

Eisenhower Elementary  
PTO Bylaws

# By-laws

## BY-LAWS OF THE EISENHOWER PTO

### **ARTICLE 1 – NAME**

The name of this organization is the Dwight D. Eisenhower Elementary Parent Teacher Organization

### **ARTICLE 2 – PURPOSE**

Section 1: The PTO will work together for the common good of the school.

Section 2: To provide financial aid in supplemental projects directly benefiting the students and the staff of the Elementary School

### **ARTICLE 3 – MEMBERSHIP**

Section 1: The PTO membership shall consist of any and all parents and/or legal guardians of students, grandparents of students, staff, and Principal of Eisenhower Elementary School. The following are all also members and are able to participate and volunteer in all PTO activities: all Eisenhower staff as well as their spouse and family members, and students' family members.

Section 2: Each member has one vote. In the event of a tie vote, the principal will break the tie.

Section 3: Member must be present to vote, there will be no proxy/absentee voting allowed

Section 4: Proposing individual is to be excluded from voting on the proposed topic

### **ARTICLE 4 – OFFICERS AND THEIR ELECTION**

Section 1: The officers of this organization shall consist of a President, a Vice President, a Recording Secretary, a Corresponding Secretary and Treasurer

Section 2: Nominations will be made in April with a ballot vote in May

Section 3: Treasurer office is the only office that may be a co-chair position. Co-Chair's must run as a team if there will be co-chairs

Section 4: Officers shall be elected by ballot in the month of May

Section 5: Officers shall assume their official duties right away as a co-officer until July 1 to learn the job. Treasurer will assume duties by September 1

Section 6: To run for office you must attend 3 PTO meetings during the election year.

Section 7: A vacancy occurring in any office shall be filled for the unexpired term by a person that the President and Principal agree upon. That newly appointed officer will fill in for the remainder of the school year then an election will be held to fill the vacancy. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of an election

Section 8: President shall be responsible for the following:

- A. Preside over all meetings
- B. Set Agenda
- C. Calls special board meetings as needed
- D. Keeps in constant contact with committee chairperson(s) for status
- E. Work with tax advisor and PTO treasurer in filing annual PTO taxes
- F. Establish a climate in which all members feel welcome to participate.
- G. Be a member ex-officio of all committees
- H. Represent the PTO or appoint another member to represent the PTO at appropriate meetings or functions
- I. Prepare a smooth transition from year to year by studying and distributing appropriate officers or committee chairperson information and material secured from previous officers.

Section 9: Vice-President shall be responsible for the following:

- A. Assume role of president in their absence
- B. Works closely with president to help with tasks when needed
- C. Checks and maintains the PTO PO Box

Section 10: Recording Secretary shall be responsible for the following:

- A. Keeps minutes of all board and monthly meetings
- B. Keeps and tracks attendance at all meetings
- C. Types report for monthly newsletter
- D. Submits a hard copy to Principal monthly. Keeps a master file of all

minutes and reports until June and then file in PTO school file cabinet.  
E. If unable to attend PTO meeting will contact the Corresponding Secretary to be their replacement.

Section 11: Corresponding Secretary shall be responsible for the following:

- A. Assumes the role of recording secretary in their absence.
- B. Monthly communication to parents
- C. Digitally submit PTO correspondence for web page updates
- D. Additional duties as requested by the board

Section 12: Treasurer shall be responsible for the following:

- A. Maintain PTO petty cash in office
- B. Checks PO Box and school office mail of treasury related correspondence.
- C. Receives all monies of the organization
- D. Keeps an accurate record of receipts and expenditures of the organization
- E. Pays out funds only as authorized by the organization
- F. Submits a monthly financial report at every meeting
- G. Accumulates all records needed for year-end taxes
- H. Files financial documents with the President for tax filing
- I. Have all checks signed by two persons, the treasurer and one other officer or principal
- J. Any additional funds needed up to \$200 a month between meetings can be approved without general members vote as long as the majority of the board agrees with the additional expense.
- K. Presents the budget to the general membership in September.

## **ARTICLE 5 – MEETINGS**

Section 1: General membership meetings will be held once per month throughout the school year. Meetings will be determined in May and are subject to change.

Section 2: Any meeting changes will require a minimum a 48 hour notice

Section 3: A simple majority of members present at the time of the meeting is required for passage of business transactions.

Section 4: All issues on the general agenda shall be limited to the functions of the PTO

## **ARTICLE 6 – EXECUTIVE BOARD**

Section 1: Board membership shall consist of a President, Vice-President, Recording /Corresponding Secretary, and Treasurer

Section 2: Board members are encouraged to make every effort to attend all general and board meetings. To remain a member in good standing you must attend 3 meetings per school year. Board members who are unable to attend are required to notify the President prior to the meeting.

## **ARTICLE 7 – STANDING AND SPECIAL COMMITTEES**

Section 1: The power to form special committees rests with the PTO Board

Section 2: Standing committee chairpersons will be PTO Members

Section 3: Committee budget must be submitted by Chairperson for approval by PTO Board, one month prior to event. Committee budgets are determined at the budget meeting.

Section 4: No member shall chair more than two committees unless there is a shortage of members

Section 5: If a committee chairperson needs to discuss an issue at a general meeting they will notify the President prior to the meeting

Section 6: It is encouraged that committee chair-people attend every meeting especially the meeting prior and directly after their event

Section 7: The committee chairperson must market and express interest to join PTO to other parents of the school whenever possible.

## **ARTICLE 8 – PARLIAMENTARY AUTHORITY**

Section 1: Robert's Rules of Order will be followed.

Section 2: To make a motion

- A. A member should start the motion
- B. Another member must second the motion
- C. The president will then restate the motion
- D. The members debate the motion being sure to wait their turn so that they can be heard
- E. The president then asks for the vote
- F. The president then announces the result of the voting and instructs the proper person to take action on this matter

## **ARTICLE 9 – AMENDMENT OF BY-LAWS**

Section 1: Copies will be available at each meeting and on line at the PTO website and in the office

Section 2: These By-Laws may be amended at any meeting by a majority of members present or at a special meeting held at the discretion of the PTO board. A 30 day notice is required before a vote can be taken.

Amended and Adopted:  
2016