

Rappahannock County Parent Teacher Organization

Parent Teacher Organization (PTO) By-Laws

Article 1: Name

Section 1. The name of the organization is Rappahannock County Public Schools Parent Teacher Organization, officially referred hereon and signed as Rappahannock County PTO.

Article 2: Purpose

Section 1. The Purpose of this organization is to...

- a. Encourage parents, grandparents, teachers, and school staff to assist with various school activities/functions/services as approved via the school principals and/or superintendent.
- b. Foster a community atmosphere through discussion and communication between parents, administrators, educators, and the community.
- c. Support the mission and vision of the school and school division.
- d. Provide financial assistance where needs are identified within the schools and division and agreed upon by the PTO membership.

Article 3: Membership

Section 1. Any parent, grandparent, and/or guardian (or other adult standing in loco parentis) for a student at the school may be a member. Any staff employed by Rappahannock County Public Schools may be a member. All members must enroll to be afforded the privilege of voting.

Section 2. Enrollment: To be a member of the PTO, an enrollment form must be completed and returned to the PTO Executive Board. Forms will be available in both school offices.

Section 3. Membership must be renewed annually.

Section 4. All enrolled members are eligible to vote on all matters.

Section 5. There will be no assessed fee for membership.

Article 4: General Policies

Section 1. The following are basic policies of the PTO:

- a.** The PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interests, or for any purpose not directly related to the promotion of Rappahannock County Public School's interests.
- b.** The PTO is a non-commercial, non-sectarian, non-partisan organization.
- c.** The PTO shall work with the school to support quality education for all children and shall seek to support the mission and vision of the school. The PTO recognizes that the legal responsibility of decisions related to education remains the responsibility of the Rappahannock County Public School System.
- d.** The PTO shall not in any way participate or intervene in political campaigns.
- e.** The PTO officers shall work with the principal to plan and set dates for Parent Teacher Organization programs and meetings. All proposed fundraiser activities shall be submitted to the principal(s) for approval prior to undertaking any activity for such fundraiser.
- f.** Individual PTO members shall not make commitments on behalf of the PTO unless specifically designated by the PTO Executive Board.
- g.** All teacher request for funding, must be approved by their principal. Teachers approved to request funds must attend

the general meeting of the PTO to explain their request in person.

- h.** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members. Directors, trustees, officers, or other private individuals except that the organization be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in article 2 hereof.
- i.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Rappahannock County Public Schools PTO.

Article 5: Officers

Section 1. The Executive Board will consist of the following:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Staff Representatives

The Executive Board will have the authority to approve up to \$250.00 expenditure by a simple majority vote of the Executive Board and up to \$500.00 unanimously. A tie vote will result in the issue being tabled until the next general meeting.

Section 2. Elected Officers and Their Duties:

a. President

- Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, prepare the agenda and represent the organization at meetings outside the organization.
- Will also serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- Perform such other duties as may be prescribed

in these bylaws or assigned by the organization.

b. Vice President

- Shall act as an aide to the president
- Performs the duties of the president in his/her absence
- Ensures the PTO website is kept up to date with the support of the secretary

c. Secretary

- Records the minutes of the meetings and keeps them for historical records
- Disperses minutes to all members
- Maintains records including the by-laws, parliamentary procedures, and current membership list and make available upon request to any member at a meeting.

d. Treasurer

- Has custody of all funds of the PTO.
- Keeps full and accurate account of current receipts and expenditures.
- Makes disbursements as authorized by the President, Executive Board or organization in accordance with the PTO approval.
- Has checks signed by the treasurer and the President.
- Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
- Shall prepare all necessary accounting statements as may be required. All such accounting statements shall be reported to the membership at a regular business meeting.
- At the end of his/her term, assist the incoming treasurer and president in review of the books.

e. Staff Representatives

- One from each school to be appointed by the principal
- Shall report PTO activities at staff meetings
- Shall vote as a general member, not as a member of the Executive Board

Article 6: Elections

Section 1. Officers.

- a. The elected officers shall be a president, vice president, secretary, and treasurer.
- b. An election will be held yearly to select the alternating Executive Board positions of the PTO.
- c. Each spring, the PTO President will call for nominations for upcoming open positions on the Executive Board.

Section 2. Nominations:

- a. During the April general meeting of the PTO, the President will call for nominations from members to be submitted by the Friday before the May general meeting.
- b. Members accepting their nomination have the responsibility to review their job description and accept the nomination through the Executive Board.
- c. Nominees must be present at the May meeting to be considered for election.

Section 3. Elections:

- a. Vice President will prepare the ballot to be distributed at the PTO Meeting. Votes will be cast by secret ballot.
- b. Officers shall be elected by ballot. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Three members to include one member of the Executive Board will tally and report the vote to membership.
- d. There will be no absentee votes.

Section 3. Assuming Duties Following Elections:

- a. Officers elected shall assume their official duties following the close of the year's final meeting. In May of 2016, the offices of President and Treasurer will be elected, and all even years thereafter. In May of 2017, the offices of Vice President and Secretary will be elected, and in all odd years thereafter.
- b. Outgoing officers will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.
- c. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the membership. Upon vacancy, nominations will be accepted from members before the next general meeting. Individuals nominated must be present at election. In case a vacancy occurs in the office of President, the Vice-President shall serve in this position until the next election.

Article 7. Finances

Section 1. All funds raised by the PTO shall be placed in a bank account designated by the Executive Board.

- a. All funds including cash shall be deposited through the designated account.

Section 2. Any check written from the PTO account must have supporting documentation such as receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.

Section 3. An amount of money will be left in the treasury at the end of each year to cover any unpaid bills and obligations plus a reserve amount of at least \$2,000.00 to begin the next school year.

Section 4. The PTO is a school related support organization. With approval of the Principal for school-level gifts, or the Superintendent for the division-wide gifts, support organizations will be authorized to raise funds on behalf of the schools. The principal will provide copies of this policy and the Fundraising Form to each known school related support organization. Support organizations may make cash or in-kind donations to the school. These must be in accordance with school needs as

determined by the principal. All gifts are the property of the Rappahannock County School Board. (See RCPS School Board policy KH-R and KMA-R)

Article 8. Meetings

Section 1. The regular meeting of the organization will be on the first Monday of each month during the school year.

Section 2. All items to be discussed at the meetings will be presented as an agenda item. Items to be considered for the monthly agenda must be submitted 5 business days before the meeting to the President.

Section 3. A majority vote by the attending members shall be required to take action on items presented at general meetings.

Section 4. At a regular meeting, a quorum will consist of 3 members of the PTO and 3 members of the Executive Board.

Article 9. Amendments

Section 1. An amendment to these by-laws must be submitted to the Executive Board for consideration and placement on the agenda for the next month's general meeting.

Section 2. All amendments under consideration, must meet all school policy and regulations for school sponsored organizations. In addition, all amendments must not conflict with school board policy, school procedures and guidelines, state and federal regulations. Amendments that do not meet these requirements will not be considered by the executive board.

Section 3. These bylaws may be amended by 2/3's majority vote and distributed to the principals for final approval (all school sponsored organizations must adhere to school policy and regulations).

Respectfully Submitted by the PTO By-Laws Committee on October 26, 2015

