

**BARTLEY SCHOOL
PARENT-TEACHER ORGANIZATION BY-LAWS**

ARTICLE I: Name

- (A) The name of this organization shall be the Bartley School Parent Teach Organization and shall hereinafter be referred to as the PTO.

ARTICLE II: Purpose

- (A) The PTO shall have as its purpose:
 - (1) To promote the welfare of children in the home, the school, and the community.
 - (2) To encourage a good relationship between parents, administrators, and teachers of students of Bartley School so that parents and educators may cooperate in the education of the student.
 - (3) To support legislation for the advancement of education.

ARTICLE III: Membership

- (A) Membership in this organization shall be open to any parent, teacher, or staff member at Bartley School.
- (B) Membership shall be attained by completing a membership form.
- (C) An annual enrollment of members shall be conducted during the first month of school. Additional members may be accepted at any time.
- (D) The membership year shall be September 1 through August 31.
- (E) All members shall be entitled to vote.
- (F) The balance of the PTO General Fund at the end of the school year will be carried forward to the next school year.

ARTICLE IV: Officers

- (A) Officers of the PTO shall consist of:
 - (1) President – who shall:
 - (a) Call Executive Committee meetings.
 - (b) Call meetings of the general membership.
 - (c) Preside over all regular and executive meetings.
 - (d) Act as liaison between the PTO and Administration.
 - (e) Appoint committees as needed.
 - (f) Serve as Ex-official member of all committees.
 - (g) Maintain records during the term of office and prepare for turnover at the end of office.

- (2) Vice-President – who shall:
 - (a) Preside over meetings in the absence of the President.
 - (b) Be responsible for coordinating Staff Appreciation Weeks and classroom parties.
 - (c) Maintain records during the term of office and prepare for turnover at the end of office.

- (3) Secretary – who shall:
 - (a) Record minutes of each general and executive meetings and provide copies for the secretarial records and President.
 - (b) Be responsible for all PTO Board correspondence.
 - (c) Keep a file for all official papers on the organization, including by-laws.
 - (d) Be responsible for submitting notice of PTO meetings to members seven (7) days prior to date of meeting.
 - (e) Maintain records during the term of office and prepare for turnover at the end of office.
 - (f) Keep a file of all standing committee rosters and reports which will include:
 - (1) Room Parent Information.
 - (2) Courtesy File.
 - (3) All Meeting Minutes.
 - (4) Financial Reports.
 - (5) Fundraising information.
 - (6) Publicity Information.
 - (g) Provide classroom stickers for PTO meetings and events.

- (4) Treasurer – who shall:
 - (a) Receive all monies, make all disbursements and collections, keep proper records of all financial transactions. These records shall be open for inspection by any member of the PTO at reasonable times.
 - (b) Present a written report at each Executive Board and General Membership meetings.
 - (c) Have books audited and given to new officers by June. Maintain current membership records.
 - (d) Maintain records during the term of office and prepare for turnover at the end of office.

ARTICLE V: Committees

- (1) Ways & Means Committee – who shall:
 - (a) Be responsible for planning and overseeing of the chili supper, and other fundraising activities decided by general membership.
 - (b) Must establish committees for fundraising activities.
 - (c) Maintain records during the term of office and prepare for turnover at the end of office.

- (2) Publicity Committee – who shall:
 - (a) Be responsible for seeing that all news pertaining to PTO functions is publicized in the local media, flyers, and newsletters to families.
 - (b) Make a calendar of activities during the school year to be available and assist the Executive Board as needed.
 - (c) Serve as a direct liaison between Bartley School and District Public Relations Director located at Central Office.
 - (d) Be responsible for seeing that the Bartley School Buzz Book is printed.
 - (e) Be responsible for maintaining the Bartley School sign.
 - (f) Maintain records during the term of office and prepare for turnover at the end of office.

- (3) Book Fair/Sales Committee – who shall:
 - (a) Be responsible for planning and oversight of book fairs and used book sales.
 - (b) Maintain records during the term of office and prepare for turnover at the end of office.

- (4) Fun & Safety Day Committee – who shall:
 - (a) Be responsible for planning and oversight of Fun & Safety Day activities and volunteers.
 - (b) Maintain records during the term of office and prepare for turnover at the end of office.

ARTICLE VI: Elections and Terms of Office

- (A) A slate of officers shall be drawn up by a Nominating Committee to be formed in March. The slate of officers shall be prepared within a seven (7) day advance notice prior to the Spring General Membership meeting, where it will be presented for voting.
- (B) The slate of officers shall contain at least one (1) candidate for each office and shall be presented at the Spring General Membership Meeting. Nominations shall also be called for from the floor.
- (C) The elections of officers shall be by written ballot.
- (D) The officers elected at this time shall serve a term one (1) year and shall assume office in June following the close of the school year.
- (E) In the event of the resignation of a board member, excluding the President, the President shall appoint a replacement subject to the approval of the general membership. In the event of the resignation of the President, the Vice-President shall complete the remainder of the term and name a replacement for Vice-President subject to approval of the general membership.
- (F) Any officer of the PTO may be removed for due cause by two-thirds (2/3) vote of the members present at a general meeting if a quorum exists. Notification of such an action shall be provided to the general membership

through a notice sent home by the school office at least five (5) school session days prior to the meeting.

- (G) One current board member shall be retained to serve on the upcoming Executive Committee as an officer or as a consultant.

ARTICLE VII: Executive Committee

- (A) An Executive Committee consisting of all elected officers, the Principal, and one teacher elected by the Bartley faculty shall be established to:
 - (1) Transact necessary business in the intervals between general membership meetings.
 - (2) Approve the plans or work of the standing committees.
 - (3) Present a report at the regular meetings.
 - (4) Approve bills within limits of the budget.
 - (5) Prepare and submit a budget for general membership approval seven (7) days prior to the last general membership meeting.
 - (6) Prepare an agenda for the general membership meetings.

ARTICLE VIII: Standing Committees

- (A) Standing Committees shall be appointed annually by the President. These Committees shall submit reports and/or recommendations for approval by the general membership. The standing committees shall consist of:
 - (1) Auditing Committee whose purpose is to conduct an annual audit near the end of the school year. A report shall be presented at the first meeting of the following school year.
 - (2) Nominating Committee which consists of the Executive Committee and two (2) members at large from general membership for the purpose of selecting a slate of officers for the following year.
 - (3) By-Law Committee whose purpose shall be to conduct annual reviews of the organizations by-laws and submit proposed revisions for approval by the general membership each year.
 - (4) Special Projects Committee shall consist of general membership members appointed by the President and will conduct PTO functions as needed.
 - (5) Labels Collection Committee shall consist of general membership members who will coordinate the label programs for Bartley Elementary.

ARTICLE IX: Meetings

- (A) The PTO shall meet a minimum of three (3) times during the school year. The first meeting shall be held within the first quarter of the school year.
- (B) Initial notice of the time and place of PTO meetings shall be made no less than seven (7) days prior to the date of the meeting. A reminder shall be sent home with students on the day of the meeting.
- (C) A quorum shall consist of those present with a minimum of five (5) members. No business can be conducted without a quorum present.

ARTICLE X: Parliamentary Authority

- (A) Robert's Rule of Order Revised shall govern this organization in all cases to which they are applicable.

ARTICLE XI: Amendments

- (A) These by-laws may be amended by a two-thirds (2/3) majority vote of those members present if a quorum exists. All revisions shall be sent out seven (7) days prior to the next meeting.