

# Bylaws of the Eastford Elementary Parent Teacher Organization

**Mission Statement:** The Eastford School PTO is a non-profit organization consisting of a collaboration among parents, teachers, school administrators and the community, in the spirit of shaping futures together, and is committed to provide Eastford School students non-budgetary enrichment activities.

**Membership:** PTO membership may consist of teachers, school administrators, parents, guardians, and community members without regard to sex, race, color, creed, or religion. The four appointed board positions will be Co-Chairpersons (no more than two), Secretary, and Treasurer. Appointments will be made by membership election at the June meeting each school year (as long as at least five people are present). A simple majority shall constitute an appointment.

**The Executive Board:** The Executive Board shall consist of the officers and the principal. The executive board may meet at any time outside of a general meeting of the membership. At least twenty-four hours notice must be given for an executive board meeting.

General responsibilities of executive Board members: It shall be the duty of each officer upon the expiration or resignation of his/her term of office to turn over all books, records, materials, and papers associated with the organization to the board or the successor within two weeks of the termination of his/her office.

The Executive Board may create special committees as necessary; and remove an officer elected or appointed whenever in their judgment it is the best interest of the PTO.

If a vacancy occurs at any point during the year, the chairperson shall appoint any PTO member to fill the vacancy for the duration of the unexpired term subject to ratification by the membership. If the office of the chairperson becomes vacant, the co-chairperson assumes all duties of that office.

## **Responsibilities:**

### Co-Chairpersons

1. Develop a written agenda for each meeting based on the present concerns of the membership.
2. Moderate the meeting to remain focused on the issues. Work within the allotted time.
3. Organize committees for various tasks.
4. Attend Board of Education meetings.
5. With the secretary, publicize information on the PTO's meetings, activities, and plans.
6. Oversee the activities of the treasurer.

Secretary:

1. Record the minutes within one week of the PTO meetings and file them at the school office for anyone seeking information on PTO activities.
2. Assist the Co- Chairs with publicizing PTO information.
3. Submit monthly articles to the school newsletter by the 25<sup>th</sup> of the month and post on the school website.

Treasurer:

1. Be responsible for all financial bookkeeping regarding the PTO's accounts.
2. Report financial status to membership at each meeting
3. Request yearly audit of books (auditor appointed at June meeting to complete audit over the summer)
4. Be sure that the bank accounts hold two board members signatures for financial transactions.

**Position Statements:**

Cultural Enrichment: The majority of our work will be to provide our students with cultural enrichment programs that include, but are not limited to, fine arts, literature, history, and science. The fall fundraiser will support the budget for these programs: in that the proceeds from the fall fundraiser will be the budget for cultural events for the next school year. These funds shall be encumbered for the next school year.

Community and School Service: We support the efforts of Eastford to help those in our community through activities such as the Giving Tree and the Camp Nahaco camper ship. School Service activities currently include: 8<sup>th</sup> grade trip bags, teacher appreciation, graduation, and kindergarten welcome gifts.

Beautification: We are committed to improving the aesthetic environment of Eastford School in such activities such as planting and maintaining the front garden.

Fundraising: Our fundraising activities include, but are not limited to:

1. Fall fundraiser- at this time this includes various consumables and holiday gifts and wrapping paper.
2. Spring fundraiser- at this time is a magazine subscription drive.
3. Mother's Day plant sale

Box tops: Currently we collect box tops for education box tops. The collection boxes are placed in the community and in the school. The goal for these funds shall be named every year.

Book Fair: We will host the Scholastic Book Fair twice a year approximately at the time of parent teacher conferences. The fall book fair will be a fundraiser taking Scholastic Dollars to be used by the school. The spring book fair will be buy one get one free in the spirit of putting more books in the hands of our students.

From these position statements the following committees will be formed:

- Cultural enrichment: presentation of appropriate programs to the membership and procuring membership approved programs.
- Community Service
- School Service
- Beautification

- Fundraising: may be split into fall, spring, and Mother's Day Plant sale subcommittees
- Box Tops for Education: all duties associated with the Box Tops for Education Program
- Book Fair: all associated duties to ensure the running of both book fairs.
- Hospitality: providing hospitality for speakers that come to our school

For the purpose of these bylaws, a majority shall consist of five members.

All meetings shall follow Roberts Rules of Order.

The sum of \$1300.00 will be carried over from year to year as operational funds. These funds will be used solely for the purpose of supporting recurring expenses in the absence of any fundraising income.

These bylaws may be amended at any regular or executive meeting of the organization by a majority vote of the executive board committee members. The bylaws should be reviewed at least every three years.

Respectfully submitted December 7, 2006

**Policy on depositing money into the PTO account:**

Any and all deposits made into the PTO account are to be given to one of the two signers on the account (currently Tammy Hull and Maggie Wink) who will count it together and make the deposit slips out together and will double check each other's work.

Reviewed and approved February 22, 2010

