provide an opportunity for all parents/guardians, students, and staff to share their ideas and/or make suggestions relating to school matters/functions and to the education of children.

### **NOTE:**

- Notice of General Membership PTO meetings will be sent home with each child at least one to two weeks prior to the meeting date.
- Notice of General Membership PTO Officer Voting meetings will be sent home with each child at least one month prior to the meeting date.

### **Election of Officers**

- Nominees must be in good standing as described below
- Must be confirmed before being placed on the ballot
- Absentee ballots -Only teachers and staff will be allowed to vote via absentee ballot.
- Parents/Guardians will have to cast a vote at the election meeting. One vote per family.

## **PTO Officers & Duties (also known as PTO Board)**

Any person interested in serving as an officer of the PTO is encouraged to submit his/her name to the current Executive Committee. Nominees are voted on at the last General Membership PTO meeting of the school year in May. The newly elected officers will begin serving their term July 1st. Retiring Officers will assist new officers with effectively transitioning into their new roles until the end of the current fiscal year June 30th.

The PTO officers duties are as follows (also referred to as the PTO Board):

### **President:**

Nominees must have served in another officer position, as a committee-chair or been actively involved in the General Membership meetings and PTO activities.

- Preside over all meetings of the PTO
- Present any new business
- Recruit committee chairpersons
- Be an ex officio member on all committees - coordinate the work of other officers and committee members
- Contract signing authority
- Represent the group at school system meetings and events
- Check signing authority

### **Vice President:**

Nominees should have held another officer position, participated as a committee chair person or been actively involved the General Membership meetings and PTO activities.

- Attend all meetings of the PTO
- Act as an assistant to the PTO President
- Perform the duties of the President in her/his absence
- Perform any other duties prescribed to him/her
- Monitor time during Executive Board and General PTO meeting.

### **Secretary:**

Nominees must have organizational and computer experience.

- Record meeting minutes including motions and actions taken
- Prepare each meeting's agenda in collaboration with President (with Executive Committee input)
- Post all social media posts and Remind app post following board approval
- Ensure previous meeting minutes are provided for members in attendance at each PTO meeting, and approved by a quorum at each meeting
- A copy of the approved meeting minutes shall be kept as a permanent record and will be posted on the website within 10 business days of the PTO meeting following board approval. If any changes are required to the minutes a follow up approval will be required before posting
- Perform such other duties as delegated to him/her

### **Treasurer:**

Nominees must have accounting, bookkeeping, financial systems and computer experience.

- Manage all monetary funds of the PTO
- Maintain financial records of the PTO, including deposits and disbursements and have them in proper condition at all times
- Will maintain a checking account at a local institution and ensure proper reconciliation and review is performed routinely
- Submit financial reports at the Executive Committee and General Membership PTO meetings
- Ensure filing of annual tax return (Form 990) and any other related filings , if necessary
- Perform such other duties as delegated to him/her
- The Treasurer, President, and Principal will be the only members with authorization on the checking account. Two signatures will be required on all checks with amounts over \$500. The Principal's signature will be used only in case of emergencies.

**NOTE OF VACANCIES:** In the event of a vacancy in the President position, the Vice President will fill the position. A vacancy in any other office shall be filled by the Executive Committee after publicly announcing the vacancy and soliciting interest from the membership. The Executive Committee will appoint a person to fill the position for the remainder of the school year from the persons that step forward with interest from the general membership. If there is no interest from the membership, every effort will be made to find a replacement for that position prior to the next meeting. If a replacement cannot be found, the PTO Board shall continue to conduct business as usual.

### **EXECUTIVE Committee**

The Executive Committee consists of the PTO Officers/Board, Principal, two staff representatives and two Classroom Representatives Chairs (a K-2 classroom parent/guardian representative and a 3-5 classroom parent/guardian representative).

The Executive Committee Meetings-

- will meet four times throughout the school year
- will be notified as soon as the dates are determined
- will meet following July 1st to discuss proposed budget. If there are newly elected officers, the new officers will take office July 1st.

The purpose/duties of the Executive Committee meetings are:

- to establish a proposed PTO budget
- to transact business between meetings in preparation for the general meeting
- to prepare reports and recommendations to the general membership
- to discuss fundraising activities
- to discuss methods of recruiting volunteers
- to promote involvement of staff, families, and other community members, as well as provide a discussion forum for concerns/suggestions and other PTO activities
- to fill vacancies of PTO officers, if needed prior to May election

***Non-budgeted expenditures greater than \$100 must be approved by a majority vote of the Executive Committee. Non-budgeted Expenditures up to \$100 will be approved by two PTO Officers.***

**Staff Representatives:**

The Executive Committee includes three staff representatives: the Principal and two staff representatives. These representatives shall:

- Attend all PTO meetings
- Act as an advisor and liaison between the school staff and the PTO
- Provide the PTO Board with input of classroom needs (supplies, educational material, volunteer needs, etc.)
- Principal retains final approval or veto power of any activity, if such activity will interfere with Wilson County School procedures, policy and/or the best interest of Stantonsburg Elementary School and its students and staff.

**Classroom Representatives:**

The Executive Committee also includes Classroom Representatives Chairs (parents/guardians). A total of two Classroom Representatives Chairs will be chosen to attend Executive Board Meetings: One parent/guardian representative from K-2 and one parent/guardian representative from 3-5. These two representatives will be chosen from the total of 12 classes by lottery. (see Classroom Representative Handbook)

The Classroom Representatives Chairs shall:

- Attend all General PTO and Executive meetings
- Provide the Executive Board with input from other classroom representatives
- Solicit volunteers for PTO activities
- Serve as the contact person for parents who have concerns and/or suggestions and present them at the PTO Executive Committee meetings
- Serve as Parent Ambassador to new parents, including incoming kindergarten parents or any other new parents to Stantonsburg
- Serve as a guide to all other Classroom Representatives for their grade block (K-2, 3-5)
- Solicit volunteers for classroom parties

- Solicit class field trip chaperones
- Maintain an open line of communication between all representatives and PTO Board members

**Conduct of Business:** The order of business shall be:

- A. Meeting called to order by the President,
- B. Approval of the minutes from the prior meeting,
- C. Presentation and approval of the Treasurer's report,
- D. Principals report,
- E. Committee reports,
- F. Old business,
- G. New business,
- H. Adjournment.

