



## Parent Teacher Organization Bylaws

### Article I – Name

The name of the organization shall be the Highland School Parent Teacher Organization (PTO).

### Article II – Purpose

The organization exists for the following purposes:

- To enrich the school experience for students
- To foster community among Highland families
- To strengthen relationships between the school and the community
- To develop school spirit
- To increase student achievement
- To provide parent education
- To show appreciation for staff
- To promote school safety

The work and activities of the Highland PTO shall further these stated purposes while not conflicting with any school or district policies.

### Article III – Members

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any individual employed at the school may be a member and have voting rights.

### Article IV – Officers and Elections

#### Section 1. Officers.

The officers shall be chair, co-chair/secretary, and treasurer.

**a. Chair.** The chair shall preside over meetings of the organization or name a designate. The chair serves as the primary contact for the principal, represents the organization at meetings outside the organization, schedules meetings and works with school personnel to distribute meeting notices that include a tentative agenda. The chair prepares the agenda for the meetings. The chair serves as the organization's contact for membership. The chair coordinates the work of all the officers and committees so that the purpose of the organization is served.

**b. Co-Chair/Secretary.** The co-chair/secretary shall assist the chair and carry out the chair's duties in his or her absence or inability to serve. The co-chair/secretary shall take and distribute meeting minutes and handle correspondence that falls outside of a committee's responsibilities. The co-

chair/secretary maintains the organization's archive (copies of the minutes, bylaws, attendees' contact information, flyers, correspondence, and any other necessary documents).

**c. Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of revenue and expenditures, and pay out funds in accordance with the bylaws. He or she will provide a financial report for every meeting and at other times of the year when requested by another PTO officer or the building principal. The treasurer shall provide a full report at the annual meeting. This report shall consist of a detailed accounting of revenue and expenditures during the previous 12-month period. The treasurer serves on the budget committee. He/she leads this committee unless another leader is designated.

#### Section 2. Eligibility.

Any member is eligible to serve as an officer.

#### Section 3. Nominations.

Nominations for officers will be made at the annual meeting occurring in April. Any member, including current officers, may be nominated for office provided that his/her election would not violate the terms of office stated in the bylaws. Self-nominations are acceptable. Additional nominations will be accepted from the floor at the meeting where elections are held.

#### Section 4. Elections.

Elections will take place at the last meeting of the school year (e.g., May). Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

#### Section 5. Terms of Office.

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

#### Section 6. Vacancies.

If there is a vacancy in the office of chair, the co-chair/secretary will become the chair. At the next regularly scheduled meeting, a new co-chair/secretary will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

#### Section 7. Removal from Office.

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.



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### Article V – Meetings

#### Section 1. Regular Meetings.

The organization will aim to meet monthly during the school year. There shall be no less than five meetings per school year. The dates and times of meetings shall be established by the officers in consultation with the membership.

#### Section 2. Annual Meeting.

The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, nominating officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

#### Section 3. Special Meetings.

Special meetings may be called by any officer, the principal, or collectively by five general members by submitting a written request to the chair. Notice of the special meeting shall be sent to the membership at least three school days prior to the meeting.

#### Section 4. Quorum.

The quorum for all meetings shall be five (5) members of the organization.

### Article VI – Committees

#### Section 1. Membership.

Committees may consist of members and officers, with the chair acting as an ex officio member of all committees.

#### Section 2. Standing Committees.

The following committees shall be held by the organization:

- Budget
- Fundraising
- Merchandise
- Staff Appreciation

#### Section 3. Additional Committees.

The officers may appoint additional committees or sub-committees as needed.

### Article VII – Budget and Finances

#### Section 1. Budget Organization.

The budget will be organized into three categories: standard operating expenses, requests, and special projects.

Funds allocated to “standard operating expenses” cover day-to-day operations of the organization including materials and supplies needed for PTO-sponsored activities and events whether they occur on a one-time or annual basis.

Dollars allocated to the “requests” category are to be used to fund the one-time purchase of supplies, materials, or services that are requested by one or more school employees. Requests are not to exceed \$1,000 or a lesser amount determined annually by the budget committee. Requests are considered at several times during the year as designated in the budget cycle. Requests can be made by completing a form and presenting the request in-person or through a designee at a regularly scheduled meeting where requests are being considered.

The final category in the budget, “special projects,” is meant to support year-long or multi-year projects that are designed to meet a need that has been identified jointly by parents/guardians and school employees. Special projects can be considered at any regularly scheduled meeting.

#### Section 2. Budget Alignment.

The organization’s budget, and therefore all expenditures, shall be aligned with its stated purposes. Dollars budgeted in the “standard operating expenses” and “special projects” categories may be aligned to any of the purposes in Article II. Dollars budgeted in the “requests” category shall be used to support the following organizational purposes:

- To enrich the school experience for students
- To increase student achievement

#### Section 3. Budget Cycle.

The following budget-related activities will occur throughout the school year as stated below. Activities occur at the regularly scheduled monthly meeting unless otherwise noted.

- September: Proposed budget presented and discussed.
- October: Budget finalized and approved by a majority vote of members present at the meeting. This is to occur no later than October 31st. Requests presented and voted on.
- January: Requests presented and voted on.
- March: Requests presented and voted on.
- May: Requests to be presented and voted on at the October meeting can be submitted during the last week in May. While submitting a request in May does not guarantee its approval in October, such requests may help inform the creation of the next proposed budget that is presented in September.



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### **Section 4. Pre-approval of Expenses.**

Expenditures exceeding \$150 must be pre-approved at a regular or special meeting.

### **Section 5. Authorized Signatures.**

Two authorized signatures shall be required on each check over the amount of \$150. Authorized signers shall be the chair, treasurer, and co-chair/secretary.

### **Article VIII – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws. Decisions will be made by simple majority unless otherwise stated in the bylaws.

### **Article IX – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting, assuming a quorum. Upon the dissolution of the organization, remaining funds will be used to pay any outstanding bills and then spent for the benefit of the school.

### **Article X – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.