

## 2009

### Mills River Elementary School PTO Bylaws Parent Teacher Organization

#### ARTICLE I- NAME

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

#### ARTICLE II- ARTICLES OF ORGANIZATION

The organization exists at the discretion of the school principal. The organization exists as an unincorporated organization of its members. Its articles of organization comprise these bylaws, as from time to time amended, and its articles of association, if any. In the absence of separate articles of association, the bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern. The school principal shall have final authority on all matters.

#### ARTICLE III- OBJECTIVES

The Mills River PTO will promote communication between teachers, parents and community. Additionally, the Mills River PTO will encourage a positive, supportive atmosphere to enhance students= educational and extracurricular experiences.

#### ARTICLE IV- SCOPE

The Mills River PTO will engage in the following services: social and academic activities, communication, and fund raising. Financial support will be provided to teachers and student programs not covered by the School District.

The Mills River PTO will encourage parent, teacher and community involvement and cooperate with school administration to enhance educational opportunities.

#### ARTICLE V- POLICIES

Section 1 The Mills River PTO shall be non-commercial, non-sectarian, non-partisan and non-political, and will not endorse a commercial enterprise or candidate.

Section 2 The Mills River PTO will seek neither to direct the administrative activities of the school nor to control its policies.

Section 3 In the event of the dissolution of the Mills River PTO, due to the school closing or grade reorganizing, the net monetary assets of the PTO will be distributed to the Mills River School Principal.

Section 4 The Mills River PTO funds will not be used for any items, programs or events that do not directly benefit the students at Mills River Elementary School.

Section 5 Special monetary requests for non-budgeted items over \$50.00 must be submitted to the Mills River PTO Board for discussion and approval.

Section 6 Accounting Procedures

##### A. Expense Guidelines

I. Reimbursements for all expenses will be made only after receipts for expenditures have been documented on the Check Request and/or Expense forms and signed by the Treasurer, President and Principal. These forms should be submitted to the Mills River PTO Treasurer within 30

days. Requests made without paper receipts will not be processed for reimbursements. All transactions will go through the Mills River School bookkeeper before being paid.

2. A cash advance to cover expenses prior to a purchase must be documented in detail on the Check Request form at least 5 days in advance. All unused monies and receipts must be returned to the Treasurer immediately following the purchase.

#### B. Deposit Guidelines

All monies raised for the Mills River PTO must be submitted to the Mills River PTO Treasurer/Co-Treasurer so that they can prepare the monies for deposit by the Mills River School Bookkeeper.

### ARTICLE VI- MEMBERSHIP

Section 1 Mills River PTO membership is open to teachers, parents or guardians of students, and staff of Mills River Elementary School regardless of race, color, creed, national origin or sex.

Section 2 The membership year will correspond with the school year.

Section 3 Any member is eligible to vote on any motion at Mills River PTO General Meetings.

### ARTICLE VII -OFFICERS (BOARD MEMBERS)

Section 1 Qualification for Officers:

A. An Officer must have a child currently enrolled in Mills River Elementary School or must be a member of Mills River Staff.

B. An Officer's service date corresponds directly with the school year. A term is defined as one (1) school year, with newly elected Officers assuming responsibilities two (2) weeks prior to the end of the current school year.

C. No Officer shall hold more than one board position at a time, and no officer shall serve for more than two consecutive terms. An Officer may continue in their position for one year after their term expires, if a replacement cannot be found. ·

Section 2 The Officers of the Board of the Mills River PTO will consist of President, Vice President, Secretary and Treasurer and any of the offices may be co-chaired. The co-chairman is automatically eligible to be chairman of their current position the following year without being nominated.

Section 3 In addition to Board Officers, there will be one teacher liaison position. The Mills River Principal will appoint this position.

### ARTICLE VIII- ELECTION OF OFFICERS (BOARD MEMBERS)

Section 1 The Election Committee shall consist of three (3) or more members of the Mills River PTO.

A. The Mills River PTO Board shall appoint the three or more members in March.

B. The Election Committee shall choose a spokesperson that will report to the President and Principal.

C. The Election Committee duties include: notifying the membership of the upcoming election, identifying candidates through anonymous written nominations, and counting the ballots cast for each candidate.

D. An election ballot will be developed to include nominations for each board position.

Nominees will be notified and may decline his/her nomination and will be removed from the ballot.

E. Mills River PTO members will be notified in writing of the election at least seven (7) days prior to the vote.

Section 2 The election committee will provide a written list of candidates to the Mills River PTO board.

A. The elections will be held at April's general meeting.

B. A nomination during the meeting may be made from the floor and added to the ballot.

C. Voting shall be done by a secret ballot.

D. The person receiving the majority of the votes for each position will become next year's officer.

E. In the case of a tie, the Mills River PTO board will cast the deciding vote.

Section 3 A vacancies occurring on the Mills River PTO Board can be filled for the unexpired term by a Mills River PTO member voted in by a majority vote by the Mills River PTO Board.

Section 4 If a vacancy occurs in the office of the President, the Co-President shall fill the position for the unexpired term with the approval of the Mills River Principal. If there is not a co-chair, the Vice-President will fill the position for the unexpired term with the approval of the Mills River Principal.

#### ARTICLE IX DUTIES OF OFFICERS (BOARD MEMBERS)

A. Will attend the Mills River PTO Board, Mills River PTO General, and Mills River PTO Joint meetings.

B. Mills River PTO Board Meetings shall be held monthly with the day and time to be determined by the Mills River PTO Board.

C. The Mills River PTO Board will submit an itemized expenditure of the account funds at the first Fall Mills River PTO general meeting and a budget will be put forward for approval at the next PTO general meeting after the Annual Fall Fundraiser.

D. President/Co-President

1. Will preside at all PTO board and Mills River PTO General and Special meetings.

2. Will coordinate the work of the officers and the committees to facilitate educational and extra-curricular activities.

3. Shall cooperate with the Principal and maintain a supportive relationship between the school and the Mills River PTO.

4. Will appoint special committees when needed.

5. Will provide a summary year-end-report of his/her year in office to give to the new President at the joint Board meeting.

E. Vice President/Co-Vice President

1. Will act as an aide to the President, upon request, and assume the duties of the President during his/her absence.

2. Will welcome new families, and provide them with information on how they can get involved with the PTO.

3. Will help organize the Fall Fundraiser.

4. Will provide a written year-end report to the new Vice President at the joint board meeting

F. Secretary/Co-Secretary

1. Record in a permanent form all business transacted at each meeting of the Mills River PTO.

2. Will submit a copy of the minutes to all officers prior to the next Mills River PTO Board General meeting.

3. Present the minutes for approval at the Mills River PTO Board General meetings.

4. Will keep attendance records for all meetings.
5. Will notify Mills River PTO members of special meetings called by the Mills River PTO Board five (5) days prior to such meetings.
6. In case of Secretary's absence from any meeting, a board member will be appointed to take the minutes.
7. Will provide a written year- end report to the new Secretary at the joint board meeting.

G. Treasurer/Co-Treasurer

1. Will handle all funds of the Mills River PTO and will give a financial report of the collections and expenditures and call attention to any unusual items at each Mills River PTO General and Board meeting.
2. Will provide a written Year to Date and annual financial statement at each Mills River PTO General meetings
3. The Treasurer, President and Principal must sign all check requests.
4. In the Treasurers absence, the President and the Principal will sign check request.
5. Will maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the Mills River PTO.
6. Will disburse funds approved by the Mills River PTO Board. All members of the Mills River PTO Board must be notified of request for reimbursement of non-budgeted items more than \$50.00 without Mills River PTO membership approval. A majority of the Mills River PTO Board must approve the purchase.
7. Will provide a written year-end report to the new Treasurer at the joint meeting.

H. Teacher Liaison

1. Attend or send a representative to all general membership PTO meetings.
2. Act as advisor and liaison between staff and the PTO organization.
3. Help maintain open lines of communication between parents and teachers.
4. Help coordinate PTO sponsored activities in the classroom.
5. Report on current Teacher activities within Mills River Elementary School.
6. Report to teachers on PTO activities.
7. Coordinate budget requests by school personnel for consideration by the PTO.

ARTICLE X- MEETINGS

Section 1 Mills River PTO General meetings will be held quarterly with the day and time to be determined by the Mills River PTO Board. Dates will be distributed to members at the first general meeting of the school year.

Section 2 Mills River PTO Board Meetings shall be held monthly with the day and time to be determined by the Mills River PTO Board Section 3 Special Meetings may be called by the Mills River PTO Board. The Mills River PTO members will be notified in writing of time and place at least five (5) days prior to the meeting.

ARTICLE XI- AMENDMENTS

The bylaws of the Mills River PTO may be amended or changed by a vote of the majority present at any general meeting of the Mills River PTO. The amendment(s) must be submitted in writing to the general membership prior to the vote and presented at a previous general meeting.

Approved and vote in on: \_\_\_\_\_

Witnesses:

Principal \_\_\_\_\_

PTO President-----  
PTOMember \_\_\_\_\_

**Amendments to the by-laws 2012**

ARTICLE VII- OFFICERS (BOARD MEMBERS)

Section 1 Qualification for Officers

C. An officer may hold their position after term expiration, if approved by Principal on an annual basis.

ARTICLE X- MEETINGS

Section 1 Mills River PTO General Meetings will be held at the Community Events listed on the Mills River Elementary- Parent Teacher Organization Calendar of Events.

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Witnesses:

Principal \_\_\_\_\_

PTO President -----

PTOMember \_\_\_\_\_